

# 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 21 OCTOBER 2021** at 7.35 pm.

**Committee Members present** Cllrs Geoff Doven, Paul Howarth, Amy McLeod, Philippa Mitchell and Ben Pryke  
**Non-committee members present** Andy Beams (Locum Clerk), 1 member of the public

**EF-24 APOLOGIES**

**RESOLVED:** Apologies were received and approved from Cllr Pat Tugwell

**EF-25 DECLARATIONS OF INTEREST**

None.

**EF-26 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** It was agreed to defer the adoption of the minutes of the meeting of 5 August 2021 were approved as a true record

**EF-27 QUESTIONS FROM THE PUBLIC**

None

**EF-28 LAND MANAGEMENT CONTRACT**

**(a) Content of the contract**

Cllr Mitchell had circulated in advance of the meeting an updated schedule and associated maps showing a draft plan of works. Members made suggestions of changes, and considered possible new trees for next year, potentially to mark the Queen's Jubilee. The question of the level of maintenance of the football pitch was raised, as currently it is Quadra planed once per season in November, with other in season cutting completed by the football club, and out of season by the council. Future agreements for this area should be included within the football club licence agreement (discussed later in the meeting).

**(b) Tender process and (c) Budget requirement for 2022/23**

The Locum Clerk reminded Members that in that a contract with a value of £25,000 or more must follow the tender process (as per the council's adopted Financial Regulations) and be advertised on the Government Contract Finder website. As this is a new contract, and it is likely there may be some amendments during the year, Members felt that a one-year initial contract would be most suitable. As this would be less than £25,000, the Locum Clerk confirmed that three quotes were required by Financial Regulations, but no formal tender process need be completed.

**(d) Quotes for Elmgrove Lane hedge cut**

Cllr Mitchell outlined the quote information received.

**RESOLVED:** Members agreed to award the contract to NJL at a value of £960 plus VAT.

**EF-29 NORMANDY POND**

**(a) Pond Association constitution**

Members discussed the draft agreement presented to the council at the last meeting. It was agreed that it was important to recognise the work and knowledge of the Pond Association, but also to make clear that ultimate responsibility for the management of the area remains with the council. In particular, the council need to be aware of any works being completed through approving an annual management plan.

**RESOLVED:** The Locum Clerk was asked to draft an alternate agreement to better reflect the nature of the relationship between the council and the Pond Association and circulate for agreement.

**(b) Councillor(s) as trustee**

**RESOLVED:** Due to a potential conflict of interest in appointing a councillor as a trustee, and that there appeared to be no formal trustee arrangement in place, it was agreed to offer a council representative attend the Pond Association meetings, and Cllr Howarth offered to undertake this role.

**(c) Land Management for area in front of Quinta Cottage**

There remains the outstanding issue of the replanting of two trees previously requested by the council. This request was made to residents who are part of the Pond Association, and the need to replace the removed trees with native species remains.

**RESOLVED:** The Pond Association are to be asked to complete the replanting of two native trees (species to be approved by the council) as soon as possible.

**EF-30**

**FOOTBALL PAVILION**

Cllr Mitchell reported that she had spoken with the Chairman of the football club, who confirmed that no formal agreement was in place with the council. The football club would like the arrangements to be formalised, and the Locum Clerk will obtain a draft licence agreement for use.

Members noted the poor state of the pavilion and agreed to request the football club take immediate action to tidy and clean the inside of the pavilion.

**RESOLVED:** The Locum Clerk to contact the football club Chairman to request the inside of the pavilion is cleaned and tidied as soon as possible.

**EF-31**

**TENANCY AGREEMENTS**

The Locum Clerk confirmed that he had received confirmation of the agreed billing for Manor Fruit Farm tenants, and that invoices are to go out on 1 November 2021, and again on 1 January and 1 April 2022 to bring all payments up to date. Allotment invoices have been issued, and payments have started to be received for these.

No further progress has been made with finding a signed lease agreement for Manor Fruit Farm, with only the unsigned version originally located available.

