

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL ESTATES & FACILITIES COMMITTEE** held at Normandy Cricket Club, Hunts Hill Road on **THURSDAY 5 AUGUST 2021** at 8.00 pm.

**Committee Members present**

Cllrs Geoff Doven, Philippa Mitchell and Pat Tugwell

**Non-committee members present**

Andy Beams (Locum Clerk)

**EF-12 APOLOGIES**

**RESOLVED:** Apologies were received and approved from Cllrs Paul Howarth, Amy McLeod and Ben Pryke.

**EF-13 DECLARATIONS OF INTEREST**

None.

**EF-14 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** It was agreed to defer the adoption of the minutes of the meeting of 29 July 2021 to the next meeting due to them having only recently been received by Members.

**EF-15 QUESTIONS FROM THE PUBLIC**

None

**EF-16 MANOR FRUIT FARM**

**(a) Future grassland, scrub, hedgerow and swale management and new maintenance contract**

Cllr Mitchell reported that a full review of the maintenance contract needs to be completed. She shared some initial proposals and stated that these would be made available to the public to view at the Village Picnic to obtain feedback on the ideas. Once the feedback is received, a proposal will be worked up to put to a future committee meeting.

**(b) Entrance barrier**

The barrier currently has a telephone number for the former Clerk (present Clerk at Puttenham Parish Council) and needs to be altered to someone who could attend at short notice if required. The Parish Council has several mobile phones in the container, and it was agreed one of these could be used and held by a councillor who lived nearby.

**(c) Lime tree by the CCTV pole**

The infra-red light from the CCTV camera reflects off the Lime tree, making the images unusable. Quotes have been obtained to annually prune the tree at a cost of £87.50 + VAT, or it would cost £297 + VAT to remove the tree to a stump.

**RESOLVED:** To remove the tree to a stump, along with the other one next to it and replant a single tree which would not obscure the camera.

**(d) Hay cut of the field**

Cllr Mitchell reported that she has been in contact with Neil Aust regarding the hay cut and collect. At a previous meeting, it was agreed that any expenses would be recoverable by volunteers, although the Parish Council will pay a contractor to carry out the work if a volunteer is not feasible.

**RESOLVED:** It was agreed to authorise Cllr Mitchell and the Locum Clerk to find a suitable contractor and to pay up to £1,000 to carry out the work.

**(e) Lease agreements and underleases**

It was agreed to review the leases for the various tenants at the next committee meeting. The Locum Clerk was asked to contact the Parish Council's solicitors to see if they held any lease agreements for Manor Fruit Farm.

**EF-17**

**NORMANDY COMMON**

**(a) Normandy Pond and fishing licences**

Cllr Mitchell reported that responsibility for issuing fishing licences rests with the Normandy Pond Trustees, but reminded Members that according to the agreements, overall responsibility for the Pond remains with the Parish Council. The most recent agreement is dated 2015, and it is hoped that a copy will be discovered in the container.

**(b) Tenancy arrangements**

Cllr Mitchell reported that tenancy arrangements are currently under review

**(c) Management Plan**

Cllr Mitchell reported that there is a management plan for the Common completed by the Wildlife Trust in 2013/14, although the area doesn't appear to be actively managed at present. The Management Plan is another of the documents being sought in the container.

**(d) Legionella testing at the football pavilion**

The Locum Clerk was asked to check the requirements for the testing, and Cllr Mitchell, will forward the contact details of the football club to the Locum Clerk.

**(e) Grassland management for future maintenance contract**

Cllr Mitchell confirmed that this needs to be agreed before entering contract discussions.

**EF-18**

**OTHER LAND MANAGEMENT**

**(a) Allotments**

Cllr Coomber has taken the lead on the allotments and is seeking help from the longer-term tenants to clearly establish the numbering system.

**(b) Tree inspections and maintenance**

The Locum Clerk confirmed that further quotes have been received and the works will now be completed by the contractor offering the best value option.

**EF-19**

**PLAY AREAS**

**(a) Repair costs**

The Locum Clerk reported that three additional contractors have been and visited both play parks and asked to quote for the repairs to the broken equipment and to provide ideas about future improvements. Only one quote for repairs has been received to date, and this is around 50% of the single quote obtained by the former Clerk.

Cllr Doven reported that the missing zip wire parts have been placed by the container and may be reusable, rather than in need of replacement. Cllr Mitchell agreed to check if they were still there and available to use, and then advise the Locum Clerk so any repair work can be initiated.

**(b) Future developments and improvements**

The plans for future improvements will be presented to the next committee meeting.

**(c) Bin removal in Manor Fruit Farm play area**

The Locum Clerk was asked to obtain quotes for the removal of the bin and concrete plinth as these represent a health and safety hazard.

**EF-20**

**CCTV**

In the absence of Cllrs Howarth and Pryke who are leading on this issue, the item was deferred to the next committee meeting, and will include a review of the CCTV at Normandy Common.

**EF-21**

**NORMANDY FLOOD FORUM**

**(a) August meeting**

A meeting is to be arranged in conjunction with Pirbright PC, and Cllrs McLeod and Mitchell will arrange this.

**(b) Flooding on Westwood Lane near the bridge**

Cllr Mitchell reported that she has offered to meet with the resident reporting the issues to identify the exact concerns, and this can then be brought up at the Flood Forum meeting.

**EF-22**

**WORKING WITH THE COMMUNITY**

**(a) Network Rail update**

There has been no further update since the previous meeting. A decision needs to be taken as to where to place the bench offered by Network Rail. The Parish Council remains keen to ensure that it is for the benefit of those most affected by the works, and it was agreed that the Locum Clerk will draft a letter to residents in Orchard Way and Orchard Close to gauge their thoughts on the proposed grass area under consideration.

**(b) Volunteers**

Cllr Tugwell reported that she had written to 16 people identified and received eight responses to date. Unfortunately, only two were able to offer help for the Village Picnic on 21 August.

**(c) Community Service Workers**

It was agreed that the committee needs to come up with a list of suitable jobs for the Community Service Workers, then contact can be made to agree a date. Cllr Hutton has provided the contact details and has been in contact with the Scouts to ascertain whether the Scout Hut can be used as the refreshment centre.

**EF-23**

**MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

None.

There being no further business, the meeting ended at 9.52 pm.