

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, GUILDFORD ROAD** on **THURSDAY 21 APRIL 2021** at **7.35 pm**.

Committee Members present

Cllrs Amy McLeod, Philippa Mitchell and Pat Tugwell

Non-committee members present

Cllr Bob Hutton, Andy Beams (Locum Clerk), 1 member of the public

EF-58 APOLOGIES

None.

EF-59 DECLARATIONS OF INTEREST

None.

EF-60 MINUTES OF THE PREVIOUS MEETING

RESOLVED: The minutes of the meeting of 10 February 2022 were approved as a true record.

EF-61 QUESTIONS FROM THE PUBLIC

None.

EF-62 REPORTS FROM OTHER AUTHORITIES

This item was held over for discussion at the council meeting next week.

EF-63 NORMANDY TENNIS CLUB

Cllr Mitchell reported on a meeting held with the Tennis club. They have 3 proposals for paddle tennis courts adjacent to the existing courts. Two of these would require removal of trees and the other be immediately adjacent to existing play features. Manor Fruit Farm was also visited as a potential alternative. The club have been invited to attend the council meeting next week to present their ideas.

EF-64 COMMENTS FROM SURVEY RELEVANT TO ESTATES

Following the prioritisation meeting, the comments have been noted as part of the review of actions for the next twelve months. The idea of a Multi-Use Games Area (MUGA) was raised, with the potential of applying for funding from Surrey County Council. It was suggested that a proposal for this goes to full council after the May meeting. It was noted the strength of feeling within the survey for conservation issues on the council sites.

EF-65 MANOR FRUIT FARM

(a) Handyman works

It was noted that the Handyman has completed notable works already, including at the football pavilion, where he has fixed the broken window and cleared the gutters of leaves. The toilet leak has been rectified, and he has fixed the northern shelter at the Peace Garden.

The notice boards at Manor Fruit Farm & Willey Green have been sanded and varnished.

Two rotten steps on bridge have been replaced at Manor Fruit Farm.

It was agreed that the Clerk will coordinate a list of works for the Handyman and report to the committee at each meeting with progress

(b) Peace Garden

Cllr Tugwell agreed to liaise with the Clerk regarding the ongoing upkeep and improvement ideas for the Peace Garden. It was noted that Cllr Coomber has offered to build planters for free if the council covers the cost of materials, and it was agreed these would be suitable for placement in the Peace Garden. Cllr Tugwell and the Clerk to follow up with Cllr Coomber to agree the size and number of planters required.

(c) Tree planting and composting

Cllr Mitchell reported that an amount of compost has been donated to the council. Previous discussions had considered adding some trees to the area where the bramble bund is. Cllr Mitchell suggested approaching the Woodland Trust for trees for the area, and Members agreed this was a good idea. The Community Shop have offered the potential of replacing three horse chestnut trees on Manor Fruit Farm which would likely be planted in the autumn.

RESOLVED: It was agreed that Cllr Mitchell will work with the Clerk to progress the Woodland Trust application.

(d) Flooding issues

It was noted that the Clerk and Locum Clerk had met with a resident who had raised concerns over flooding issues potentially caused by debris falling from trees on the Parish Council side of the stream. The Locum Clerk confirmed that debris was in the stream, although it was not possible to confirm which side of the stream it had come from. The Locum Clerk also noted that due to the gradient of the land on the opposite side of the stream, water came from there towards the stream which added to the flood risk. Members agreed to add to the handyman list to visit the area and determine if he could clear any debris and schedule an annual visit to check the area.

(e) Resident communication

The Clerk has sent most of the letters and dealt with a response from a resident. The other letters will be delivered soon.

EF-66

NORMANDY COMMON

(a) Tenant payments

It was confirmed that the only outstanding amount due was from the football club. The Locum Clerk will chase again for the outstanding payment.

(b) Football club and pavilion

Reason for not having a junior side is that the condition of the pitch is unsuitable for extended use, although it had previously been reported that the club did not want to run a junior side. It was agreed that Cllr Hutton will contact the football club to re-establish a relationship and determine future requirements. The Locum Clerk agreed to provide a template agreement between a council and sports club for use of a recreation ground to base a new agreement on.

(c) Management Plan

Cllr Mitchell reported that the agreement has been sent out with the survey due to take place over the summer and a report to come back to the committee for review in the autumn.

(d) Pond agreement

The Locum Clerk confirmed that he had not yet reviewed the agreement and agreed to ensure this was completed.

(a) New allocations and condition of existing plots

The Clerk is in process of allocating any remaining plots. The Locum Clerk agreed to check the bank statement to confirm who has paid and forward the information to the Clerk and Cllr Mitchell.

(b) Planned Community Support Workers tasks

The Community Safety Workers were due to start in March but have been delayed for a variety of reasons. Work was scheduled to be done on the hedgerows during the nesting season. The Locum Clerk confirmed that we must advise them to delay until after the nesting season has finished. Cllr Mitchell to advise them accordingly.

(c) Effective working with allotment tenants

There is evidence of rubbish being dumped on a large pile at the site. Cllr Mitchell suggested obtaining a skip and then reminding plot holders that non-vegetation waste must not be dumped on site. Cllr Mitchell will liaise with the Clerk to organise the skip and send letters to allotment tenants advising them of the date and reminding them of their responsibilities. It was reported that there was little appetite from the allotment holders for anyone to represent them to the council, apart from one lady. The Clerk will speak with Cllr Mitchell and follow up if the lady would like to take on this role.

QUINTA COTTAGE

It was reported that the garage at Quinta Cottage is on land owned by the council. The lease has 68 years remaining, and as the property is being sold, a new 99-year lease is being sought. It was noted that part of the garden at Old Thatch is also on council land and subject to a lease. The Locum Clerk agreed to contact the council solicitor and check all current leases in place on council land and seek advice on the considerations needed to agree an extension to the Quinta Cottage lease.

TREE SURVEY

Cllr Mitchell reported that a second quote has been obtained, which is more than double the original one received, and recommended agreeing the original contractor be appointed to complete the work.

RESOLVED: Members agreed to appoint Gavin Jones to complete the tree survey.

MAINTENANCE

Cllr Mitchell reported that Rachel Cunningham is to be appointed as the contracted litter picker, working 20 hours per month at a rate of £12 per hour. The issue of insurance for working at the roadside was raised, and the Clerk is to contact Rachel to ask her to investigate the cost of obtaining sufficient insurance cover, and present this to the next council meeting to consider paying for.

NETWORK RAIL

Cllr Mitchell reported there had been no further contact from Network Rail, who are due to provide a bench and some sleepers. Cllr Mitchell will chase them up, and investigate whether the bench could be wheelchair accessible, as the lack of suitable wheelchair facilities was noted in the village survey results.

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

Cllr Mitchell asked if the committee should be doing anything in relation to the asset register. The Locum Clerk confirmed that with the assistance of Cllr Hutton, the register has been revised into a more effective format as part of the financial year-end processes, and that he and Cllr Hutton will now review it for accuracy of information. Once a clear picture has been obtained, those assets under the remit of the committee will be identified and will need to be reviewed in terms of their current condition.

There being no further business, the meeting ended at 9.05 pm.