

# SHOREHAM

Parish Clerk:  
Amanda Barlow

Amanda Barlow  
PO Box 618  
Sevenoaks  
TN13 9TW

# PARISH COUNCIL

07912 611048

[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

## **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. District/County Councillor Reports
4. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 October 2022
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. **Working Party Updates**
  - a) To receive an update from the Highways Working Party
    - a. Speed Reduction on A225 Shoreham Road
    - b. Highways Improvement Plan
    - c. Road from Hewitts to Well Hill
  - b) Heat Network Committee
7. **Correspondence and Information**
  - a) Correspondence from residents:
    - i. Well Hill Lane/water leak
  - b) Correspondence from other parties
    - i. **Shoreham Village Hall**
      - i. Commercial Waste
      - ii. Accounts
      - iii. CCTV
    - ii. **Darent Valley Landscape Partnership Scheme – Shoreham Path**
    - iii. Cost of Living Crisis and Warm Spaces Project
  - c) General correspondence
8. **Well Hill Mission Church**

To discuss the status of Well Hill Mission Church as a Community Asset.
9. **Defibrillators**
  - a) Training
  - b) Purchasing of defibrillators for the Parish
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

11. **Public Conveniences**  
To discuss and agree, if appropriate, next steps for the refurbishment of the public conveniences
12. **Shoreham Cross**  
  
To agree, if appropriate, a plan to repair the Cross.
13. **Electrical Charging Points**  
To receive an update and agree, if appropriate, next steps
14. **Cricket Club**  
To discuss and agree, if appropriate, awarding a grant to Shoreham & Otford Cricket Club
15. **Finance**  
To agree items payable and paid
16. **Staffing (Confidential item)**  
Lengthsmen
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

Amanda Barlow, Clerk to Shoreham Parish Council

**Agenda Item 4.0 To receive and authorise for signature by the Chairman, the Minutes of the meetings held on Wednesday 5 October 2022**

**SHOREHAM**

Parish Clerk:

Amanda Barlow

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**PARISH**

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**COUNCIL**

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

Shoreham Village Hall 5 October 2022 at 7:30pm

*Present: Cllrs B Jeffery (in the Chair), J Austin (in part), R Blamey, M Cockburn, A Hibbins*

*Also Present: 17 members of the public (in part), Cllr R Gough (County) (in part), Cllr John Edwards-Winser (District) (in part), Cllr I Roy (District) (in part), Amanda Barlow (Clerk)*

*Apologies: Cllrs J Histed, M Sheward and N Powell, Cllr R Waterton (District),*

**HM Queen Elizabeth II**

**Prior to the commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022**

*The meeting was preceded with an update on the Shoreham Heat Network Feasibility Study by BHESCo from Mr Bill Latimer. Mr Latimer advised that the project is not economically viable and the group were looking at other options. A full copy of the report is on the Parish Council's website.*

*Public Forum:*

- Residents commented about the overgrown hedges and trees which are causing issues on the High Street and Members agreed that Cllr Jeffery would report it to KCC Highways.*

*1. To receive any apologies for absence.*

*Cllr Jeffery welcomed Cllr Jane Austin who is representing the Well Hill ward to the meeting.*

*Apologies were received and accepted from Cllrs Sheward, Histed and Powell*

*Cllr Austin left the meeting.*

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

*None.*

## 6. District/County Councillor Reports

### County

- A225 – on public deposit until 10 October 2022.
- Pothole Blitz – work is due take place on Shacklands Road.
- Road closures done by utilities companies under emergency works which ended up with vehicles going up Magpie Bottom. Members asked if Cllr Gough could speak to Highways about turning road signs over when they have finished working for the day so the roads could be used.
- Prospective bus service changes – most of the reductions have been made by the operators.
- KCC is projecting a £50 million overspend.

#### Residents asked:

- Could the A225 reduction be expanded? Cllr Gough felt that the current plan was probably the best option. Cllr Jeffery advised that the Parish Council was asking for a refuge in the middle of the road but this was declined and that the Parish Council had initially wanted a longer stretch of road.

### District – Cllr John Edwards-Winser

- Local Plan has just been published.
- There is a bit in the report about water supply and the District Council is now response for ensuring there is water supply and sewage for potential housing.
- A resident had reported to him that he had used Go Coach but there are some issues with it.

### District – Cllr Irene Roy

- A Housing support grant is available on the Sevenoaks District website.
- Cllr Roy asked if the Parish Council could promote the scheme and she will provide some leaflets. Members were happy to circulate the leaflets and promote the website.
- The Heat Network Group has been in contact with the District regarding insulating homes. Bill Latimer advised that there is a meeting on 9 November 2022 and it would be very good if SDC planners could have some advice prepared before that meeting.
- Cllr Roy advised that she is happy to assist with the Highways Improvement Plan.

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

## 8. Correspondence and Information

- d) Correspondence from residents:
- i. Well Hill Lane/water leak

Mr Brand gave some history about a water leak in Well Hill for which Thames Water is responsible. The residents cannot get Thames Water to do anything despite numerous contatcs. There is a Thames Water reservoir at the top of the road and their lorries exacerbate the problem. The residents are subject to a hosepipe ban and there is water running down the road.

Cllr Gough confirmed that he will contact Thames Water to see if this issue can be sorted as it is a very troubling problem. The District and Parish Council would also write to Thames Water to urge them to address this problem.

- ii. Meenfield Woods

Ann Palmer advised that there are some concerns about what is going on in the woods. There were promises made for a sound barrier according to a previous Member. The Forestry Commission is working in the woods and they are working under a licence. Cllr Jeffery advised that it looks unattractive at the beginning but it is a legitimate work as they need to carry out the work.

**10. Cricket Club**

- i. To agree, if appropriate, the Club's requests to make improvements

Alex Hoffman from Shoreham Cricket Club requested that the Club could install the following:

- A water butt system
- A small storage shed

**Members resolved that the Cricket Club could install the water butt system and small storage shed on the cricket ground.**

- ii. To agree, if appropriate, for the tree survey to be carried out

**Members resolved that All Tree consultancy should be appointed to carry out a tree survey at a cost of £240.**

**7. Working Party Updates**

- c) To receive an update from the Highways Working Party
- a. Speed Reduction on A225

Cllr Gough advised about the TRO.

- b. Highways Improvement Plan

Cllr Jeffery advised about the following items contained in the Highways Improvement Plan (HIP).

- a. Resurfacing of the road outside the Samuel Palmer
- b. Move back the allotment fencing – Cllr Cockburn advised that she was concerned about car parking around the allotments.
- c. Vegetation on the road
- d. 20mph village zone
- e. Detailed plans from Highways – The Clerk advised that she has requested the detailed plans for the A225 with regard to costing from Highways and Whitney Gwillim has advised they are not yet ready.
- f. Centre of the village – Shoreham Parish Council are looking at options including getting the ford open again as a feature of the village. War Memorial – don't need car parking there.
- g. George Bend – yellow lines – Members agreed that this is not an issue and the subject should be closed. Members will look at a change of surface. Ann Palmer stated her objections to the Council's view that this item should not be further debated. Cllr Roy advised that the change of asphalt would be helpful. When the Planning application was submitted for the Samuel Palmer Simon Greenwood advised that residents could be park in the car park.

