

SHOREHAM PARISH

Parish Clerk:
07912 611048

Amanda Barlow
The Post Box, Shoreham Village Hall
Shoreham, Kent TN14

clerk@shorehamparishcouncil.gov.uk

COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 18 September 2024 at 7:30pm

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

Also Present: 17 members of the public, PC Ashleigh Wilson 46015907 and Amanda Barlow (Clerk)

Apologies: Cllr Thorpe, Cllr Roger Gough (County), Cllr Irene Roy (District), Cllr Edwards-Winser (District)

1. To receive any apologies for absence.
Apologies were received and accepted from the following:
Cllr Thorpe, Cllr Roger Gough (County), Cllr Irene Roy (District), 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.

None.

3. Public Forum

General Maintenance – Lesley Spence asked if the cutting the hedge in Centenary Woods could be included in the contract as well as the grass around the woods.

The Alder Tree on the bridge, where it was cut by KCC because it was endangering the bridge, has started to sprout again.

Cllr Powell arrived at the meeting.

4. County/District Councillor Reports

Cllr Roger Gough (County), Cllrs Irene Roy and John Edwards-Winser (District) had given their apologies.

The Clerk read an email from Cllr Roy regarding the new recycling bags and a copy is attached 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

Members resolved to discuss Agenda Items 9.1 and 13.4. in confidence.

Cllr Owen arrived at the meeting.

Members resolved to discuss the Agenda items in the following order:

8. Highways and Footpaths

8.1 Parking Survey

To receive an update

Cllr Jeffery advised that he had met with Intelligent Transport Service and they have come back with an initial report at Appendix B.

Cllr Jeffery advised that the Parish Council should be able to have one Traffic Regulation Order (TRO) which would be £5,000 rather than paying £5,000 for each item.

Residents asked about the DVLPS is going to place signage to encourage people to use the footpath from the station.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 17 July 2024.

Members resolved to agree the minutes of 17 July 2024.

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

7.1 Cricket Club Ground Banners

Members asked the Clerk to inform the Cricket Club regarding the agreement and advise that they need to apply for the appropriate planning permission.

7.2 Ownership of Shoreham Village Hall

Peter Kasch advised that there is a Village Hall Trust dated 1924, registered Charity and the Deed that passed the land to the Village Hall Trust.

Members resolved that Village Hall Trust should register the Village Hall with the Land Registry.

8. Highways and Footpaths

8.2 Shoreham Society

Request for footpath poster at Station

Members agreed to have the same poster as the one in the village to put in the station at a cost of £100.

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV

Update on the report of the crime to Kent Police and the quote for the replacement

The update on the crime was done in confidence.

Members resolved to agree the quote of £1,284.00 for the replacement CCTV.

9.2 Maintenance of the tennis court and MUGA

The Clerk advised that she has asked GF Garden Maintenance, the Parish Council's contractor to do the work.

9.3 Play equipment

Noted. The Clerk advised that the next inspection will be in March 2025.

10. Shoreham Cross

Update on Shoreham Cross chalking

Cllr Jeffery advised that the Parish Council has met to re-chalk the Cross and felt that it was not possible for the Council to do the chalking by residents.

Members agreed to get quotes for the chalking of the Cross and the Clerk confirmed that she would apply for the funding to cover the cost.

Cllr Powell left the meeting

11. General Maintenance

11.1 Car Park hedges

11.2 Station Road hedges

Members resolved to instruct GF Maintenance to cut the hedges.

11.3 Update bin moving in car park

The Clerk advised that she will ask Sevenoaks District Council.

11.4 Trees in Shoreham

Noted.

11.5 Shoreham War Memorial and Remembrance Sunday

The Clerk confirmed that Burslems would undertake the cleaning of the Memorial and has applied for road closure for Remembrance Sunday.

12. Correspondence

12.1 Request for memorial bench

Members resolved to, regrettably, not agree to a memorial bench as this is the policy of the Council and suggested maybe the family contact the public house.

12.2 Email from Trevor Kennett, Head of Direct Services, Sevenoaks District Council
re: reusable recycling bags

Noted. The Clerk confirmed that she had shared this on social media.

12.4 KALC – Training for Members

Noted.

