

# SHOREHAM

Parish Clerk:

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# PARISH

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# COUNCIL

## DRAFT MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Shoreham Village Hall on 2 November 2016 from 7:30pm

Present: R Blamey, A Collins, P Dodd, A Hibbins, M S Parkes, N McDonnell and L Spence

Also Present: District Councillor J Edwards-Winsor, County Cllr Roger Gough  
5 members of the public

Clerk: Sarah Moon

### Question Time

Q: Has the Parish Council given any further attention to the golf course situation given that more trees have been felled? The Shoreham Society shall be having a meeting with the owners of the golf club as they are concerned over number of trees which have been cut down and several residents have complained about this.

A: Cllr Parkes has made contact with the tree officer who said these trees are not covered by a TPO. However, District Cllr Edwards-Winsor offered to speak to the Tree Officer. Discussions are still to be had regarding the possible footpath, lighting and car park although the possibility of a path on the other side of the road through the field should also be pursued.

C. It is now dangerous to walk down Station Road as the white line has disappeared, the banking and overhanging trees having encroached upon it.

1. Apologies for absence were received from Cllr Histed.

2. There were no disclosures of interest from members.

3. Minutes of the meetings held on Wednesday 5<sup>th</sup> October (copies previously distributed) were received and signed by the Chairman.

4. District/County Councillor Reports

District Councillor

Sevenoaks District Council have received an award for its work to make the District dementia friendly.

Charges in all car parks SDC's car parks in Sevenoaks, Swanley and Westerham will be frozen from next April.

A Placemaking workshop had been scheduled for 2<sup>nd</sup> November during which Parish Council were asked to give their views on open spaces, sport and leisure. As this meeting was the same time as the Parish Council meeting, no members from Shoreham were able to attend.

With regards Timberden Farm, Lot was completed 31/10/2016. Lot 4 however, will not now complete until early December but the land agent has been in touch with the Clerk and so contact can at least be made should any problems arise. Details of the purchaser will be revealed only when all lots of completed.

Regarding the barns at Timberden Bottom (Lot 1), SDC propose to attend a Parish Council meeting in January to go through plans for what they intend to do. The suggested date was 19<sup>th</sup> January but no meeting has been scheduled for that day. The Clerk to contact Leigh Keating to clarify the date and invite SDC to the meeting.

Finally the District Councillor confirmed that he would be attending meeting at Pembury at which the proposals for KCC to hand grass cutting back to parishes would be discussed.

County Councillor : Nothing to report.

5. Chairman's Report

A complaint against our approach to a planning application has been followed up.

The Clerk is still to be provided with the information necessary to complete the application form for DCLG funding for a Neighbourhood Plan.

A response to correspondence from a resident about set up in the car park and matters about traffic and parking is still outstanding.

Feedback regarding the new format of meetings has continued to be positive.

Discussions with the Clerk relating employment issues are on-going.

6. Report from the Clerk.

- (a) The leak in the public toilet has been fixed.
- (b) Thames Water have been contacted regarding the valve at the Allotments (since installing the new meter it has not been possible to turn the water off).
- (c) Enrolment with the Pensions Regulator has been completed.
- (d) A meeting has been scheduled with a playground company for 14<sup>th</sup> November to discuss renewing some of the equipment. A playground inspection has also been requested for November. This will highlight any items which are no longer fit for purpose.
- (e) A new printer has been purchased.
- (f) Work is still on going to find obtain quotes for the ground maintenance contract, the medium priority tree surgery work, refurbishment of the tennis court and repairs to the roof of the tennis shelter.

7. Recommendations arising from the Amenities & Services Committee Meeting

The following recommendations arising as a result of the Amenities and Services Committee Meeting held on Wednesday 19<sup>th</sup> October were discussed:

- That the Council explore the option of pegging out a boundary between the Crown Road gardens and the Allotments in lieu of installing a fence. This was agreed and Cllr Blamey volunteered to explore the options of getting a surveyor to do this. The Clerk has found some old plans of the Allotments and shall pass them to Cllr Blamey. Cllr Dodd agreed to speak to KALC regarding any potential legal issues arising from these actions.
- That the Council ask residents of Crown Road who do not have gate licences to voluntarily seal their gates so that any potential access is removed. This was agreed and the Clerk was instructed to draft a letter explaining that following recent discussions with residents of Crown Road, the Parish Council has decided not to install fence along the allotment boundary. Instead, it intends to get the boundary pegged at ground level by a surveyor and would ask that in line with spirit of those actions, residents are politely asked to seal up their gates if they do not have a licence.
- That the Council accept the quote from the Tennis Academy at Otford for the cleaning and repainting of the tennis court (unless the third company, who have not yet provided a price is significantly cheaper). A sum of £425 for the cleaning of the court and £1800 for repainting and application of a resin was authorised.
- That a sum of £2500 is made available and the overspend authorised in order to carry out essential tree surgery this financial year. This was agreed and the overspend authorised.