**8. Correspondence and Information**

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

Ralph Abbott advised that he has been told by SDC that the Village Hall needs a Commercial Waste licence. He will not take any further action. Cllr Edwards-Winsor took this to cabinet and none of his questions were answered. Cllr Roy agreed with the points the Hall made however technically the law does apply. Residents are making more waste since Covid as they are working from home. SDC who is responsible for collecting the waste are having to increase their waste collection. Cllr Roy will speak with Mr Kennett.

ii. *Accounts*

*The Clerk explained that the Council's auditor had been very unwell and has asked the Council's temporary auditor if she will audit the Village Hall accounts.*

iii. *Fire Safety report requirements*

*Aiden explained some of things that have come out of the fire risk assessment. There are quite a few things that probably need to be addressed and it is likely that that Shoreham Village Hall will be asking for a contribution to some of the costs. Aiden is not sure if the Village Hall is legally compliant.*

ii. *Defibrillator training*

***Members resolved to agree to fund training for the defibrillators at a cost of £350.***

iii. *Darent Valley Landscape Partnership Scheme – Shoreham Path*  
*Noted.*

iv. *PCSO*  
*Noted.*

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

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

*Cllr Jeffery advised that he has got 3 quotes to resurface the tennis court and the area next to the tennis court.*

*Cllr Jeffery commented that there is difficulty with access to the recreation ground making the quotes quite high.*

***Members resolved that Cllrs Blamey, Jeffery and Cockburn would meet to put together a proposal for the next meeting.***

7. ***Members resolved to agree the minutes of the meeting held on Wednesday 20 July 2022.***

8. *Matters arising from the minutes not covered under Agenda items below.*

8.3 *Clerk has asked welder to visit site.*

8.5 *Notice Boards*

i. *Parish Council Notice Board*

*The board has been painted and the pin board replaced and used for PC notices*

ii. *Well Hill and East Hill*

*These have been repaired.*

iii. *Board on the wall by the Samuel Palmer*

*The Parish Council have advised Simon Green that we no longer need the board and he can either refurbish it or remove it.*

- iv. *Crown Road/High Street  
To be replaced.*

9. *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*

*Agenda Item 12.*

**8. Correspondence and Information**

- a) *Correspondence from other parties*

i. *Defibrillators*

- *Sarah Newman is going to get the Station machine moved or signed better.*
- *Simon Greenwood has agreed to having one on the Samuel Palmer pub.*
- *Sarah and Paul at the Crown Pub have agreed in principle to having one on the pub they just need to check with the brewery.*
- *Kingsdown Meadow have agreed to us installing a defibrillator at their site at Romney Street*
- *Cllr Jeffery has been in conversation with BT regarding adopting the phone box outside the closed Rock and Fountain pub in Well Hill. As its on private land we need the owners permission to do this and the owner has given permission.*
- *BT Phone box contract signed and returned.*

*This will then give residents access to 6 machines in the village, hopefully 1 in East Hill and 1 in Well Hill.*

**11. Finance**

*To agree items payable and paid*

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

**12. Staffing (Confidential item)**

***Members noted the retirement of Norman McDonnell and thanked him for excellent service to the Parish especially the Well Hill ward and agreed that the Chair should send a letter of thanks. A replacement was discussed and it was agreed the Clerk would look into the matter in more detail.***

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

- a) *Planning (if required) Meeting – Wednesday 19 October 2022*
- b) *Parish Council Meeting – Wednesday 2 November 2022*

*Amanda Barlow, Clerk to Shoreham Parish Council*



## Appendix A

## Agenda Item 11.0

## Items Paid 1 August to 30 September 2022

5 October 2022 (2022-2023)

Shoreham Parish Council  
PAYMENTS LIST

| Voucher | Code                         | Date       | Minute | Bank                    | Cheque No | Description             | Supplier                   | VAT Type | Net       | VAT      | Total     |
|---------|------------------------------|------------|--------|-------------------------|-----------|-------------------------|----------------------------|----------|-----------|----------|-----------|
| 68      | Car Park                     | 01/08/2022 |        | NatWest current account |           | Business Rates          | Sevenoaks District Council | X        | 84.00     |          | 84.00     |
| 74      | Broadband                    | 01/08/2022 |        | NatWest current account |           | Broadband               | Mrs A C Barlow             | X        | 10.00     |          | 10.00     |
| 75      | Office Rent/Storage          | 01/08/2022 |        | NatWest current account |           | Office Allowance        | Mrs A C Barlow             | X        | 30.00     |          | 30.00     |
| 70      | Toilets                      | 04/08/2022 |        | NatWest current account |           | Electricity             | EDF Energy                 | X        | 191.00    |          | 191.00    |
| 72      | Office telephone             | 05/08/2022 |        | NatWest current account |           | Office telephone        | O2                         | S        | 11.55     | 2.31     | 13.86     |
| 95      | Postage                      | 09/08/2022 |        | NatWest current account |           | Stamps                  | Shoreham Village Store     | X        | 27.55     |          | 27.55     |
| 99      | Stationery/Sundries          | 11/08/2022 |        | NatWest current account |           | Power cable and plugs   | Amazon                     | S        | 31.65     | 6.33     | 37.98     |
| 100     | Stationery/Sundries          | 11/08/2022 |        | NatWest current account |           | Stationery              | Amazon                     | S        | 14.45     | 2.89     | 17.34     |
| 101     | Stationery/Sundries          | 11/08/2022 |        | NatWest current account |           | Operation London Bridge | Amazon                     | S        | 11.83     | 2.37     | 14.20     |
| 78      | Computer/Printer Consumables | 15/08/2022 |        | NatWest current account |           | Website                 | Hugo Fox                   | S        | 29.99     | 6.00     | 35.99     |
| 92      | Dog waste bins               | 15/08/2022 |        | NatWest current account |           | Dog waste bin           | Sevenoaks District Council | S        | 165.46    | 33.09    | 198.55    |
| 97      | Heat Energy Project          | 15/08/2022 |        | NatWest current account |           | Heat Project            | BHESCo                     | S        | 11,375.00 | 2,275.00 | 13,650.00 |
| 90      | Grasscutting Shoreham        | 15/08/2022 |        | NatWest current account |           | Grass cutting           | GF Garden Maintenance      | X        | 645.00    |          | 645.00    |
| 93      | Clerk's mileage              | 15/08/2022 |        | NatWest current account |           | Mileage                 | Mrs A C Barlow             | X        | 18.36     |          | 18.36     |
| 94      | Hall/Emergency Room Hire     | 15/08/2022 |        | NatWest current account |           | Hall hire               | Shoreham Village Hall      | X        | 27.00     |          | 27.00     |
| 109     | Village Hall                 | 15/08/2022 |        | NatWest current account |           | Fire risk assessment    | 3MG Fire Protection        | S        | 495.00    | 99.00    | 594.00    |
| 80      | Toilets                      | 30/08/2022 |        | NatWest current account |           | Water charges           | Castle Water               | X        | 6.63      |          | 6.63      |
| 81      | Allotments                   | 30/08/2022 |        | NatWest current account |           | Water charges           | Castle Water               | X        | 31.66     |          | 31.66     |
| 69      | Car Park                     | 01/09/2022 |        | NatWest current account |           | Business Rates          | Sevenoaks District Council | X        | 84.00     |          | 84.00     |
| 71      | Toilets                      | 05/09/2022 |        | NatWest current account |           | Electricity             | EDF Energy                 | X        | 191.00    |          | 191.00    |
| 76      | Broadband                    | 05/09/2022 |        | NatWest current account |           | Broadband               | Mrs A C Barlow             | X        | 10.00     |          | 10.00     |
| 77      | Office Rent/Storage          | 05/09/2022 |        | NatWest current account |           | Office Allowance        | Mrs A C Barlow             | X        | 30.00     |          | 30.00     |
| 73      | Office telephone             | 05/09/2022 |        | NatWest current account |           | Office telephone        | O2                         | S        | 11.55     | 2.31     | 13.86     |
| 82      | Toilets                      | 28/09/2022 |        | NatWest current account |           | Water charges           | Castle Water               | X        | 6.63      |          | 6.63      |
| 83      | Allotments                   | 28/09/2022 |        | NatWest current account |           | Water charges           | Castle Water               | X        | 31.66     |          | 31.66     |
| 96      | Postage                      | 29/09/2022 |        | NatWest current account |           | Stamps                  | Shoreham Village Store     | X        | 22.80     |          | 22.80     |
| 108     | Printing Gazette/Shoreham    | 30/09/2022 |        | NatWest current account |           | Printing Shoreham Post  | Silver Pines Services      | X        | 60.45     |          | 60.45     |
| 107     | Computer/Printer Consumables | 30/09/2022 |        | NatWest current account |           | Website                 | Hugo Fox                   | S        | 29.99     | 6.00     | 35.99     |

