

SHOREHAM

Parish Clerk:
Amanda Barlow

The Post Box,
Shoreham Village Hall
High Street, Shoreham
TN14 7TB

PARISH COUNCIL

07912 611048

clerk@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 18 September 2024 at 7.30pm**. Members of the Press and Public are warmly invited to attend.

Meeting documents are available at www.shorehamparishcouncil.gov.uk

Parish Clerk 13 September 2024

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.
2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
3. Public Forum
4. County/District Councillor Reports
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
6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held on Wednesday 17 July 2024
7. **Matters arising from the minutes not covered by Agenda items**
 - 7.1 Cricket Club Ground Banners
 - 7.2 Ownership of Shoreham Village Hall
8. **Highways and Footpaths**
 - 8.1 **Parking Survey**
To receive an update
 - 8.2 **Shoreham Society**
Request for footpath poster at Station
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
 - 9.2 Maintenance of the tennis court and MUGA
 - 9.3 Play equipment

10. Shoreham Cross

Update on Shoreham Cross chalking

11. General Maintenance

11.1 Car Park hedges

11.2 Station Road hedges

11.3 Update bin moving in car park

11.4 Trees in Shoreham

11.5 Shoreham War Memorial and Remembrance Sunday

12. Correspondence

12.1 Request for memorial bench

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

12.3 Kent Police

12.4 KALC – Training for Members

12.5 Chairman Night at the Races

12.6 Kent County Council Local Transport Plan consultation

13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid

13.2 Review of payroll fees

13.3 UK Shared Prosperity Fund (Levelling up)

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

AGENDA PAPERS

1. To receive any apologies for absence.

Cllr Thorpe

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

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Well Hill Mission Church, Shoreham on 17 July 2024 at 7:30pm

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

Also Present: 7 members of the public, Cllr Irene Roy (District) (in part), Cllr Edwards-Winser (District) (in part), and Amanda Barlow (Clerk)

Apologies: Cllr Owen, Cllr Roger Gough (County)

1. To receive any apologies for absence.

Apologies were received and accepted from Cllr Owen and Cllr Gough (County)

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

Cllr Histed advised that he is a trustee of the Walnut Tree Trust.

3. Public Forum

Mr Boyle that there is a field where the calves are getting out and it is resulting in a lot of noise as the cows cannot leave the field due to the electric fence.

The signage for car park has been removed.

4. County/District Councillor Reports

Cllr Roy gave her report and a copy is attached at Appendix A.

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

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

None.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 June 2024 and Wednesday 26 June 2024

Members resolved to agree the minutes of 5 June and 26 June 2024.

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

From the minutes of 5 June 2024:

- 7.1 **Remembrance Day Road Closure**
The Clerk advised that she has started the application and needed confirmation of the time and location.
- 7.2 **War Memorial Cleaning**
The Clerk is still waiting for the quote.
- 7.3 **Filston Road rates**
The Clerk advised that she will need to contact Sevenoaks District Council to request that the Council do not pay rates on the car park.
- 7.4 **Website**
Members agreed that the website should be updated.

8. Shoreham Cricket Club

- 8.1 **Cricket Ground Banners**
Cllr Jeffery advised that the Parish Council would give some guidance to the Cricket Club to make the banners look neater.

Members resolved that the banners should have the following constraints:

- *All adverts should be sized*
- *1.8m x 1.0m Boards*
- *All adverts should be approved by the Parish Council.*
- *The banners can be put up 2 weeks before the cricket season starts and removed 2 weeks after the cricket season ends.*
- *Members agreed to 7 signs*
- *Members agreed to review the advertising October annually.*

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

13. Finance & Personnel

- 13.2 **Grant requests from:**

12.2.1 Shoreham Village Players

A representative from The Shoreham Village Players made a representation about the new sound and lighting system that they wish to purchase.

Members asked that the Village Players give more detail on the project and that accounts are submitted.

Members agreed that they are minded to help with the project.

9. Highways and Footpaths

- 9.1 **Parking Survey**
Cllr Jeffery is meeting with the consultants ITS on Friday 26 June 2024.
- 9.2 **Footpaths**
 - *Station Road steps to footpath*
 - The land owners will not give permission.*
 - Members asked the Clerk to contact PROW about the footpath SR19.*

Cllr Powell left the meeting

11. Shoreham Village Hall

Ownership of the village hall

Cllr Jeffery advised that he is a trustee and Peter Kasch has been looking at old documents of the Walnut Tree Trust. The Village Hall was built on Walnut Tree Trust land.

