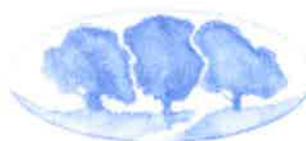


# Shoreham Parish Council



Shoreham Well Hill Romney Street  
and East Hill

Planning Team (Neighbourhood Planning) SEVENOAKS DISTRICT COUNCIL  
Sevenoaks District Council  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

REC'D 23 FEB 2017

COMMUNITY & PLANNING SERVICES

20/02/17

Dear Sir or Madam,

**Re: Shoreham Parish Council – Application for designation of a neighbourhood area under Regulation 5(1) of the Neighbourhood Planning (General) Regulations 2012**

Shoreham Parish Council, being a relevant body as defined in Section 61G of the Town and Country Planning Act 1990, hereby applies for the whole of the Parish of Shoreham, Kent to be designated as a neighbourhood area for the purposes of proposing a neighbourhood plan. The area to be designated is indicated by the thick red line in the attached plan.

We believe the parish of Shoreham to be appropriate for designation as a neighbourhood area because of the pressures on land use in our small village. The continuing demands for development and changes of use on land designated as Green Belt (within an AONB), require careful control to ensure that any development is suitable for the area and will not detract from the amenities of the existing population and land uses in the village and surrounding areas within the Parish boundary. The existing non-statutory controls over the form and type of development within the village would be reinforced by a neighbourhood plan which would also help to protect its unique setting and its relationship to the surrounding rural area. The production of a suitable plan would be facilitated by the involvement of the community throughout the process of preparing and approving a neighbourhood plan.

As a Parish Council we are a qualifying body to bring the plan forward. Please also find enclosed the minutes of the Parish Council meeting dated 01/02/17 which confirms our decision to apply for designation under item 10 of those minutes.

We would also be grateful if you could inform us of a name of an Officer at SDC who will act as main point of contact for us during this process.

Yours faithfully

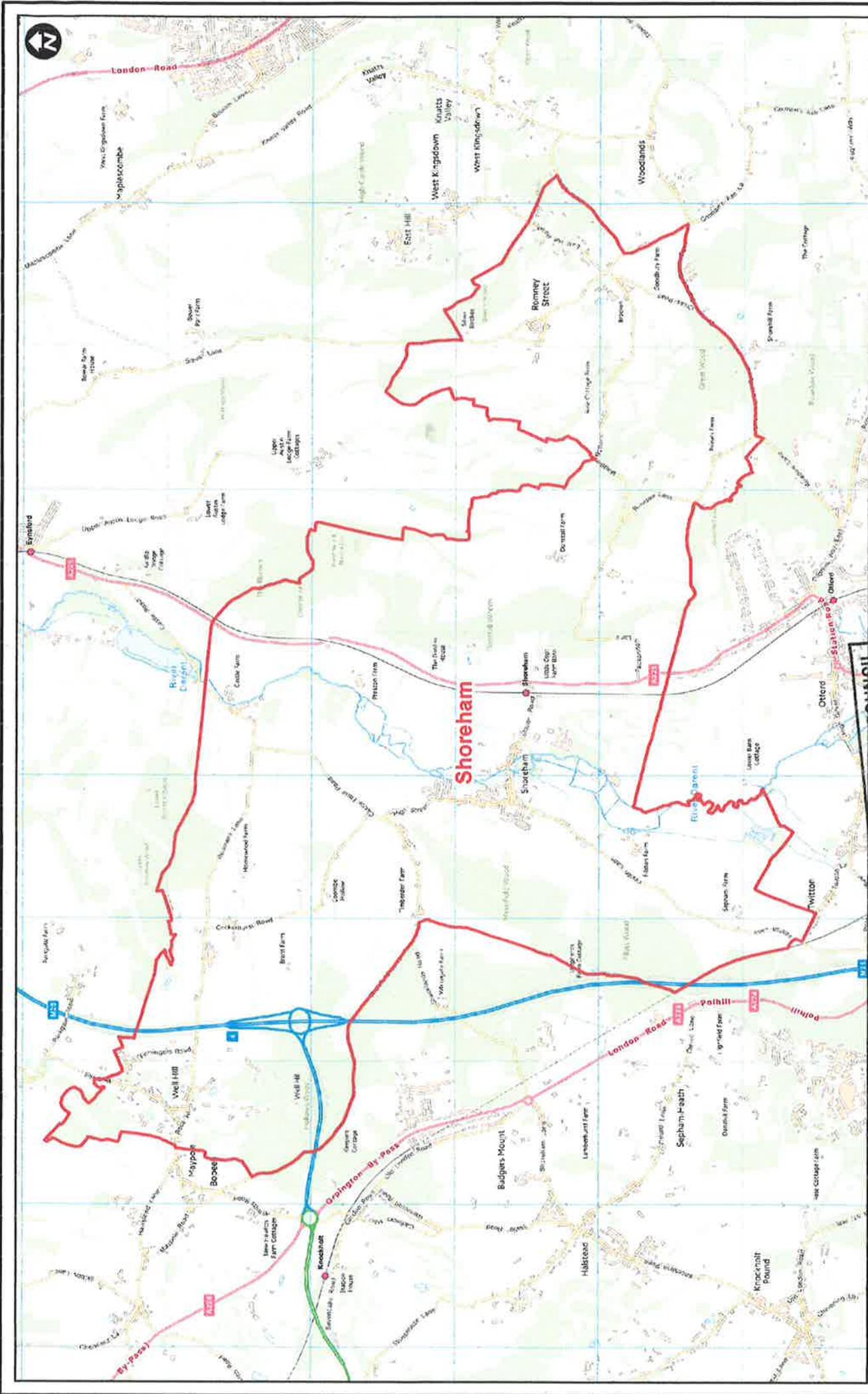
Sarah Moon  
Clerk, Shoreham Parish Council