12.5 Chairman Night at the Races

Noted.

12.6 Kent County Council Local Transport Plan consultation

Noted.

13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid

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

13.2 Review of payroll fees

Members resolved to agree the payroll fees for the next year of £216.

13.3 UK Shared Prosperity Fund (Levelling up)

Members resolved to apply for the £4,000 grant.

13.4 Member involvement

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

- a. Planning (if required) Committee and Council Meeting – Wednesday 2 October 2024
- b. Planning (if required) Committee – Wednesday 16 October 2024
- c. Planning (if required) Committee and Council Meeting – Wednesday 6 November 2024
- d. Planning (if required) Committee – Wednesday 20 November 2024

Amanda Barlow, Clerk to Shoreham Parish Council

The following items were discussed in confidence as per Agenda Item

9. Shoreham Recreation Ground

9.1 Vandalism to the CCTV

PC Ashleigh Wilson and Ralph Abbott (Trustee of the Village Hall) were present for this item.

Members resolved to agree a course of action to minimise the exposure of the damage to the CCTV and instructed the Clerk to respond to Kent Police accordingly.

13. Finance & Personnel and Governance

13.4 Member involvement

Members agreed that the Clerk should set up an informal WhatsApp group to remind Councillors of dates, meetings and other items.

Appendix A

From: "Cllr Roy, Irene" <cllr.roy@sevenoaks.gov.uk>

Sent: Wednesday, 18 September, 2024 4:23pm

To: "Parish.Council, Shoreham" <clerk@shorehamparishcouncil.gov.uk>

Cc: "martin.sheward@shorehamparishcouncil.gov.uk"

<martin.sheward@shorehamparishcouncil.gov.uk>, "neil.powell@shorehamparishcouncil.gov.uk"

<neil.powell@shorehamparishcouncil.gov.uk>, "roy.blamey@shorehamparishcouncil.gov.uk"

<roy.blamey@shorehamparishcouncil.gov.uk>, "brian.jeffery@shorehamparishcouncil.gov.uk"

<brian.jeffery@shorehamparishcouncil.gov.uk>, "jonathan.histed@shorehamparishcouncil.gov.uk"

<jonathan.histed@shorehamparishcouncil.gov.uk>, "gavin.owen@shorehamparishcouncil.gov.uk"

<gavin.owen@shorehamparishcouncil.gov.uk>, "John Thorpe"

<john.thorpe@shorehamparishcouncil.gov.uk>, "Alice Montgomerie"

<alice.montgomerie@shorehamparishcouncil.gov.uk>, "Cllr Edwards-Winser, John" <cllr.edwards-

winser@sevenoaks.gov.uk>, "Cllr Waterton, Rachel" <cllr.waterton@sevenoaks.gov.uk>, "KCC - Roger

Gough" <roger.gough@kent.gov.uk>

Subject: Re: SHOREHAM PARISH COUNCIL - Wednesday 18 September 2024 at 7.30pm

Hello Amanda,

Thanks for your email response.

I was planning to bring one of the reusable bags with me this evening for residents to have a look at, and of course to answer any questions.

I can make the 2nd October mtg, so will bring the bag along then, perhaps you could let residents know - I will make sure I have a contingency lift plan in case John can't attend.

In the meantime, there is a dedicated SDC web page on the reusable bag, with a video, as well as Q&A's. The SDC In Shape magazine is out for delivery and has a feature page on the bag along with a general article on recycling and reducing waste.

An information leaflet will also be delivered with the reusable bag - the roll out starts next Monday 23rd September.

I am of course happy to answer any questions.

Hope that's helpful.




