

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 **Well Hill Mission Chapel (see below for details) on Wednesday 5 June 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 31 May 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 Wednesday 1 May 2024
7. **Matters arising from the minutes not covered by Agenda items**
 - 7.1 War Memorial
 - 7.2 Shoreham Recreation Ground CCTV
 - 7.3 Emergency Planning
 - 7.4 Filston Lane Car Park – Electric charging
8. **Well Hill Issues**

To discuss and agree next actions of any issues raised by Well Hill residents.
9. **Highways and Footpaths**
 - 9.1 **Parking**

To receive an update on the appointment of ITS Global
 - 9.2 **Highways**

To note the new Highways Information Pack
10. Parish Council Website

To discuss and agree next actions with regard to the Parish Council website.

11. Correspondence

- 11.1 Bench for Millennium Wood
- 11.2 Update on Shoreham Cross work
- 11.3 Sevenoaks District Council New Leader and Cabinet
- 11.4 General Correspondence

12. Finance & Governance

Finance

- 12.1 To agree items received, payable and paid
- 12.2 To note the reschedule of the audit and to schedule an Extraordinary Meeting to agree the AGAR.

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

- a. Planning (if required) Committee – Wednesday 19 June 2024 at 7.30pm
- b. Planning (if required) Committee and Council Meeting – Wednesday 3 July 2024 at 7.30pm

Amanda Barlow, Clerk to Shoreham Parish Council

Well Hill Mission Chapel is located about a mile East of Chelsfield Village and is reached at the end of a single-lane track leading off of Well Hill Road.

The 'what3word' reference is 'itself.maps.mason'.

<http://www.stmartinchelsfield.org.uk/wellhill.html>

AGENDA PAPERS for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.

None received.

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

Urgent Health & Safety Item to be dealt with at the end of the meeting.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 3 April 2023

MINUTES of the ANNUAL GENERAL MEETING AND A MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 1 May 2024 at 7:30pm

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

Also Present: 4 members of the public Cllr John Edwards-Winser (District) (in part) and Amanda Barlow (Clerk)

Apologies: Cllr R Gough (County) and Cllr I Roy (District)

1. Annual General Meeting

1.1 Election of Chairman *(Clerk in the Chair).*

Members resolved unanimously to elect Cllr J Histed as Chairman of the Parish Council.

1.2 Declaration of Acceptance of Office *Cllr Histed duly signed the declaration of Acceptance of Office*

1.3 Election of Vice Chairman

Members resolved unanimously to elect Cllr B Jeffery as Vice Chairman of the Parish Council.

1.4 Members' Declaration of Acceptance of Office

Cllr B Jeffery duly signed the declaration of Acceptance of Office
All members signed their Declarations of Acceptance of Office

1.5 Appointment of Committee and Working Parties

a) Planning

It was agreed that any Member of the Council can sit on the Planning Meeting, if required.

b) Amenities

It was agreed not to have an Amenities Committee but to form a sub committee if required for a special project.

c) Highways

Members resolved to agree the appointments to the Committees as at Appendix A.

1.6 Appoint of Members on other bodies

- a) Shoreham Village Hall
- b) Shoreham Society
- c) Lullingstone Park

Members resolved to agree the appointments to the Working Parties and other bodies as at Appendix A.

2. To receive any apologies for absence.

Apologies were received and accepted from Cllr Gough (County) and Cllr Roy (District).

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

None.

4. Public Forum

Cllr Neil Powell asked, on behalf of the Shoreham Society, if they could move the bin at the car park and it was agreed that this can be done.

Thank you to Cllr Jeffery for sorting out the trees on the footpaths.

5. **County/District Councillor Reports**

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

Cllr Roger Gough (County) had given apologies but the report he delivered at the Annual Parish Meeting is attached at Appendix C for information.

Cllr Irene Roy (District) had given apologies. At the Annual Parish Meeting, Cllr Roy advised the meeting about the redevelopment of the land east of Sevenoaks Town and details are attached at Appendix D.

6. 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

7. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 3 April 2023

Members resolved to agree the minutes of 3 April 2023.

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

8.1 Annual Parish Meeting

Members thought that, despite the low attendance, the meeting was a success. The guest speakers were excellent and there were also very useful updates from the County and District Councillors. The meeting was also a great social success, much enjoyed by all who attended.

Cllr Jonathan Histed thanked the speakers, the Clerk and her husband, the District and County Councillors and all the Members who attended and helped towards the success of the Annual Parish meeting.

It was agreed that the Annual Parish Meeting should be in the same format again next year.

8.2 War Memorial

The Clerk advised that she is awaiting a quote from Burslem Memorials but they had confirmed the work would be completed by Remembrance Sunday.

9. Highways and Footpaths

9.1 Parking

Members resolved that the Clerk should contact ITS Global to see if the Parish Council could just have a few of the items.

9.2 Highways

The Clerk informed the meeting that Mike Payton, of Kent Highways had advised Parishes that Highways were having a restructure and that response times would be longer.

10. Shoreham Recreation Ground Playground

10.1 To discuss and agree next actions, if appropriate, with regard to the vandalism

Members noted the vandalism that had occurred recently. Cllr Jeffery advised that he is awaiting a quote for CCTV. **Members resolved that CCTV should be installed to stop the vandalism and protect Parish assets. As it was urgent to get the problem dealt with as soon as possible, Members resolved to agree the quotation via email. Members agreed that there should be signage advising the public that CCTV was in operation.**

10.2 Urgent Item - Dangerous Trees

The Clerk advised that the tree surgeon working on the recreation ground had identified some dangerous trees and quoted to deal with the trees whilst they were on site tomorrow (Thursday May 2nd 2024).

Members resolved that the tree work should be carried as quoted at a cost of £2,340 + VAT.

11. Shoreham Village Hall

11.1 To note the accounts

Members noted the accounts.

11.2 To appoint an auditor to audit the Village Hall accounts

Members resolved that Julia Chamberlain, the Parish Council's internal auditor, should be appointed to audit the Village Hall accounts.

12. Correspondence

12.1 Kent Police

Noted.

