

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at **ROYAL BRITISH LEGION** on **THURSDAY 16 DECEMBER 2021** at 7.30 pm.

Members present Amy McLeod (Chairman), Tony Coomber, Bob Hutton and Philippa Mitchell. Cllr Paul Howarth joined the meeting remotely.

Non-members present Cllr David Bilbe (GBC Councillor), 1 member of the public. Andy Beams (Locum Clerk)

C-134 APOLOGIES

Apologies were received and accepted from Cllrs Mark Galloway, Paul Howarth (joined remotely), Ben Pryke and Pat Tugwell. Cllr Keith Witham (SCC) also sent apologies.

C-135 DECLARATIONS OF INTEREST

Cllr Hutton declared an interest in agenda item C-143 as the Chairman of the Normandy Community Shop and Café.

Cllr Coomber declared an interest in agenda item C-144 as a landowner in the area which may be included in the expanded AONB.

C-136 MINUTES OF PREVIOUS MEETINGS

This item was deferred to the next meeting for approval, as an incomplete draft had been circulated to Members.

C-137 QUESTIONS FROM THE PUBLIC

The member of the public updated the council with details of a meeting held with SCC Highways to investigate options at the junction on Westwood Lane. The Highways Officer has made some recommendations, and the site has been added to the list for consideration.

Members agreed to support the initiative, and that it should be led by Cllr Galloway as the council lead for Highways. Cllr McLeod agreed to speak to Cllr Galloway to ask him to liaise with the interested parties.

C-138 REPORTS FROM OTHER AUTHORITIES

(a) Surrey County Council

Cllr Witham sent apologies for the meeting, and his written report which was circulated in advance of the meeting was noted.

(b) Guildford Borough Council

Cllr Bilbe updated Members with the information on the merger of Guildford and Waverley Borough Councils. The primary issues facing the council continue to be delays in responding to telephone contact from the public and slow responses to enforcement action.

C-139 COMMITTEE AND WORKING GROUP UPDATES

(a) Finance & Governance Committee

Cllr Coomber confirmed that the updated draft budget will be circulated to all Members for review and comment, with the request that any suggestions are returned to him before Christmas. The committee meeting in January will agree a final recommendation to put to council for approval.

(b) Human Resources Committee

Cllr Hutton reminded Members that the Clerk recruitment advert has been published and shared via various social media and other sources. Cllr Bilbe agreed to provide contact details to the Locum Clerk for Guildford Borough Council's HR department to circulate among staff there.

(c) Communications Working Group

It was agreed that areas in need of discussion by the Working Group continue to be how to effectively share information with the wider public and how the Villager magazine should be distributed.

(d) Events Working Group

Cllr McLeod reported that the Working Group have met and agreed the main events for next year and proposed budgets for them.

(e) Manor Fruit Farm Working Group

Cllr Mitchell reported that she will follow up with Cllr Howarth over the liaison with Jon Pick regarding the car park lights issues.

(f) Highways

In Cllr Galloway's absence, there was no update.

C-140

ESTATES & FACILITIES COMMITTEE

(a) Manor Fruit Farm

Cllr Mitchell outlined the request from the Bowls Club to place a reflector disc on one of the posts to aid with navigation out of the car park.

RESOLVED: Members agreed to the request, with any costs to come from the Bowls Club.

(b) Handyman and Litter Picker contracts

The draft contracts had been circulated in advance of the meeting. Members discussed the content and made some minor amendments to the original draft.

RESOLVED: Members agreed the amended contracts.

(c) Network Rail picnic bench

Cllr Mitchell reminded Members of the letters that were written to residents of Orchard Close and Orchard Way regarding the siting of a picnic bench. Ten residents had replied, and while grateful for the offer, none considered it a suitable location, suggesting Manor Fruit farm would be more appropriate.

RESOLVED: Members agreed to Network Rail placing a picnic bench on Manor Fruit Farm and replacing the bench on Westwood Lane.

(d) Community Service Workers

The paperwork has been completed, and the next step is to agree some dates and the frequency of visits.

RESOLVED: Members agreed to delegate to Cllr Mitchell and the Locum Clerk to agree the dates, suggesting a monthly visit for the first three months of 2022.

(e) Normandy Common

Cllr Mitchell reminded Members of the annual tenant bills for the sports clubs.

RESOLVED: Members requested the Locum Clerk send the invoices for the agreed amounts.

C-141

FLOOD FORUM

Cllr McLeod reported on the meeting that took place earlier in the month. As it had been over a year since the last meeting, it was used as a chance to refresh the forum, and it was good to see very positive approaches from attendees from the other partner organisations. Some of the historic issues will continue to be monitored over the winter months, and the next meeting is scheduled for February.

