

SHOREHAM

Parish Clerk:

Sarah Moon

PO Box 618

Sevenoaks

TN13 9TW

PARISH

07912 611048

clerk2012@shorehamparishcouncil.gov.uk

COUNCIL

MINUTES of an EGM of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 4th August 2021 from 7:30pm

Present: Brian Jeffrey (in the Chair)
R Blamey, M Cockburn, S Hubble, N Powell and M Sheward

Also Present: 5 members of the Heat Network Committee; William Latimer, Peter Kasch,
Heather Sillitoe, Mike Sillitoe, Nick Copeman

Clerk: Suzanne Hubble (acting)

Public Question Time:

Cllr Powell raised resident concerns about motorbikes in the woods. It was agreed that the issue should be raised with the village police liaison officer,

Cllr Powell also highlighted that the recent fireworks at The Darenth golf club had scared dogs in the village. It was agreed to ask the Golf club if they could inform the Council and/ or village in advance if they are planning firework events.

1. Apologies for absence were received from Cllr Jonathon Histed, Cllr Andrew Hibbins and Clerk Sarah Moon
2. There were no disclosures of interest.
3. Heat Network Committee ("HN Committee)

The HN Committee gave an overview of the grant application process and progress to date on the application form, it was clarified that the application document was substantially complete but final details would need to be updated once the contractor had been selected.

Cllr Powell raised concerns regarding the inclusion of individual Councillor names and personal details in the application form, and whether this created any individual liability. It was clarified that the Parish Council was applying for the grant and not individual Councillors and that in the event the grant application was successful, the Parish Council would only be liable to pay the contracted consultants if their response met the grant standards and the grant funding was received. It was agreed to only list Councillor names, the Clerk email address and Parish Council address.

Cllr Hubble suggested that the Community Relationship section referenced the successful broadband initiative.

The HN Committee then stepped through the consultant selection approach, of the 8 firms sent the ITT document, 4 had declined to respond citing post-covid workload, but the 4 smaller specialist consultancies had responded. The HN Committee gave an overview of the 4 responses and initial

scoring. The initial scoring approach had further eliminated one company, second round interviews had started with the three remaining. The scoring will be updated once those interviews have completed, prior to final recommendation.

The HN Committee confirmed that there were no conflicts of interest with any of the consultants under consideration.

Cllr Sheward asked if previous successful project implementations were part of the assessment, referencing a project in Hampstead that has suffered both design and implementation issues. The HN Committee indicated that the remaining consultants were primarily involved in the assessment/design phase so that wasn't applicable.

The HN Committee confirmed that formal acceptance of payment terms (only on receipt of grant funding), would be a hard requirement for selection. No other concerns were raised on the selection approach.

It was agreed that:

- 1) The Clerk should seek guidance from KALC on whether they had seen a similar project and whether there were additional steps the Council should consider.
- 2) A further meeting was required on Wed 11th to allow Councillors to vote on
 - a. The proposed changes to the application form
 - b. Delegation of the signing of the finalised grant application in the absence of both the Chair of the Parish Council and its Clerk
 - c. Approval of the contractor recommended by the HN Committee.

The meeting closed at 8:30pm.