13. Finance & Governance

Finance

13.1 To agree items received, payable and paid

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

13.2 To agree the year end accounts 23-24

The Clerk advised that the year end accounts should be approved after the internal audit on 24 May 2024.

13.3 To agree the insurance policy for 24-25

Members agreed that the Clerk should seek an alternative quote however felt that the renewal price was reasonable and unless there was significant savings the Clerk should renew the insurance policy as quoted at £1,861.47.

13.4 Community Infrastructure Levy (CIL) Payment 23-24

Members were pleased to note the CIL payment for 23-24 as detailed at Appendix F.

Governance

13.5 To agree the Code of Conduct

13.6 To agree the Standing Orders

13.7 To agree the Section 101 Scheme of Delegation

The Clerk advised that the above 3 documents had not been changed and were all based on the KALC preferred policies. **Members resolved to adopt the Code of Conduct, the Standing Orders and the Section 101 Scheme of Delegation.** Copies are available on the website.

13.8 To agree the Complaints Procedure

Members resolved to agree the Complaints Procedure.

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

a. Planning (if required) Committee – Wednesday 15 May 2024 at 7.30pm

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

Wednesday 5 June 2024 at 7.30pm – **Please note that this meeting is at Well Hill Mission Church**

Amanda Barlow, Clerk to Shoreham Parish Council

Appendix A

Shoreham Parish Council

Shoreham Ward

Cllr Jonathan Histed
jonathan.histed@shorehamparishcouncil.gov.uk

Cllr Alice Montgomerie
alice.montgomerie@shorehamparishcouncil.gov.uk

Cllr Gavin Owen
gavin.owen@shorehamparishcouncil.gov.uk

Cllr Neil Powell
neil.powell@shorehamparishcouncil.gov.uk

Cllr Martin Sheward
martin.sheward@shorehamparishcouncil.gov.uk

Cllr John Thorpe
john.thorpe@shorehamparishcouncil.gov.uk

District Councillors

Cllr John Edwards- Winsor, Otford & Shoreham
cllr.edwards-winsor@sevenoaks.gov.uk

Cllr Irene Roy, Otford & Shoreham
cllr.roy@sevenoaks.gov.uk

Cllr Rachel Waterton, Crockenhill & Well Hill
cllr.waterton@sevenoaks.gov.uk

East Hill & Romney Street Ward

Cllr Brian Jeffery
brian.jeffery@shorehamparishcouncil.gov.uk

Well Hill Ward

Cllr Roy Blamey
roy.blamey@shorehamparishcouncil.gov.uk

Clerk

Amanda Barlow
clerk@shorehamparishcouncil.gov.uk

County Councillor

Cllr Roger Gough,
Sevenoaks North & Darent Valley
roger.gough@kent.gov.uk

Committee Structure 24-25

Chair: Cllr Jonathan Histed

Planning Committee

Cllr Roy Blamey (Chair)
Cllr Brian Jeffery
Cllr Martin Sheward
Cllr John Thorpe
Mr Richard Boyle
Mr Jack Sadler
Mrs Sarah Parkes
All Members can sit on the Planning Committee
if required

Appointment of Members on other Bodies

Shoreham Village Hall

Cllr John Thorpe

Lullingstone Park Working Party

Cllr Roy Blamey
Cllr Neil Powell

Vice Chair: Cllr Brian Jeffery

Finance & Personnel Working Party

Chair, Cllr Jonathan Histed
Vice Chair, Cllr Brian Jeffery
Cllr John Thorpe

Highways & Footpaths Working Party

Cllr Brian Jeffery
Cllr Gavin Owen
Cllr Neil Powell

Shoreham Society

Cllr Neil Powell

Appendix B

SDC Parish Meeting report – April 24

*I'm on 5 committees and 2 of them are quasi-judicial (**D**evelopment **M**anagement **C**ontrol & **L**icencing) - the only ones that have any policy input are **H**ousing & **H**ealth, **P**eople & **P**laces and **A**udit.*

H&H – *This committee has responsibility to - Housing Strategy & Policy, Housing Standards, Housing Needs, Homelessness, Empty Homes, Gypsy and Traveller, Energy Efficiency, Fuel Poverty, HERO, Wellbeing.*

P&P - *This committee has responsibility to - Community Plan, Community Safety, Town Centres, Tourism, West Kent Partnership, WK Leader, Community Grants, Safeguarding, Youth, Parishes, Leisure Activities, Wellbeing.*

Audit – *Here we consider and approve the annual internal audit plan, including a summary of internal audit activity regarding the level of assurance that it can give over the Council's internal control, corporate governance and risk management arrangements. Ensure that the internal audit will bear scrutiny with an external auditor.*

DMC - *Each year, SDC receives about 2,500 planning applications. About nine out of ten planning applications are decided by our Chief Planning Officer (planners) using the powers which have been delegated to him. Some applications where there is a differing of opinion between the PC and the planners are referred to the Development Management Committee for their consideration.*

The Committee of 15 meets every three/four weeks. Each planning application to be dealt with is listed on the agenda with a report produced by a planning officer. The report summarises the background of each application, its history and the comments of neighbours and anyone else interested in the proposal

Licencing – *has a wide remit and covers Taxi's, Pubs, Gambling, Public events,*

Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small buses where the matter has been referred by the delegated officer. Setting the fees for all of the above

Determination of application for the grant/ renewal of family entertainment centre gaming permit, club gaming permit, club machine permit, licensed premises gaming machine permits

Appendix C

Shoreham Annual Parish MeetingCounty Councillor's Report - Roger Gough24 April 2024

It has once more been a great pleasure over the last year to work with Jonathan, Amanda and the Parish Council.

Starting as ever with Highways, the biggest development of the last year has been the establishment of the 40mph speed limit on the A225 in January. This is an important scheme and one that I have been pleased to support, working with the Parish Council. Getting it over the line after several years of work – I took it to a Joint Transportation Board in September 2020 – was difficult, but the scheme is now in place and does I think make a real difference, especially with regard to the area around the Station Road junction.

In August there was, shockingly, a fatal accident – a motorcyclist was killed - on the A225 right by the Preston Farm bridge. This is to the north of the speed limit area. Over the late summer and autumn, I did follow up with detailed enquiries as to what had happened. As you will have seen, the signage by the bridge is much enhanced; these were works brought forward by Kent Highways prior to the accident, although they were installed shortly after it.