## Items to be paid 6 October 2022

Shoreham Parish Council  
PAYMENTS LIST

| Voucher      | Code                         | Date       | Minute | Bank                    | Cheque No | Description                | Supplier                   | VAT Type | Net           | VAT          | Total         |
|--------------|------------------------------|------------|--------|-------------------------|-----------|----------------------------|----------------------------|----------|---------------|--------------|---------------|
| 91           | Advertising                  | 05/10/2022 |        | NatWest current account |           | Advertising                | Shoreham PCC               | X        | 100.00        |              | 100.00        |
| 102          | Broadband                    | 06/10/2022 |        | NatWest current account |           | Broadband                  | Mrs A C Barlow             | X        | 10.00         |              | 10.00         |
| 103          | Office Rent/Storage          | 06/10/2022 |        | NatWest current account |           | Office Allowance           | Mrs A C Barlow             | X        | 30.00         |              | 30.00         |
| 105          | Printing Gazette/Shoreham    | 06/10/2022 |        | NatWest current account |           | Printing Shoreham Post     | Silver Pines Services      | X        | 60.45         |              | 60.45         |
| 106          | Hall/Emergency Room Hire     | 06/10/2022 |        | NatWest current account |           | Hall hire                  | Shoreham Village Hall      | X        | 60.00         |              | 60.00         |
| 110          | Darent Valley Community      | 06/10/2022 |        | NatWest current account |           | Darent Valley Rail Partner | Sevenoaks District Council | X        | 100.00        |              | 100.00        |
| 79           | Computer/Printer Consumables | 06/10/2022 |        | NatWest current account |           | Website                    | Hugo Fox                   | S        | 29.99         | 6.00         | 35.99         |
| 104          | Computer/Printer Consumables | 06/10/2022 |        | NatWest current account |           | Website                    | Hugo Fox                   | S        | 29.99         | 6.00         | 35.99         |
| <b>Total</b> |                              |            |        |                         |           |                            |                            |          | <b>420.43</b> | <b>12.00</b> | <b>432.43</b> |

## Items received 1 August to 30 September 2022

5 October 2022 (2022-2023)

Shoreham Parish Council  
RECEIPTS LIST

| Voucher      | Code                | Date       | Minute | Bank                    | Receipt No | Description      | Supplier                   | VAT Type | Net              | VAT | Total            |
|--------------|---------------------|------------|--------|-------------------------|------------|------------------|----------------------------|----------|------------------|-----|------------------|
| 6            | Allotments          | 30/08/2022 |        | NatWest current account |            | Allotments rents | Allotment Holders          | X        | 750.00           |     | 750.00           |
| 9            | Heat Energy Project | 26/09/2022 |        | NatWest current account |            | Heat Project     | Cambridge & Peterborough   | X        | 15,000.00        |     | 15,000.00        |
| 7            | Allotments          | 30/09/2022 |        | NatWest current account |            | Allotments rents | Allotment Holders          | X        | 35.00            |     | 35.00            |
| 8            | Precept             | 30/09/2022 |        | NatWest tax saver       |            | Precept          | Sevenoaks District Council | X        | 22,059.00        |     | 22,059.00        |
| <b>Total</b> |                     |            |        |                         |            |                  |                            |          | <b>37,844.00</b> |     | <b>37,844.00</b> |

Agenda Item 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

Agenda Item 16.



## **Agenda Item 6. Working Party Updates**

- a) To receive an update from the Highways Working Party
  - i. Highways Improvement Plan - update at meeting from Cllrs Histed, Jeffery and Powell

**Sent:** 07 October 2022 11:34

**To:** [clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

**Subject:** Parking at the Memorial

I wish to put on record my objection to the opening of the ford and disposing of the parking at Darenth Way.

The idea to do away with the parking at the Memorial is a definite no no. After years of dealing with the SDC we were given the right to park on a Permit only basis. This is a yearly charge.

The thought of a further six cars to be parked in Church Street. on an already saturated street does not bear thinking about. The residents of Church Street already have problems parking and to add to this would be a dreadful decision. With the amount of visitors to the village on a daily basis Church Street and Station road are full to capacity.

Children love to paddle in the river and schools visit regularly - this would be dangerous if cars are allowed to cross.

Chapel Alley Cottages and Darenth Way have elderly tenants and having to walk in the dark - no street lights - after parking a car would not be easy.

Because of the amount of cars and continuous streams of cyclists Church Street is regularly gridlocked as this is also a through route from the motorway when there are problems.

Keeping a further 6 cars off Church Street must be a blessing for all concerned.

Thankyou.

Sylvia Poynter

ii. Speed Reduction on A225 Shoreham Road

**From:** west.highwayimprovements@kent.gov.uk <west.highwayimprovements@kent.gov.uk>

**Sent:** 14 October 2022 15:53

**To:** clerk2012@shorehamparishcouncil.gov.uk **Cc:** Roger.Gough@kent.gov.uk; Paul.Leary@kent.gov.uk

**Subject:** RE: Highways - Shoreham Parish Council

Dear Amanda,

I am emailing following the consultation for a reduced speed limit on A225 Shoreham Road, Shoreham. As you will no doubt be aware the consultation closed at noon on Monday 10<sup>th</sup> October. The proposals received a total of 113 comments of which 82 were in support and 31 were objections. I have today written to all the objections outlining the reasons for the proposals and asking if they would be willing to remove their objection. The objectors will have seven days to notify us if they wish to remove their objection after which time if we do not hear from them will assume their objection still stands.

As things currently stand we are over the threshold for us to make a decision on the Traffic Regulation Order in house and it would seem likely that we will need to take these proposals to the JTB in December for a recommendation if all parties wish to proceed with the TRO following the consultation. It is our policy that where a consultation receives less than 5 objections a decision can be made internally within KCC where a consultation receives 5 or more objections it needs to be presented to the Joint Transportation Board. Presuming we do have to take the proposals to the JTB this scheme will be put on hold until a decision is reached.

I will keep you updated with any developments

Kind regards,

Whitney Gwillim | Road Safety Engineering Project Manager | Planning and Advice (West Kent)  
| Highway Improvements | Road Safety and Active Travel Group | Kent County Council |  
Highways & Transportation | Henwood | 4 Javelin Way | Henwood Industrial Estate | Ashford |  
Kent | TN24 8AD | External 03000 418181 | [www.kent.gov.uk](http://www.kent.gov.uk) | Follow us on Twitter @kent\_cc

iii. Road from Hewitts to Well Hill

From Cllr Austin:

The road from Hewitts to Well Hill has been blocked by over 100 people every Friday and cars are being raced from Hewitts roundabout. One of our residents was in a near miss on Saturday. The police can't help so we wanted to see if there were other avenues to get help.

b) Heat Network Committee

As the project is no longer viable Members to discuss and agree next steps re: the Committee and the finances.