SEVENOAKS DISTRICT COUNCIL

REC'D 23 FEB 2017

PLANNING POLICY

Clerk: Sarah Moon, 8 High Street, Shoreham, TN14 7TD  
Tel: 07912 611048, E-mail: [clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)  
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Shoreham Parish REC'D 23 FEB 2017

SEVENOAKS DISTRICT COUNCIL

COMMUNITY & PLANNING SERVICES

Scale: 1:35,000  
Date: January 2017

Produced by the GIS Team, Sevenoaks District Council

**SHOREHAM  
PARISH  
COUNCIL**

Parish Clerk: Sarah Moon  
8 High Street  
Shoreham, Sevenoaks  
Kent TN14 7TD

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

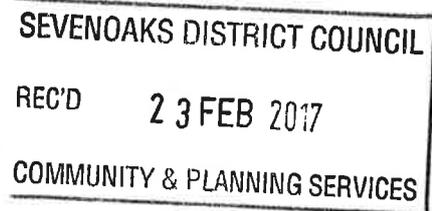
**DRAFT MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**  
at Shoreham Village Hall on 1<sup>st</sup> February 2017 from 7:30pm

Present: R Blamey, A Collins, P Dodd, J Histed, M S Parkes, and L Spence

Also Present: 7 members of the public  
District Councillor John Edwards-Winser  
County Councillor Roger Gough

Clerk: Sarah Moon

Question Time:



1. Apologies for absence were received from Cllr McDonnell (holiday).
2. There were no disclosures of interest from members.
3. The minutes of the meetings held on Wednesday 4<sup>th</sup> and Wednesday 18<sup>th</sup> January (copies previously distributed) were received and signed by the Chairman.
4. Actions arising from January's meeting were reviewed.
5. District/County Councillor Reports  
The District Councillor had nothing to report but confirmed that there had been no updates regarding the purchase of Timberden Farm. It was agreed that the Clerk should send a Freedom of Information request to Sevenoaks District Council asking for the name of the vendor to be disclosed.

County Councillor Roger Gough confirmed that he had spoken with Kent Highways to try and ascertain which of the traffic and parking recommendations would require a statutory consultation. Those likely to involve such a consultation include the 20mph speed limit, weight restrictions, parking restrictions and possibly the T bar markings. Changing the surface to buff would probably not require a statutory consultation but a temporary closure of road may be required. It may also be necessary to seek advice from the Conservation Officer. A meeting with Kent Highways should therefore be arranged to take place soon to determine whether they consider any of the proposals to be unfeasible. Following this, funding can be discussed although much of this looks relatively affordable. The Working Party agreed to organise a meeting with KCC to discuss consultations.