The important work being carried out by the Parish Council on the parking review will of course be brought to and discussed with Kent Highways, and I will make sure that they are properly and constructively engaged, but we are currently at an earlier stage of the work.

Recently I've had queries about the barriers by the river in Church Street. These were put in by Kent Highways because the kerb line was dislodged by water during the winter. I have followed up a couple of times and can now confirm that, now that the water line has fallen, the necessary works can be carried out this week and the barriers removed – so no disruption to the duck race.

Turning to the more general situation on our roads, the last couple of winters have seen a big increase in pothole reporting. Between April and December last year, we repaired 54,814 potholes and mended or resurfaced 416,991 square metres of road, equivalent to 57 Wembley football pitches. Nonetheless, as we come out of winter, road condition is very poor, as we all experience. The underlying problem is that, as a country as well as a county, this is an area that has long been under-resourced as other areas (and I'll come back to that) make ever greater demands on our funds. In Kent, we estimate that we have a backlog on all our highway assets of approaching £1 billion, and there is no reason to believe that we are unusual in that regard.

Government did announce late last year that some of the funding from cancellation of the northern leg of HS2 would support highway authorities in road surface improvements, and for Kent that is

worth £134.5m over a decade. Unfortunately the money is back loaded, but we still have an additional £8.6 million to put into this year's pothole blitz (actually a focus on medium to large scale patching), to be spent between March and October. This is on top of the roughly £50 million already pledged in our planned maintenance budget for roads and footways. None of this resolves or matches the full scale of our challenges, but it is good to have some predictability as to funding in this area over a number of years, which ensures that we can deploy the funds as efficiently as possible.

One other area where we are putting in a lot of work is the plague of road closures, mostly from utility companies. Our control over this is limited, and the situation is often made worse by the companies' use of emergency provisions, under which KCC is not even told of works until up to two hours after they have started. Something like a third of closures in Kent (and it's probably the same across the country) are carried out as emergencies.

Last year I reported on the very challenging situation regarding the pressures on the bus sector. We have used funding from the government's Bus Service Improvement Plan (BSIP) to support school routes in particular that have come under threat, and we are fortunate to have a very capable Public Transport team who engage successfully with an industry that we do not control and which remains under intense pressure. There are big uncertainties over the outlook for government financial support, but we continue to work to achieve the best solutions.

Touching on some of the areas that link to Sarah's work with DVLP, I continue to chair the Lullingstone Liaison Group, which brings together the three parish councils bordering Lullingstone Country Park, KCC officers and others. Works and renovations continue on Preston Hill, while the herd of goats continues both to increase and to clear the scrub on the Rifle Range field.

As you know, in addition to my local role, I serve as Leader of Kent County Council. This has been a challenging and turbulent year. The financial pressures facing local government as a whole are now, I think, quite widely known. The root of the problem is that spending pressures in areas such as adult social care, children's services placement costs and home to school transport, especially for children with Special Educational Needs, are intense. They make up more than two thirds of our budget and grow much faster than other areas, or than our capacity to generate revenue to fund them. This puts really intense pressure on our financial position while limiting what we can spend on other key areas such as road maintenance.

Our status as a border county adds to the pressures we confront. One which we have been raising for some time concerns the European Union's introduction of new external frontier arrangements, called the Entry Exit System (EES), later this year. This could mean significant disruption on our road system, especially around the Port of Dover but spreading across much of the county. We also face ongoing challenges with large scale arrivals of Unaccompanied Asylum Seeking Children, for whom we have to take a major responsibility as a children's services authority, and which has brought us into legal challenge with the government. We deliver on our responsibilities, and more, but ultimately this is a national and international issue, not something for a single, albeit large local authority.

In spite of these pressures, we seek to serve our 1.6 million residents to the best of our ability, especially the most vulnerable, whether seen in the work of our children's services, rated by Ofsted as Outstanding, or in the work we have done to support residents under financial pressure through our Financial Hardship Programme.

I look forward to continuing to work with the Parish Council and the village community over the coming year.

Appendix D

Have your say

Land East of Sevenoaks High Street

We have a once in a generation opportunity to improve the areas around Buckhurst Lane and Suffolk Way in Sevenoaks.

Our early ideas include a new leisure centre, a new library with museum and art gallery, pedestrian links between the town centre and Knole Park, a hotel and a vibrant market hall.


Come along to our events and tell us what's most important for you.


Family activities


Draw what you would like to see!


Where and When


 Sevenoaks Leisure Centre,
Buckhurst Lane, Sevenoaks,
Kent, TN13 1LW


 Wednesday 24 April 2024


 1.30pm – 8.30pm

 Saturday 27 April 2024

 10am – 3pm

 Online

 Monday 29 April 2024

 7pm – 9pm

If you're unable to attend, don't worry. We will be publishing information shared at these events with a survey you can complete at www.sevenoaks.gov.uk/haveyoursay



Appendix E

Items paid 1 April to 30 April 2024

1 May 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type		Total
Office Rent/Storage	02/04/2024	Office Allowance	Mrs A C Barlow	X	30.00	30.00
Broadband	02/04/2024	Broadband	Mrs A C Barlow	X	10.00	10.00
Car Park	02/04/2024	Business Rates	Sevenoaks District Council	X	88.20	88.20
Toilets	04/04/2024	Electricity	EDF Energy	L	341.90	17.10 359.00
Office telephone	05/04/2024	Office telephone	O2	S	13.08	2.62 15.70
Annual Parish Meeting	11/04/2024	Annual Parish Meeting advertising	Big Art and Banners	S	52.94	10.59 63.53
Stationery/Sundries	15/04/2024	Stationery	Amazon	S	14.16	2.83 16.99
Computer/Printer Consumables	15/04/2024	Website	Hugo Fox	S	29.99	6.00 35.99
Allotments	19/04/2024	Water charges	Castle Water	L	144.04	7.20 151.24
Annual Parish Meeting	25/04/2024	Food for Annual Parish Meeting	Snack Shack	X	204.00	204.00
Annual Parish Meeting	25/04/2024	Drink for Annual Parish Meeting	Shoreham Village Store	S	88.23	17.65 105.88
Annual Parish Meeting	25/04/2024	Supplies for Annual Parish Meeting	Shoreham Village Store	X	1.99	1.99
Annual Parish Meeting	25/04/2024	Supplies for Annual Parish Meeting	Waitrose	X	18.25	18.25
Street lighting	25/04/2024	Electricity	npower	X	91.22	91.22
Notice Boards	26/04/2024	Posters for footpaths	Brian Jeffery	S	59.10	11.82 70.92