Members agreed that the Clerks should contact KALC for advice.

10. Shoreham Recreation Ground

10.1 Vandalism to the CCTV

The Clerk advised that the CCTV cameras have been smashed and it has been reported to the police.

10.2 Maintenance of the tennis court and multi use games area

Members agreed that the Clerk should ask GF Maintenance to trim around the courts and weed kill between the courts.

10.3 Shoreham Society – Village Picnic

Members resolved that the village picnic can take place on Shoreham Recreation Ground on the bank holiday weekend.

12. Correspondence

12.1 Walnut Tree Trust

Members resolved that the fence should be repaired.

12.2 Kent Police

Noted.

12.3 KALC – Training for Members

Noted.

12.4 Planning Policy – Fawkham Neighbourhood Plan

Noted.

13. Finance & Personnel

13.1 To agree items received, payable and paid

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

13.2 Grant requests from:

12.2.2 Well Hill Mission Church

Members resolved to award a grant of £330 to the Well Hill Mission Church.

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

a. Planning (if required) Committee – Wednesday 7 August 2024 at 7.30pm

b. Planning (if required) Committee – Wednesday 21 August 2024 at 7.30pm

c. Planning (if required) Committee – Wednesday 4 September 2024 at 7.30pm

d. Planning (if required) Committee and Council Meeting –

Wednesday 18 September 2024 at 7.30pm

Amanda Barlow, Clerk to Shoreham Parish Council

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

7.1 Cricket Club Ground Banners
Update at meeting

7.2 Ownership of Shoreham Village Hall

Here are two of the key documents, I think, relating to the “ownership” of the Village Hall. (I think Peter Kasch may have scanned them in and sent them over earlier, but here they are again.)

>

> The main governing document today is the Charity Commission scheme of 1991 - may be worth a close read. It makes clear that the parish council is Custodian Trustee (in my view, some sort of arm's length overseer) and the Management Committee make all the decisions as Managing Trustees, though the PC is supposed to have two members on the Committee. I think the Committee is meant to have five people present to be quorate and they must have a publicly advertised AGM, where some people are appointed.

The Committee can even decide to sell the hall (which I suppose makes them close, in practical terms, to being “owners”) but this has to be agreed at a village meeting open to all (and I think vetted by the Charity Commission).

>

> The other document attached here is a summary of the views of the QC who assessed ownership issues in 2003. He said that the PC does not “own” the hall. (The 1991 document says the land and hall is “vested” in the PC in some obscure sense.)

>

> My own view is that the Committee and the PC hold the hall in trust for the community rather than “owning” it, though an expert would know better. Any expert would likely also want to consult the Deed of Gift and Trust Deed, both of 1924, which helps with the original story of the land. At that time, the Recreation Ground was let by Lord Mildmay to the PC for a shilling a year (by around 1950 it was fully acquired by the PC). In 1924 the hall area was gifted in perpetuity to the then sole Trustees of the hall (a random group of villagers; from 1965 to 1991 the sole trustees were the PC).

>

> I think you two were sent the 1924 documents the other week. (The only interest retained by Lord Mildmay was the right to minerals underneath the hall - I've sometimes wondered what happened to these rights!)

>

> I hope that's of further help.

>

> Best wishes,

>

> James Saynor





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> <Village Hall Charity Commission Scheme 31 Jan 1991.pdf>

> <QC memo 2003.pdf>




8. Highways and Footpaths


8.1 Parking Survey To receive an update

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 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, Filston 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, Filston 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	Filston 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 Filston Lane between Water Lane and Twitton Lane.	Review and rationalise the speed limits on the approach to the village along Filston 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 Filston 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 Filston 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