C-142

VILLAGE SURVEY

Cllr McLeod updated Members on the topic areas for the questions and reminded them of the need to circulate in January as previously advertised. Some plastic boxes have been purchased to place copies of the survey at strategic points around the village, and it will be widely available via social media channels and the council website.

In response to a request from the Archery Club for a specific question, members agreed the more generic question about the expansion of sports facilities was more appropriate for the survey.

RESOLVED: Members agreed the survey content and that Cllr McLeod will work with Anna Beuden to progress this and publish in January 2022.

C-143

NORMANDY COMMUNITY SHOP AND CAFÉ

Cllr Hutton updated Members that work was continuing to meet the funding conditions, which relate to confirming the sub-lease and dealing with some minor planning conditions.

The Locum Clerk confirmed that he had provided details of the council's solicitor to Gary Phillips, who is leading the next phase of the work. Cllr Hutton requested that if any decisions are needed from the council, these are dealt with as quickly as possible.

In terms of the work, ground surveys are expected to take place towards the end of January, with excavations at the end of February/early March.

Members agreed to include an update on the progress as a standing agenda item at council meetings in the future.

C-144

EXPANSION OF THE AONB

Cllr Hutton reported that he had attended a meeting, the notes of which have been circulated to Members. The process is being led by Worplesdon Parish Council, with the plan to engage a consultant to consider the impact of the expanded AONB on the areas which could be included. The cost of the consultant will be shared between the Parish Councils involved, with the share for Normandy anticipated to be £1,500.

RESOLVED: Members agreed to be included in the group and to contribute £1,500 towards the cost of the consultant. Cllr Hutton will represent the council at future meetings and liaise with the Normandy Action Group (NAG) to ensure their views are included.

C-145

COUNCILLOR VACANCY

The Locum Clerk confirmed that at least ten electors have contacted Guildford Borough Council requesting an election, which is likely to take place in February 2022. The council need take no further action at this point, and the various notices will be sent out by GBC in due course for display.

RESOLVED: Members considered the issuing of poll cards, but decided the cost was unnecessary and the council will use its website and social media channels to advertise the election date once known.

C-146

This was a duplicate item on the agenda and was not discussed.

C-147

FINANCE

RESOLVED: Members agreed the following payments. The proposed renewal of the CCTV maintenance was deferred pending confirmation from Cllrs Howarth and Pryke as to whether the arrangement will be renewed.

Payee	Purpose	Amount
Staff salaries	December salary	£238.60
Staff salaries and expenses	November salary amendment	£194.70
	Expenses	£36.49
Eibe Play Ltd	Repair of zip wire and landing boards	£1,920.00

CME Digital	Word Press Maintenance – Dec 21	£108.00
Trustees of RBL Normandy Branch	Room hire for budget meetings	£35.00
Amy McLeod	Reimbursement for bonfire event expenses	£153.60
A Beams	Locum Clerk – Dec 21	£1,050.00

C-148

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

Cllr Coomber raised the issue of arranging the Parish Assembly and the Volunteers Event. Members agreed that in the current heightened pandemic, these items should be deferred for discussion until a later date.

There being no further business, the meeting closed at 9.20 pm.

Appendix – Surrey County Councillor Keith Witham - Report to Normandy Parish Council December 2021 *

Firstly, just to summarise my email from yesterday, **GREAT NEWS** about the £ half-million pound grant from Surrey County Council for the building of the Normandy Community Shop and Cafe from the “Your Fund Surrey”. Well done to all involved. And thank you to everyone for their supportive comments. https://nextdoor.co.uk/p/7mGBWZs_Xz7m?utm_source=share&extras=MTc1OTIxODc4OTYwOTg%3D

Update re local bus routes ...

In previous newsletters I have reported that Arriva Buses announced that they are to close their Guildford Depot and discontinue the local routes they run. Surrey County Council has confirmed that Stagecoach buses have agreed to take over a number of routes, from 18th December, including locally the 91 from Woking to Pirbright, Worplesdon and Guildford. And the 34/35 from Guildford to Woking.

Winter is here and with it, can bring difficulties for those who are vulnerable in our communities. Please help to identify those who need help. If your neighbours are elderly or may be considered vulnerable, please let them know about the **FREE Safe and Well Visits!** Help them to stay safe at home this winter!

But Safe and Well visits are not just designed for the elderly and vulnerable! If you are concerned about fire safety in your home for any reason, whether it be smoke alarms, escape routes, CO alarms or general worries, help is at hand!

Visit <https://orlo.uk/eYL7x> for more information.

[0800 085 0767](tel:08000850767)

[07971 691898](tel:07971691898)

Consultation - The Surrey Minerals and Waste Plan ...