Items received 1 April to 30 April 2024

Shoreham Parish Council

1 May 2024 (2024-2025)

RECEIPTS LIST

Code	Date	Description	Supplier	VAT Type		Total
Receipt	19/04/2024	CIL receipt	Sevenoaks District Council	X	13,643.05	13,643.05
Precept	30/04/2024	Precept	Sevenoaks District Council	X	24,000.00	24,000.00
Interest on Precept	30/04/2024	Bank interest	NatWest Bank	X	34.21	34.21
Total					37,677.26	37,677.26

Items to be paid @ 2 May 2024

1 May 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type		Total
Office Rent/Storage	01/05/2024	Office Allowance	Mrs A C Barlow	X	30.00	30.00
Broadband	01/05/2024	Broadband	Mrs A C Barlow	X	10.00	10.00
Clerk's mileage	02/05/2024	Mileage	Mrs A C Barlow	X	73.44	73.44
Hall/Emergency Room Hire	02/05/2024	Hall hire	Shoreham Village Hall	X	30.00	30.00
Payroll	02/05/2024	Payroll	DM Payroll Services Ltd	X	214.00	214.00
Subscriptions - KALC/SLCC/Other	02/05/2024	KALC Subscription	KALC	S	600.40	120.08 720.48
Grasscutting Shoreham	02/05/2024	Grass cutting	GF Garden Maintenance	X	430.00	430.00
Grant	02/05/2024	Grant - Kent Sussex & Surrey Air Ambulance	Kent , Surrey and Sussex Air Ambulance Trust	X	350.00	350.00
Grant	02/05/2024	Grant - West Kent Mediation	West Kent Mediation	X	100.00	100.00
Grant	02/05/2024	Grant - Shoreham School	Shoreham Village School	X	1,000.00	1,000.00



FAO Parish/Town Clerk
Shoreham Parish Council
By Email Only

Tel No: 01732 227000
Ask for: Planning Policy
Email: cil@sevenoaks.gov.uk
My Ref:
Your Ref: CIL/P18
Date: 12th April 2024

Dear Clerk,

NOTICE OF PAYMENT

SEVENOAKS DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL) THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED)

The Council continues to collect CIL contributions from qualifying development across the District. During period 18 (October 2023 - March 2024 inclusive) £54,572.18 in CIL contributions has been collected from development within your parish/town.

In line with the CIL Regulations 2010 (as amended), the Town/Parish Council are entitled to following a proportion of the CIL contributions collected:

Definition	Type of payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you	£8185.83
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of all the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£5457.22
	TOTAL	£13,643.05

Please note that your CIL entitlement will be paid to your account by 28th April 2024.

Chief Executive: Dr. Pav Ramewal

Council offices
Argyle Road
Sevenoaks
Kent TN13 1HG

t 01732 227000
e information@sevenoaks.gov.uk
DX30006 Sevenoaks
www.sevenoaks.gov.uk

INVESTORS IN PEOPLE®
We invest in people Platinum

A full list of planning applications which have contributed to this payment can be viewed on our interactive CIL tool which can be found on our website.
(https://www.sevenoaks.gov.uk/info/20075/community_infrastructure_levy/285/what_is_cil_and_when_does_it_apply)

Please note:

- A - the money received under **Payment A** can only be spent on the following:
- i) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - ii) Anything else that is concerned with addressing the demands that development places on an area.
- B - The money received under **Payment B** can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure **only**.

Recording CIL

All contributions that are passed to the Town/Parish Council, must be spent and recorded as described currently in regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended). This means you must:

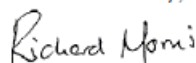
- Publish a report on your website.
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.

Please note this CIL payment needs to be declared on the CIL annual report for April 2024-March 2025.

Important: If the monies are spent incorrectly or are not spent within five years of receipt, Sevenoaks District Council will serve the relevant notice on you and ask for the money to be returned.

If you have any queries, please contact the Planning Policy Team by either emailing CIL@sevenoaks.gov.uk or please call 01732 227000.

Yours faithfully,



Richard Morris
Deputy Chief Executive
Chief Officer - Planning & Regulatory Services

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

7.1 War Memorial – The Clerk is still awaiting a quote from Burslems – have chased them – it will be completed by Remembrance Sunday.

7.2 Shoreham Recreation Ground CCTV – update at meeting

7.3 Emergency Plan (for approval)

Introduction

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. The Shoreham Parish Council Resilience Plan is not intended to be a substitute for these services and, on an emergency situation arising, the first action should always be to contact the emergency services by dialling 999.

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall) that might prevent the emergency services from reaching the scene immediately and to assess whether contacting these services is necessary. In such cases the initial response may rely entirely on local residents organised by the Parish Council.

Emergency Plan Summary

It is not possible to foresee all the eventualities that could arise.

The most likely are flooding, heavy snowfall and prolonged power cuts but there are other scenarios that are extremely unlikely but could trigger an emergency situation. The Parish Council has therefore taken a flexible approach to Emergency Planning. As a first step, all potential emergency situations will be assessed by an Initial Response Team.

They will assess what actions and resources are needed and instigate the appropriate action. Communication protocols are in place to disseminate information and contact vulnerable residents. The Village Hall has been designated as the primary assembly point if needed.

This is equipped with a generator so some services would be available in the event of a power cut. Local residents can make some provisions to mitigate the impact of more likely emergencies. Please see the notes overleaf for useful advice regarding floods and power cuts.