8.2 Shoreham Society Request for footpath poster at Station

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



<p>FROM</p> <p>Danny Murrell</p> <p>Custodia Limited</p> <p>225 Hook Lane</p> <p>Welling</p> <p>Kent</p> <p>DA16 2NY</p> <p>danny@ccctv.co.uk</p> <p>www.ccctv.co.uk</p> <p>PHONE: 020 8306 3742</p> <p>COMPANY NUMBER 08165827</p>	<p>FOR</p> <p>Shoreham Parish Council</p> <p>Shoreham Village Hall</p> <p>31 High Street</p> <p>Shoreham</p> <p>Sevenoaks</p> <p>Kent</p> <p>TN14 7TB</p> <p>TO</p> <p>Brian Jeffery</p> <p>Amanda Barlow</p> <p>EMAIL</p> <p>Brianjeffery13@outlook.com</p> <p>clerk@shorehamparishcouncil.gov.uk</p> <p>07770 883326</p>	<p>QUOTE NO.</p> <p>Q-9632</p> <p>DATED</p> <p>23/07/2024</p> <p>VALID UNTIL</p> <p>30 Days</p>
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Scope of Works – Digital IP CCTV Installation

To supply and install a raised extension post by a further 1500mm.

To supply 2x Replacement 8MP/4K ColourVu Bullet Cameras.

Control Equipment

2x 8MP/4K IP ColourVu Bullet Camera

Mains supply

A suitably rated (3 amp) UN-switched fused spur should be provided within the agreed locations to provide mains power form the system. As agreed, this should be provided by the works electrician prior to the commencement of the installation and should be sited to allow the installing engineer room to position the control unit.

Custodia Limited (Registration No. 08165827)
 225 Hook Lane, Welling, KENT, DA16 2NY.
 Office: 0208 306 3742, Mobile: 07852 282 622
 Email: info@ccctv.co.uk
www.ccctv.co.uk

Notification and Warning Devices

- Primary notification: n/a.
- Secondary notification: n/a

Quotation

- Below Pricing - is a breakdown of hardware being supplied by Custodia Ltd along with the associated costs.
- Each element is separated to provide clarity. Please let us know of any queries that you may have.

Description	Quantity	Unit	Total
8MP/4K IP ColourVu IP Bullet Camera	2	242.00	484.00
Cables Consumable Items	1	20.00	20.00
1.5 Metre Steel Box CCTV Camera Post Extension, Black Powered Coated Finish Including: Fixtures / Fittings Including: Delivery to Site.		380.00	380.00
Installation			
Labour Rate (installing)	1.00	£ 400.00	£ 400.00
Commissioning (hrs)	0.00	£ -	£ -
Plant Equipment	0.00	£ -	£ -
Project Management	0.00	£ -	£ -
Prelims	1.00	£	£
		Net Total	£ 1,284.00
		VAT	£ 256.80
		Total	£ 1,540.80

Responsibilities

Custodia Ltd

- Supply of equipment
- Installation of equipment
- Commissioning of equipment
- Supply and installation of cables Subcontractors - Where applicable, Custodia Ltd reserve the right to employ sub-contractors.
- Any 'below ceiling' containment as required

Client

- Electrical
- All necessary fused, un-switched 240V ac within the office
- Unless otherwise explicitly stated, Custodia Ltd assume the appropriate disposal of all redundant existing equipment shall be the responsibility of the client. If required, we can carry out disposal at additional cost.

9.2 Maintenance of the tennis court and MUGA

9.3 Play equipment

Hi Amanda I just wanted to let you know there's quite a few bits of the park equipment that have come loose It's not dangerous at the moment. My partner has offered to tighten up if he's got big enough Allen keys Just wanted to check with you if that was okay, also there's a tree come down up in the woody part of the park also need more bark round train in playground.,

The Clerk has asked that the work be carried out. The playground is inspected annually and Members can then review the findings and take necessary actions.

10. Shoreham Cross

Update on Shoreham Cross chalking

Hallo Amanda,

Vannessa and I have today strimmed and raked all the grass on the Cross.

If you remember we left it uncut to allow the wild flowers to grow and set seed which we believe was a good decision.

It did make today hard work but the results were good

We even had pyramid orchids in flower which we left uncut.

We will monitor the grass and if we have dry weather now we could leave until October before another cut.

We worked 4 hours together so 8 x £15 per hour gives £120 please to my usual bank account.

All the best,

Jeremy & Vannessa

Update from the working party who met to discuss the chalking of Shoreham Cross.

