

**SHOREHAM  
PARISH  
COUNCIL**

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**DRAFT AMENITIES & SERVICES COMMITTEE MINUTES**

Wednesday 17<sup>th</sup> October 2018 at Shoreham Village Hall from 7.30pm

Present: Cllr L Spence (in the Chair)  
Cllrs R Blamey, B Jeffery, M S Parkes and co-opted member J Tooley,

Also Present: 2 Members of the public

Clerk: Sarah Moon

1. There were no apologies for absence.
2. The minutes of the meeting of the Amenities and Services Committee held on 20<sup>th</sup> June 2018 were signed by the Chairman as an accurate record.
3. No disclosures of interest were received from members in respect of items of business included on the agenda for the meeting.
4. The actions raised at the meeting held on 20<sup>th</sup> June 2018 were reviewed.

5. Budget  
The Clerk talked members of the Committee through the budget, which was agreed in principle and which will be recommended to full council. The Clerk was asked however, to include a new item for the Village Hall, the running costs of which the Parish Council has committed to contributing towards. An amount of £2000 for these running costs was agreed.

6. Cross  
In light of the fact the current grass cutting contractors have not maintained the Cross as was requested of them, the on-going maintenance of it and the fenced off land surrounding it was discussed.  
It was RESOLVED that as of November 2019, Jeremy Tooley and Dave Ablett (if willing), should assume responsibility for maintaining the cross and this area should not be included in the tenders to be sent out to contractors. The maintenance requirements for the Cross will be as follows:

- Spray with weed killer four times a year in November, February, May and August
- Strim the surrounding area four times as year between May and October as and when required.

It was RESOLVED that Cllr Spence would order the spraying kit and weed killer and that Jeremy Tooley would attend a training course on how to apply the spray. Any costs involved would be paid by the Parish Council.

7. Allotments

- a) The quotes received for replacing the fence and gate along the High Street boundary were discussed and it was agreed to recommend to full council that the quote for treated softwood posts with arris rails clad with chestnut pales be accepted. Additionally, any lock attached to the gate must be affixed as such that it cannot be removed. It must also be possible to unlock the gate from the inside.
- b) The final inspection of the allotments for 2018 was conducted on Tuesday 16<sup>th</sup> October. Actions arising from this inspection were as follows:
  - That the Clerk write to three members where previous letters had been sent and where cultivation has yet to take place. These members must be informed that they will not be offered a renewal of their tenancy and their plots must be cleared between now and April 2019. Failure to do so will mean that the Parish Council/Allotments Association will clear the plots and pass on any costs incurred to those members.
  - That the Clerk write to a non-plot holder who has been cutting shrubbery and throwing the waste into the allotments.
- c) A non-plot holder has been using an incinerator on the allotment site to burn personal waste. It was RESOLVED that the Clerk write to the individual in question requesting that he refrain from doing this. Allotment holders are not permitted to use incinerators and he has a concrete standing in his back garden, which would be far more appropriate.
- d) The water leak in the allotments is still on-going. Malcolm Folland had agreed at the last meeting of the Allotments Association to ask Thames Water to look at it when they are carrying out work in that part of the High Street. In the meantime the Clerk confirmed that she had received a bill for £45 for a period of 23 days and, as this seemed strange, she agreed to follow it up with Castle Water.

#### 8. Car Park

- a) The need for a regular maintenance contract in the car park was discussed and it was agreed that this should be included in the tenders soon to be sent out for the grass/hedge cutting contract. The following items need to be included:
  - Cutting the hedge on all four sides of the car park four times a year
  - Keeping the scrub behind the bottle bank clear and bushes cut back to fence level four times a year
  - Strimming the grass areas in the middle and front of the car park at the same frequency as the rest of the grass in the village.
- b) It was RESOLVED that the trees and scrub behind the bottle bank must be cut back as part of a one-off job prior to the start of the maintenance contract. The hedges on either side of the car park also need to be cut. It was RESOLVED that the Clerk ask SDC to come and quote for this one-off job.
- c) It was RESOLVED to grass over the area at the front of the car park which has recently been cleared of vegetation. The area needs to be thoroughly dug over and prepared ready for grass seed. This should be included as part of the one-off job detailed in 'b' above.

#### 9. Recreation Ground

##### a) Tennis Shelter

- i) Quotes for replacing the tennis shelter roof were reviewed and it was RESOLVED to recommend to council that the quote for £3875 for metal tiles be accepted.

##### b) Playground

- i) Documented weekly and monthly inspections of the playground are required for insurance purposes. It was RESOLVED that the clerk would carry out this task from now on. Cllr Spence agreed to walk through the monthly inspections with the Clerk to ensure everything is covered.
- ii) The Terms and Conditions of the grant awarded by Fields in Trust in respect of the table tennis table were approved and all members RESOLVED that the Clerk should sign and return the document.
- iii) It was RESOLVED to consider the options for replacing the playground equipment including siting, choice of equipment and funding at the next full council meeting.

#### 10. Trees

It was agreed that a tree inspection is required to be undertaken as soon as possible, and, with that in mind, it was RESOLVED that the Clerk obtain three quotes for this work. In addition to the trees on the Recreation Ground and along the allotments boundary with the river bank, the trees on the High Street boundary of the allotments should also be included. In addition to the tree inspection, it was also RESOLVED that the Clerk obtain quotes for the felling of a dead cherry tree in the allotments near the High Street and also for two self seeded ash trees near the river, which are compromising the health of a nearby oak tree. Permission must be sought from the tree officer before undertaking this work.

11. Centenary Wood

- a). The creation of an access to the wood and removing barbed wire from the boundary fence was discussed. It was agreed that the temporary gate must be removed and the area where Community Payback have made an access needs to be tidied up. All barbed wire needs to be cut and taken out. This needs to be done with wire cutters and removed from site. The Clerk was requested to ask a local tradesman if he, or any of his associates, may be able to undertake this work.
- b). The Clerk reported that six alder buckthorn had been purchased for planting in the hedge around the Centenary Wood. It is hoped that they will attract the brimstone butterfly, a chalk land butterfly, whose sole food is this type of buckthorn.  
6 bought for Brimstone butterflies.
- c). Field in Trust, who have dedicated the Centenary Woodland a Centenary Field, will shortly be providing a plaque to be installed at the entrance to the woodland. It was RESOLVED that the wording on the plaque should be as follows:

‘Centenary Wood – Planted by the Community of Shoreham, 2014 – 2018’

- d). It was RESOLVED that the Centenary Wood would be opened to the public on 10<sup>th</sup>- 11<sup>th</sup> November and would remain open from then on. This should be advertised in the Gazette as well as on social media in the hope that as many people as possible will come to visit this new amenity. T

12. Parish Store

It was RESOLVED that batons be installed around the walls of the storeroom and that these be affixed with hooks to hang tools. Shelves should also be installed for smaller items. At present there is no need to remove the partitions or the basin. It was agreed that the Clerk, Cllr Spence and Jeremy Tooley go and view the store in order to agree exactly where the batons should be installed in order that the Clerk can then obtain a quote for the work.

Public Question Time

There were no questions from members of the public.

Date of next meeting: Wednesday 23<sup>rd</sup> January 2019

The meeting closed at 9.58pm

Sarah Moon, Parish Clerk