**Agenda Item 7. Correspondence and Information**

a) Correspondence from residents:

i. Well Hill Lane/water leak

The Clerk has now been informed by the resident that the water leak has been repaired and the road around the manhole cover has been fixed.

- b) Correspondence from other parties
  - i. **Shoreham Village Hall**

- Commercial Waste

**Subject:** RE: Village Hall

Hi John,

Thanks for this.

Trevor's suggestion just shows how ludicrous his position is. That fact that exactly the same waste can be 'commercial' or 'non-commercial' depending on whether a payment is made is laughable. Either there is a principle to be applied that is in the public interest or there isn't. If there isn't (and we all know there isn't) this whole exercise is a pathetic waste of money and time.

I'm not getting involved with any shenanigans to try and get round this. All it will do is create an administrative nightmare that will be impossible to maintain.

The Village Hall Committee will try to go along with whatever guidance it gets from the Parish Council. Perhaps the PC will agree to fund this. Is there a grant that can applied for from SDC to cover the extra costs for set up and running?

Whatever is agreed it still needs to work in practice. This involves having someone at this end to manage the waste and I don't see any volunteers coming forward.

Regards,

Ralph

**Subject:** Village Hall

Good morning all - maybe for discussion at next PC meeting??

I bumped (literally) into Trevor Kennet at SDC yesterday and he asked me how the situation at Shoreham was going. I told him I hadn't heard anything recently. He then said, if Mr Abbott is so against paying, why doesn't he "not charge" for the hire of the hall and get the PC to cover the cost. The PC could recover the cost from the rate-payers by putting the precept up by whatever it takes. The villagers shouldn't complain as they would be supporting one of their assets and they are probably the main, if not only, users. That way there would be no need to issue a Waste Carriers licence as it would not be a business and the status quo would be retained.

I seem to remember suggesting that a long time ago - along with don't charge, but suggest that the hirers might like to make a donation to the hall charity. The web-site would also need changing to reflect the "free" aspect - especially for weddings which he seems to think happen every day of the week!!!

As Trevor has suggested this as a workaround to the problem, maybe it should be discussed at the next PC meeting??

Your hall - over to you - I am only a conduit.

*Regards*

*Cllr. John Edwards-Winser*

*Member for Otford & Shoreham*

*01959-522503*

**ii. Village Hall Accounts**

Julia Chamberlain, the Parish Council's auditor can audit the accounts but is not free to do so until January 2023.

**iii.CCTV**

**Sent:** 16 October 2022 11:53

Hi,

As you probably know, the village shop was broken into last week. Images of the culprits are on the shop's CCTV system but since they wore masks, have not been helpful to the police.

What is missing is any coverage of the vehicle they used.

The hall's CCTV system provides coverage of the perimeter of the hall. We have nine cameras but the system has the facility to host sixteen.

If the Parish Council wanted to fund additional cameras to cover the road so that vehicle movements can be monitored in the event of a crime then the infrastructure already exists for this within the village hall system so the cost would be moderate. The facilities we have include remote playback (although I haven't used it yet).

I don't know what the legal implications are for CCTV in public areas but every council does it so it can't be a problem.

I'll leave it with you.

Regards,

Ralph Abbott

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

Hi Brian,

The remaining team have absorbed Rick's role although Jennifer is taking the lead on the Darent Valley Path project, of which the Shoreham Path is part.

We met with an access consultant the week before last and he was going to make a small adjustment to the spec (inclusion of a water bar for drainage). We are now in the process of obtaining quotes and should be able to start work as soon as we have found a suitable contractor. We are also in the process of seeking a contractor to make the new gate for the church.

The project specification was always for a path to run between the station and the village and there was never any intention to provide step access half way down. Doing so would involve engagement with Highways and in any event, it has not been budgeted for. Much of the funding we have received is on the condition that we improve accessibility for wheelchairs and pushchairs and steps would not fall into this category. It may also be worth bearing in mind that cars are often parked continually along Station Road so exiting and having to cross between parked cars on a busy road, may not be very safe. I would imagine some sort of parking restriction would also be required in order to prevent cars parking along the bottom of the steps. I would suggest that if the Parish Council wishes to pursue this, then would need to take it up directly with KCC Highways. Alternatively, there is always the possibility of pursuing the path on the opposite side of the road through the golf club, which would exit very close to the entrance of the church field, re-joining the DV path. I know Lesley and Jonathan had met with the owner of the golf club some years ago and he was very open to this idea.

I hope this clarifies things.

Hope all is well with you and the Parish Council.

Kind regards

## iv. Cost of Living Crisis and Warm Spaces Project

The following flyers have been put on the Council's website and social media pages along with the notice boards.

## **COST OF LIVING CRISIS**



**The £400 energy grant: Who will get it and when** Everyone is concerned about their utility costs but are you aware of the following grant which is available from October. As part of the government support package and to help ease the cost of living crisis a £400 energy grant will be paid in October 2022. This payment will be spread over 6 months rather than a single lump sum and each household on mains electricity will get a discount of £66 in October and November, and then £67 from December to March 2023. You do not have to apply for the grant as this is available to all households no matter how you make your payments.

**Extra winter fuel payment** In the winter months pensioners can get between £100 and £300 to help pay heating bills. This winter, they will also receive an extra one-off £300 Pensioner Cost of Living Payment, which will be paid as an automatic top-up to the Winter Fuel Payment. To check if you are eligible for a Winter Fuel Payment go to: [www.gov.uk/winter-fuel-payment](http://www.gov.uk/winter-fuel-payment).



**Help for households** To help families with the cost of living crisis, the government is offering a wide range of help for households. To see what cost of living support you could be eligible for to go: <https://helpforhouseholds.campaign.gov.uk>.



Find out what discounts and offers are available from businesses to help with the cost of living. <https://helpforhouseholds.campaign.gov.uk/discounts-and-offers>.



Help and information on support available from Sevenoaks District Council can be found on call: 01732 227000 or go to: [www.sevenoaks.gov.uk/homepage/97/help\\_with\\_the\\_cost\\_of\\_living](http://www.sevenoaks.gov.uk/homepage/97/help_with_the_cost_of_living).



If you do not have access to the internet you can get help on all of the above from the local Citizens Advice Bureau on 0808 278 7810.



**Save Food and Money!** Too Good To Go is a free mobile app that connects customers to restaurants and stores that have unsold food surplus to prevent it from being thrown away. This means you get high-quality food at a great price and do some good for the planet. Up to 50% off the original retail price. To find out more go to: [www.toogoodtogo.co.uk/en-gb](http://www.toogoodtogo.co.uk/en-gb).



# Help with the cost of living

The price of energy, food and bills have risen steeply in recent months and many people are struggling to keep up with the cost of living. However, help and support may be available.

## Our HERO service

If you're facing money problems, our HERO service could help by looking at your financial circumstances as a whole.

The service offers debt and mortgage advice and can check if you're receiving all the benefits you are entitled to. The team also offers housing advice.

The team can help with retraining and education, getting back into work or help with starting your own business.

To make an appointment with a HERO advisor, please call **01732 227000** or email [housing@sevenoaks.gov.uk](mailto:housing@sevenoaks.gov.uk).



