

**Shoreham Village Hall on Wednesday 7 December 2022 at 7:30pm.**

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.  
Cllr Austin and Cllr Edwards-Winser (District)
2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
3. District/County Councillor Reports
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

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

**SHOREHAM**

Parish Clerk:

Amanda Barlow

**PARISH**

07912 611048

PO Box 618

Sevenoaks

TN13 9TW

**COUNCIL**

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

**MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**

*Shoreham Village Hall 2 November 2022 at 7:30pm*

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

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

*Apologies: Cllr I Roy (District), Cllr R Waterton (District) and Cllr Hibbins*  
*Public Forum:*

*A resident raised issues about the following items:*

- Grass in Centenary Woods*
- War Memorial – messy area around the cross*
- Recreation Ground – tree work and path needs clearing*
- Environment Agency correspondence – carrying out the recommendation of the Agency.*

*The meeting was preceded by the presentation of the Housing Needs Survey by Rosemary Snelling, Rural Kent and a copy of the presentation is attached at Appendix A.*

**1. To receive any apologies for absence.**

*Apologies were received and accepted from Cllrs Hibbins.*

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

*Cllr Austin declared a pecuniary interest in Agenda Item 16.*

**6. District/County Councillor Reports**

*County Councillor:*

- A225 – good response to the consultation with 82 in support and 31 objectors. It will most likely go to the Joint Transport Board in December. Cllr Gough advised that the date is 13 December at 7pm.*
- The pothole blitz had taken place in Shackton Road.*
- Magpie Bottom – He had discussed the issues with Mike Peyton at KCC Highways. There is a problem with the idea of passing bays as KCC does not own the verge.*
- Well Hill – the gulleys have been cleaned out and Thames Water has fixed the water leak.*
- Residents asked if KCC have had to spend any money on the migrant situation. Cllr Gough advised that a letter has been sent to the Home Secretary. The main problem is the unaccompanied minors. KCC received a good deal from the Government so the cost of the*

migrant situation is a charge to the general tax payer not the KCC tax payer. The difficulty is the number is now sufficiently large and the system is bottle necked and there are problems in Manston and other areas of Kent. The biggest challenge to Kent will be the housing situation.

- KCC announced that up till March they have upped the money that is giving to host families of Ukrainians and the payments will carry on to March 2023.

District Councillor

Cllr Edwards-Winsor gave a report and a copy is attached at Appendix B.

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

## 7. Correspondence and Information

- a) Correspondence from other parties
  - i. **Shoreham Village Hall**
    - i. Commercial Waste

Cllr Edwards-Winsor advised that the Village Hall must have a commercial waste licence. **However, the removal can be as much as frequently as required. The licence is £75 per year and it was agreed that the Village Hall would purchase the licence.**

## 14. Cricket Club

To discuss and agree, if appropriate, awarding a grant to Shoreham & Otford Cricket Club

**Members resolved that the Parish Council should purchase the items and the Cricket Club would refund the Parish Council for the items.**

The Cricket Club advised the Parish Council about plans to increase the size of the Clubhouse and it was agreed that the Cricket Club would provide a detailed request to be discussed at the next meeting.

## 8. Well Hill Mission Church

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

The Well Hill Mission Church is on land owned by private family. In 2002 there was a grant to refurbish the roof and the police have used the Church as a staging ground.

The Clerk agreed to take advice on making the Well Hill Mission Church a community asset.

7. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 October 2022

**Members resolved to approve the minutes of 5 October 2022.**

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

**Members resolved to discuss Agenda Item 16 in confidence.**

## 6. Working Party Updates

- a) To receive an update from the Highways Working Party
  - a. Speed Reduction on A225 Shoreham Road  
This was covered under Agenda Item 3.
  - b. Highways Improvement Plan

*The Highways Working Party discussed the following items:*

- **George Bend**

- JR Highway Engineering report on Shoreham Village Parking Review
  - Cllr Histed gave a list of reasons not to put the yellow lines on the bend.
  - Members of the public disputed the reasons.

*Cllr Austin left the meeting.*

- Cllr Jeffery advised the Parish Council is facilitating the opening of two new pathways to make it safer for pedestrians.

***Members agreed to revisit the possibility of resurfacing the area around the George Bend.***

- **Ford**

*Cllr Histed advised that this is just an idea and the Parish Council would try to find out who owns the areas around the ford and how the only village residents parking operates.*

- **Allotment Fencing**

*This would be to get some sort of partial solution to the parking problem in the village however issues of parking were not part of the Council's plan as Members had decided that for the present HIP they would pursue things that could achieved.*

***Members agreed that the A225 and 20mph speed limited were highway priorities and should be completed before any other projects were tackled. It was agreed that the HIP would be circulated to Members and be placed on the website.***

*c. Road from Hewitts to Well Hill*

*Cllr Austin had left the meeting and it was agreed to discuss this at next meeting.*

*b) Heat Network Committee*

***Members agreed that the Committee should be disbanded and asked the Clerk to agree with Mr Bill Latimer with regard to the final payments.***

## 9. **Defibrillators**

### a) **Training**

*The Village Hall is booked for 14 December 2022 in the evening for training.*

*It was advised that the defibrillators currently in the Parish are not suitable for use on children under 8.*

**Members resolved that two sets of infant defibrillators should be also be purchased.**

### b) **Purchasing of defibrillators for the Parish for the following locations.**

- Samuel Palmer
- The Crown
- BT Phone Box – Well Hill
- East Street

*Members reviewed the quotes and options for purchasing or renting defibrillators and agreed that it was best to purchase them as follows.*

**Members resolved to agree to purchase 4 defibrillators and non lockable boxes at a cost of £6,840 plus VAT.**

**Members resolved to employ an electrician to install the defibrillators at a maximum cost of £1,000.**

## 7. **Correspondence and Information**

### b) **Correspondence from residents:**

#### i. **Well Hill Lane/water leak**

*The Clerk advised that the resident had reported that Thames Water had mended the leak and repaired the road.*