The Parish Council's Initial Response team is:

Name:	Role:	Contact No:
Amanda Barlow	Parish Clerk	07912 611048
Jonathan Histed	Head of Emergency Planning Group	07790 758336

Self Help Advice

Power Cuts

1. Have an alternative light source readily available (e.g. candles, torch, camping light). If you've got a smartphone or tablet download a 'Torch' app.
2. Have an alternative power source for charging mobile devices. Battery storage charger, solar chargers/batteries, car emergency boosters and hand-operated chargers are all available. You can also use car chargers but be careful not to drain your battery.
3. If you still possess an old fashioned telephone and still have a copper wire connection, plug this into the phone socket. This isn't reliant on 240v power, however it is going to be phased out. If your cooking is electric, consider purchasing a camping stove or use the barbeque.
4. Keep warm.
5. Keep a list of useful telephone numbers to hand so you can phone the power company for updates on when you can expect to be reconnected. Remember that if you have a modern system with a base unit it won't work so any stored numbers on the phone can't be accessed.

Floods

Mitigation of risk of flooding is something that everyone can be involved in by ensuring that the River Darent is free flowing. No debris should ever be placed in the river and it is an offence to do so. Any blockages (such as fallen trees) should immediately be reported to the Environment Agency and for preference using the what3words app to give precise location. The community is also reliant on the vigilance of the owner of Eyot House who monitors and adjusts the weir as necessary.

1. If you live within the 1 in 100 years risk area, register with the Environment Agency's Floodline for automated flood alerts. Ensure that you understand the flood alert codes. The Levels of the Darent at Otford website gives regularly updated information on the river level and the status regarding Flood Alerts and Warnings.
2. Remember it is your responsibility to protect your home. The Parish Council does not keep a supply of sandbags nor is it feasible to store and distribute them. Alternative forms of barrier have been developed to protect doorways and air bricks which are light, more easily stored and simple to put in place. Ground floor toilets and wet rooms/showers also need balloon devices inserted to prevent sewage or wastewater rising into your home.
3. Read the environment agency advice online, access Kent Resilience Forum "What should I do in an emergency?" and National Flood Forum: follow links to research available products. Some paper copies are available from the Clerk.
4. Before vacating your property, turn off the mains power and the mains water supply.
5. Move valuables and vulnerable items upstairs or onto shelves
6. Prepare supplies e.g. bottled water, food, first aid kit.
7. Ensure that your insurance is up to date and provides adequate cover.

Kent Emergency Planning Contact Numbers:

Name/Role	Phone Number	Responsibility
Emergency Services	999	All Blue light services
Kent County Council	01622 221200 03000 418181 9-5 pm 03000 419191 other times	Roads and gullies/drains Emergency problems
Sevenoaks District Council	01732 227000	Sandbag information, humanitarian care, public health, removal of debris
UK Power Networks	0800 3163105	Power supply, Dangerous cables
NHS Direct	111 999 for emergencies	Non urgent health issues
Thames Water	0800 3169 800 Select the Drains option	Sewerage and waste water flooding
Environment Agency	0800 807060	Blockages in the river. If possible use the what3words app. to give location
Community Support Officer	PC 15907 Ashleigh Wilson	
Floodline	0345 988 1188 Select Option 1	Monitoring water levels and issuing flood alerts





Date

Dear Householder,

At various times Shoreham Parish Council has written to all householders within the 1/100 year flood zone (and included some extra households close by). As there are always some changes in household occupation, the Parish Council felt it timely to contact you all again and remind you of information available and precautions you might consider. Some of you may not be aware that unfortunately Shoreham Parish Council is unable to supply flood defence equipment such as sandbags to householders.

The Environment Agency recommends that houses within a flood zone should have the following equipment: one way valve for sewage outlets

non-return valves for ground floor wet rooms/showers

Lavatory balloon/pan seals for ground floor toilets

Air brick covers or Smart airbricks

Door defenders

Householders should sign up for Flood alerts and warnings with the Environment Agency

It is also recommended that you should have a personal “flood plan” which is basically a check list of things to do and what to take should your house need to be evacuated:

- Turn off electricity, oil, lpg bottles, water supply
- Collect essential medicines and prescription information, insurance policy details, names and ‘phone numbers of essential contacts. **As many of our documents relating to insurance and banking are now stored on our laptops, this is a vital piece of equipment to take with you as well as your log book of passcodes.**

You can download this personal plan as shown below but hard copies can be made available if you need them when I receive them from the Environment Agency.

At the next Parish Council meeting there will be an agenda item about the Resilience Plan. There will be samples of equipment that you might wish to inspect and consider sourcing and more detailed information available.

In the meantime, please check on the www.kentprepared.org.uk website if you are able to do so and click on the Protect Yourself column to download a copy of a personal flood plan. Also if you click on the next column, What If? And check under Protect your Home, you can access sites that offer equipment you may wish to consider.

It is also really important to sign up for telephone and text alerts and warnings of potential flooding. You can do this by ringing Floodline 0345 988 1188 and ask to be included.

Yours sincerely,

7.4 Filston Lane Car Park

From: Conor.Ward@kent.gov.uk <Conor.Ward@kent.gov.uk>

Sent: Wednesday, May 8, 2024 3:38 PM

To: brian.jeffery@shorehamparishcouncil.gov.uk <brian.jeffery@shorehamparishcouncil.gov.uk>

Subject: 50kW Chargers

Hi Brian,

Thank you for your time on the phone just now.

To clarify we are now looking to offer the provision of 1x7kW charger and 1x50kW charger at the Filston Lane Car Park. This would mean a 15 year lease/licence agreement opposed to the original 7 years discussed. By installing these faster charge points, the village will receive a far more valuable and efficient charging asset and it will allow for a reduction in the amount of time each user will need to spend in the car park. The technology is also far more future proof.

If you could confirm that you would like to proceed with this option as soon as possible that would be greatly appreciated.

Kind Regards,

Conor Ward | Transport Planner | Network Innovations | Kent County Council | Invicta House, Maidstone, ME14 1XX |
Telephone: 03000 423215

8. Well Hill Issues

To discuss and agree next actions of any issues raised by Well Hill residents.

