

**SHOREHAM  
PARISH  
COUNCIL**

Parish Clerk:  
Sarah Moon  
07912 611048

Old Livery Store  
49½ High Street  
Shoreham  
Sevenoaks TN14 7TB

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

**AMENITIES & SERVICES COMMITTEE MINUTES**

Wednesday 16 March 2016 at Shoreham Village Hall from 7:45pm

Present: Cllr L Spence (in the Chair)  
Cllrs R Blamey, R Inniss, M S Parkes and J Tooley

Also Present: 1 Member of the public

Clerk: Mrs S Moon

1. There were no apologies for absence.
2. The minutes of the meeting of the Amenities and Services Committee held on 18 November 2016 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. Trees  
Following recommendations highlighted in the tree survey undertaken in December 2015, the Clerk had sent out invitations to tender to Prestige Treecare, Down to Earth and Bartletts. At present, only Bartletts have provided a quotation and this was in excess of £6,000. The quote was not itemised but it was decided that not all of the work would need to be undertaken by qualified tree surgeons and that Sit or Steve Buckingham could be approached. The beech and limes on the Recreation Ground and the horse chestnut on the allotments do however need to be dealt with by a professional. In any event, it was decided to wait until the other two remaining quotations have been received. It was also agreed that a database be set up to record all the trees on the plan and the work which has been undertaken to them. The Amenities Committee recommend that:  
All remedial work to trees identified as at High Risk should be undertaken as soon as possible to avoid any insurance difficulties that could ensue if advice is ignored.
5. Recreation Ground
  - (a) Playground : Having conducted a Playground Inspection in January 2016, Craigdene provided a comprehensive report listing areas for improvement. The main problem highlighted in the report was the accumulation of algae and moss on the surface areas. This will need to be sprayed with a herbicide. In order to carry out this work, the playground will need to be closed for 24 hours. A date and time of 4.00pm on Sunday 17<sup>th</sup> April was suggested. Another point raised in the report was that the swing chains need to be cut. A person with bolt cutters will be required to do this. It was suggested that a member of the parish council, together with the Clerk, walk around the playground with the report in order to

ascertain all the jobs which can be done. Records of previous risk assessments are also to be sent to the Clerk who will log them in a database.

- (b) Shelter : The damage to the roof of the shelter which occurred over the Christmas period was discussed and it was agreed to mention this in the next edition of the Shoreham Post. As the tiles tend to come away quite easily if hit by a ball, it was suggested that maybe an alternative material is considered for use on the roof but it was felt that could be obtrusive on the landscape. The Parish Council has been offered 100 tiles which can be used to replace the broken ones so a quote for labour only is required to repair the damage to the roofing and central brace support:  
The Amenities Committee recommend that this is sought.  
The children of Shoreham Village School have now completed the artwork for the mural designed for the rear wall of the shelter. A method of transferring the work onto the wall now has to be agreed. In the first instance, it was decided that a plea for artists be advertised in the next edition of the Shoreham Post. If nobody is available to do this, an alternative such as boards with Perspex covers may be considered instead.

6. Allotments

The following points were discussed:

- (a) Plot inspection  
Having conducted an inspection of the allotments on 15<sup>th</sup> March, it was confirmed that there were no problems with any of the cultivated plots.
- (b) Rent collection  
Rent demands will be sent out at the beginning of April. The Allotments Association will do this but the Clerk has offered to assist if required.
- (c) Unsigned tenancy agreements  
There are still a number of tenancy agreements which remain unsigned. It was agreed that these be sent out once again along with the rent demand letters stating that that rent money will not be accepted unless the agreements are signed and returned.
- (d) Water leak and broken lid on water meter  
The missing lid covering the water meter has reappeared. The water has now been turned back on and flow will continue to be monitored to check whether there is still a leak.
- (e) Boundary issues  
During the inspection of the allotment, a significant amount of building material was discovered on one of the plots. Despite having been written to in the past, the plot holder has made no effort to remove the rubbish or building material or to cultivate the plot. It was confirmed that the Clerk write to the plot holder, advising that his tenancy will come to an end on 31<sup>st</sup> March and will not be renewed. The plot must therefore be cleared, the gate removed and the overhanging roof of the shed curtailed, as he previously agreed to do so. If this is not done, the Parish Council will consider it a fly tipping offence and pursue the matter further.

7. Memorial Benches

The current Council policy on memorial benches states that they should only be located on sites which have been identified and must be for someone who has a connection with the village. On further discussion the Amenities Committee felt this policy should continue and therefore no more memorial benches should be installed as all identified sites have them. Some rustic, informal benches in the new Centenary Wood made from timbers from Shepherd's Barn however would eventually be welcome in due course.

8. Mowing Quotes  
Having only received details of one quote, authority was given to the Clerk and Chairman of Amenities Committee to make a decision once a second quote has been received.
9. CCTV  
Having discussed the installation of CCTV in the village particularly on the Recreation Ground it was decided that further research was required. This item should be revisited in the June Amenities meeting.
10. District Councillors Report  
No District Councillors were present.
11. Correspondence/Information
  - (a) Centenary Fields  
An email has been received from Fields in Trust requesting an update on the transfer of the Cross and possible Centenary Fields dedication.
  - (b) Darenth Valley Landscape Partnership  
An email has been received from Rick Bayne of the Darenth Valley Landscape Partnership requesting a meeting with the Parish Council in order to discuss the various projects which are planned for our area. It was agreed that he be invited to attend the Parish Council meeting on April 6<sup>th</sup> at 8.00pm.
  - (c) An email has been received from the WI chasing up the progress on the refurbishment of the Darenth Way sign. The Parish Council agreed that because there is already a second, intact, street sign on Darenth Way, refurbishment of the damaged sign would not be a priority. On a separate matter, it was also confirmed that a site visit from the Surveyor had been requested to discuss the possibility of moving the existing Mill Lane sign to a place and height where it could be seen amongst parked cars.
  - (d) An email has been received from a resident concerned about buses and lorries using the car park in Filston Lane. It was agreed that this be monitored and, if it appears to be happening on a regular basis then SDC shall need to be informed as they own the car park.

Meeting closed at 10.00pm.

Public Question Time

There were no questions from members of the public.

Date of next meeting: Amenities & Services Meeting 15<sup>th</sup> June 2016