

**SHOREHAM  
PARISH  
COUNCIL**

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**DRAFT AMENITIES & SERVICES COMMITTEE MINUTES**

Wednesday 18 October 2017 at Shoreham Village Hall from 8.00pm

Present: Cllr L Spence (in the Chair)  
Cllrs R Blamey, J Histed, 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> September 2017 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 15<sup>th</sup> March 2017 were reviewed.
5. Community Payback  
Following a decision made at the Parish Council meeting held on Wednesday 4<sup>th</sup> October to engage the services of Community Payback, an initial batch of work for the scheme to undertake was discussed. This included the following:
  - Painting play equipment and goal posts
  - Cutting back/digging out brambles around the Recreation Ground
  - Removal of the fence between Centenary Wood and the Recreation Ground \*
  - Clearing the undergrowth around the Recreation Ground
  - Cutting back everything around the tennis court \*
  - Removal of barbed wire around the Recreation Ground \*
  - Cutting back dead wood around the Recreation Ground
  - Building steps from the basketball court to the tennis shelter
  - Checking the perimeter of the Village Hall and digging out any saplings or unwanted vegetation
  - Cutting back trees overhanging from the Allotments onto road
  - Digging out brambles and nettles on the Allotments
  - Digging out schumach tree suckers on the Allotments
  - Litter picking on road sides, particularly at Cockerhurst, Castle Farm Road, Well Hill area and Magpie Bottom

Items marked with an asterisk are to be considered a priority. It was agreed that the Clerk inform Dave King at Community Payback of these tasks in order that he may devise a project plan.

It was also pointed out that the steps up to Dunstall Woods are broken in places and need replacing but this is the responsibility of KCC. The broken steps could pose a danger to the public and KCC should therefore be advised that urgent repairs are required. The Clerk was instructed to do this.

6. Allotments

- a) The draft fruit tree proposal as recommended by the Allotments Association was discussed. In summary, the proposal suggested making use of persistently vacant plots and other communal areas on the site by allowing the Allotments Association to plant dwarf fruit trees. The trees would be no larger than 6 foot and of root stock M9 or M27. The fruit would be available for the enjoyment of all plot holders and the trees would be paid for and looked after by the Allotments Association. The proposal also recommended allowing individual plot holders to plant one or two trees of the same root stock on their plots for their own enjoyment.

The Committee stated that it had a duty to maximise the use of all its assets and that growing a mini orchard on underused land would comply with this.

The Committee therefore agreed to recommend to full council that the Allotments Association be allowed to nominate vacant plots and other communal areas for the planting of dwarf fruit trees on the condition that these be inspected annually by the Parish Council. It also agreed to recommend that dwarf fruit trees should not be permitted on individual plots at present.

As part of a larger piece of work surrounding the various legal agreements between the Parish Council and allotment plot holders, the Clerk was asked to circulate copies of the Tenancy Agreement and Gate Licence to all members for their review. Cllr Spence was also in possession of a number of legal documents sent to her by KALC and she agreed that she would also circulate these to all council members with a view to them being discussed at the next full Parish Council meeting.

- b) Following the October inspection of the Allotments, actions required to be taken in relation to uncultivated and untidy plots was discussed.

The Clerk confirmed that she had written to those individuals identified as having neglected their plots asking them to make improvements if they still wish to retain their plots. It was agreed that there must be proper consequences if these letters are ignored and plot holders continue to neglect their plots. This may mean taking the plot holder (or ex-tenant in the event that they have relinquished their plots) to the Small Claims Court

The Clerk was asked to send a list of uncultivated plots to Cllr Spence and the Secretary and Membership Secretary of the Allotments Association.

- c) The fallen willow on the Allotments site was discussed and it was agreed that the Clerk should request an inspection by a qualified tree surgeon. If it is deemed unsafe, then it should be felled immediately. Full council approval is not required if there is a public safety risk and the Clerk is mandated to authorise the felling of the tree. The horse chestnut on the river bank is diseased but this can be left until the next tree inspection.

7. Shoreham Cross

- a) The plan for the re-chalking of the Cross was discussed and, having watched the video which demonstrated the re-chalking process using a sample of chalk from Pinden Quarry, it was decided that this method would not be viable or at least should be the last resort.

Cllr Spence recently met with Community Payback who have agreed to come and dig out the outline of the Cross and transport the debris back down the hill, where it can be used to fill in the indents around the goal posts. This, coupled with the two recent applications of weed killer should make a difference. The final stage after this would be to use a hoe to scrape the surface of the Cross followed by a stiff broom to remove the dead vegetation. This should make the Cross look much whiter and should make a real difference. The process could be repeated two or three times a year by Community Payback as a routine maintenance job (with the exception of the application of weedkiller), ensuring the appearance of the Cross continues to stay white. It is hoped that this process will be completed for the first time in time for Remembrance Sunday.