## Council Tax Rebate

Households in Council Tax bands A to D, who pay their Council Tax by Direct Debit, should have received their £150 rebate.

If you pay by any other method, or you have an exemption, you should have received a letter asking you to complete an online application form. Please complete this form as soon as possible so we can make the payment.



## Help with your utility bills

Most utility companies offer help if you are struggling with your bills, including payment plans.

Most water companies also offer discounts for households on low incomes.

Speak with your suppliers or visit [www.kent.gov.uk](http://www.kent.gov.uk) and search for 'Energy financial support for advice about your energy bill'.



## Help with your Council Tax

If you are on a low income, you can apply for Council Tax Reduction to help pay your Council Tax.

If you live alone, are a student, have a disability or severe mental impairments (such as dementia) you may be entitled to a discount to reduce your Council Tax.

Visit [www.sevenoaks.gov.uk/counciltax](http://www.sevenoaks.gov.uk/counciltax) and click on Reduce your bill or call **01732 227000** to find out more.

In some circumstances, we can make 'Exceptional Hardship Payments' for people who already receive Council Tax Reduction. Visit [www.sevenoaks.gov.uk/discretionarypayments](http://www.sevenoaks.gov.uk/discretionarypayments) or call us on **01732 227000** for details.



## Reducing your energy costs

Homeowners with incomes below £30,000 (or £20,000 after housing costs), may be eligible for a grant worth up to £10,000 to improve home energy efficiency, helping to lower their energy use. The funding typically pays for home insulation and new heating systems.

To find out more, including eligibility, visit <https://surveys.est.org.uk/s/SustainableWarmth>

Smart energy meters can also help manage your energy use. If you don't have one already, contact your energy supplier to arrange an installation.



**Agenda Item 7c. General correspondence**

**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

**Agenda Item 8. Well Hill Mission Church**

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

From Cllr Jane Austin:

confirmation that the Mission Church is a community asset (I have been gathering information about this) and discussion about getting help with the road to it. Apparently the Parish Council helped pay for a new roof in 2002 so there is a precedent

**Agenda Item 9. Defibrillators**

a) Training

Provisional date 14 December at

Purchasing of defibrillators for the Parish

**From:** [Defibwarehouse](https://defibwarehouse.co.uk)

**Sent:** 20 October 2022 11:38

**Subject:** Defibrillators

ZOLL AED 3 Fully-Automatic with Locked Outdoor AED Cabinet £1695 + vat per unit (£1675 + vat per unit if purchasing 4 on one order) - <https://defibwarehouse.co.uk/shop/defibrillator-packages/zoll-aed-3-fully-auto-defibrillator-aed-protect-outdoor-locked-package/>

If you wanted the ZOLL AED 3 Fully-Automatic but with an unlocked/alarmed outdoor cabinet I can offer the same pricing as above. The cabinet we would suggest is - <https://defibwarehouse.co.uk/shop/cabinets-brackets/aivia-200/>

These prices are valid until the end of 2022.

Kindest Regards

Craig Ward

[craig@first-rescue.co.uk](mailto:craig@first-rescue.co.uk)

0330 0435818

[www.first-rescue.co.uk](http://www.first-rescue.co.uk)



[www.defibwarehouse.co.uk](http://www.defibwarehouse.co.uk)



The UK's No1 Supplier of Defibrillators and Accessories.

**To rent:**

Hi Amanda,

Thank you for your email. Please see here information about cardiac arrest, defibrillators and our cost effective, all-inclusive offering for just £1 a day (including training).

Cardiac Arrest kills 140,000 people each year in the UK alone. 100 people a week in the workplace. Cardiac arrest strikes without warning, it does not discriminate and can affect anyone, at any age, at any time.

**Defib Machines** are the UK's leading provider of all-inclusive life-saving defibrillator packages.

As an important piece of emergency equipment it is vitally important that your defibrillator is maintained properly. Our all-inclusive **Defib Machine** offering provides;

- Full installation of **Defib Machine(s)** and wall bracket (not cabinet);
- Onsite AED training
- Full Maintenance & Service of machine, including regular onsite Health Checks and pad/battery replacement
- Replacement of **Defib Machine(s)** if ever used in an emergency or displaying an error message
- Loyalty Bonus available including new machine and price reductions
- Resuscitation Kit; Signs & Orientation DVD
- Protective hard casing and Adult Live Pads

Our defibrillators **cost just £1 (+vat) a day** and are recommended by the UK ambulance service, providing on the spot lifesaving treatment in the event of a cardiac arrest.

If you have any questions, please do not hesitate to contact me on the details below.

Many thanks,

Thomas



E: [solutions@defibmachines.co.uk](mailto:solutions@defibmachines.co.uk)  
W: [www.defibmachines.co.uk](http://www.defibmachines.co.uk)  
T: 0800 0852 733

### **Defib Machines Quote – Four Units**

#### **AED Rental Package – Full Coverage**

The costing for four AED's is £1 x 4 = £4.00 (+VAT) per day and a £150 x 4 = £600 deposit in your first year (returnable after your order has finished). All orders run for 5 years and payments would be annually in advance.

Included for the price quoted;

- Full installation of Defib Machine(s) and wall bracket(s);
- Onsite AED training
- Adult Pads and training on how to activate these pads in an emergency
- Full Maintenance & Service of machine, including regular onsite Health Checks and pad/battery replacement
- Replacement of Defib Machine(s) if ever used in an emergency or displaying an error message within one working day
- Loyalty Bonus available including new machine and 10% price reduction after 3 years
- Resuscitation Kit; Signs & Training link
- Protective hard casing and Adult Live Pads

***Annual Total for four AED's - £1460 (+VAT)***

Our **External Defib Machines CabinetPlan** cost just ~~£~~1 per unit, per day and provides;

- Full installation of cabinet;
- Full Maintenance & Service of cabinet, including regular onsite Health Checks;
- Replacement of cabinet if ever faulty.

Specifications:

The dimensions of the cabinet are **465 (H) x435 (W) x240 (D) mm** and weighs **10.00KG**.

**Prior to the installation of your external, locked and heated cabinet you need to be aware of the following:**

- The cabinet weighs 10kg's so the wall that it will be attached to needs to be in a good state to anchor the cabinet to;
- The wall needs to be flat;
- The recommended height for the cabinet to be mounted is 1m-1.35m from the ground to the bottom of the cabinet.

*Electrical requirements:*

The cabinet **MUST** be installed using a 13amp weatherproof spur protected by an RCD from the 240v supply\*

\*The electrician would need to be on site when we install the cabinet so it can be connected

Alternatively an outside 13amp plug socket can be used however this must be inside a locked box.

As agreed the plug socket can be located inside the building however please ensure that everybody knows that the socket cannot be turned off at any time.





E: solutions@defibmachines.co.uk  
W: www.defibmachines.co.uk  
T: 0800 0852 733

### **Defib Machines External Cabinet Quote – 4 Units**

#### **External Cabinet Package**

The costing for four cabinets is £1 x 4 = £4.00 (+VAT) per day.

The duration of a cabinet runs for 5 years and payments would be annually in advance.

