

# SHOREHAM

Parish Clerk:

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# PARISH

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# COUNCIL

## MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Shoreham Village Hall on 5 October 2016 from 7:30pm

Present: R Blamey, A Collins, P Dodd, A Hibbins, J Histed and N McDonnell,

Also Present: District Councillor J Edwards-Winsor  
18 members of the public

Clerk: Sarah Moon

### Public Question Time

Q: Footpath around the river and state of the hedges – the uneven footpath makes it difficult to walk on at the best of times and with the vegetation on the ground, it becomes even worse. Who is responsible for this?

A: Contact Nicky Biddle – Kent Right of Ways ([Kent.gov.uk](http://Kent.gov.uk))

Q: Whilst on a visit to Hildenborough, I noticed a poster on the noticeboard showing photos of all the councillors and what they do. Could this be something Shoreham PC would like to adopt? Also show what SDC are responsible for.

A: Questioner to send a photo of the poster to the Clerk. J E-W to send Otford's poster to Clerk.

1. Apologies for absence were received from Cllr Parkes and Cllr Spence.
2. Cllr Dodd declared an interest that one of the trustees being put forward for the Almshouses is his wife.
3. The minutes of the meeting held on Wednesday 7<sup>th</sup> September 2016 were agreed and signed.
4. Cllr Blamey was appointed Chairman of the Planning Committee (proposed by Cllr Histed and seconded by Cllr McDonnell).
5. District/County Councillor Reports  
The District Councillor stated that Jeremy Clark had informed him that unless he received our comments on the proposed parking restrictions by 5<sup>th</sup> October, there would not be enough time for them to be considered at the December JTB meeting.
6. Chairman's Report  
Cllr Dodd acknowledged the work which has been done by the Traffic and Parking Working Party to date and stated that he was grateful to the group for all the time and effort they have put in.

The Clerk has secured forms for the DCLG funding which is available to assist with the creation of a Neighbourhood Plan.

Cllr Dodd met with the Clerk to talk about working arrangements.

7. Report from the Clerk.
  - (a) High priority works to trees on the Recreation Ground as identified in last winter's Tree Survey have now been completed. The dead alder on the Village Green has been felled and an ash sapling growing into the river has also been removed. Tenders have been sent out to three companies to provide quotes for medium priority work to trees on the Allotments and the Recreation Ground.

- (b) The Annual Return for 2015/2016 has now been approved and signed off by the external auditors, PKF Littlejohn. The auditors did state however that Shoreham Parish Council should ensure it has regard to the level of reserves held when considering future precept requests and that any earmarked reserves are considered and formally approved by the Council. A Notice of Conclusion of Audit and the certified Annual Return will be published on the Parish Council's website.
- (c) Two Definitive Map Modification Orders have been received from Kent County Council which give sealed approval to the designation of two new footpaths (SR746 – High Street to Shacklands Road, otherwise known as the 'Millenium Path' and SR747 – the diagonal path from footpath SR5 to the western side of the Cross) as well as detailing the relocation of footpaths SD201, SR22 and SR23 at Upper Austin Lodge.
- (d) The grass around the newly planted trees in Centenary Wood has been strimmed. The contractor has now been shown what remains to be mown and this should be done later this week.
- (e) Tenders for the annual grass cutting work have been sent out. The tenders include mowing the area of grass around the Cross now that Shoreham Parish Council own the land.
- (f) Prices for different types of boundary fencing along the northern side of allotments have now been obtained. Residents of Crown Road will be contacted and informed that these will be discussed at the Amenities meeting on October 19<sup>th</sup>.
- (g) Work is now underway to prepare the 2017/2018 budget.
- (h) A tennis court resurfacing company have come to inspect the tennis courts and given their opinion on the best refurbishment solution. They have also provided prices for different options such as pressure washing, repainting and full resurfacing. The Clerk was advised to seek more quotes and to ask at the Tennis Academy at Otford who may be able to provide contact details.
- (i) The agent acting on behalf of the purchaser of Timberden Farm has been contacted and requests to remove the ragwort in Lot 3 and cut the hedge on footpath SR5 have been made. The agent stated that the current condition of all lots was disappointing and would need to be improved upon completion of the purchase prior to any agricultural activity taking place.

#### 8. Grants

The application of grants/funding for the following projects was discussed:

- Neighbourhood Plan (DCLG) : we have forms to apply for funding. Cllr Dodd needs to provide the Clerk with some information in order for the forms to be completed.
- Re-chalking of Shoreham Cross (Heritage Lottery Fund) : The Clerk is in the process of obtaining an estimate for this work and once this figure has been received, the application will be made.
- Open spaces (Tesco Bags for Life - <http://www.groundwork.org.uk/Sites/tescocommunityscheme/pages/Category/apply-for-a-boh-grant-tes2>) : link to be circulated widely and see what ideas people have. Discuss in further detail at the next meeting.
- New bus shelter (KCC) : Council decided not to pursue this.
- Renewable energy project (The Rural Community Energy Fund) : Chairman confirmed he would read through the detail in this and explore whether we would like to pursue this further either as a stand alone project or, a part of the Neighbourhood Plan.