### c) **Correspondence from other parties**

#### i. **Shoreham Village Hall**

#### ii. **Accounts**

**The Clerk advised that the Council's auditor can do the audit in January 2023 and it was agreed that Julia Chamberlain should be appointed to carry out an audit and the Council will pay the fee.**

#### iii. **CCTV**

**Members agreed that Cllr Jeffery should look into the Parish Council purchasing more CCTV cameras for the village hall.**

#### iv. **Darent Valley Landscape Partnership Scheme – Shoreham Path**

*Cllr Jeffery advised that there appears to have been some hold up with the path and the progress has been slow.*

#### v. **Cost of Living Crisis and Warm Spaces Project**

*The Clerk confirmed that the flyers have been put on the notice boards and social media sites.*

- d) *General correspondence*  
*Noted at Appendix C.*

*Members agreed to extend the meeting.*

10. ***Tennis Court and Recreation Area resurfacing***

*To discuss and agree, if appropriate, next steps for the refurbishment of the tennis court and recreation area*

***Members resolved that the tennis court and recreation court should be resurfaced at cost of £27,340 and the recreation court should be made to a multi use games area of £8,375.***

11. ***Public Conveniences***

*To discuss and agree, if appropriate, next steps for the refurbishment of the public conveniences*

***Members agreed that the public conveniences need to be repaired and asked the Clerk to get quotes.***

12. ***Shoreham Cross***

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

***It was agreed the Clerk would ask Jeremy to give advice about repairing the Cross.***

13. ***Electrical Charging Points***

*To receive an update and agree, if appropriate, next steps*

*The Clerk advised that she did not have any update.*

15. ***Finance***

*To agree items payable and paid*

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

16. ***Staffing (Confidential item)***

*Members resolved to appoint Mr Holmes as the lengthsman for Well Hill.*

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

- a) *Planning (if required) Meeting – Wednesday 16 November 2022*
- b) *Parish Council Meeting – Wednesday 7 December 2022*

*There being no further business the meeting closed at 10.10pm.*

*Amanda Barlow, Clerk to Shoreham Parish Council*

## Appendix A

*The Housing Needs Survey is on the Parish Council website.*

## Appendix B

Oct 22

Covid

*There have been 53 new cases and one death reported in Sevenoaks in the 7 days to 9 November – down from a peak of 148 and 2 deaths in the week of 8 Oct*

Planning

*The New Local Plan document (Reg 18) report has been considered by the Development & Conservation Advisory Committee on 11 Oct who recommended the report to Cabinet on 13 Oct. It will now go to Full Council on 15 Nov and will be issued for an 8wk consultation on 16 Nov. The normal consultation period is 6wks, but as that period covers Xmas it has been extended to 8wks. The aim of the consultation is not to name areas where development will take place, but to determine how that process will be achieved in the following Reg19 documentation and if there are any areas that require further explanation, ie it's not what we are going to do, or where we are going to do it, but how we will be doing it.*

Warm Spaces Directory

*premises must register with SDC*

Future Elections

*Voter ID - once approved by Parliament would bring about significant change to the conduct of elections. The **Voter ID Regulations** will implement the establishment of voter identification at elections, as stipulated in the Elections Act 2022. Due to be implemented as soon as January 2023, and applied for the first time at the District & Parish Council elections in May, will require everyone that votes in a polling station to present a valid form of ID before they are provided with a ballot paper.*

*The Regulations set out the approved forms of photo ID, as well as the processes that the District Council will be responsible for, such as issuing a Voter Authority Certificate to those that do not have an approved form of photo ID.*

## Appendix C

### **Correspondence 5 October to 1 November 2022**

1. CPPRE - National Hedgerow Week is here
2. Gatwick In Touch Quarterly Newsletter
3. Kent Highways Forward Work Programme (Years 1 & 2)
4. CPRE- Why Liz Truss' growth agenda spells disaster for the countryside
5. SDC - Warm Spaces Project
6. Kent County Council Rail Summit - slides and further information
7. DRiPS newsletter and autumn meeting

## Appendix D

## Items Paid 1 October to 31 October 2022

## PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
118	Car Park	03/10/2022	Business Rates	Sevenoaks District Council	X	84.00		84.00
119	Toilets	04/10/2022	Electricity	EDF Energy	X	191.00		191.00
91	Advertising	05/10/2022	Advertising	Shoreham PCC	X	100.00		100.00
79	Computer/Printer Consumables	06/10/2022	Website	Hugo Fox	S	29.99	6.00	35.99
103	Office Rent/Storage	06/10/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
104	Computer/Printer Consumables	06/10/2022	Website	Hugo Fox	S	29.99	6.00	35.99
106	Hall/Emergency Room Hire	06/10/2022	Hall hire	Shoreham Village Hall	X	60.00		60.00
111	Office telephone	06/10/2022	Office telephone	O2	S	11.55	2.31	13.86
105	Printing Gazette/Shoreham	06/10/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
110	Darent Valley Community	06/10/2022	Darent Valley Rail Partnership	Sevenoaks District Council	X	100.00		100.00
102	Broadband	06/10/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
120	Clerk's mileage	10/10/2022	Mileage	Mrs A C Barlow	X	80.28		80.28
122	Stationery/Sundries	14/10/2022	Stationery	Amazon	S	17.98	3.60	21.58
121	War Memorial/Meenfield	18/10/2022	Cleaning Cross	Jeremy Tooley	X	90.00		90.00
117	Grasscutting Shoreham	18/10/2022	Grass cutting	GF Garden Maintenance	X	190.00		190.00
123	Notice Boards	18/10/2022	Notice Board Repair	Sam Edwards	X	547.19		547.19
126	Street lighting	26/10/2022	Electricity	npower	X	49.86		49.86
124	Toilets	28/10/2022	Water charges	Castle Water	X	31.66		31.66
125	Allotments	28/10/2022	Water charges	Castle Water	X	53.08		53.08