Included for the price quoted;

- Review of site and recommendation of location;
- Full installation of cabinet;
- Full Maintenance & Service of cabinet, including regular onsite Health Checks;
- Replacement of cabinet if ever faulty;

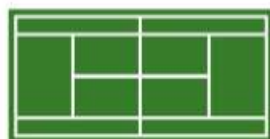
***Annual Total for four External Cabinets - £1460(+VAT)***



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

It was agreed on 5 October that Cllrs Jeffery, Blamey and Cockburn would review the quotes received as below and give a recommendation:



**1<sup>st</sup>-Surface**  
TENNIS COURT SPECIALISTS

**SPECIFICATION FOR THE RESURFACING OF AN EXISTING  
BASKETBALL COURT WITH TRUBOUNCE POROUS MACADAM**

**Site Access**

All plant and materials will be offloaded and double handled to the court.

**Preparation**

The existing surface will be cleaned and pierced at 500mm to ensure free drainage of the new surface. Drainage holes will then be filled with clean chippings.

**Tack Coat**

A tack coat of bitumen emulsion will be applied to the existing surface to receive the new surface.

**Edge Detail**

A chase will be cut against the existing edging to enable the new surface to be feathered down to the existing edging.

**TruBounce Surface**

The TruBounce surface will be laid to an average depth of 40mm by means of our special process in one course to accurate levels and rolled to form a smooth playing surface. This base material consists of specially graded bitumen macadam; the bitumen binder contains specification additives to assist in the prevention of the material softening in the summer and becoming brittle in the winter.

**Acrylic Colourspray Coating**

After an appropriate interval the surface will be coloured and textured with two coats of polyurethane based paint applied by our high pressure spraying process to SR75 grip standards. Court colours to be dark green inner to complete area.

**Playing Lines**

One set of basketball lines will be marked out in yellow and two football 'D's and centre spot will be marked out.

**Football/Basketball Goal (Separate Price)**

To both ends the old basketball posts will be broken out new football/basketball combination units supplied and securely set in concrete.

**Site Clearance**

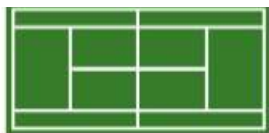
On completion the site will be cleared of all surplus materials, tools and rubbish and left tidy.

**Handover**

An official handover will be arranged at which time the tennis posts and net will be fitted and adjusted. The court will then be ready for use subject to any hardening off period for the surface.

Cont..





# 1<sup>st</sup>-Surface

TENNIS COURT SPECIALISTS

-2-

## Water Supply

We have assumed that we will be given free use of a water supply throughout the contract period.

## Reinstatement

No provision has been made within this quotation for any reinstatement of access ways. Drives or roads used for the delivery of materials and equipment that have to be used during the works are assumed to be suitable for large lorry traffic. We do not accept any responsibility for damage to these drives or roads during the construction process unless we have been informed in writing that they are unsuitable prior to works commencing.

## SPECIFICATION FOR THE RESURFACING OF AN EXISTING TENNIS COURT WITH TRUBOUNCE POROUS MACADAM

### Site Access

All plant and materials will be offloaded and double handled to the court.

### Preparation

The existing surface will be cleaned and pierced at 500mm to ensure free drainage of the new surface. Drainage holes will then be filled with clean chippings. We have allowed to raise the entrance gates.

### Tack Coat

A tack coat of bitumen emulsion will be applied to the existing surface to receive the new surface.

### Edge Detail

An edging of charcoal hard, frost resistant bricks will be supplied and laid to a true line and level, bedded on and haunched with concrete to retain the level of the new surface.

### Court Fittings

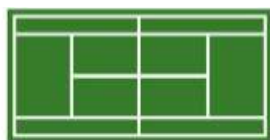
The existing court sockets will remain as existing and new tennis posts and net will be supplied.

### TruBounce Surface

The TruBounce surface will be laid to an average depth of 40mm by means of our special process in one course to accurate levels and rolled to form a smooth playing surface. This base material consists of specially graded bitumen macadam; the bitumen binder contains specification additives to assist in the prevention of the material softening in the summer and becoming brittle in the winter.

Cont.





**1<sup>st</sup>-Surface**  
TENNIS COURT SPECIALISTS

-3-

**Acrylic Colourspray Coating**

After an appropriate interval the surface will be coloured and textured with two coats of acrylic based paint applied by our high pressure spraying process. Court colours to be dark green inner and mid-green outer.

**Playing Lines**

One set of tennis playing lines will be marked out in white.

**Site Clearance**

On completion the site will be cleared of all surplus materials, tools and rubbish and left tidy.

**Handover**

An official handover will be arranged at which time the tennis posts and net will be fitted and adjusted. The court will then be ready for use subject to any hardening off period for the surface.

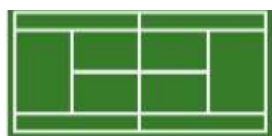
**Water Supply**

We have assumed that we will be given free use of a water supply throughout the contract period.

**Reinstatement**

No provision has been made within this quotation for any reinstatement of access ways. Drives or roads used for the delivery of materials and equipment that have to be used during the works are assumed to be suitable for large lorry traffic. We do not accept any responsibility for damage to these drives or roads during the construction process unless we have been informed in writing that they are unsuitable prior to works commencing.





# 1<sup>st</sup>-Surface

TENNIS COURT SPECIALISTS

-5-

## BUDGET QUOTATION PAGE

Date : 15<sup>th</sup> August 2022

Client Name : Mrs A Barlow – Shoreham Parish Council

Site Address : Shoreham Recreation Ground  
High Street  
Sevenoaks  
Kent

## QUOTATION FOR RESURFACING

Court Size : 34.14m x 15m

|  |                   |
|--|-------------------|
| <b>TruBounce Macadam Resurface – Basketball Area</b> | <b>£17,990.00</b> |
|--|-------------------|

Please note if the Basketball area is not coloured and left black and simply lines then there would be a saving of £1,500 plus VAT

|  |                   |
|--|-------------------|
| <b>Two Basketball/Football Units/Goals</b> | <b>£12,495.00</b> |
|--|-------------------|

|   |                   |
|---|-------------------|
| <b>TruBounce Macadam Resurface – Tennis Court</b> | <b>£17,595.00</b> |
|---|-------------------|

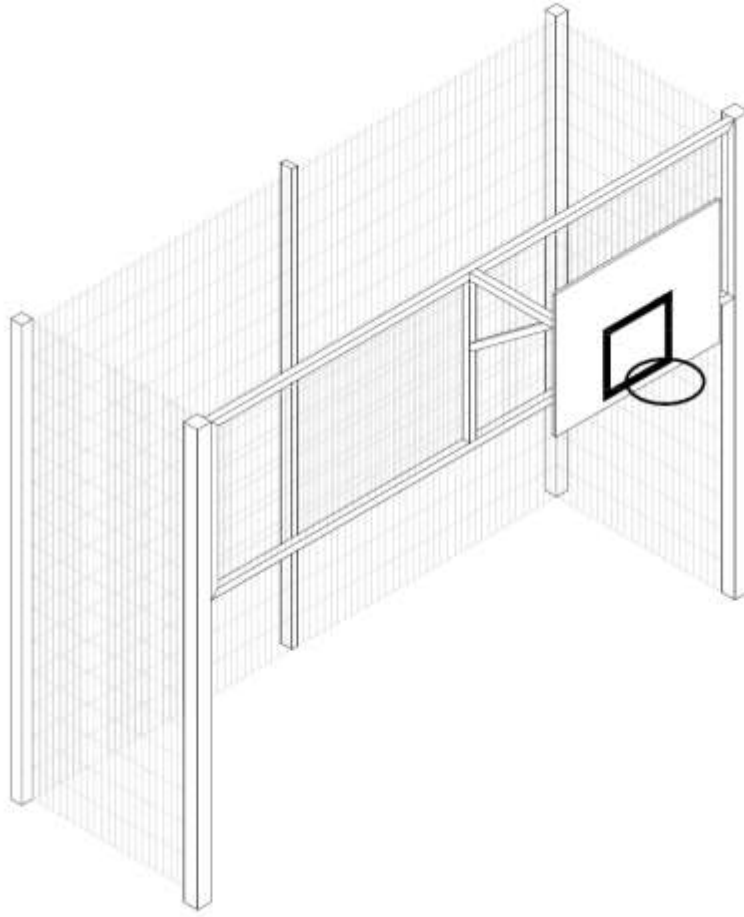
*The above price is subject to VAT at the standard rate.*

Quotation is open for acceptance within 30 days.