9. Highways and Footpaths**9.1 Parking**

To receive an update on the appointment of ITS Global

ITS Global have been instructed to do the following:

1) Review of study undertaken by Atkins in 2013*

550.00 20% 550.00

2) Review of existing study undertaken by J. Russell giving consideration to new legislation, techniques and technologies which have become available since the J. Russell study in 2016.

550.00 20% 2,200.00

3) Meeting with stakeholders to discuss current issues and site visit to Identify elements of the study which are still relevant and also propose new interventions which have more recently become available.

550.00 20% 1,650.00

4) Produce an easily understood factsheet/case study to explain various methods to manage and control traffic and parking. Giving pros/cons of each and provide estimated costs.

550.00 20% 2,750.00

5) Review the consultation responses from the 2016 study and prioritise the most popular – which are technically and legally feasible. Give a short explanation as to why other suggestions have been discounted.

550.00 20% 1,100.00

£8,250

		Week 1	Week 2	Week 3	Week 4	Week 5
STAGE	Duration					
Review of study undertaken by Atkins in 2013*	1 WEEK					
Review of existing study undertaken by J. Russell giving consideration to new legislation, techniques and technologies which have become available since the J. Russell study in 2016.	1 WEEK					
Meeting with stakeholders to discuss current issues and site visit to identify elements of the study which are still relevant and also propose new interventions which have more recently become available.	2 WEEKS					
Produce an easily understood factsheet/case study to explain various methods to manage and control traffic and parking. Giving pros/cons of each and provide estimated costs.	3 WEEKS					
Review the consultation responses from the 2016 study and prioritise the most popular – which are technically and legally feasible. Give a short explanation as to why other suggestions have been discounted.	2 WEEKS					

9.2 Highways

To note the new Highways Information Pack – attached separately

10. Parish Council Website

To discuss and agree next actions with regard to the Parish Council website.

John

I was disappointed that our correspondence was not referenced, nor the item included on this week's agenda.

Please advise - I know I'm not the only one who has given feedback that the website isn't easy to navigate.

Many thanks

Ann

> On 16 Apr 2024, at 17:09, John Thorpe <john.thorpe@shorehamparishcouncil.gov.uk> wrote:

>

> Hi Ann

>

> Many thanks for your comments on the web page.

> I suggest we can discuss this at the next SPC meeting.

>

> Cheers

>

> John

> Sent from my iPad

>

>> On 16 Apr 2024, at 08:50, Ann Palmer < > wrote:

>>

>> Hi Amanda

>>

>> I am unable to find the minutes from this year's meetings so please send me a direct link.

>>

>> I mentioned several months ago that the website needs tidying up so that it's more user friendly, and others have mentioned it too. @John please support us in prioritising this initiative.

>>

>> <https://www.shorehamparishcouncil.gov.uk/community/shoreham-parish-council-18500/minutesagendas-2021/>

>>

>> Ann

11. Correspondence
11.1 Bench for Millennium Wood

-----Original Message-----

From: "J Carder" <
Sent: Friday, 17 May, 2024 3:25pm
To: clerk@shorehamparishcouncil.gov.uk
Subject: Bench for Millennium Wood (in principle)

Dear Amanda

I'm writing on behalf of Shoreham WI to ask whether the Parish Council could consider and let us know whether, IN PRINCIPLE, Councillors would agree to us installing a bench in Millennium Wood.

As you know, the PC very helpfully took over responsibility for the Village Hall Defibrillator recently. Our WI had fundraised to purchase the Defib and we then used money raised at our monthly Community Coffee Mornings (held in the Village Hall) for the maintenance and purchase of new pads etc for it. As we don't need to continue to do this, we have considered what else the proceeds from our Coffee Mornings might be used for and a bench in Millennium Wood was suggested.

Before we look into this further, we would be grateful if you could let us know whether it's worth pursuing (ie, if permission would be given). As funds raised at Coffee Mornings come from the community, we are keen to use the money to benefit the whole community rather than, for example, a specific society or group.

We would not be seeking any additional funding from the Parish Council but the intention would be to place a small plaque on any bench stating it had been donated by Shoreham WI with funds raised from the community.

Thank you for your consideration.

Julie
Julie Carder
Secretary, Shoreham WI

11.2 Update on Shoreham Cross work

Hallo Amanda,

Well the Cross has been cleaned and ready just in time for D-day.

The weeds on the chalk surface were extensive and needed to be removed individually by hand on your knees, however it has been 7 months since it was last done and we have had a wet winter.

We decided to leave most of the grass uncut for now as it is full of wild flowers, dog daisies, buttercup, violets, wild marjoram, and wild clematis, and looks wonderful. The area above the Cross has been strimmed and raked along with the area where the memorial plaque is.

In total we have worked for 12 hours @ £15 per hour so £180 please payable to my regular bank account. I have attached a couple of photos taken today.

All the best,

Jeremy



11.3 Sevenoaks District Council New Leader and Cabinet

The Council's new Leader and Cabinet

Cllr Roddy Hogarth was elected as Sevenoaks District Council's new Leader at the Annual Council meeting on Tuesday 14 May 2024.

Cllr Hogarth, who represents Seal and Weald, was first elected to the Council in May 2011. He brings a wealth of leadership experience having previously been the Council's Cabinet Member for Economic and Community Development for three years then the Commissioner for the Public Realm for a further four years.

Outside of the Council, Cllr Hogarth is the Head of Regional Development at International Management Systems Marketing, an ISO specialist.

Cllr Hogarth says: "I am delighted to have been elected as Leader of Sevenoaks District Council. It is an honour and a privilege.

"My new Cabinet will be focused on delivering the Council's ambitions around regeneration and economic development across the District, protecting our weekly waste collection service and delivering a new Local Plan to ensure planning decisions are retained locally, rather than handed over to national Planning Inspectors."

"I would like to pay tribute to my predecessor Cllr Julia Thornton who worked hard to set a balanced council budget for the coming year, despite the huge pressures of inflation on the Council's finances. Cllr Thornton is an immense talent who will continue to be a key part of my new Cabinet Team.

"Cllr Perry Cole remains our Deputy Leader and our Cabinet Member for Housing and Health, Cllr Kevin Maskell the Cabinet Member for Finance and Cllr Lesley Dyball for People and Places.