**RESOLVED:** The Locum Clerk will contact the solicitors to see whether they have the original and Cllr McLeod will contact Guildford Borough Council.

**EF-32**

**PLAY AREAS**

**(a) Repairs**

The Clerk confirmed that a local contractor had been appointed to complete the zip wire and missing parts repairs, and the work was scheduled to be completed in November. Members added that the landing platform was also in need of repair, and the Locum Clerk was asked to add this to the repairs. It was added that the latest inspection reports detailed frayed ropes leaving exposed wires. The Locum Clerk pointed out that this had been pointed out by the contractors, but previously dismissed as in need of replacement by the committee.

**RESOLVED:** Members agreed for the Clerk to request the appointed contractor to complete the agreed repairs, the landing platform of the zip wire and replace any frayed ropes to bring all the equipment up to the appropriate standard.

**(b) Latest inspection reports**

The frayed ropes had been noted, and it was acknowledged that the phone number on the signs needs to be changed. Cllr Doven was thanked for continuing to complete the inspections.

**(c) Additional playground inspectors**

Members noted that Jon Pick, Normandy Village Hall, had offered to be trained to complete the inspections at Manor Fruit Farm.

**RESOLVED:** To agree the costs associated with the appropriate training for Jon Pick, and the Locum Clerk was asked to make the arrangements.

**EF-33**

#### **COMMUNITY SERVICE WORKERS**

Cllr Mitchell confirmed that following her discussions with the organiser of the Community Service Team, the only requirements the council would need to provide were toilet facilities.

Members discussed a range of suitable works, including clearing leaves from roofs and gutters, clearing the ditches around the football pitch, scrub clearance, overhanging bushes at the allotments, cutting back the bramble patches at Manor Fruit Farm.

**RESOLVED:** Members approved Cllr Mitchell to agree a date(s) in November and prioritise the suggested works for completion.

**EF-34**

#### **WORKING WITH THE COMMUNITY**

##### **(a) Bin contract**

Cllr McLeod confirmed that agreement had been reached with Guildford Borough Council to remove the bin by the station and reposition it at the junction of Westwood Lane and Orchard Close. For a future meeting, Cllr McLeod confirmed she intends to bring forward a proposal to rationalise and reduce the number of bins in the village.

**RESOLVED:** Members approved the removal and relocation of the bin by the station at a cost of £160 plus VAT.

##### **(b) Flood Forum**

Cllr Mitchell confirmed that there had been little progress to date with this matter. Cllr McLeod agreed to discuss leading the forum with Cllr Galloway, as there was considerable overlap with the Highways works which he was already leading on.

##### **(c) Tree inspections**

Cllr Mitchell confirmed that older tree surveys existed, but it was not clear what, if any, of the suggested works had been completed by the previous council. In the circumstances, it was suggested that a new survey be obtained, and a program of tree works developed.

**RESOLVED:** Members approved Cllr Mitchell to obtain three quotes for the tree survey and present to the next meeting for approval.

##### **(d) Groundsman**

It was noted that the council had previously used the services of an ad-hoc groundsman, and that he could be approached to see if he was available to do any 'handyman' works when required. Cllr Mitchell will provide the contact details to the Locum Clerk. It was further noted that following the last meeting, the Therapy Garden had responded to the request from The Locum Clerk relating to works at the War Memorial and Peace Garden. They can no longer complete the Peace Garden works, but can look after the War Memorial.

**RESOLVED:** Members approved the Therapy Garden to maintain the War Memorial at a cost of £120 per annum. The Locum Clerk was asked to liaise with Cllrs Coomber and Tugwell with regard to any planting required prior to Remembrance Sunday.

##### **(e) Request from a Personal Trainer**

The Locum Clerk informed Members of a request from a local Personal Trainer for space to hold classes.

**RESOLVED:** Members requested the Locum Clerk respond to the Personal Trainer stating there was no indoor space available, but they were welcome to use outdoor space at Manor Fruit farm and/or Normandy Common.

**EF-35**

#### **MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

For the next agenda – maintenance of land by residents adjoining Manor Fruit Farm

There being no further business, the meeting ended at 9.55 pm.