11. General Maintenance

11.1 Car Park hedges

11.2 Station Road hedges

11.3 Update bin moving in car park

11.4 Trees in Shoreham

a. Willow on the Green

This tree needs pollarding again one branch has come down. Some good person has reduced it but the whole tree needs looking at. Also KCC need to come and kill the alder which is growing out of the bridge it's sprouting from stump. It's a weed tree damaging the bridge!!
Sarah

This is what I have sent to Simon Greenwood will also forward photo s to you. When I was on PC we suggested he had a tree survey done!!! Several have come down since then
Sarah

From: John Parkes

Date: 28 July 2024 at 20:18:51 BST

To: Simon Greenwood Vineyard simon@themountvineyard.co.uk

Subject: Dead tree on the river path

Good evening Simon

A largish branch came down a week or so ago!! If one looks up in the correct place one can see a whole dead tree!!!! It isn't very easy to see but!!! I took some photos this morning which I will send you it's at the north end about 3 trees in
Sarah

Sent from my iPad

b. Dear Amanda

I am writing to draw to the attention of the Parish Council a concern I have about a tree in the village, which I believe may pose a risk to members of the public.

There is a willow tree in the garden of Mill House which has grown to enormous size. It shows signs of branches having previously fallen and (to my inexperienced eye), it looks as if others may do so. The tree is on the edge of the property overlooking the footbridge and the junction of public footpaths leading off in three directions. This is, of course, a very well-used set of routes for villagers and visitors alike. So if part of the tree did fall on one of the footpaths, there would be a danger of it hitting someone.

As you will be aware, willow trees have soft wood and their branches are prone to splitting and falling. If an example is needed of what can happen if they are neglected, see the willow which has fallen across the footpath on the riverside just this side of Otford.

I am wondering whether this issue can be looked at by the Parish Council with a view to liaising with the landowner to see what action should be taken. For example, it might be appropriate to arrange for an arboriculturalist to inspect the tree to advise on whether it does pose a risk to passers by, and if so how it could be made safe.

I would prefer my name not to be made public in connection with this matter, please.

Many thanks

Liz Johnson

11.5 Shoreham War Memorial and Remembrance Sunday

Burslems have confirmed that the war memorial will be cleaned at the end of September or in the first week of October. The exact date will be confirmed next week.

The Clerk has applied for the road closure from SDC for Remembrance Sunday.

12. Correspondence

12.1 Request for memorial bench

Dear Amanda,

Thank you so much for taking the time to chat with me when I telephoned last week.

My lovely Mum Josephine “Josie” passed away on 4th Sept last year. She and my Dad shared 66 happy years of marriage and did everything together. I am their only child and a year on, my Dad and I are still heartbroken to be without her.

Although living in Sidcup, Shoreham became a very special place for Mum and Dad. For close to twenty years they visited the Kings Arms virtually every Wednesday and quite often Sunday’s too. We also celebrated Birthdays and Anniversaries at the pub and always had fun at the fete’s.

They struck up many lovely friendships with not only the customers and locals, but also the staff and of course Pam and Steve became very special to them.

After lunch, a walk was always in order and they loved strolling around the village and always stopped for a chat with Sid, who was often sitting outside his property, discussing cricket and of course his poetry.

My Mum always said she would love to live in Shoreham, sadly that didn’t happen, but we feel if we were allowed to have a bench in the village in Mum’s memory, it would go some way towards her dream and would help us to come and sit in Mum’s happy place.

We also feel we would love to give something back to Shoreham to say thank you for so many special years.

With kindest regards,

Deborah Bates

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

Dear Town or Parish Council

From 23 September 2024, we are phasing out clear recycling sacks and introducing ‘Reusable Recycling Bags’ to most households.

The new recycling bag is weighted, waterproof and resealable. When full, it is approximately 600mm (2 feet) wide by 600mm (2 feet) deep and 900mm (3 feet) high. It holds 190-litres of recycling, about three full clear sacks worth of materials, and folds up for easy storage.

Reusable bags already being used by 130 councils across the UK and in our trials, we’ve found people tend to recycle more with these bags than they would with clear sacks.

Introducing the reusable bag will save the Council driving 30,000 miles every year to deliver clear sacks to every household, reducing our carbon emissions. By discontinuing clear recycling bags, it also cuts down on single use plastics.