6. Chairman's Report  
The Chairman read out a letter received from Sevenoaks District Council regarding proposed brownfield sites. At present there is nothing within the parish which was not already proposed in the Call for Sites initiative and a letter should be sent to Sevenoaks District Council stating this is the case.

SE/16/03509/CONVAR – Land West of 5 Mill Lane, Shoreham, TN14 7TS. The Council voted by 4 votes to 2 not to take this application to take to the Development Control Committee.

SE16/03811/FUL : The Mount, Church Street, Shoreham  
The Council unanimously agreed to take to this application to the Development Control Committee and to request a site meeting.

7. Report from the Clerk.
- (a) Sevenoaks District Council have been informed of Shoreham Parish Council's precept for 2017/2018. There has been no increase to the precept this year, with the amount remaining at £38,000.
  - (b) KALC have been informed of the Parish Council's nomination for this year's Community award.
  - (c) Work is on-going to complete the grant application for the re-chalking of the Cross.
  - (d) A contractor to complete the grass-cutting works for 2017 is still being sought. Council gave the Clerk authority to select a contractor for the large areas which require a ride-on mower.
  - (e) The Parish Council website is being upgraded to a new template and the Clerk shall be attending a course on February 22<sup>nd</sup> on maintenance of the new version.
  - (f) An event entitled 'Ensure your Council is Compliant' is being held by the SLCC on 5<sup>th</sup> April. Council agree that the Clerk should attend.
  - (g) I shall be taking week's annual leave from 13<sup>th</sup> – 17<sup>th</sup> February.
  - (h) The Conservation Officer at Sevenoaks District Council has been in touch via the Planning Department and confirmed that no planning permission is required to change the roof of the tennis shelter as permitted development rights exist. However, the advice given was to select a suitable material for the roof being mindful of the sensitive area in which the building is located. Materials which closely match the existing appearance would be preferable and a Lawful Development Certificate should be obtained prior to commencement of any works. The Parish Council suggested that a metal sheet material with a tile design would not significantly change the appearance of the roof and would also be more robust than clay tiles.
  - (i) A Settlement Hierarchy list has been completed for the parish and returned to Sevenoaks District Council. Data collected will feed into the new Local Plan.
8. Traffic and Parking
- (a) To receive any updates from the Traffic and Parking Working Party.  
The Traffic and Parking Working Party have not met since the last Council meeting. The group was commissioned to come up with recommendations and this has been achieved however, it was decided that the group continue for the time being to see the recommendations through to the next stage.
  - (b) To discuss the next steps for progressing statutory and non-statutory consultation processes.  
The Parish Council are currently awaiting confirmation as to what kind of consultation is required. The first step is to meet with KCC to find out what can be done and whether there is funding before going any statutory consultations are arranged. The Parish Council have not accepted any of the proposals recommended by the Working Party. This will occur in the next stage of the process where some of these recommendations are turned into projects and before that it will be necessary to meet with KCC (see County Councillor's report in point 5 above).
9. Romney Street and East Hill Vacancy
- An individual from the Romney Street / East Hill area has shown interest in being co-opted onto the Parish Council and we hope to receive confirmation of this in the next week so. Failing that, another individual from the village has come forward.
10. Neighbourhood Plan
- The Parish Council voted in favour to confirm the designation of the area to be included in the Neighbourhood Plan as in the map attached in Appendix A.
11. Emergency Planning
- (a) To receive any updates from the Emergency Planning and Resilience Group  
A new date for Flood Warden training has been scheduled for Saturday 18<sup>th</sup> March. This has been extended to all other parishes in Darent Valley Consortium. In terms of the vacancy for the Head of the Resilience team, an individual has come forward to take on this role and the Parish Council will shortly be writing to her to confirm the position.
  - (b) To decide upon the location for the siting of the new river gauge.  
The appearance and size of the gauge need to be determined. This will help decide where it should be located.
12. Dog Fouling
- To discuss the on-going issue of dog fouling in the village and any possible remedial actions which could be taken in an attempt to alleviate the problem.
- In the past year various village initiatives have taken place and a new dog waste bin installed to try and improve the situation. It was decided at the time that if these measures did not work, then the Parish Council would revisit the issue and take further action. Personal experience of several of members as well as lengthy threads on social media have highlighted that the situation has not improved and some may even argue that it has got worse. It was accepted that something needs to be done. The following points were agreed:

- Another bin is not part of the solution
- Cllr Dodd to report the problem to SDC and to request a visit from the dog warden
- As most of the mess on Church Street appears to have come from the same dog, we need to try and identify the owner. Residents, particularly those on Church Street are to be asked to keep watch particularly between the hours of 6.30am – 7.15am and, if any dog fouling is witnessed to report it to the Clerk with a name of the owner if known. If possible, an accompanying photograph should also be sent. This can then be forwarded on to the police/dog warden and a fine issued.

13. Schedule of Meetings

The Schedule of Meetings was agreed with one amendment, that being that the Annual Parish Meeting be held at 10.00am on Saturday 22<sup>nd</sup> or Saturday 29<sup>th</sup> April instead of Wednesday 26<sup>th</sup> April. The Clerk agreed to check the Village Hall availability for both these dates and book accordingly.

14. Annual Parish Meeting

The Annual Parish Meeting will be held on Saturday 22<sup>nd</sup> or 29<sup>th</sup> at 10.00 am in the Village Hall (subject to hall availability). The meeting will include the opportunity to inform residents about the Neighbourhood Plan and to get input/ideas for its content.

15. Correspondence/Information

- (a) An email has been received from Rick Moore, attaching his letter of complaint to Gavin Patterson, Chief Executive of BT. The reason for the complaint was to highlight the frustration felt by many residents of the village who are affected by recurring issues with their broadband.
- (b) A letter has been received from Sevenoaks Volunteers Transport Group, requesting a donation to assist with the provision of low cost transport to Shoreham residents. Council agreed to award a sum £100 but would like to know exactly how the money benefits the village.
- (c) The January edition of 'The Clerk' magazine has been received.
- (d) An email has been received from KALC inviting member councils to comment on the Freight Action Plan consultation, which aims to provide a more sustainable solution to Operation Stack. The Clerk agreed to circulate this once again to members to see if any response is required.
- (e) The issue of dog mess in the village has once again be brought to light via a lengthy conversation on the Village Facebook page. This is an issue which is important to many residents.
- (f) An email has been received from KALC inviting parishes to participate in the Anniversary of the End of WW1 Tributes by lighting beacons on 11<sup>th</sup> November 2018.  
Clerk instructed to liaise with Cllr McDonnell to ask whether Well Hill would like to participate as was the case for the Queen's Golden Jubilee.

16. Committee Reports

The minutes from the meetings of the Planning Committee held on Wednesday 4<sup>th</sup> January and Wednesday 18<sup>th</sup> January were received and adopted.

17. Financial Matters

- (a) Accounts/Payments: Authorisation of payments as per schedule (to follow).
- (b) Business Rates: The Clerk explained how a bill for business rates had been received in respect of the Old Livery Store despite having been informed in June that the property would be subject to Small Business Rates Relief. The Clerk has written to Sevenoaks District Council and is awaiting a reply. District Councillor Edwards-Winsor offered to take the matter up with the District Council if necessary

18. Dates of next meetings (all starting at 7:30pm)

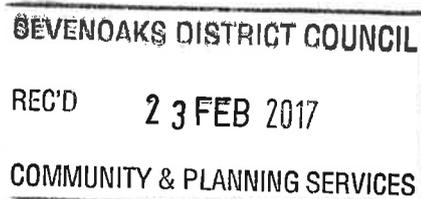
- (a) Planning Committee Meeting : Wednesday 15<sup>th</sup> February 2017, Shoreham Village Hall (if required)
- (b) Planning and Council Meeting : Wednesday 1<sup>st</sup> March 2017, Shoreham Village Hall
- (c) Planning Committee Meeting : Wednesday 15<sup>th</sup> March 2017, Shoreham Village Hall (if required)

