

# 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 20 JANUARY 2022** at 7.35 pm.

**Committee Members present** Paul Howarth, Amy McLeod, Philippa Mitchell and Pat Tugwell

**Non-committee members present** Andy Beams (Locum Clerk), 1 member of the public

## **EF-36 APOLOGIES**

**RESOLVED:** Apologies were received and approved from Cllr Ben Pryke.

## **EF-37 DECLARATIONS OF INTEREST**

None.

## **EF-38 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** The minutes of the meeting of 21 October 2021 were approved as a true record

## **EF-38 QUESTIONS FROM THE PUBLIC**

None

## **EF-39 NORMANDY COMMON**

Cllr Mitchell informed Members that a quote to update the Land Management Plan has been obtained from Surrey Wildlife Trust for £1,630. The importance of having an up-to-date plan was emphasised, to ensure native and rare species are carefully managed and retained in the areas. Cllr Mitchell has met with representatives of the Friends of Normandy Wildlife Group, who are keen to work with the council. It was agreed that the council should lead on all land management matters, working with any groups happy to provide support. A decision on agreeing the cost of updating the plan was deferred until the results of the village survey are received.

The Land Management Working Group meeting had been cancelled, and an item on the agenda for Full Council next week will be to seek additional councillor membership of the Working Group moving forwards, with ideally either three councillors or two councillors and the Clerk being members.

Cllr Mitchell reported that there is a broken window at the pavilion and the overflow pipe needs fixing. It was agreed these were items the handyman could be asked to fix once appointed.

The Locum Clerk agreed to chase the outstanding amounts due from tenants at Normandy Common and provide an update to the next committee meeting.

Members discussed the responsibilities for management of trees where they overlook a private property. The Locum Clerk confirmed that if the trees are on Parish Council owned land, then they are our responsibility and should be managed in line with any tree survey and/or management plan.

## **EF-40 MANOR FRUIT FARM**

### **(a) Update on Manor Fruit Farm**

Cllr Mitchell had requested ideas for the planting of the trees offered by Surrey County Council (SCC) as part of the Platinum Jubilee events. Suggestions received included along Orchard Close on the grass verges, although permission for these will need to be sought from SCC. Cllr Mitchell suggested the whips be planted inside the fence backing onto Manor Fruit Farm, with them being managed and maintained at fence height in future to provide some screening. The member of the public present pointed out the

damaged chestnuts on Manor Fruit Farm and suggested they could be replaced if suitable trees are provided by SCC. Other locations suggested included screening the container, and an application to the Woodland Trust could be made to obtain trees to plant in front of the bramble patch. It was agreed that all trees received should be located within Manor Fruit Farm, with exact locations to be decided once the types of trees are known.

**(b) Peace Garden**

Cllr Tugwell suggested the council could consider sponsorship and placement of plaques in the Peace garden, to help with the general look of the area. The ongoing maintenance could be a role completed by the Handyman, possibly with a group of volunteers.

**(c) Maintenance by residents on areas adjacent to their land**

*Cllr McLeod declared an interest as her property backs onto Manor Fruit Farm.*

Members discussed some of the problems experienced and agreed that the council should consider a policy detailing what is permissible. Previous letters from the council to residents had been considered 'heavy-handed' and it was agreed that Cllr Mitchell will draft a polite reminder letter to residents affected and circulate to Cllr McLeod and the Locum Clerk to check. It was also agreed to include this within the next edition of the Villager.

**EF-41**

**ALLOTMENTS**

Cllr Mitchell updated Members with the contents of Cllr Coomber's report on the allotments. There were thirteen plots occupied at present, with interest in some of the vacant plots. Members discussed the idea of implementing a deposit scheme, as used by lots of Parish Councils, to discourage tenants returning their plots in poor condition.

Cllr Coomber had suggested that the greenhouse on plot 14 could become a common facility for all allotment holders, but Members agreed that this would be difficult to manage and agreed not to proceed with this idea.

Cllr Coomber's report included the proposal that tenants could upgrade/downgrade their plots to larger or smaller sizes as required but could not simply request to swap to a different plot of the same size. The idea of forming an allotment association was considered, to allow the tenants to discuss common issues and report as a group to the council. This will be taken forward through discussion with the existing tenants to gauge interest in the idea.

The suggestion of the council arranging a skip was discussed and agreed as a one-off for this year to allow for the removal of larger items from the allotment site.

The space between the car park and the allotments was discussed, to consider whether more plots could be placed in this area or whether additional car parking was required. This could be an item for the allotment association to consider once formed.

The perimeter hedges and fence posts in need of maintenance will be passed to the Community Support Workers to deal with.

Concerns were raised regarding the trees around the perimeter which are very close to the overhead power lines. The Locum Clerk was asked to contact UK Power Networks to request they be cut back.

**RESOLVED:** To implement a £50 deposit for all new allotment holders, repayable upon the return of the plot in reasonable condition.

To allow tenants to request an upgrade/downgrade of plot size, but not to allow tenants to swap plots when one becomes available.

**EF-42**

**NORMANDY POND**

The Locum Clerk confirmed that he had not yet had time to review the agreement and will work on the redraft and circulate to members for consideration.

**EF-43**

**CONTRACTS**

**(a) Land Management contract**

Cllr Mitchell had circulated the quotes received prior to the meeting and provided her recommendation to Members. Some aspects of the included work could be dealt with by other parties, and agreement to

continue to cut the paths at Manor Fruit Farm (at the cost of the fuel) was given by the member of public present

**RESOLVED:** Members agreed to award the land management contract to NJL for a period of one year, with a one-year extension option. The hay cut at Manor Fruit Farm will be completed by Paddock Services.

**(b) Handyman and Litter Picker**

The Locum Clerk provided details of the four interested parties for the handyman contract, although no-one had come forward about the litter picking contract.

**RESOLVED:** Members agreed to award the handyman contract to Chris Smith-Keary at his quoted hourly rate. The litter picker contract will be advertised in the next edition of the Villager.

**EF-44**

**FINANCE AND BUDGET**

Cllr Mitchell confirmed that there is an anticipated underspend for the current year's committee budget, although provisions to earmark funds for ongoing projects have been included within the planned budget for 2022/23, which will be considered at the January council meeting. It was confirmed that once the budget is set, the committee retains the power to move funds around within the budget codes it controls if required, but the total expenditure budget will be fixed.

**EF-45**

**OTHER ITEMS**

Cllr Mitchell updated Members on the remaining agenda items not already covered during the meeting. Cllr Hutton had met the Network Rail representatives on site regarding the donated benches and these will be placed on Manor Fruit Farm and at the Peace Garden. The donated sleepers will be placed by the container. The replacement roadside bench will be placed where the existing concrete base is on Westwood Lane.

The Locum Clerk confirmed that all required paperwork for the Community Support Workers has been completed, and a date is now to be agreed for the first visit. He agreed to chase the CSW contact for this and inform Members once received.

**EF-46**

**MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

None.

There being no further business, the meeting ended at 9.50 pm.