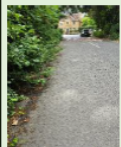

Irene

Cllr Irene Roy

Cabinet Member for Cleaner & Greener



District Member for Otford & Shoreham


Appendix B

Shoreham - Issues and Options							
Item	Location	Issue	Option	Considerations	Estimates Costs	RAG Status - Pro's and Con's	Image
1	Shoreham Road (A225) junction with Station Road	Conflict at junction between pedestrians and general traffic.	Introduce a Traffic Island on Shoreham Road (A225) north of its junction with Station Road.	Investigate the introduction of a Traffic Island north of the junction to improve movements through the junction. ACTION contact Kent CC to establish feasibility to install Traffic Island.	£5000-£10,000	Relatively straightforward intervention.	
2	Shoreham Road (A225) junction with Station Road	Conflict at junction between pedestrians and general traffic, resulting in some vehicles undertaking turning vehicles.	Build kerb up outside Copt Hall/opposite junction with Station Road to help reduce speeds at the junction and stop vehicles from underpassing turning vehicles.	Action Investigate land ownership opposite Station Road on the east side of the A225. If possible install raised kerb to improve turning movements at the junction and improve crossing opportunities for pedestrians.	£25,000-£150,000	Must ensure vehicles can still access private properties opposite junction with Station Road.	
3	Station Road near junction with Shoreham Road	Indiscriminate parking from the junction causes conflict for pedestrians along Station Road.	Restrict parking from Station Road junction with Shoreham Road A225 to the 'new' footpath and create a safe route for pedestrians, especially vulnerable pedestrians.	Introduce double yellow line "No waiting, No Loading" at any time waiting restrictions. ACTION Contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	 
4	Station Road near Darenth Valley Golf Club	Indiscriminate parking (especially during busy periods) reduces passing places, resulting in conflict between oncoming vehicles and pedestrians.	Create passing places along Station Road to aid traffic flow. Proposed that the most suitable location for passing place is opposite the entrance to Darenth Valley Golf Club.	Introduce double yellow line "No waiting, No Loading" at any time waiting restrictions on the entrance to and opposite the Golf Club. ACTION contact Kent CC and Darenth Valley Golf Club. regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	

5	Station Road near "Samuel Palmer" bend	Inconsiderate parking on approach to and on tight bend is causing conflict to vehicles and pedestrians. However, there is also the concern that if parking is removed completely from this location, speeds will increase.	Restrict parking around specific sections of the Samuel Palmer bend. It is believed that some parking should be retained as it helps reduce traffic speeds. Also consider "horizontal" deflection traffic calming on approach to the bend, such as staggered traffic islands on opposite sides of the road and or a raised table to help reduce speeds.	Double yellow lines should be considered at this bend. However, it is acknowledged that this may in turn increase speeds on the approach and through the bend. Speed humps may not be suitable and so consideration should be given to speed controls such as staggered islands and or a speed table. It should be noted that such measures may reduce parking capacity in the vicinity. ACTION Contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions and horizontal speed reduction measures. It may be required to commission a Road Safety Audit (RSA) to assess conditions and proposals from a purely road safety perspective.	£5000* and £10,000	Site observations validated the need for waiting and loading restrictions to ensure free movement through this section. Introduction of horizontal speed reduction measures can reduce parking spaces.	 
6	Church Street near Mount Vineyard entrance	Inconsiderate parking on approach to bridge is causing conflict to vehicles and pedestrians.	Create passing place opposite Mount Vineyard entrance, to aid traffic flow.	Introduce Double yellow line "No waiting, No loading" restrictions to ensure free vehicular movement through this section. ACTION Contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	 
7	Church Street approach to bridge	Inconsiderate parking on tight bend is causing conflict to vehicles and pedestrians.	Restrict parking on the East side approach to the bridge to ensure clear visibility towards the bridge and free traffic movement across the bridge.	Introduce Double yellow line "No waiting, No loading" restrictions to ensure free vehicular movement through this section. ACTION contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	
8	Church Street approach to bridge	Inconsiderate parking on tight bend is causing conflict to vehicles and pedestrians.	Restrict parking on the West side approach to the bridge to ensure clear visibility towards the bridge and free traffic movement across the bridge.	Introduce Double yellow line "No waiting, No loading" restrictions to ensure free vehicular movement through this section. ACTION contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	