Sarah Moon, Clerk to Shoreham Parish Council

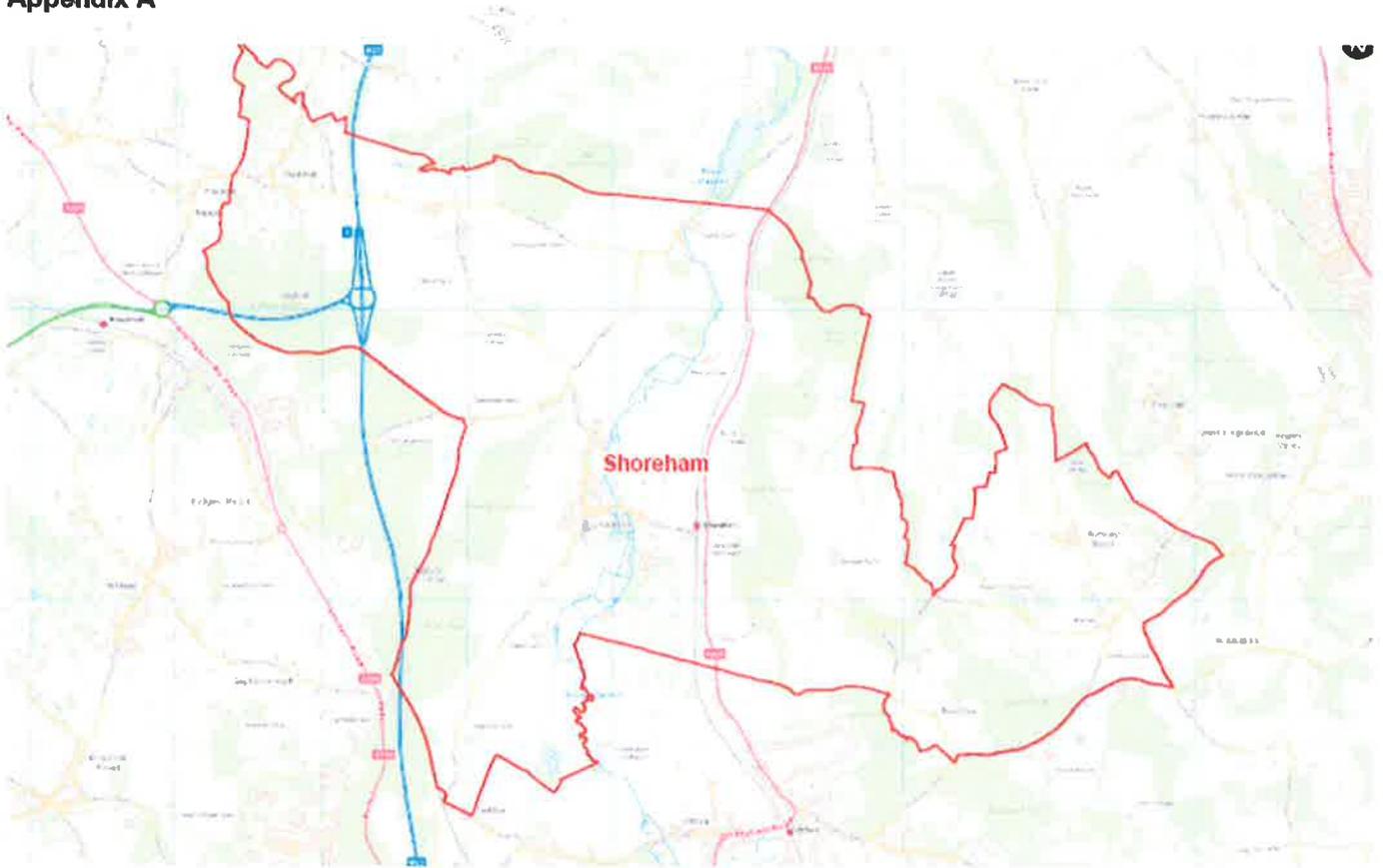
The meeting was closed at 9.30 pm.