8. Emergency Planning:

- The following update was received from Cllr Spence, who is also a member of the Emergency and Resilience Group:  
The Group will meet next week;  
Three individuals will be attending a Flood Wardens Training course on 12<sup>th</sup> November;  
Generator has been checked and is in good working order;  
A list of vulnerable people is being compiled via information obtained from the Over 60s Club, the prescription rota and the WI.
- All salt bins in the village are 90% full. Cllr McDonnell to check those in Well Hill and SM to liaise with Cllr Hibbins and check any he has not checked as well as those in East Hill/Romney Street.

Q : Cascade needs to be really clear. Can there be a clear line?

A: This will be raised at the meeting next week so if anyone is away, the rest of the team should be notified.

C: It is also important that pubs/businesses are involved in the planning. A copy of the Emergency Plan should also be sent to SDC.

9. Traffic and Parking

A draft report has been received from JR Highways Engineering Limited. Is incomplete and so will not be forwarded until the full and final version has been received. The Clerk did however summarise the findings so far which included an explanation of the swept analysis undertaken as well as the recommendation to change the surface colour of the road on the Station Road approach to the George Bend in order to reduce speed. Marked parking bays along Church Street to the bridge were also suggested in order to optimise parking. Once a complete version has been received this will be shared with the wider audience. The Clerk has also invited Johnny Russell, the author of the report to come and present it at a Parish Council meeting.

It was also brought to attention that the pavement on the bridge is still in a poor state of repair and this needed to be taken up once again with KCC. A resident has unfortunately fallen over on the bridge as the pavement was covered in leaves and the missing kerb stone could not be seen. The surface is very pitted and needs to be fixed as a priority. County Cllr Roger Gough agreed to take this up with KCC. The Clerk was also requested to post a message on Facebook asking people to volunteer to sweep up leaves and to be careful whilst walking over the bridge as the surfaces are uneven.

There have also been a few incidents recently of inconsiderate parking on Station Road where vehicles are parking under the bridge on both sides of the road. This makes walking down the road very dangerous for pedestrians so several residents have volunteered to leave a polite notice on the offending vehicle. The situation needs to be monitored as if it continues to become a problem, more restrictive measures may need to be considered

It was also confirmed that following Brian Alleeson's discussions with Sevenoaks District Council, the recycling bins in the car park have now been re-sited, creating two additional parking spaces. In doing this however, some debris has been left on site. The District Councillor agreed to speak to someone at Sevenoaks District Council to arrange for this to be removed.

Finally, the posts supporting the map in the car park have broken causing the map to fall down. New concrete spurs are required in order to re-instate it. County Councillor Roger Gough agreed to look in to this.

10. Correspondence/Information

- (a) The Autumn/Winter edition of 'Kent Voice' (CPRE Magazine) has been received.
- (b) Notice of the KALC AGM has been received.  
Cllr Blamey and possibly Cllr Hibbins to attend.

11. Committee Reports

The minutes from the meetings of the Planning Committee held on Wednesday 5<sup>th</sup> October and Wednesday 19<sup>th</sup> October and of the Amenities and Services Committee held on Wednesday 19<sup>th</sup> October were received and adopted.

12. Financial Matters

- (a) Accounts/Payments. The schedule of payments was authorised with the Clerk being allowed to claim £30 per month for use of her home as office as well as £10 per month for broadband.

13. Dates of next meetings (all starting at 7:30pm)

- (a) Planning Committee Meeting : Wednesday 16<sup>th</sup> November 2016, Shoreham Village Hall (if required)  
Planning and Council Meeting : Wednesday 7<sup>th</sup> December 2016, Shoreham Village Hall  
Planning Meeting : Wednesday 21<sup>st</sup> December 2016, Shoreham Village Hall (if required)

A motion was passed to exclude public due to the confidential nature of the final item.

Sarah Moon, Clerk to Shoreham Parish Council

The meeting was closed at 9.22 pm.