- b) The possibility of installing an information lectern at the Cross was considered and was felt to be a good idea. The information to be displayed on the lectern should include when the Cross was dug, why it was dug, who dug it and how long it took to dig. The lectern should also include a photo of the Cross being dug (see Joy Saynor's book) as well mentioning how it needed to be covered over in WW2. Cllr Parkes remembers a poem written by Lord Dunsany which used to be displayed at the Cross and, if possible, this should also be retrieved and included on the lectern. Information about the view from the Cross and a brief history of the valley should also be displayed. Cllr Jeffery offered to print the board, as long as the artwork can be laid out properly by a graphic designer. It was agreed that the Clerk should draft the text, with the help of the Historical Society, the Aircraft Museum and individuals such as Ray Cornwell and George Dedecker. It was also agreed that the Darenth Valley Landscape Partnership should be approached to see if they could provide assistance with the supply and installation of the post on which the lectern should be affixed.

A motion was passed to extend the meeting past 10.00pm.

8. Recreation Ground

a) Goalposts

It was agreed to undertake the reurfing of the areas between the goalposts on the Recreation Ground this autumn. Richard Langridge has offered to donate the turf and the debris from digging out the border of the cross as well as compost from the allotments will be used to fill in the indents. The labour shall be provided by Community Payback, making the project cost free. The work will be undertaken with the goalposts in situ and so users must be informed that the area is strictly out of bounds until the turf has established. The Parish Council must also ensure that the area is appropriately cordoned off.

b) Dog Mess

Consideration was given to putting up signs in the Recreation Ground about being responsible dog owner and not putting bags in bushes. It was agreed that signs asking dog owners to collect mess and bin the bags should be put up and that these signs should also request that only dogs on leads be allowed in the Recreation Ground. The Clerk was asked to research wording which has been proven to be the most effective and to present this at the next Parish Council meeting. The Clerk was also asked to check with KALC that the by-laws would allow us to do this.

c) Tennis Courts

- i. It was agreed that Community Payback would be asked to cut back the trees overhanging the tennis courts and to remove the ivy growing up the fence. This has been highlighted as a priority task in agenda item 5 above.
- ii. In order to maximise the use of the tennis court, it was agreed that the fee should be waived and the court remain unlocked throughout the day. The lengthsman must be instructed to lock and unlock the gate at the same time as she locks and unlocks the

toilets. The Clerk was asked to publicise on Facebook the fact that the courts would be open throughout half term.

- iii. Cllr Spence confirmed that she had spoken with the Conservation Officer regarding the type of material to be used on the tennis shelter. The Conservation Officer had advised that something unobtrusive (dull and brown) be used, such as the sample sheeting shown by Cllr Spence.

9. Grass Cutting

The grass cutting requirements for 2018 were agreed that tenders shall shortly be sent out (see Appendix A for details).

10. Extra Meetings

It was agreed to increase the number of Amenities meetings per year from three to five. Meetings could be scheduled for January, March, May, July and September (with a final meeting in November reserved solely to discuss the budget) although these dates must remain flexible and could be subject to change.

Public Question Time

A member of the public raised a concern that responsible dog owners use the Recreation Ground as an area to exercise their dogs. For some elderly residents in particular, there is nowhere else they can do this.

The point was noted and will be discussed at the next meeting when this issue will be considered by full council.

Date of next meeting (budget only): 15<sup>th</sup> November 2017

Sarah Moon, Parish Clerk

The meeting closed at 10.30pm

**2018 Grass and Hedge Cutting Requirements for Shoreham Parish Council**

**1. Grass Cutting**

Location	Number of cuts per month								Grass collected?
	March	April	May	June	July	August	Sept	Oct	
Forge Way - grass strip between 38 High Street and Forge Way (but not including area below adjacent to garages which belongs to West Kent Housing Association).	1	2	2	2	2	2	2	1	Y
Village Green – The grassed area between footpath SR4 continuing from Darenth Way and the river.	1	2	2	2	2	2	2	1	N
Recreation Ground (excluding the fenced off play area)	1	2	2	2	2	2	2	1	N
Play areas (playground and trim trail)	1	2	2	2	2	2	2	1	Y
Paths around the perimeter of Centenary Wood and rides through the middle.	1	2	2	2	2	2	2	1	Y

**2. Strimming**

The bank between the toilets and the recreation ground and the area at the bottom of the recreation ground needs to be strimmed twice a year (June and September).

The grass area in the car park needs to be strimmed the same number of times as the mown areas shown in the schedule above.

Fenced off area around the Cross four times a year.

**3. Centenary Wood (the newly planted woodland behind the Recreation Ground)**

Entire woodland flailed once a year in July and mown once in September. The grass does not need to be collected.

**4. Hedgecutting**

The established hedge between the footpath and Centenary Wood needs to be cut once a year in August/September.

The newly planted hedge at the rear and to the right of the Centenary Wood needs to be trimmed at the same time.

The hedges in the car park need to be cut once a year.

**5. Weedkiller of Cross**

Application of residual weedkiller four times a year.