## Items Received 1 October to 31 October 2022

2 November 2022 (2022-2023)

Shoreham Parish Council  
RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
10	Allotments	06/10/2022	Allotments rents	Allotment Holders	X	105.00		105.00
11	Allotments	10/10/2022	Allotments rents	Allotment Holders	X	40.00		40.00
<b>Total</b>						<b>145.00</b>		<b>145.00</b>

## Items to be paid @ 3 November 2022

2 November 2022 (2022-2023)

Shoreham Parish Council  
PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
113	Broadband	01/11/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
114	Office Rent/Storage	01/11/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
133	Recreation Ground	02/11/2022	Tree Surgery	SL Tree Care	S	130.00	26.00	156.00
131	Hall/Emergency Room Hire	02/11/2022	Hall hire	Shoreham Village Hall	X	54.00		54.00
138	Clerk's mileage	02/11/2022	Mileage	Mrs A C Barlow	X	30.11		30.11
132	First Aid Training	03/11/2022	Hall hire	Shoreham Village Hall	X	33.00		33.00
137	Scribe licence	03/11/2022	Scribe licence	Scribe 2000 Ltd	S	468.00	93.60	561.60
128	Computer/Printer Consumables	03/11/2022	Website	Hugo Fox	S	29.99	6.00	35.99
129	Printing Gazette/Shoreham	03/11/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
130	Hall/Emergency Room Hire	03/11/2022	Hall hire	Shoreham Village Hall	X	60.00		60.00
112	Office telephone	07/11/2022	Office telephone	O2	S	11.55	2.31	13.86



## **8. Matters arising from the minutes not covered by Agenda items**

**Public Forum** – Recreation path and appearance of war memorial

Clerk is awaiting a quote to carry out the work.

## **9. Defibrillators**

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

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

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

## **10. Tennis Courts**

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

## **11. Public Convenience**

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

## **16. Lengthsman for Well Hill**

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

## 7. Cricket Club

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

### PAVILION EXTENSION PROJECT

#### Shoreham & Otford Cricket Club



Prepared for Shoreham Parish Council

Date: 3<sup>rd</sup> November 2022

Author: Alex Hofmann

Website: [www.socc.uk](http://www.socc.uk)

## Background

Shoreham CC merged with Otford CC in 2020 with the aim of becoming the leading village club in North West Kent. Prior to the merger, both teams were suffering from dwindling numbers and our second teams were in dire straits and likely to fold. Otford had a healthy junior section, while Shoreham's junior section closed in 2014. In terms of assets, SOCC has the right to play cricket at our ground in Shoreham and on Otford recreation ground, but the only pavilion is at Shoreham. At Otford, the club has to rent the changing room from Otford Village Memorial Hall on match days and there is no option to build a pavilion at Otford. So the club's HQ and focal point will always be our pavilion at Shoreham and this is to the benefit of all parishioners of Shoreham, as the club is a focal point for local people on match days and it is open for use by the community on request: the Primary School uses it each year for its end of term celebration for Year 6 and the ground has been used for yoga this summer. (We do not charge for these activities).

## The growth of the club

The present pavilion was built in 2000, following the arson attack on the old pavilion at Shoreham and at this time the ownership of the ground passed from the club to Shoreham Parish Council, with the club paying a peppercorn rent to the Parish Council. The pavilion was built at a time when the club had one men's team on a Saturday and one men's team on a Sunday. We now have three senior teams on Saturday (men and women have played for these teams), one team on a Sunday and three junior teams in the Invicta Leagues as well as a midweek senior team and two winter indoor teams. Due to the success of the club and the growth we have seen, particularly in junior cricket, the current pavilion is much too small for the club, with communal areas being full of furniture, cricket paraphernalia and groundkeeping equipment.

## The way forward

The club has commissioned Phil Simpson of [People and Place Architects](#) to carry out a feasibility study (Stage 0: Strategic Design under the RIBA 0-4 stage process). People and Place Architects is a friend of the club and they have carried out this work, including the concept drawings free of charge. Before we start spending club funds on the next stages in the RIBA planning process, we would like to ask Shoreham Parish Council as our landlords whether it would be supportive in principle of an extension to the pavilion, subject to the usual consents and Sevenoaks local plan. The feasibility study is attached here:



SOCC Feasibility  
Study.pdf

## Benefits to the community

### 1. A function room for the local community

If we are successful in our extension to the pavilion, we will create a large function room on the first floor (with lift access for disabled people) which we would look to let out to local people for children's birthday parties and to local businesses like nursery schools, pilates and yoga instructors. The function room will benefit from the beautiful location in the Darenth Valley and we have parking for at least 50 cars (more in summer).

### 2. Encouraging women and girls' cricket

The club already has over 10 girls in the junior section and we are keen to expand this offering and start a girls' team to play against clubs including The Vine and TWCC. If we are permitted to extend the pavilion, we will provide a female changing room, and this will help to unlock grants from ECB and KCB.

### 3. Getting people back into exercise

The club has approached DVLPS regarding the provision of a unisex disabled public toilet on the ground floor of the building which would be locked at night (similar to the toilet in the car park at Otford). Kent Community Cricket and DVLPS have both indicated that if we can encourage inactive people to start walking, it is much more likely that we would be successful in any future application for a grant. We would also aim to serve drinks and snacks to passing walkers on Saturdays and Sundays.

### 4. Securing the future of the cricket club

Although the club has enjoyed success over the last two seasons, many other clubs in the local area have not been so fortunate. For the club to grow and thrive, we need to provide first class facilities on and off the pitch, to ensure that the club is around to celebrate our 200<sup>th</sup> anniversary in 2068.

## Costs and funding

People and Place Architects has suggested a construction estimate of £160,000 for the proposed extension (October 2022 prices) in addition, the following additional professional services and contingences have been allowed for a full development cost of £200,000. These additional services include:

- Architectural Design, including finalising the brief and design and submission to planning
- Structural Survey and associated design services for Building Control approval
- Transport report (if required)
- Planning Consultant (if required), and
- Design and Construction contingency of 12.5%

The above figures are provisional and will need to be validated if we proceed with the project.