**1st-Surface Ltd, The Old Post House, 91 Heath Road, Weybridge, Surrey KT13 8TS**  
 Tel: 01932 340011 Fax: 01932 340454 Internet: [www.1st-surface.co.uk](http://www.1st-surface.co.uk) E-mail: [info@1st-surface.co.uk](mailto:info@1st-surface.co.uk)  
 1st-Surface Ltd, Registered in England No. 3503887 VAT Registration No. 711051005







280 Watford Road, St Albans, Herts, AL2 3DN  
t: 01727 730707 | e: info@sportscourts.co.uk | www.sportscourts.co.uk

September 26, 2022 Ref: MS/TF/SH958

## **QUOTATION**

### **SHOREHAM COUNCIL**

For our **"MACSEAL"** process to the following:

1No Tennis Court 16.1m x 34m

### **SPECIFICATION FOR OUR "MACSEAL" PROCESS**

- Spike courts with 30mm holes at approximately 450mm centres and backfill with clean 10mm pea-shingle.
- **To replace 1No sets of existing posts and sockets with new nylon coated posts with all brass winding mechanism, complete with heavy-duty sockets and nets.**
- Supply and lay a bitumen emulsion tack coat.
- Hand lay and screed along 40mm steel bars of 6mm open textured tarmacadam wear course compacting to a depth of **30mm** laid in accordance with SAPCA, The Lawn Tennis Association and BS4987. Thoroughly roll and cross roll with suitable power roller until an even close-knit surface occurs.
- Apply 2 coats of the highest quality Acrylic Tennis Court Paint made to LTA requirements. T.B.C
- Mark out and paint one set of tennis lines with white quartz sand slip-resistant acrylic line paint
- On completion of all works, all surplus arising shall be removed, and the site left clean and tidy.

|                     |                             |                   |
|---------------------|-----------------------------|-------------------|
| <b>OVERALL COST</b> | <b>To "MACSEAL" 1 Court</b> | <b>£15,950.00</b> |
|---------------------|-----------------------------|-------------------|

#### **OPTIONAL**

#### **EDGING KERBS 1**

- To supply and lay 68 linear meters of 50x150x900mm kerbs laid flat and haunched to the 2No lengths of the court.

**£ 1,776.00**

**OR**

#### **EDGING KERBS 2**

- To supply and lay 32.2 linear meters of 50x150x900mm kerbs laid flat and haunched to the 2No lengths of the court.

**£ 908.00**

**PAYMENT TERMS: - 25% DEPOSIT WITH ORDER, BALANCE 28 DAYS FROM COMPLETION**  
**STAGE PAYMENTS WILL BE REQUIRED AT THE TARMAC STAGE**

**PRICES DO NOT INCLUDE VAT**

**ALL QUOTATIONS ARE SUBJECT TO CLEAR ACCESS TO SITE & WATER**



Specialists in Tennis Court Construction & Maintenance for Local authorities,  
Councils, Schools, Tennis Clubs & the Private Sector





280 Watford Road, St Albans, Herts, AL2 3DN  
t: 01727 730707 | e: info@sportscourts.co.uk | www.sportscourts.co.uk

September 26, 2022 Ref: MS/TF/SH958B

## **QUOTATION**

### **SHOREHAM COUNCIL**

For our **"MACSEAL"** process to the following:

1No MUGA Court 14.8m x 34m

### **SPECIFICATION FOR OUR "MACSEAL" PROCESS**

- Spike courts with 30mm holes at approximately 450mm centres and backfill with clean 10mm pea-shingle.
- Supply and lay a bitumen emulsion tack coat.
- Hand lay and screed along 40mm steel bars of 6mm open textured tarmacadam wear course compacting to a depth of **30mm** laid in accordance with SAPCA, The Lawn Tennis Association and BS4987. Thoroughly roll and cross roll with suitable power roller until an even close-knit surface occurs.
- Apply 2 coats of the highest quality Acrylic Court Paint. T.B.C
- Mark out and paint one set of five a side lines with white quartz sand slip-resistant acrylic line paint
- On completion of all works, all surplus arising shall be removed, and the site left clean and tidy.

|                     |                             |                   |
|---------------------|-----------------------------|-------------------|
| <b>OVERALL COST</b> | <b>To "MACSEAL" 1 Court</b> | <b>£14,643.00</b> |
|---------------------|-----------------------------|-------------------|

### **BASKETBALL AND FIVE A SIDE COMBINATION UNIT**

- To supply and install internal to the court 2No Basketball and Five a side combination units complete with basketball backboards and rings. Both units will be PPC Coated Green and installed with 80x80mm SHS post and infilled with rigid weld mesh 8-6-8mm 200mm x 50mm panels. Includes the removal of 2No old basketball posts
- £ 7,680.00**

**PAYMENT TERMS: - 25% DEPOSIT WITH ORDER, BALANCE 28 DAYS FROM COMPLETION**  
**STAGE PAYMENTS WILL BE REQUIRED AT THE TARMAC STAGE**

**PRICES DO NOT INCLUDE VAT**  
**ALL QUOTATIONS ARE SUBJECT TO CLEAR ACCESS TO SITE & WATER**



Specialists in Tennis Court Construction & Maintenance for Local authorities,  
Councils, Schools, Tennis Clubs & the Private Sector

J6930 (TF / CK)

4<sup>th</sup> October 2022

Sent by email only: Brian Jeffery – [brianjeffery13@outlook.com](mailto:brianjeffery13@outlook.com)

#### Refurbishment of existing tennis court and MUGA behind Shoreham Village Hall, TN14 7TB

Court dimensions:      Tennis court – approx. 34.08m x 16.25m  
    MUGA – approx. 34.08m x 14.90m

**Note:** Tennis court is below minimum LTA recommended size of 34.75m x 17.07m.

#### Access and proposed programme

There are two possible access routes, both of which entail holding / unloading delivery lorries approx. 80m from the tennis court and MUGA. Chuted lorries and all necessary double handling have been allowed for.

We will require an area to be made available for parking our works vehicles, placing a builder's skip and for unloading / holding materials. Exact details to be agreed.

#### Works by others – prior to our arrival

Weeds / vegetation / small tree to be treated / removed by others prior to our works commencing.

**Note:** We have not allowed for replacement or re-setting of any loose / damaged edgings. The vegetation is currently obscuring the edgings, so it was not possible to determine if any additional works are required. This can be confirmed once the weeds / vegetation have been cleared.

#### Tennis court resurfacing works

##### Preparatory works to existing surface

Sweep off surface to remove as much loose dirt and debris as possible. Pierce the existing surface at approx. 450mm centres using a hydraulic breaker forming approx. 30mm diameter holes. Fill holes with pea shingle. Roll whole court area and apply a bitumen tack coat.