"Joining the new Cabinet are Cllr Michael Horwood, who takes on the Improvement and Innovation role, and Cllr Irene Roy, our Cabinet Member for Cleaner and Greener."

Issued by: Daniel Whitmarsh, Communication and Consultation Manager

Call: 01732 227414

e-mail: daniel.whitmarsh@sevenoaks.gov.uk

11.4 Other correspondence:

Dear Members of Shoreham Parish Council,

I hope this email finds you well.

I am writing to bring to your attention the necessity of removing several ash trees in our woods that are currently suffering from ash dieback. This decision comes as a continuation of our efforts to manage this disease and mitigate its risks to public safety.

As part of our ongoing campaign against ash dieback, we have identified additional trees within Meenfields Woods that show severe signs of infection. Given the potential danger posed by these weakened trees, especially in adverse weather conditions, their removal is essential to ensure the safety of the public and wildlife.

Enclosed with this letter, you will find photographs of the notices we have already placed in the affected areas. These notices are designed to keep the community well-informed about our activities and to encourage public understanding and cooperation.

Following a detailed evaluation by our team, it has been confirmed that these trees cannot be preserved. Their removal is not only necessary but urgent.

We assure you that all operations will be carried out with minimal disruption to the woodland and with full consideration of the local wildlife.

Please also find attached a highlighted section on the map that we are intending on working on.

If you need any more information, you can contact myself or our Countryside manager David Crouch, david.crouch@sevenoaks.gov.uk

Thank you for your time.

Kind regards

Sam Branch
Countryside Ranger
Direct Services
samuel.branch@sevenoaks.gov.uk
Sevenoaks District Council



Sevenoaks District Council Tree Management Notice

Attention: Tree Felling in Progress

Location: Meenfield Woods, Shoreham

Due to the significant impact of Ash Dieback a serious fungal disease affecting Ash trees throughout the UK, we are undertaking the necessary removal of infected and susceptible trees in this area. This intervention is critical to manage the spread of the disease, maintain public safety, and enhance the resilience of our local ecosystems.

Why are we removing Ash trees?

- . **Disease Management:** Ash Dieback causes leaves to wilt and the dieback of branches, severely weakening the trees. Infected trees can easily transmit the disease to others, endangering entire woodlands.
- . **Public Safety:** Weakened trees pose significant risks of falling, particularly during high winds, and present a serious hazard to walkers and wildlife.
- . **Ecological Stability:** Removing these trees allows for diverse, disease-resistant species, thereby strengthening the ecological balance and providing habitat for local wildlife.

What are we doing?

- . **Surveying and Monitoring:** Trees are regularly assessed for symptoms of Ash Dieback.
- . **Selective Felling:** Only trees that pose a safety risk or are significantly affected by the disease are being removed.

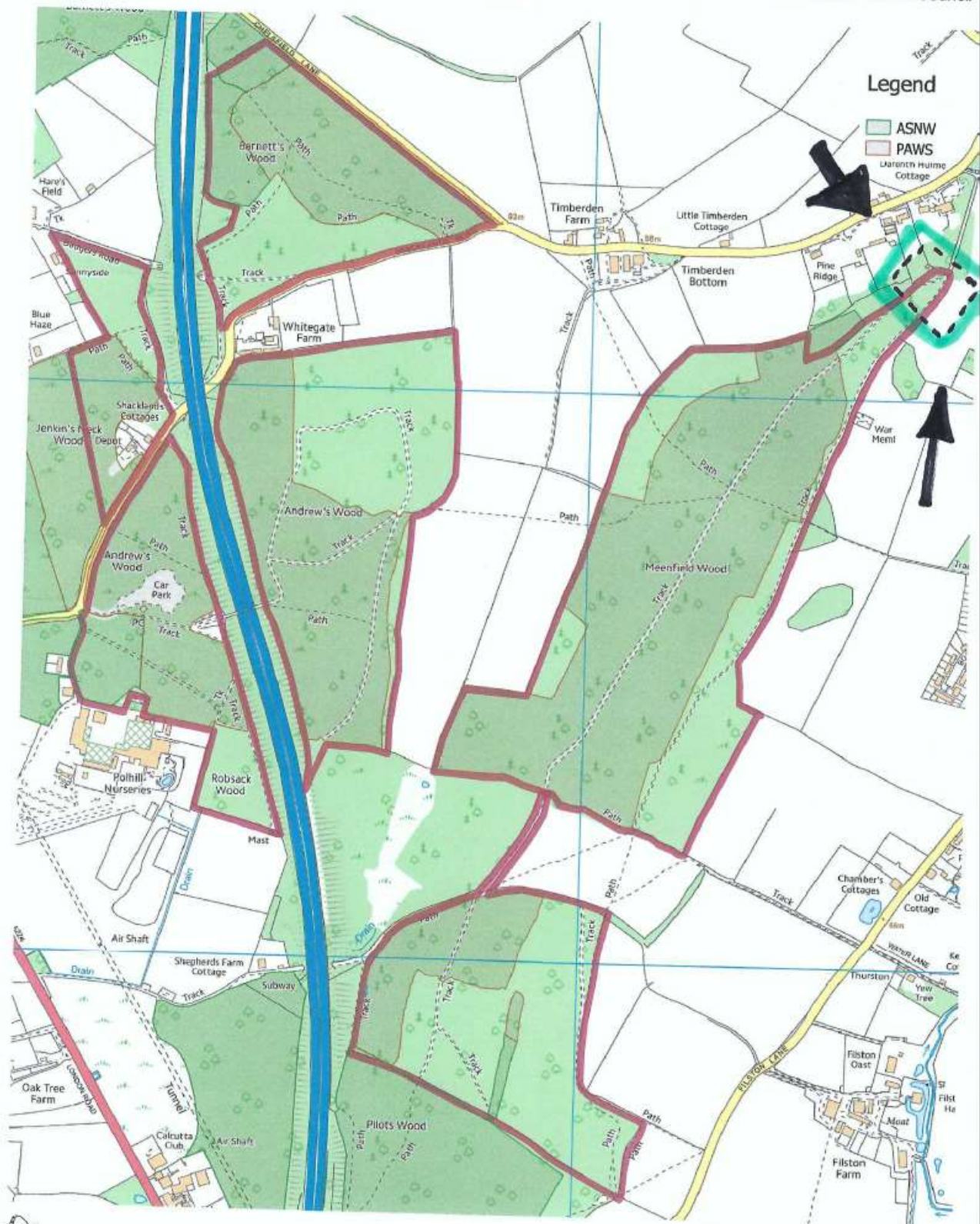
Thank you for your support and understanding.