It is the intention of the club to fund the majority of the costs over a 2-3 year period. There are multiple sources of funding available for a project of this type and the club has approached the following organisations for advice and support.

- England and Wales Cricket Board
- Kent Cricket Board
- Kent Community Cricket
- Darenth Valley Landscape Partnership

If the Parish Council is broadly supportive of an extension to the pavilion, we will approach the following organisations for funding:

- Kent County Council
- Defra
- National Lottery Community Fund
- SDC Community Fund
- Sevenoaks District Sports Council
- Lord's Taverners
- BIFFA Awards
- WREN Funding
- Viridor Awards
- Veolia Environmental Trust Funding

We are not asking the Parish Council to provide any money towards funding the extension, although if the extension fulfils any of the strategic objectives of the Council, we would invite the Council to consider making a contribution.

For further information on sources of funding, please see **Appendix 1**.

### **Changes to the lease**

There is a clause in the lease which will need to be changed to allow community access to the function room. This should not be controversial in any way, but it does need consideration.

### ***Prohibitions relating to user***

- (a) Not to use the Premises or permit the same to be used otherwise than as a cricket ground and cricket club for the use of the Club and to procure that the Club be kept open for the use of residents of Shoreham Parish, or for such other use (consistent with the terms of any grant received by the Landlord) as the Landlord shall approve in writing

### **Pavilion Extension Committee**

The club has formed a sub-committee to manage the pavilion extension project.

Bob Stacey, Chairman ([bob@heritagebrickwork.com](mailto:bob@heritagebrickwork.com))

Alex Hofmann, Head of Junior Cricket ([alex.hofmann@fisglobal.com](mailto:alex.hofmann@fisglobal.com))

David Jarratt, Secretary ([david.jarratt@gmail.com](mailto:david.jarratt@gmail.com))

Richard Bradfield, Club Member ([Bradfield.r@gmail.com](mailto:Bradfield.r@gmail.com))



We look forward to hearing your feedback on our proposals and we welcome any questions.

## The Pavilion Extension Committee

**Appendix 1: Cricket Pavilion Funding**

## ECB

<https://www.ecb.co.uk/be-involved/club-support/club-funding/county-grant-fund>  
<https://resources.ecb.co.uk/ecb/document/2021/07/19/99bb6940-eed9-4372-b78a-e2b08e287ee1/County-Grants-Fund-Guidance-V5.pdf>

Clubs can apply for funding towards the purchase of relevant products or materials, and associated professional labour costs, under the following project themes:

3.1 Creating Welcoming Environments – supporting All Stars, Dynamos, Women’s and Girls’ Cricket and / or Disability Cricket

- Social Space – furniture / decoration / flooring / patio / decking / heating / glazing
- Toilet Facilities – sanitaryware / tiling / flooring / baby-changing facilities
- Catering – kitchen units / appliances / professional catering equipment / barbecue
- Arrival and Access – lighting / signage / car park / disabled access
- Digitising – WiFi / Broadband hardware (excludes subscription fees) / TVs / PA or Music systems / Electronic Point of Sale equipment

3.2 Providing Enhanced Facilities and Playing Opportunities - supporting Women’s and Girls’ Cricket and / or Disability Cricket

- Non-Turf Match Pitch (must be an ECB Approved System)
- Non-Turf Practice Facility (must be an ECB Approved System)

or

- Enhanced Changing Facilities:
  - Create individual shower spaces with drying areas
  - Improved toilet provision – sanitaryware / tiling / flooring
  - Decoration / mirrors / hand dryers / grooming points
  - Personal possession lockers

3.3 Tackling Climate Change – supporting ECB affiliated Cricket Clubs

- Flood Resilience\* – building protection / targeted drainage\*\* / ditch or culvert clearance
- Drought Resilience\* – rainwater harvesting / irrigation\*\*\* / bore holes
- Energy Saving – Insulation / LED lighting / Solar PV / Solar Thermal / energy-efficient heating systems
- Water Management – Water-saving sanitaryware / greywater recycling / efficient appliances

## Kent County Council

## Kent County Council - Capital Grant Scheme for Sport

<https://www.idoxopen4community.co.uk/kent/Scheme/View/Kent-County-Council-Capital-Grant-Scheme-for-Sport-GRUKBP3IS30819?search=c8a83f6daa154da8a3fa4fe244e95c61&cip=10&bcr=MTI0NQ>

## Sporting Capital Fund

<https://www.idoxopen4community.co.uk/kent/Scheme/View/Sporting-Capital-Fund-GRUKBP3IS43937?search=c465254466a04de390a240d37ceaca0d&cdp=3&cip=10&bcr=MTI0OQ>

## Description

Loan funding is available to a wide range of incorporated organisations based and operating in England to deliver projects using sport and sporting facilities that generate sustainable revenue and deliver long-term community impact.

## Current Status

Open for Applications

Maximum value:

£ 150,000

## Not applicable – SUEZ Communities Trust Landfill Communities Fund - Primary Fund (England)

<https://www.idoxopen4community.co.uk/kent/Scheme/View/SUEZ-Communities-Trust-Landfill-Communities-Fund-Primary-Fund-England-GRUKBP3IS21307?search=c465254466a04de390a240d37ceaca0d&cdp=3&cip=10&bcr=MTI0OQ>

## Description

Grants are available to non-profit making organisations in qualifying areas of England for improvements to local community facilities, historic buildings and structures, sport and recreation facilities.

Current Status

Open for Applications

Maximum value:

£ 50,000

England & Wales Cricket Trust - Loan Scheme

<https://www.idoxopen4community.co.uk/kent/Scheme/View/England-Wales-Cricket-Trust-Loan-Scheme-GRUKBP3!S37436?search=c465254466a04de390a240d37ceaca0d&cdp=2&cip=10&bcr=MTI0OA>

Description

Interest-free loans are available to cricket clubs in England and Wales to finance capital projects, including renovations, to improve facilities which contribute to increased participation in cricket.