##### Court perimeter

Chase out existing surface to court as necessary to allow new porous asphalt playing surface to flow down to the top of the existing edgings. To one long side only (road side), supply and fit aluminium angle (approx. 50mm x 50mm x 5mm approx.) to the top of the existing perimeter edgings to provide sufficient upstand for new porous asphalt playing surface.

J6930 (TF / CK)

4<sup>th</sup> October 2022Tennis post sockets and centre anchor

Break out and remove existing tennis post sockets. Supply and fit new heavy duty galvanised steel tennis post sockets, complete with dust covers & set to suit new playing surface level. Each socket is set in minimum 750mm cube of concrete. Supply and fit new centre anchor, set in minimum 300mm cube of concrete to suit new playing surface level.

**Note:** New tennis post sockets and centre anchor will be re-positioned to provide equal run off to each side of the court (approx. 2.64m).

New porous asphalt playing surface

Supply and lay 6mm porous asphalt to a nominal consolidated depth of 30mm to entire court area. The surface is laid between metal screed bars and levelled with steel straight edge in order to achieve a level and even-textured finish. Thoroughly roll and cross roll with a heavy mechanical roller.

New tennis equipment – one set

Supply and install new 76mm square tennis posts, which are fabricated steel, thermoplastic dipped coated for a long, maintenance free life. Posts are fitted with superior quality internal brass winders, together with stud fixings and retaining rods, which make them extremely strong and most suitable for all courts. Supply and install Championship quality, 3.5mm black polyethylene twine tennis net with black vinyl coated side and bottom bandings, white polyester coated headband and PVC covered steel headline. Fit net centre band and swivel adjuster.

Acrylic colour spray and play lines

Provide and apply by high pressure spray, two coats of the full textured acrylic water-based tennis court coating to match existing. Mark out and paint playing lines for tennis directly onto the surface using special line paint.

Fencing

No works allowed (as instructed) despite there being several holes in the chainlink.

**£16,106.00 + VAT**

Other item – in conjunction with main tennis court resurfacingBinder

Apply binder to the entire area. This is a clear liquid, which is sprayed on providing a longer lasting and more durable surface. Binder can only be applied in conjunction with the application of a colour spray to the playing surface.

**£725.00 + VAT**



J6930 (TF / CK)

4<sup>th</sup> October 2022**MUGA refurbishment – in conjunction with main tennis court resurfacing**

To resurface the adjacent MUGA, as described above for the tennis court (but no sports equipment included).

With play lines only (D's and halfway line): **£9,293.00 + VAT**

With acrylic colour spray and play lines (D's and halfway line): **£10,509.00 + VAT**

Additional cost to install a pair of combination goals (basketball / small sided football) is likely to be in region of **£8,375.00 + VAT** (a few options available we would be happy to discuss further).

**Water and welfare**

We shall require free access to a nearby water supply with good pressure for pressure cleaning and general construction purposes. We have assumed that a toilet with hot and cold water hand washing facilities will be made freely available to our men, whilst they are on site. If we have to provide any of these ourselves, extra costs will be incurred.

**Making Good**

Upon completion of our contract, all our debris, excess materials and building equipment will be removed and all temporary material storage areas used will be made good, as reasonably practical, but no re-seeding or turfing is included. Drives or roads used for delivery of materials and equipment up to the tennis court or place of temporary storage are assumed to be suitable for lorry traffic. We do not accept responsibility for any damage to drives or roads used for construction access unless we have been notified in writing about the unsuitability prior to the commencement of work.

**Price validity period**

The above prices are based on current rates for works undertaken this year and are open to acceptance for 14 days. For 2023 projects and orders placed after the validity period, prices will have to be reviewed.

**Warranty**

Our work is provided with a warranty upon payment of all monies due under the contract. The warranty is in respect of workmanship and materials and is for a period of two years. The warranty period starts from the date of first use or handover (whichever is soonest). The warranty does not cover deterioration due to normal wear and tear, nor any use of the court for purposes other than the sports defined in the specification (or implicit from the sports equipment provided by us for this contract).

Slip resistance performance of a surface and the play lines can only be guaranteed for 12 months, in line with standard industry practice.

Occasionally staining can occur due to iron pyrite in the aggregate used to produce the asphalt. This is not something that can be detected at the time of installation. It is an aesthetic rather than a performance issue and will not have an adverse effect on the durability of the court surface. This is not covered by our warranty.

J6

### **Permissions and statutory approvals**

We confirm that you are responsible for taking all necessary action to obtain any consents that are required, for example those from the Local Authority, other land owners, the Environment Agency (when building within a flood plain) and for notifying us in writing of any conditions or restrictions that will affect our work.

### **SAPCA**

We take this opportunity to confirm that we are “Principal Contractor” members of SAPCA, the Sports and Play Construction Association. Unless specifically stated to the contrary all tennis court and MUGA construction work will be in accordance with the SAPCA Code of Practice for the Construction and Maintenance of Tennis Courts and MUGAs.

**Trevor May Contractors Ltd.**  
**Mill Lane Barn, Canterbury Road, Challock, Kent. TN25 4BJ**  
**Tel: 01233 740574**  
**Email: [info@trevormay.co.uk](mailto:info@trevormay.co.uk) Website: [www.trevormay.co.uk](http://www.trevormay.co.uk)**

**Agenda Item 11. Public Conveniences**

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

**Agenda Item 12: Shoreham Cross**

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

**From:** Jeremy tooley

**Sent:** 16 October 2022 18:01

**To:** Parish Clerk [clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

**Subject:** Re: Cleaning the Cross

Hi Amanda,

I have now done the work to the Cross as promised. Took 2 visits, was easier to do the chalk without having first strimmed the grass.

Total time worked 6 hours @ £15 hour => £90 please.

I think we need to talk again about re-chalking and getting a plan drawn up. The chalk is very thin in places and the stone underneath is visible.

Photo attached of finished result.

Jeremy



**Agenda Item 13. Electrical Charging Points – update to follow**

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

**Agenda Item 14. Cricket Club**

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

If the PC purchase an item for the Cricket Club the PC can claim the VAT back rather than give a grant.

**From:** Hofmann, Alex

**Sent:** 27 October 2022 12:53

**To:** [clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk);

**Subject:** RE: Shoreham and Otford CC - improvements to the pavilion area

Dear Amanda,

Please could you thank the Parish Council for granting permission for the club to install a water butt and small storage shed behind the pavilion at SOCC?

On this topic, I wondered if the Parish Council might consider an application from the club for some financial assistance towards the cost of purchasing and installing the water butt? The cost of the butt itself is £1,300 including VAT (see link below) and we will pay around £700 for a pump to get water from the butt to the square. If the Parish Council were able to help with a portion of the cost, we would be most grateful. Installing a large water butt is a sustainable solution to the challenges of climate change and it will reduce our dependence on mains water.

Separately, I am working with Bob on a project to look at future structural enhancements and an extension to the pavilion at Shoreham, and I would like to present some of our early ideas and thoughts to the Parish Council at the next meeting. We are still at a very early stage in this project, but before we take things any further, and start to incur professional services fees, we would like to get informal feedback from the Parish Council regarding our proposal. I would be happy to share more information with the Council in advance, if that would be helpful.

Best wishes,


Alex Hofmann,

Shoreham and Otford CC



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## Agenda Item 15. Finance – to follow

## Agenda Item 15.0

## 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  |
| Total   |            |            |                  |                   |          | 145.00 |     | 145.00 |

## 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  |

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

Lengthsmen

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

Amanda Barlow, Clerk to Shoreham Parish Council