#### 9. Almshouses

The trustees of the Shoreham Almshouses are in the process of updating the governing document with the Charity Commission and have requested that members be asked whether they would be happy to dispense with the formality of involving the Parish Council in any of it.

It was decided that prior to agreeing to this, the trustees would first produce a draft governing document to show to the Parish Council in order that they can be satisfied that a withdrawal from involvement would not have any adverse consequences.

Additionally, the appointment of the new trustees, Sharon Longworth and Pam Downes was formally endorsed by the Parish Council.

#### 10. Traffic and Parking

- (a) To consider the Traffic and Parking Working Group's recommendations to reduce and relieve parking pressures including :
  - (i) Analysis of the results arising from the recent modelling activities undertaken by JR Highways Limited

No report has been received to date but Cllr Histed did meet with Johnny Russell from JR Highways on Friday 30<sup>th</sup> September. He was impressed with his knowledge and the fact that he emphasised that any proposed scheme must carry the public with it and either leave safety as is or improve it. JR Highways proposed to produce a list of recommendations showing priority of the various initiatives, in other words, a shopping list of requirements. Cllr Histed suggested that once the report is received, Johnny Russell should be invited to come and present it. Nothing more can really be decided upon however until the report has been received.

Q : Anything spoken about priority? Priority given over traffic coming out of the village.

A : This was mentioned to him in the meeting and he has been asked to consider it.

Q : Was he asked to consider traffic and traffic flow?

A : Yes.

- (ii) Whether to agree to finalise any plans and instruct Sevenoaks District Council to progress their consultation in time for the December Joint Transportation Board meeting  
The Working Party agreed that they are not in the position to finalise any plans. When the report is received, a meeting will be held.

Q : How will you tell us what is in the report.

A : We will hold a meeting first. Assuming there is nothing confidential, we could publish/circulate.

Q : Shoreham Society led on a Traffic Meeting last year and these proposals do need a designated meeting or a full council meeting on a limited agenda.

A : Agreed.

- (iii) To agree the next steps for any plans requiring further consultation  
Cannot proceed with this point until we have received the report from the Highways Engineer.
- (iv) To agree how to progress the plans for extra parking provision  
Cannot proceed with this point until we have received the report from the Highways Engineer.

#### 11. Correspondence/Information

- (a) Several letters have been received from residents of Crown Road in opposition to the proposed erection of a boundary fence between their gardens and the allotments.  
Certain residents have proposed sealing their gates and other residents should be approached to see if they will agree to the same. These offers and ideas must be considered by the next Amenities Committee.
- (b) A letter has been received from Thames Water informing us that a new water meter has been fitted at the allotments.
- (c) An email has been received from the Tree Officer at Sevenoaks District Council informing us of the de-vegetation works which have been scheduled to take place at Shoreham and Otford stations throughout September and October.
- (d) The Autumn 2016 edition of the LCR magazine from NALC has been received.

#### 12. Committee Reports

The minutes from the meetings of the Planning Committee held on Wednesday 7<sup>th</sup> September and the Finance Committee held on Wednesday 21<sup>st</sup> September were received and adopted.

#### 13. Financial Matters

- (a) Accounts/Payments. Authorisation of payments as per schedule (to follow).
- (b) To discuss various recommendations made by the Finance Committee at their meeting on 21<sup>st</sup> September, namely:
- (i) The reallocation of £2000 of reserves from the Old Livery Store refurbishment to the re-roofing of the tennis shelter was agreed.
- (ii) The Clerk was authorised to purchase an Epson EcoTank 2550 multifunction printer at a cost of £199.99.
- (iii) To recommend to Council to withhold payment for the unauthorised work which was carried out by REAL Design. Agreed to discuss at the confidential part of the meeting.

- (c) Having looked that the agenda for the KALC Finance Conference on 18<sup>th</sup> October, the Clerk suggested it would be of limited benefit.
  
- 14. Dates of next meetings (all starting at 7:30pm)
  - a) Planning Committee and Amenities & Services Meeting : Wednesday 19<sup>th</sup> October 2016, Shoreham Village Hall
  - Planning and Council Meeting : Wednesday 2<sup>nd</sup> November 2016, Shoreham Village Hall
  - Planning Meeting : Wednesday 16<sup>th</sup> November 2016, Shoreham Village Hall

A motion was passed to exclude public.

Sarah Moon, Clerk to Shoreham Parish Council

The meeting was closed at 9.00 pm.

Public question time  
No questions.