Current Status

Open for Applications

Maximum value:

Discretionary

Others

<https://www.funding4sport.co.uk/>

<https://www.thestablecompany.com/sources-of-funding/sports-leisure>

<https://communityenergyengland.org/pages/funding-opportunities-2>

Crowd funding

<https://www.spacehive.com/dartford-rugby-community-space-project>

<https://www.crowdfunder.co.uk/funds/sports/cricket>

3 Additional files attached separately from the architects



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



Customer No: SHORE01  
Report No: 800841  
15/11/2022

Mrs Amanda Barlow  
Shoreham Parish Council  
PO Box 618  
Shoreham  
Kent  
TN13 9TW

## Tree Inspection Report

Shoreham Parish Council  
Shoreham / Otford Cricket Ground

November 2022

Conducted by  
Steve Launchbury Dip.Hort. (Kew) R.F.S.Cert Arb. Tech. Cert. (Arbor A.) TechArbor A



Steve Launchbury Dip.Hort. (Kew) R.F.S.Cert  
Arb. Tech. Cert. (Arbor A.) TechArbor A

01474 853749 07778 670560

"Lochinvar" Kingsingfield Road  
West Kingsdown Kent. TN15 6LH

Company No. 10565121 Vat No. 26 52885 72





## Tree Safety Survey Inspection Report for Shoreham Parish Council

Date of inspection: Monday 14<sup>th</sup> November 2022

The Survey is a tree safety survey within the cricket ground fenced area. Trees with significant problems outside the area that may impact on public safety may also be listed as necessary to enable the Council to alert the tree owner.

Other works may be listed that may be classed as prudent works to limit future problems.

Trees are plotted on a map to assist locating the trees. The tree sizes and locations on the map are to be taken as indicative to aid identification.

Where trees may be in large groups or woodland, they may be shown as groups on the map and only trees of direct interest to the survey shown within the group.

Tree locations may be listed as High Risk to Low Risk as appropriate. Normally in Council owned properties, wherever the public may access will be classed as High Risk unless otherwise stated.

Particular care is required alongside roads, outside schools, play areas and places where the public congregate.

Particular care is required for trees in these areas, especially after storms or other serious weather events. It is recommended that trees in High Risk areas be checked after such events and any remedial action taken as necessary.

In case of any doubt as to the safety of any trees, it is advisable to have the trees inspected by a professional who can advise on a course of action if required.

The inspection assesses the trees on the basis of a Visual Tree Inspection, taking into account the root area, the base of the trunk, structure and condition of the trunk and main scaffold of the tree. Other features such as buds, leaf density of the canopy and any defects visible will be noted.

The initial inspection is carried out from the ground only with basic tools such as a metal probe, plastic sounding hammer and binoculars. Cavities that are accessible from the ground may be probed where necessary and a sounding hammer used to assess the extent of the cavity.

No climbing aerial inspections or ground excavations are done on the initial survey.

Further inspection methods from climbing to specialist Tomography may be recommended as a result of the initial survey.

It is worth noting that no tree can ever be declared entirely safe. Trees are living organisms, reacting to their surroundings, actions of others and the environment. Factors such as weather, pests and diseases and human activities all will influence the safety as well as the health of the tree.

It is not practical to take all possible eventualities and exclude or prevent them from happening. However, regular inspections and prudent works will reduce these risks to a very low level.

For this report, the type of tree is listed, the maturity and overall condition.

Comments and recommendations are then made as to what may be wrong and what works are required.

These works are given a priority ranging from immediate (the Council will be notified even before the report is completed if works are required immediately), within one month, to usually 3, 6 or 12 months.

Steve Launchbury Dip.Hort. (Kew) R.F.S. Cert  
Arb. Tech. Cert. (Arbor A.) TechArbor A

01474 853749 07778 670560

'Lochinvar' Kingsingfield Road  
West Kingsdown Kent. TN15 6LH

Company No. 10565121

Vat No. 26 52885 72







The report is valid for one year unless otherwise expressly stated. This does not take into account the effect of outside agencies – storms, mechanical damage, eg a vehicle damage, or other non foreseeable incidents.

**It is recommended** that the works identified in the report be carried out to maintain as safe an environment as practical for the public.

An annual inspection is recommended to monitor changes and early signs of problems in the trees.

An earlier inspection may be required after adverse weather or other unforeseen events.

For clarity works are prioritized in months from the date of the report.

TPO's etc

The Cricket ground is within Area 2 of TPO 2/1950. While the trees within the cricket ground itself, appear to be less than 72 years old, and therefore not protected, it will be prudent to confer with Sevenoaks Council prior to any works being carried out.

Permissions, if required must be obtained prior to works being carried out. There are significant penalties for failure to have the correct permissions.



An overview map of the tree locations is provided at the end of this report.

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Email: office@alltreeconsultancy.co.uk  
Tree Survey Data