9	Junction of Church Street, Filton Lane and High Street	Inconsiderate parking on and opposite the junction is causing conflict to vehicles and pedestrians.	Restrict parking at the junction of Church Street, Filton Lane and High Street to aid visibility and reduce congestion at the junction.	Introduce Double yellow line "No waiting, No loading" restrictions to ensure free vehicular movement through this section. ACTION contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	
10	Mill Lane junction with High Street	Inconsiderate parking on and opposite the junction is causing conflict to vehicles and pedestrians.	Restrict parking on the south side of Mill Lane junction with High Street to aid access to properties and reduce obstructive parking adjacent to residents windows.	Introduce Double yellow line "No waiting, No loading" restrictions to ensure free vehicular movement and reduce obstructive parking. ACTION contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and introduction of No waiting, No loading restrictions.	£5000*	Site observations determine this is a valid intervention. Note that the introduction of yellow lines may shift parking elsewhere.	
11	Filton Lane between Water Lane and Twitton Lane	Inconsistent speed limits leading to confusion and unintentional breaking of speed limit.	Reduce speed limit from national speed limit to 30mph along Filton Lane between Water Lane and Twitton Lane.	Review and rationalise the speed limits on the approach to the village along Filton Lane. The existing speed limit between the village and Water Lane is 30mph but between Water Lane and Twitton Lane it increases to the national speed limit. For consistency and to avoid confusion it would be beneficial to reduce the speed limit to 30mph between Water Lane and Twitton Lane along Filton Lane. ACTION contact Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and reduction of speed limit between Water Lane and Twitton Lane along Filton Lane.	£15,000	Justifications include: - collision and casualty reduction - conditions and facilities for vulnerable road users - impacts on walking and cycling and other mode shift - environmental impact, i.e. emissions, noise etc.	
12	Village - Station Road/Church Street	Perceived and actual excessive speeds through the village causing conflict between traffic and pedestrians.	Create 20mph Zone/Limit within village especially adjacent to the Samuel Palmer bend.	Better management of parking through the introduction of double yellow lines at junctions, bends and narrow sections will likely increase traffic speeds through the village. It may be prudent to pre-empt this by applying a 20mph limit throughout the village area. This will improve road safety and also enhance the tranquil nature of the village for the benefit of all users. ACTION undertake traffic and speed surveys and build a business case to Kent CC for the introduction of a 20 mph limit.	£15,000	Justifications include: - collision and casualty reduction - conditions and facilities for vulnerable road users - impacts on walking and cycling and other mode shift - environmental impact, i.e. emissions, noise etc.	

13	Shoreham Road (A225) junction with Station Road	There is a desire to reduce the traffic speeds to improve road safety on the approach to the village.	Speed reduction on Shoreham Road (A225)	Review and rationalise the speed limits on the approach to the village along Shoreham Road (A225). The existing speed limit is 60mph and there is a desire to reduce this to 50mph. ACTION undertake traffic and speed surveys and build a business case to Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and reduction of speed limit.	£15,000		
14	Village - area wide	During peak times parking demand exceeds supply (capacity) resulting in residents and local businesses not being able to park in close proximity to their properties.	Introduce a Resident only parking scheme or similar.	The introduction of a residents parking scheme requires an informal and then statutory consultation to show demand and support for such a scheme. It was noted that such a scheme seems to already be in place for the properties on Darenth Way, so a precedent exists. Recent changes to the regulations also means that such schemes can be introduced with minimal lining and signing, thus having a reduced impact on the aesthetics of the streetscape. ACTION undertake a local engagement on the likely support for a resident parking scheme.	£15,000-£30,000	Resident parking schemes help prioritise parking for local users and reduce car use overall. Parking permit charges apply and so can be a controversial measure.	
15	Rock Hill	Narrow and winding local roads and excessive speeds causing conflict between vehicles.	Speed reduction measures from the bottom of Rock Hill to the junction of Firmingers Road	Review and rationalise the speed limits on the approach to the village. The existing speed limit in the Bromley section is 40mph but then increases at the Shoreham section to the National speed limit (60mph) and there is a desire to reduce this to 30mph. ACTION undertake traffic and speed surveys and build a business case to Kent CC regarding the consultation on Traffic Regulation Orders (TRO's) and reduction of speed limit along Rock Hill.	£15,000-£50,000	Justifications include: - collision and casualty reduction - conditions and facilities for vulnerable road users - impacts on walking and cycling and other mode shift - environmental impact, i.e. emissions, noise etc.	
16	Rock Hill junction with West Hill and West Hill Lane	Significant incline reduces visibility on brow of hill	Highlight the blind brow at the top of Rock Hill to forewarn drivers.	Install appropriate signing, lining and possibly highway mirrors to forewarn drivers of the junctions either side on brow of the hill along Rock Hill. Action: Produce detailed design proposals and submit to Kent CC.	£2,000	Due to the narrow carriageway widths and hedge rows it may be difficult to mount signage.	