Shoreham Woods

PAWS/ASNW

SBI:- 114082340

Owner: Sevenoaks District Council



Kent Wildlife Trust 2018

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Ordnance Survey 100030835 & 0100031673

0 50 100 150 200 250 m



Registered with
FUNDRAISING
REGULATOR

The Shoreham Royal British Legion would like to invite you to come to The War Memorial on Thursday 6th June at 9.15pm to The Lamp Light of Peace and International Tribute.

This is part of the 80th Anniversary of D Day.

All over the Country and abroad beacons will be lit and a tribute read out at precisely 9.15pm. We don't have a beacon so we will be lighting a lantern which will stay lit overnight.

We would, very much, like to see you there to help us Celebrate this very important event in our history.

With best regards

Lorna Robinson

Hon. Secretary Shoreham Royal British Legion.

12. Finance & Governance
Finance

12.1 To agree items received, payable and paid –

Items Received 1 May to 31 May 2024

Shoreham Parish Council

5 June 2024 (2024-2025)

RECEIPTS LIST

Code	Date	Description	Supplier	VAT Type	Net		Total
Allotment rent	02/05/2024	Allotments rents	Allotment Holders	X	110.00		110.00
Toilets	09/05/2024	EDF refund	EDF Energy	X	343.94		343.94
Tennis courts	20/05/2024	Tennis Subscription	Tennis Club Member	X	20.00		20.00
Tennis courts	30/05/2024	Tennis Subscription	Tennis Club Member	X	20.00		20.00
Interest on Precept	31/05/2024	Bank interest	NatWest Bank	X	59.27		59.27
Total					553.21		553.21

Shoreham Parish Council

5 June 2024 (2024-2025)

Items Paid 1 May to 5 June 2024

PAYMENTS LIST

Code	Date	Description	Supplier	VAT type	Net		Total
Office Rent/Storage	01/05/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Broadband	01/05/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Car Park	01/05/2024	Business Rates	Sevenoaks District Council	X	90.00		90.00
Clerk's mileage	02/05/2024	Mileage	Mrs A C Barlow	X	73.44		73.44
Hall/Emergency Room Hire	02/05/2024	Hall hire	Shoreham Village Hall	X	30.00		30.00
Subscriptions - KALC/SLCC/Other	02/05/2024	KALC Subscription	KALC	S	600.40	120.08	720.48
Grasscutting Shoreham	02/05/2024	Grass cutting	GF Garden Maintenance	X	430.00		430.00
Grant	02/05/2024	Grant - Kent Sussex & Surrey Air Ambulance	Kent , Surrey and Sussex Air Ambulance Trust	X	350.00		350.00
Grant	02/05/2024	Grant - West Kent Mediation	West Kent Mediation	X	100.00		100.00
Grant	02/05/2024	Grant - Shoreham School	Shoreham Village School	X	1,000.00		1,000.00
Payroll	02/05/2024	Payroll	DM Payroll Services Ltd	X	214.00		214.00
Stationery/Sundries	03/05/2024	Stationery	Amazon	S	34.99	7.00	41.99
Office telephone	07/05/2024	Office telephone	O2	S	13.72	2.74	16.46
Toilets	07/05/2024	Electricity	EDF Energy	L	147.62	7.38	155.00
Postage	07/05/2024	Postage	Post Office	X	16.20		16.20
Allotments	16/05/2024	Water charges	Castle Water	X	76.19		76.19
Computer/Printer Consumables	20/05/2024	Website	Hugo Fox	S	29.99	6.00	35.99
Car Park	01/06/2024	Business Rates	Sevenoaks District Council	X	90.00		90.00
Office Rent/Storage	05/06/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Hall/Emergency Room Hire	05/06/2024	Hall hire	Shoreham Village Hall	X	60.00		60.00
Insurance	05/06/2024	Insurance	Arthur J Gallagher Insurance	X	1,861.47		1,861.47
Broadband	05/06/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Printing Gazette/Shoreham Post	05/06/2024	Printing of Gazette - Feb, March, April, May , June 24	Silver Pines Services	X	265.80		265.80
Shoreham Cross	05/06/2024	Cleaning Cross	Jeremy Tooley	X	180.00		180.00

Items to be paid @ 6 June 2024

Shoreham Parish Council

5 June 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT type	Net		Total
Grasscutting Shoreham	06/06/2024	Grass cutting	GF Garden Maintenance	X	430.00		430.00
Tree surgery	06/06/2024	Tree work at Shoreham Recreation Ground	Down to Earth Trees Ltd	S	2,340.00	468.00	2,808.00
Toilets	06/06/2024	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	48.08	9.62	57.70
Email Hosting Charges	06/06/2024	Charge for email .gov.uk	Vision ICT	S	90.00	18.00	108.00
Email Hosting Charges	06/06/2024	Email Hosting	Vision ICT	S	180.00	36.00	216.00
Total					3,088.08	531.62	3,619.70

- 12.2 To note the reschedule of the audit and to schedule an Extraordinary Meeting to agree the AGAR.
As the Clerk has been on sick leave the internal audit did not take place. Suggestion is that the Council hold an Extraordinary Meeting on Wednesday June 26th to approve AGAR.

- 13. Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
a. Planning (if required) Committee – Wednesday 19 June 2024 at 7.30pm
b. Planning (if required) Committee and Council Meeting – Wednesday 3 July 2024 at 7.30pm

Amanda Barlow, Clerk to Shoreham Parish Council

Well Hill Mission Chapel is located about a mile East of Chelsfield Village and is reached at the end of a single-lane track leading off of Well Hill Road.

The 'what3word' reference is 'itself.maps.mason'.

<http://www.stmartinchelsfield.org.uk/wellhill.html>