Tree Number	Tree Name	Comment	Recommendation	Priority (months)
1	Apple	The tree is mostly dead with a little portion of the tree towards the fence having life. The tree is potentially unstable with extensive decay and may also fall apart in sections	Fell	ASAP
2	Ash	A mature tree with significant deadwood throughout the crown and hanging in the adjacent Hawthorn. The bench below is within the target area. With no leaf (already fallen) it is not as easy to confirm or otherwise the presence of Ash Dieback. It will be prudent to observe the tree during 2023 when in leaf.	Remove the significant deadwood from within the crown and lodged in the Hawthorn.  Re-inspect during summer 2023	3
3	Hawthorn x3 group	Group of three mature Hawthorns with significant deadwood in the crowns. And large clumps of dead Ivy remnants.	Remove the significant deadwood.	3
4	Ash	Multi stem large tree. A small amount of minor bark damage at the base of one stem. The timber appears still solid. Significant deadwood throughout the crown. There are possible early signs of Ash Dieback that will need to be checked during 2023 when in leaf.	Remove the significant deadwood.  Re-inspect during summer 2023	3
5	Ash	Medium sized tree, significant deadwood and stubby deadwood remnants. Signs of the onset of Ash dieback, with much epicormic regrowth.	Remove the significant deadwood.  Re-inspect during summer 2023	3
6	Sycamore	Extensive Ivy throughout the trunk and covering the base. Some dead branches likely to be from Squirrel damage in the crown.	Sever the ivy at a suitable location near the base. Remove significant deadwood as required.	3
7	Goat Willow	Multi stem with several large dead sections of stem and dead branches. Hanging deadwood lodged over the bench. Ivy on the trunk	Remove deadwood and dead stems. Remove lodged branch over the bench. Sever the ivy	ASAP
8	Hawthorn	Entirely clad with Ivy. The tree appears to be dead and has fallen (exposed dead root showing) into the neighbouring trees into a stable configuration.	Fell	ASAP

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Technical Member TE494



Email: [office@alltreeconsultancy.co.uk](mailto:office@alltreeconsultancy.co.uk)

Tree Number	Tree Name	Comment	Recommendation	Priority (months)
9	Goat Willow	Dead medium sized tree.	Fell	ASAP
10	Sycamore	Base and trunks heavily clad with Ivy. The crown is close to the Clubhouse roof.	Sever the ivy. Clear the crown to ensure approx 2m clearance to the clubhouse.	3
	Ivy clad trees			
	Ivy 1 to Ivy 20	<p>Various trees located around the perimeter of the Cricket Ground are significantly clad with Ivy.</p> <p>The significant Ivy clad trees are listed but is not an exhaustive list.</p> <p>The ivy is detrimental to the health of the trees long term in that it obscures the tree for inspection purposes. The ivy also smothers the tree, preventing the proper growth and becomes a windsail.</p> <p>Severing the ivy is preferable to removing it in one go to avoid disturbing wildlife and birds.</p>	Sever the ivy at a suitable point near the base to cause the bulk of the ivy to die.	3





Email: office@alltreeconsultancy.co.uk  
Photos



Steve Launchbury Dip.Hort. (Kew) R.F.S.Cert  
Arb. Tech. Cert. (Arbor A.) TechArbor A

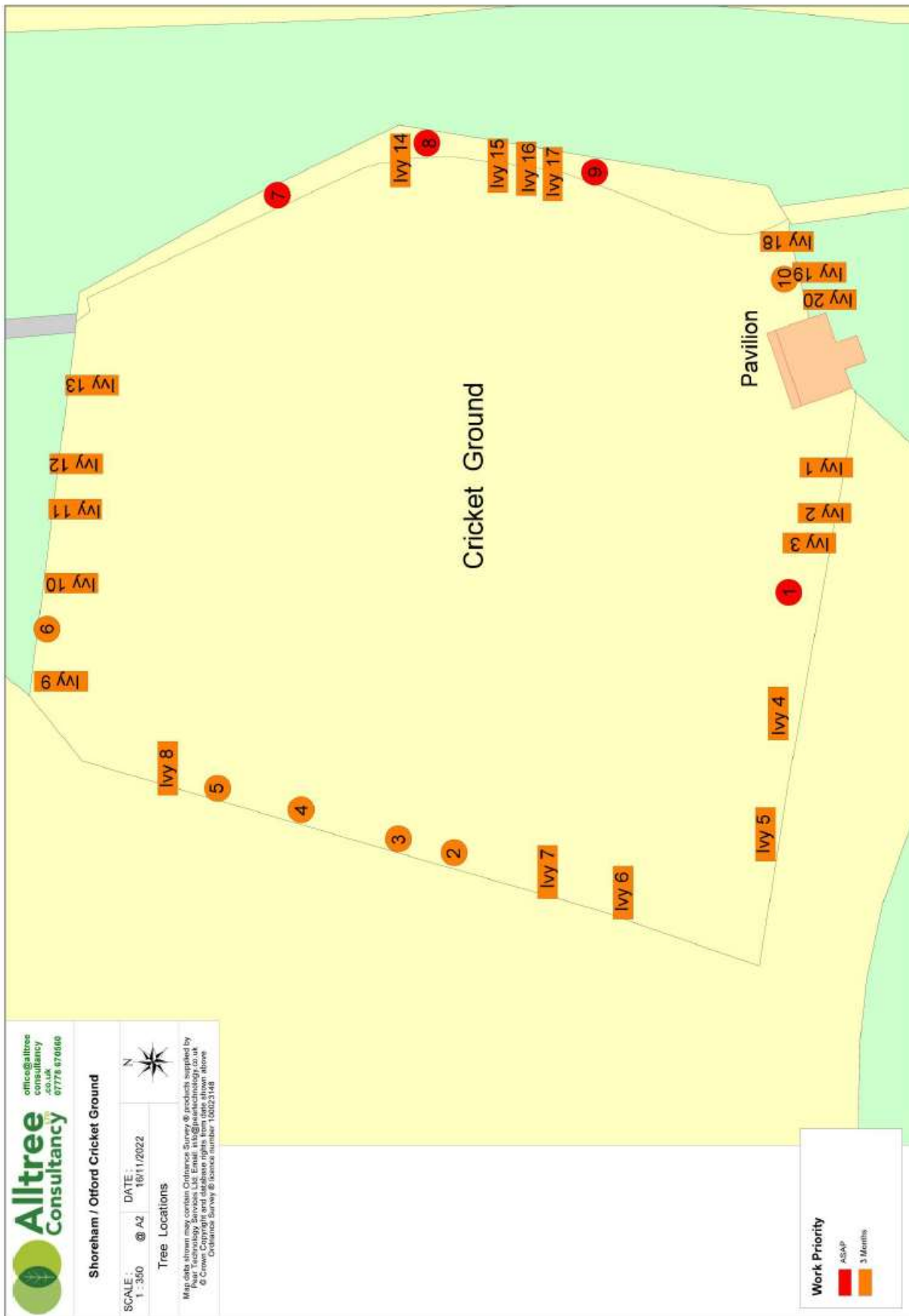
01474 853749 07778 670560

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Company No. 10565121

Vat No. 26 52885 72





## 8. Darent Valley Landscape Partnership Scheme – Shoreham Path

-----Original Message-----

From: "Jennifer Smith" <jennifer.smith@kentdowns.org.uk>

Sent: Wednesday, November 30, 2022 7:29am

To: "Brian Jeffery" <Brianjeffery13@outlook.com>, "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>