The change will also save around £200,000 a year, helping to protect our frontline services.

The new bags will be delivered to properties up until the end of the year and can be used straight away. We are asking residents to write their house name or number on the bags with a permanent marker.

For operational reasons, we are unable to include properties using communal bins, flats and most properties in the centre of New Ash Green. We’ll be writing to households who will not receive a reusable recycling bag.

All the information about the new bag roll-out, including a series of questions and answers, can be found on our website – www.sevenoaks.gov.uk/recyclingbags.

Trevor Kennett, FRSA, MCMI
Head of Direct Services **Direct Services**

12.3 Kent Police

Community events attended and next month's events in surgery

Throughout the Sevenoaks district we have seen a few burglaries reported through July and August. Whilst out and about I have been providing prevention advice and how to keep houses and businesses safer to deter criminal behaviour. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice [Kent Against Burglary | Kent Police](#).

We continue to see reports of fraud, particularly courier fraud and rogue trading. The victims tend to be elderly or vulnerable in a lot of the reports. It is important we continue to spread the word and assist those who may be more likely to fall foul of fraud. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice [Door-to-door and courier fraud | Kent Police](#)

I'm aware of an increase in reports of Anti-Social behaviour (ASB) particularly in Shoreham over the recent weeks. Please continue to report any incident of ASB going forward. If you're unsure if an incident may classify as anti-social please feel free to have a look at this link which contains lots of helpful information [Antisocial behaviour | Kent Police](#)

The Kent Police and Essex Police CCTV Registry has launched last month(Monday 29 July 2024).

- The joint registry is a secure platform integrated within the [Digital Asset Management System \(DAMS\)](#) which will allow officers and staff to access the location and contact information of registered CCTV, doorbell and other cameras via an interactive map.
- Members of the public, businesses and local councils can register the details of their cameras using the public facing Connect Kent and Essex website (cctvregistrykentandessex.co.uk).
- The Registry will help reduce the time it takes to obtain digital evidence from members of the public and businesses and will play an important part in helping to identify suspects and key witnesses. Together, these improvements will result in earlier investigative outcomes.

Good News

On Friday 9th August 2024 a vehicle theft in progress was reported by a resident on Pilgrims Way East. When patrols arrived, it was discovered the neighbouring property had been burgled and the vehicle seen by the resident was used by the suspect. Extensive research was completed around the vehicle and the following day a suspect was arrested and taken to custody in relation to the offence.



Upcoming Events

Shoreham WI Coffee morning- 12th September 2024 1000-1200

Otford Lunch Club-12th September 2024 1145-1300

Otford Parish Meeting- Monday September 16th, 2024, 1900

Shoreham Parish Meeting- Wednesday 18th September 2024 1930

Drop-in surgery

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Your local officer is Police Community
Support Officer