17	Magpie Bottom junctions with Fackenden Lane and Birchen Cross Road	Unsuitable vehicles/HGV's trying to gain access to narrow local roads causing congestion, conflict and delay to all users.	Change the 'Unsuitable for HGV's' signage to the more prominent Unsuitable for HGV's with red line striking through vehicle, at either end of Magpie Bottom. Also relocate the sign at the Birchen Cross Road end to a more prominent position and cut back overgrown vegetation which is obscuring sign.	Review and rationalise signage. Propose new locations for signage to ensure they are clearly visible to approaching traffic and if possible offer directions to more suitable route. Action: Produce detailed design proposals and submit to Kent CC.	£1,000	Due to the narrow carriageway widths and hedge rows it may be difficult to mount signage.	
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* The price given is for a single site. A TRO can cost circa £3500 but all waiting and loading measures should be contained within a single TRO
Lining is charged on a linear metre basis

Appendix C

Items paid 18 July to 18 September 2024

Shoreham Parish Council

18 September 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier				Total
Computer/Printer Consumables	19/07/2024	Website	Hugo Fox	S	29.99	6.00	35.99
Street lighting	24/07/2024	Electricity	npower	X	76.09		76.09
Car Park	01/08/2024	Business Rates	Sevenoaks District Council	X	90.00		90.00
Office telephone	05/08/2024	Office telephone	O2	S	13.72	2.74	16.46
Toilets	05/08/2024	Electricity	EDF Energy	L	147.62	7.38	155.00
Office Rent/Storage	15/08/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Hall/Emergency Room Hire	15/08/2024	Hall hire	Shoreham Village Hall	X	90.00		90.00
Hall/Emergency Room Hire	15/08/2024	Hall hire	Shoreham Village Hall	X	30.00		30.00
Broadband	15/08/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Grasscutting Shoreham	15/08/2024	Grass cutting	GF Garden Maintenance	X	570.00		570.00
Toilets	15/08/2024	Toilet rolls	Goldservice Contract Cleaning Ltd	S	45.40	9.08	54.48
Shoreham Cross	15/08/2024	Cleaning Cross	Jeremy Tooley	X	120.00		120.00
Grant	15/08/2024	Grant - Darenth Valley CRP	Sevenoaks District Council	X	100.00		100.00
Computer/Printer Consumables	19/08/2024	Website	Hugo Fox	S	29.99	6.00	35.99
Allotments	19/08/2024	Water Charges - Allotments TW2378728040	Castle Water	X	45.14		45.14
Car Park	01/09/2024	Business Rates	Sevenoaks District Council	X	90.00		90.00
Toilets	04/09/2024	Electricity	EDF Energy	L	147.62	7.38	155.00
Office telephone	06/09/2024	Office telephone	O2	S	13.72	2.74	16.46
Allotments	16/09/2024	Water Charges - Allotments TW2378728040	Castle Water	X	141.32		141.32
				Total	3,549.06	41.32	3,590.38

Items to be paid @ 19 September 2024

Shoreham Parish Council

18 September 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier				Total
Clerk's mileage	19/09/2024	Mileage	Mrs A C Barlow	X	18.36		18.36
Office Rent/Storage	19/09/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Hall/Emergency Room Hire	19/09/2024	Hall hire	Shoreham Village Hall	X	60.00		60.00
Broadband	19/09/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Grasscutting Shoreham	19/09/2024	Grass cutting	GF Garden Maintenance	X	215.00		215.00
Grant	19/09/2024	Grant to Well Hill Mission Church	Well Hill Mission Church	X	330.00		330.00
Defibrillators	19/09/2024	Replacement pads for Defib - Defib Store	Brian Jeffery	S	149.00	29.80	178.80