Cc: "Sarah Moon" <sarah.moon@kentdowns.org.uk>

Subject: RE: Shoreham station path update

Hello Brian,

Apologies only just coming back to you now. I thought I'd sent the email but it was still sat in my draft items for some reason!

So with the hedge maintenance, it will be the path side of the hedge bordering with the road that will need maintaining. There is no hedge planned for the field side - this will be fenced. In terms of machinery, a compact flail on a tractor may be possible but the alternative, and probably more preferable option to minimise any inadvertent damage to the path, would be to cut the hedge back by hand. This would most likely be a two-day job and I'd think once or twice a year would be sufficient.

The other aspect of the path project I need to speak to the parish council about is maintenance of the path itself. As with any capital works that we as DVLPS (and part of Kent County Council) deliver, the Heritage Fund requires us to have a letter licence agreement in place for a period of 10 years after completion of the works. This is something we have to do for all our projects that have a capital aspect to them. This is to ensure that any capital items paid for by public money are maintained to a reasonable standard (save for normal wear and tear). I will have a letter licence in place with the landowner (Andrew Montgomerie) stating that he will leave the path in place for a minimum 10 year period but any maintenance associated with the path, would need to be the responsibility of the parish council.

The chance of any maintenance being needed to the path (apart from an annual cut of the hedge) is low because the specification and materials proposed are robust and fit for purpose for a multi-use path. However, for example, if a small pothole was to appear on the path caused by excessive rainfall, this would be the responsibility of the parish council to fix this to enable the path to remain in a good, safe and usable condition.

I can get a draft template of a letter licence agreement over to you to take to the next parish council meeting should that be useful? It would be helpful if this could be added to the PC agenda and discussed at your December meeting as this will enable us to move forward and get the work started in the New Year. If you think it would be useful for one of us to attend the meeting, then please let me know.

Should you have any further questions, please get in touch and I look forward to hearing from you on behalf of the parish council in due course.

Kind regards,

Jennifer

**The Parish Council is being asked to maintain the hedge next to the proposed Station Road path, at a cost of approximately £300 to cut the top and 2 sides of the hedge using a tractor with a hedge cutter.**



## 9. Highways Working Party

9.1 Speed Reduction on A225 Shoreham Road  
JTB meeting is on 13 December 2022.

9.2 Highways Improvement Plan

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

Document control:

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

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

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

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

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

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

2	Whole village of Shoreham from entry points at Station Road, Filston Lane and Shacklands Road.	There is a problem with vehicles and bicycles speeding along the High Street and Church Street. Pavements in Shoreham are narrow and people often have to resort to walking in the road. This includes the numerous children, who have to cross these roads in order to reach the entrance to their primary school, which is located right in the centre of the problem 'zone'. A reduction in speed limit throughout the village from 30mph to 20mph would make it safer for all road users, pedestrians, cyclists, horses and drivers alike.  A traffic survey undertaken by the Parish Council recorded that 95% of respondents were in favour of this.	1. KCC to undertake traffic surveys (TBC) 2. Speed limit review (desktop study and site visit) (timescale to be agreed) 3. Review traffic survey data and report back with overall recommendations. (timescale to be agreed).	1. N/A 2. N/A 3. 9k	1. KCC 2. KCC 3. TBC	KCC to action this request after priority one has been completed. This request may not be actioned until the following financial year. 1. KCC to arrange traffic surveys at locations to be agreed by Parish Council. 2. Desktop study and site visit would be working to DfT guidance in circular 01/2013 'Setting local speed limits'. 3. Should the findings support a speed limit reduction, a funding source would need to be identified for this. A Traffic Regulation Order (TRO) would cost in the region of £3,000-£4,000. A typical signing and lining only speed limit scheme would cost around £5,000. Additional engineering measures could add significantly to the overall scheme cost. A typical speed limit scheme may take from a minimum of 6 months to a year from start of consultation to installation on site.
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Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.



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

3.	Whole village of Shoreham	<p>Too many HGVs are driving through the village. The narrow streets and listed bridge are unsuitable for such large vehicles. Weight restriction signs at the 3 entry points to the village (Station Road, Filston Lane and Shacklands Road) preventing HGVs except for access should reduce the number of such vehicles coming into the village.</p> <p>A traffic survey undertaken by the Parish Council recorded that 99% of respondents were in favour of this.</p>	1. KCC to investigate possible measures to limit HGVs through the village.	1. TBC	1. TBC	<p>1. An initial desktop study indicates that a width limit is already in place for Shoreham Village. KCC to carry out signage review to ensure existing signage is adequate. Has the Parish Council considered signing up to Lorry Watch. This scheme aims to empower local residents to record the details of HGVs that are inappropriately using a road. This data is passed to the Freight Officer at KCC who liaises with the Police when a restriction has been broken. In this instance, there would be no law broken but the benefit of collecting this data would be to build a picture of the numbers of lorries using the road and which companies are using it. The Freight Officer has offered to contact the businesses who regularly use the lane and discuss alternative route selection.</p> <p>Lorry Watch has proven very successful in a number of other locations around Kent. We are told that the temporary Lorry Watch signing alone has shown significant decreases in HGV traffic in some areas. Further information can be found at <a href="https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch">https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch</a>.</p>
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Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.

