

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL ESTATES & FACILITIES COMMITTEE** held at The Royal British Legion Hall on **THURSDAY 10 JUNE 2021** at 7.30 pm.

Committee Members present

Cllrs Paul Howarth, Amy McLeod, Philippa Mitchell, Ben Pryke and Pat Tugwell

Non-committee members present

Cllrs Tony Coomber, Bob Hutton, Andy Beams (Locum Clerk), 3 members of the public

EF-01 APOLOGIES

RESOLVED: Apologies were received and approved from Cllr Geoff Doven.

EF-02 ELECTION OF CHAIRMAN

RESOLVED: Cllr Philippa Mitchell was unanimously elected as Chairman.

EF-03 ELECTION OF VICE-CHAIRMAN

RESOLVED: Cllr Ben Pryke was unanimously elected as Vice-Chairman.

EF-04 QUESTIONS FROM THE PUBLIC

A member of the Normandy Bowling Club asked if this Committee and its meeting were replacing working group meetings held by the previous administration relating to Manor Fruit Farm. She explained there had previously been four meetings held per year, including in September to review and agree charges for the following April. She also informed the council of plans under consideration by the Bowls Club, including the potential replacement of windows and an enclosed porch by the double doors. A question was raised regarding the policy on mowing, and whether the less frequent cuts were for environmental reasons.

It was noted that the input from the users of Manor Fruit Farm was still important to the Council, and the working group would be discussed under agenda item EF-06 (c).

A member of the Village Hall Committee stated that there have been accidents on the road into the site, and that the site lines need to be kept clear. The Hall Manager is keen and happy to help the council with any issues on the site. She also provided some history regarding the site, having been involved since the start of the project.

The member of the public was thanked for providing the information, and it was noted that further discussion over the project and original agreements would be discussed under agenda item EF-06 (a).

EF-05 TERMS OF REFERENCE

The Locum Clerk had circulated draft terms of reference for the committee in advance of the meeting. **RESOLVED:** The committee approved the draft terms of reference and recommend them to Council for approval.

EF-06 MANOR FRUIT FARM

(a) Review of documents relating to original lease agreement and (b) Proposed football pitches and pavilion.

It was confirmed that the head lease and deed had been located in the files held in the container, and that there was no reference within these documents to provision of football facilities. The original lease was dated 1999, and there was information relating to a feasibility study having been completed, but not progressed.

Some Members retain the understanding that the original agreement with GBC contained a requirement to provide adult and junior football pitches and a pavilion, but this could not be verified in any of the paperwork. It was agreed to scan a copy of the documents located to all Members for information.

(b) Manor Fruit Farm Working Parties.

Members agreed the importance of resurrecting a group focussed on Manor Fruit Farm to include representatives from all the user groups.

RESOLVED: A single Manor Fruit Farm Working Group to be established, comprising Cllrs Howarth, Mitchell, Pryke and Tugwell and a representative from each of the Manor Fruit Farm tenants.

(c) Bin emptying.

It was noted that the bin to replace the red bin by the outdoor gym, which was being emptied by GBC, had been replaced but placed in the wrong location. It was now in the children's playground and needs to be moved along with the plinth. Cllr McLeod pointed out that the bin in the car park is not being emptied and agreed to complete an audit of all bins at Manor Fruit Farm and then liaise with the Locum Clerk to arrange moving any of them.

EF-07

PLAYGROUNDS

(a) Equipment inspections

The Locum Clerk informed Members that the frequency of inspections of the play equipment depends on how regularly and the number of children who use the equipment. Members discussed the use of volunteers to complete the task, noting there may be a requirement for training. The Clerk confirmed that there was an annual RoSPA inspection, which had been recently completed.

RESOLVED: The committee agreed a weekly inspection of both sites. Cllr Pryke offered to complete the inspection at Normandy Common, and Cllr Hutton offered to complete the inspection at Manor Fruit Farm.

(b) Repairs of damaged items.

It was noted that the zip line at Manor Fruit Farm was damaged, and that the former Clerk had obtained one quote for this and other repair work to be completed but had not progressed it any further. The Locum Clerk confirmed that in accordance with Financial Regulations, a minimum of three quotes were required and agreed to source these.

(c) Ongoing spraying of equipment to follow covid guidelines.

Members discussed the spraying of equipment and agreed to continue with it until the cessation of Covid restrictions. The Locum Clerk will inform the equipment sprayer of the Council's decision.

EF-08

NORMANDY FLOOD FORUM

The Normandy Flood Forum had been raised by Cllr Witham at the previous Council meeting. It was noted the Forum had resulted in a number of actions being completed, although some issues remained outstanding and there had not been any meetings for some time.

RESOLVED: It was agreed that the Council Chairman will contact Jonathan Lord MP to reinvigorate the Flood Forum meetings, with a suggestion of a meeting in Autumn.

EF-09

OTHER LAND MANAGEMENT ISSUES

(a) Review tree inspection process and consider any required actions.

Members noted the quote information received, and in accordance with the Council's Financial Regulations, the need for further quotes to be obtained and considered before awarding the contract.

RESOLVED: It was agreed that the Locum Clerk will obtain further quotes, and then the award of the contract be delegated to the Locum Clerk in conjunction with the Committee Chairman.

(b) Consider moving of bins sited in wrong positions and future emptying arrangements.

RESOLVED: It was agreed that the Locum Clerk will contact GBC and arrange for the bin to be moved to the location they originally requested, and to ascertain what the future arrangements and costs for emptying will be.

(c) To consider the re-forming of the Land Management Working Party.

It was noted that the Land Management Working Party previously managed Normandy Common, the allotments, the pond and the orchard. It was noted that an allotment risk inspection was carried out in December 2020, although it was unclear what actions resulted from it.

RESOLVED: Cllr Mitchell agreed to lead the Working Party, with Cllr Hutton standing in if required, and contact others to join the Working Party. Cllr Coomber offered to help out with any issues at the allotments.

EF-10

WORKING WITH THE COMMUNITY

(a) To review offer from Network Rail.

Cllr Hutton informed Members of the contact he had received from Network Rail, offering a contribution towards the village as recompense for the disruption the recent works had caused. This was not a financial offer but could take the form of completing some work for the village. A Network Rail Manager has offered to attend a Council meeting to explain what could be done.

RESOLVED: It was agreed to request suggestions from residents via the website and Nextdoor and to consider the responses at the next council meeting.

(b) To discuss use of volunteers for works around the village.

It was noted that in the past, a large amount of work had been completed by volunteers in the village, and the Council are keen to encourage this to continue.

RESOLVED: It was agreed to obtain the volunteer list and Cllr Tugwell agreed to lead on doing this. The Locum Clerk was asked to check the Council's insurance policy for any conditions regarding the use of volunteers.

(c) To consider ongoing use of the Community Service Workers.

It was noted that the Council had previously benefitted from the Community Service Workers completing tasks in the village, and the Council are keen to encourage this to continue. Cllr Hutton will pass the contact details for the scheme co-ordinator to the Locum Clerk.

EF-11

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

Members agreed that a 'stock-take' of items against the Council's asset register was required. The Locum Clerk agreed to divide the asset register up into items which were likely to be in the container, and those at other locations in the village, and the list could then be split between Members and updated over the coming months.

Following a review of files in the container, some had been separated out by committee and there was an ongoing process of reviewing the information contained within each file.

There being no further business, the meeting ended at 9.42 pm.