The Surrey Minerals and Waste Plan outlines how Surrey County Council plans to ensure that there are enough minerals for construction in Surrey and enough facilities to manage our waste.

Residents are being asked to share their views on the new 15-year draft plan which sets out issues and options, by completing the consultation survey <https://www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste/local-plan>

Proposals include:

- More waste management sites or maximising the ones we have
- Managing waste that cannot be recycled
- Considering sites where waste is stored temporarily before recycling, treatment or disposal
- Whether we have enough facilities to deal with sewage
- Increasing our recycling facilities
- Providing adequate composting facilities
- How best to source minerals to support industry need
- Providing sand and gravel for our roads, schools, hospitals, and houses.
- How we deal with food waste from homes and restaurants
- Providing minerals including silca sand, clay, chalk and building stone
- Making sure we are helping tackle climate change and biodiversity loss
- Making sure we protect the countryside and public amenities.

SCC's Minerals and Waste Plan will ultimately guide the council's decisions about future planning applications relating to minerals and waste management. It will ensure we have the minerals we need to build important infrastructure such as new roads and schools and determine how we will deal with the waste we produce. It will also provide for development that mitigates against and helps Surrey adapt to climate change, and combats biodiversity loss. Please do get involved and share your thoughts on these important areas."

The Consultation is open until March 2022.

Surrey flooding ACTION ...

Surrey County Council recognises the misery and upheaval that flooding can bring to lives and livelihoods, that's why SCC is investing £270 million to boost flood resilience across the county, including a £237 million contribution to the River Thames Scheme which will help to:

Ensure that homes and businesses across Surrey are better protected against flooding

Make road, rail, power and water networks more resilient

Contribute to a vibrant local economy

Enhance the social and environmental value of the river

More information here <https://bit.ly/3kDtJPY>

Police roundup ...

Surrey Police HQ ... Good news from Lisa Townsend, Police and Crime Commissioner for Surrey. The Commissioner has announced that the HQ of Surrey Police is to remain in Guildford. There had been proposals for it to be moved to Leatherhead, which have been cancelled. For more details see: <https://www.surrey-pcc.gov.uk/surrey-police-headquarters-to-remain-in-guildford-following-landmark-decision/>

More Police Officers on the way ...

Over 11,000 extra police officers have been recruited across England and Wales since 2019 as part of the Government's pledge to recruit 20,000 additional officers.

Surrey are committed to an extra 150 Police officers and staff, and Lisa Townsend announced that over 100 have now joined the force. For more info: <http://www.joiningthepolice.co.uk>

"What do I get for my Council Tax?" ...

Part of the costs of Surrey Police are met from your Council Tax. What benefits do you get for the Council Tax contributions made? More local police officers, dog handlers, contact handlers, rural crime officers, a dedicated team stopping county lines drug dealing, support for survivors of domestic abuse... and much, much more. **Here's a "Thankyou" from some of those who serve:** <https://www.facebook.com/109784252441184/posts/4551732064913025/>

Useful links for the Winter ...

HIGHWAYS RELATED ISSUES.

One of the most useful links there is on the Surrey County Council website gives reporting information for a whole range of highways issues. See: <https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/report-a-highway-problem>

For current seasonal highways matters please visit <http://www.surreycc.gov.uk/highwaysinfo>

Roadworks. A really useful source of information about roadworks is <https://one.network/> Most works on the roads are carried out by one of the utility companies - Gas, Electricity, Water or Telecomms - or are Surrey Highways own works for the repair of roads. Just type in the name and location of the road and they will be shown - what, why, and when.

FLOODING

If you have a flood related question:

- If there is a threat to life – call 999
- If there is road flooding – call Surrey Highways - [0300 200 1003](tel:03002001003)
- If sewers and foul water are involved – call Thames Water -0800 [316 9800](tel:3169800)
- If a main river watercourse is involved – call the Environment Agency - [0345 988 1188](tel:03459881188)

Which agency can help depends on the query, but depending on the type of enquiry - **If your enquiry is not urgent** - you can also contact the SCC team via flooding.enquiries@surreycc.gov.uk

There are also local Flood Forums in Normandy, Pirbright and Worplesdon Parishes. They collate locations of concern and liaise with the statutory authorities about local flooding hotspots. Contact is via the relevant Parish Council.

COMMUNITY RECYCLING CENTRES - OPENING HOURS UPDATE Including Slyfield, Guildford and Martyrs Lane, Woking.

From Saturday 4th December, community recycling centres will revert to their normal weekend opening hours of 9am.

More information available here: <https://orlo.uk/j0HeQ>

Keith Witham

Surrey County Councillor, Normandy

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*** Any opinions contained within the report are those of Cllr Witham and not of Normandy Parish Council**