Public Question:

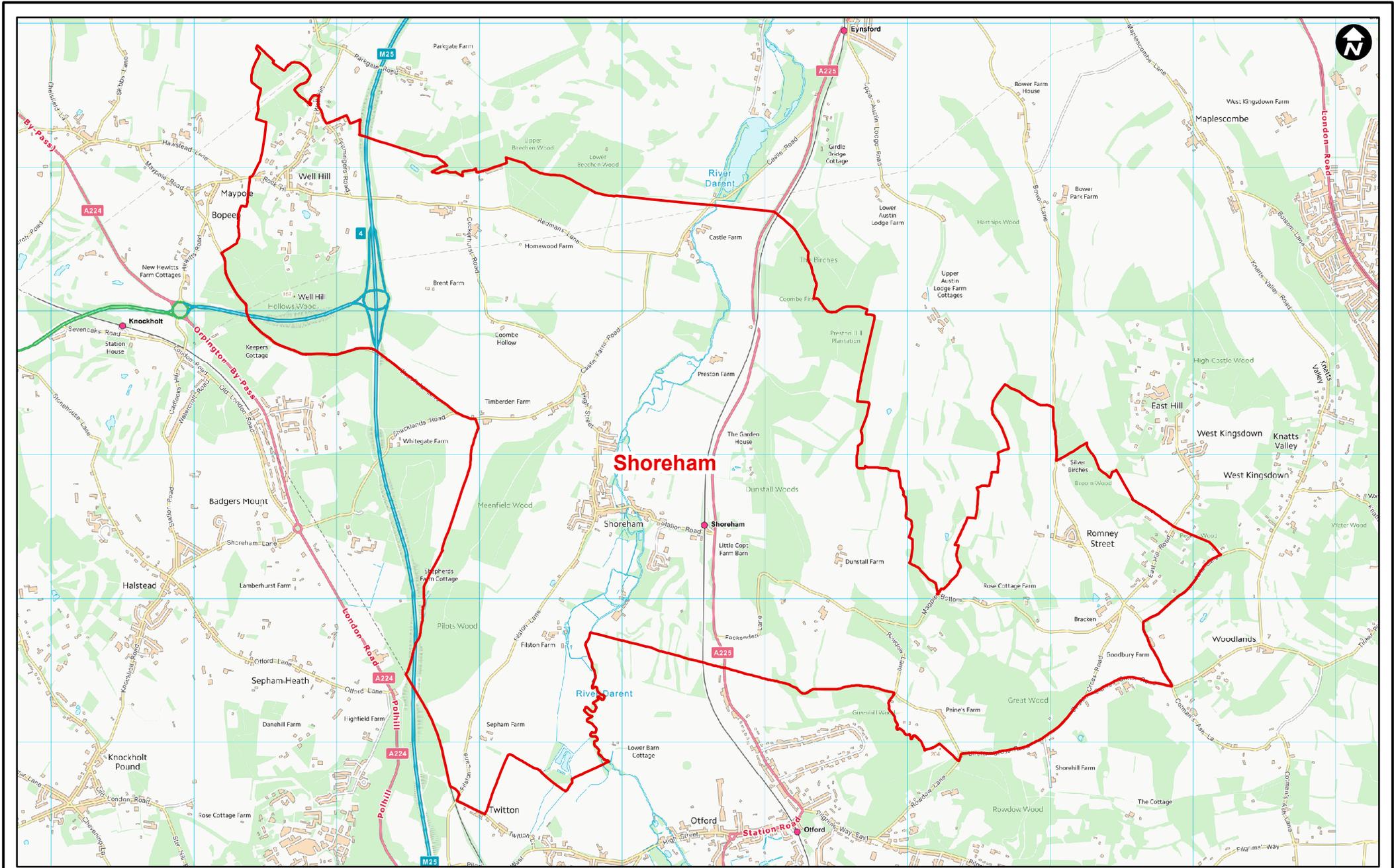
- Q1. Has the parish council checked the legalities of converting allotment land to extra parking
- A1. No we have not but this is absolutely something which we will need to do before anything is progressed.



Appendix A



SEVENOAKS DISTRICT COUNCIL  
REC'D 23 FEB 2017  
COMMUNITY & PLANNING SERVICES



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Shoreham Parish

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