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

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

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

5	Bends next to The George pub, Church Street	<p>Visibility is poor coming around these bends both from the station and from the village centre. Cars parked on the bends exacerbate the problem. Vehicles often travel too quickly around the bends making it dangerous both for on-coming traffic as well as pedestrians. Changing the surface of roadway to buff non-skid asphalt would indicate an environment where careful negotiation between road and footpath users is required and would encourage drivers to slow down.</p> <p>A traffic survey undertaken by the Parish Council recorded that 74% of respondents were concerned about these bends.</p>	<p>1. KCC to carry out assessment of issues experienced in the village. (timescales TBC)</p> <p>2. KCC to investigate feasibility of coloured surface patch or other mitigating measures (timescales TBC).</p>	<p>1. NA</p> <p>2. 7k</p>	<p>1. KCC</p> <p>2. TBC</p>	<p>1. KCC can undertake an assessment of traffic through the village and provide the Parish Council with possible options. Should the parish wish to progress any of the proposals a funding source will need to be identified.</p> <p>2. Installation of high friction surfacing would normally require the carriageway to be resurfaced in order to provide a sound even surface for the high friction surface to adhere to. Typical costs for a coloured surface patch are normally in the region of £5,000. We would usually need to close the road in order to undertake this type of work and costs can start at around £2,000 but can increase significantly if additional charges are incurred. Should a coloured surface be the preferred option a funding source would need to be identified for this.</p>
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Note: All Parish Council requests for Highway Improvement Plans to be submitted once a year and an action/programme for the year agreed. Any additional requests may not be investigated/actioned until the following year.

## 9.3 Road from Hewitts to Well Hill

Cllr Austin to address this item.

10. **Well Hill Mission Church**

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

The Clerk has asked for advice from KALC, the legal advisor, Clive Powell has been off sick for a long period of time but has now returned on a reduced hours and a response is expected soon.

11. **Shoreham Village Hall**

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

12. **Shoreham Cross**

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

Jeremy Tooley sent his apologies and advised that he will attend the next Amenities Committee meeting to give more details.

13. **Correspondence**

## 13.1 Environment Agency

**From:** Waring, Peter <peter.waring@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

### 13.2 Sevenoaks District Local Plan

To note the deadline for response of 11 January 2023.

To agree, if appropriate, delegating to Members to respond on behalf of the Parish Council

**To:** Planning Policy [PlanningPolicy@sevenoaks.gov.uk](mailto:PlanningPolicy@sevenoaks.gov.uk)

**Subject:** PLAN 2040 - Consultation Documents - Town and Parish Councils (November 2022)

Dear Sir/Madam

#### **PLAN 2040 - Consultation Documents (November 2022)**

Sevenoaks District Council is launching a consultation on Plan 2040, a new Local Plan for Sevenoaks District, on Wednesday 16 November 2022. The consultation will run for 8 weeks, closing at **11.59pm on Wednesday 11 January 2023**.

We have organised for a selection of consultation materials to be delivered to you on Monday 14 or Tuesday 15 November 2022. These include a printed copy of the Plan 2040 Document, as well as a Plan 2040 Summary Pamphlet and a selection of Posters. Attached to this email are also PDF versions of both the Summary Pamphlet and Poster.

We would kindly ask that you display the consultation posters to the public during the consultation period.

Comments on the consultation documents can be made as follows:

- Online at [www.sevenoaks.gov.uk/plan2040](http://www.sevenoaks.gov.uk/plan2040); or
- By post to Planning Policy, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, TN13 1HG, using our downloadable questionnaire.

Paper copies of the Plan 2040 Survey can be downloaded and printed from our website, [www.sevenoaks.gov.uk/plan2040](http://www.sevenoaks.gov.uk/plan2040), once the consultation opens on Wednesday 16 November 2022.

The Council has organised 'drop in' sessions where members of the public can discuss the consultation document with officers from the Council's Strategic Planning team:

- **Wednesday 30 November 2022, 2.30-5pm and 5.30-8pm**(Edenbridge Leisure Centre, Stangrove Park, Edenbridge, TN8 5LU)
- **Tuesday 6 December 2022, 2.30-5pm and 5.30-8pm**(Sevenoaks District Council Offices, Argyle Road, Sevenoaks, TN13 1HG)
- **Thursday 8 December 2022, 2.30-5pm and 5.30-8pm**(The Alexandra Suite, St Mary's Road, Swanley, BR8 7BU)
- **Wednesday 4 January 2022, 2.30-5pm and 5.30-8pm**(Online Zoom Drop in Session)

On request, we are also able to provide you with sets of Plan 2040 postcards (A6) and paper copies of the consultation questionnaire. If this would be useful, please let us know and we can get these sent out to you.

If you have any queries relating to the consultation, or require any further consultation materials, please contact the Strategic Planning team on 01732 227000 or [planning.policy@sevenoaks.gov.uk](mailto:planning.policy@sevenoaks.gov.uk).

Kind regards  
Emma Coffin  
Planning Officer (Policy)  
Planning Policy

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG  
Tel: 01732 227315  
Email: [emma.coffin@sevenoaks.gov.uk](mailto:emma.coffin@sevenoaks.gov.uk)  
Online: [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

## 13.3 Police

November newsletter not yet received.

## 13.4 General Correspondence

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

## 14. Finance

To agree items received, payable and paid

Items Paid 1 November to 7 December 2022

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

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

Items to be paid @ 8 December 2022

7 December 2022 (2022-2023)

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

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

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

15.1 To agree the meeting dates for 2023

15.2 Planning (if required) Meeting – 21 December 2022

15.3 Planning (if required) Meeting – 4 January 2023

15.4 Parish Council Meeting – Wednesday 18 January 2023

15.5 Parish Council Meeting – Wednesday 1 February 2023

15.6 Planning (if required) Meeting and Amenities Committee Meeting – 15 February 2023

Amanda Barlow, Clerk to Shoreham Parish Council