PC 15907 Ashleigh Wilson

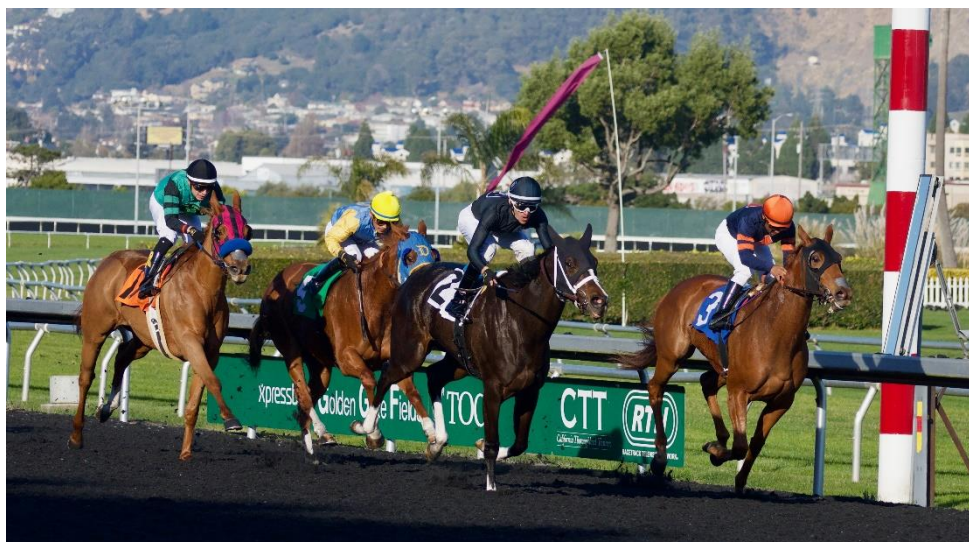
12.4 KALC – Training for Members

KALC's The Nuts and Bolts of Parish Councils

- Date: 30th September 2024
- Time: 6pm-8pm
- Format: online
- Description: Our new foundation course for new Councillors who would like to learn all about their new role.
- Book here: <https://www.eventbrite.co.uk/e/944851445107?aff=oddtcreator>

12.5 Chairman Night at the Races

The Chairman of Sevenoaks District Council
Councillor Laurence Ball
invites you to join him for a
Night at the Races



Join the Chairman for a Night at the Races at:

Horton Kirby and South Darenth Village Hall,
Horton Road, South Darenth, Dartford, DA4 9AZ

On Friday 11th October 2024 at 7pm until late

Snacks will be available

Please bring your own beverages

Dress Code: Smart Casual

Chains/Badges of Office may be worn

Cost: Adults £12pp on the door or £10pp purchased advance, Children
£5pp, Chauffeur/Sergeant provision at £5.00 pp

RSVP form

12.6 Kent County Council Local Transport Plan consultation

Local Transport Plan Public Consultation

Have your say!

We have a new ambition for the future of travel in Kent. Over £400 million was invested in transport to deliver our previous Local Transport Plan. Help us understand your priorities for where we invest in the future.

Find out more and have your say at

kent.gov.uk/ltp5

Consultation closes 8 October 2024

For queries or to request hard copies of the consultation material, please email ltp5@kent.gov.uk or phone 03000 416595.

For any alternative formats, email alternativeformats@kent.gov.uk or call 03000 421553 (text relay service number 18001 03000 421553). This number goes to an answering machine, which is monitored during office hours.



SCAN ME!



13. Finance & Personnel and Governance

13.1 To agree items received, payable and paid – to follow

13.2 Review of payroll fees

Good afternoon Amanda

I am writing to let you know that I am reviewing the annual fee and contract terms for the 2025/26 financial year. The fees have not been increased for a few years whilst there have been increases to the running costs of providing the payroll services to you. I also need to alter some of the contract terms due to some requests from clients making a greater demand on time, this ensures we can provide attention to all clients equally.

The new fee for the 2025/26 financial year will be £216.

Please find attached the amended contract.

The changes in contract are as follows:

- A one off £10 fee will be charged for new starters added during the year.
- Submission of P11D after year end will be charged at £10 per employee.
- Submission of declaration of compliance to the pensions regulator will be charged at £10 per submission.
- Requests to roll back and re-run a completed payroll through no fault of DM Payroll Services Ltd will be charged at £10 per re-run. This is because additional RTI submissions to HMRC can cause issues which are then difficult to resolve.

To avoid requests for a payroll re-run, for organisations without regular changes, you will be responsible for ensuring we are advised of any changes, e.g. tax code, hours worked, rate paid before the payroll is processed, to ensure the payroll is accurate. We will automatically run the payroll during the agreed time period, i.e. week 1, week 2, week 3 or week 4 and therefore any changes should be advised before this agreed week. You can ask to change the week your payroll is processed to a different week to meet your own requirements. We count week 1 as the week containing the 1st of the month, e.g. for August 2024 week 1 will be week commencing Monday 29th July, any changes should be advised by Friday 26th July. Week 2 will be week commencing 5th August, any changes should be advised by Friday 2nd August and so on. If you think there may need to be a change but do not have final details then email us to request a delay in processing the payroll. If you are unsure which week your payroll is processed in, please ask me and I will confirm this for you.

I trust you will find the new fee and changes to the contract acceptable, I am attaching a revised contract letter for your consideration. If the decision is made to not continue with the contract can you please confirm this in writing before the end of March 2025.

Kind regards

Diane Malley M.A.A.T.
7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ
Tel: 01299 269188

13.3 UK Shared Prosperity Fund (Levelling up) – to follow

13.4 Member involvement - confidential item

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