

# 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 11 August 2022** at **7.00 pm**.

**Committee Members present** Cllrs Philippa Mitchell, Pat Tugwell, Paul Chillman, Bob Hutton (ex-officio)

**Non-committee members present** Gary Kirk (GBC), Amanda Pick (Parish Clerk), 2 members of the public

**EF-87 APOLOGIES**

Apologies were received from Councillors McLeod and Howarth

**EF-88 DECLARATIONS OF INTEREST**

None.

**EF-89 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** The minutes of the meeting of 9 June 2022 were approved as a true record.

**EF-90 QUESTIONS FROM THE PUBLIC**

None.

**EF-91 BINS (NVH)**

(a) The clerk circulated an audit of the 40+ parish bins ahead of the meeting. Rubbish bins now have dual purpose, separate dog poo bins are not necessary. The Committee was grateful to hear from Gary Kirk, from GBC in relation to the bin emptying contract available from the Council and the associated charge to empty them. Based on the current number of bins this equates to just over £5k per annum.

**RESOLVED:** It was deemed appropriate that there must be a balance between providing adequate number of bins verses the costs to empty each bin. It was agreed the number of bins in the parish should be reduced where suitable, such as areas where there are duplications. Councillors delegated to the Clerk to decide which bins are to be removed and to seek a contractor for this purpose. The Clerk will prepare signage and an article for The Villager with a reminder that there is a Public Space Protection Order in Guildford Borough which states offence not to immediately clean up after your dog.

(b) The Council currently provides poo bags in dispensers across the village, free of charge. The bags currently in use are high quality and very expensive. There is the concern that people are not using the bags as emergencies but as their only supply, then when the dispensers are empty blaming the Council for not being able to pick up after their dog.

**RESOLVED:** the committee resolved that the council should continue to provide poo bags but reduce the number of dispensers and downgrade the quality, and therefore the cost.

(c) Normandy Cricket Club pay for glass recycling every fortnight and would like to increase this to also include cardboard and paper. They would like to know if the Council would contribute towards the associated costs.

**RESOLVED:** The council was concerned that paper and card would encourage fly tipping, this is not something that has been budgeted for and will not be supported at this time.

(d) The charity, Cherry Trees, would like to place one of their fundraising clothes recycling bins in Normandy.

**RESOLVED:** The Clerk will issue an agreement to Cherry Trees for a 6-month trial for a metro sized bin

**EF-92**

**PLAY AREAS**

(a) Repairs and replacements updates

**RESOLVED:** (i) The clerk is in the process of forming contracts for repairs highlighted by the annual inspections of the play areas and the fitness equipment (ii) It was agreed that Council will do an in house inspection on the trim trail within the next month, the clerk will book the trim trail in for ROSPA inspection next year.

(b) Improvements and future planning

The play area at MFF reaching the end of its life span

**RESOLVED:** (i) Previous minute EF-80(e) resolved to ask residents if a MUGA was a desired asset for the village, councillors agreed to expand this to gauge support for new play area, a project over the next couple of years to develop play facilities at MFF (ii) Committee to seek to set up a community group that works with NPC in a long term project of the redevelopment of the MFF play area, and in due course Normandy Common and any additional play features.

**EF-93**

**NORMANDY COMMON**

- (i) Management Plan
- (ii) Tennis club
- (iii) Football pavilion
- (iv) Normandy Pond: Agreement and fishing
- (v) Quinta Cottage/Old Thatch – lease extension

**RESOLVED:**

- (i) Surrey Wildlife Trust are considering their availability to carry out a management plan, members agreed the clerk should book in for as soon as they have availability.
- (ii) Article from the tennis club prepared for publication in The Villager to gauge local thought on the proposed padel court from Normandy Tennis Club
- (iii) The clerk to arrange to close down the building and inspect weekly inline with insurance policy.
- (iv) No progress at this time
- (v) No progress at this time

**EF-94**

**MANOR FRUIT FARM**

- (i) Repair of bridge by Peace Garden
- (ii) Tree planting
- (iii) Guildford Archery Club's development plans
- (iv) Planting for the Peace Garden
- (v) Parking & traffic concerns
- (vi) Container safety concerns
- (vii) CSW projects at MFF

**RESOLVED:**

- (i) The clerk is to develop an accessibility project for Manor Fruit Farm; seek options for quotes and funding to move bridges via a tender process to make them more accessible
- (ii) It was determined the council would seek to engage local families in a community event to plant the trees
- (iii) The club plans are in preliminary stages as this is a 5-10 year project, no action required currently
- (iv) The council will seek to combine the planting of the climbing roses for the Peace Garden at the tree planting event if the timing is right for the specified plants. The development of Peace Garden will be part of accessibility project for Manor Fruit Farm.
- (v) 5 MPH signage arrived and ready to be located on MFF

- (vi) Purchase of 'Caution' signage delegated to Clerk
- (vii) CSWs not currently available to do the clearing behind the Therapy so The Clerk will request a quote for strim and clear of the ditches from our land management contractor.

#### **EF-95 WORKING GROUPS**

Updates were received from the working groups

- (i) Manor Fruit Farm
- (ii) Land Management

##### **RESOLVED:**

- (i) (a) Councillors will agree a payment model for including the shop in the MFF community resident fees once prepared by Councillor Chillman to present to the MFF residents (b) contractors for hay making considered, agreement was made on the successful contractor and will be engaged by the clerk
- (ii) Meeting was delayed and will be booked for September

#### **EF-96 ALLOTMENTS**

To receive an update on:

- (i) Allotment plot allocation
- (ii) Proposal of a refreshed allotment agreement
- (iii) Proposal of an annual working party

##### **RESOLVED:**

- (i) There has been a slight change in allotment allocation, all are offered out but still awaiting some signed agreements which the clerk is chasing. Members agreed the retrospective water bill charges
- (ii) Members agreed clerk will prepare a final copy of the allotment agreement for the new tenancy year and send out in September
- (iii) Members agreed an annual working party should form part of the allotment agreement, clerk is to make arrangements for the 2022 working party

#### **EF-97 TREE SURVEY**

**RESOLVED:** clerk is to continue to seek a company to award contract to as a matter of urgency

#### **EF-98 MAINTENANCE**

- (i) handyman
- (ii) litter picker

##### **RESOLVED:**

- (i) the clerk has an updated job list to send the handyman
- (ii) it was agreed the clerk would arrange for a litter picker

#### **EF-99 GRANT AID**

**RESOLVED:** It was agreed Councillor Chillman would lead the project for 2022 and 2023, supported by Councillor Mitchell and the clerk

#### **EF-100 ALLOCATION OF WORK**

Estates & Facilities Committee has a huge amount of work that needs under taking

**RESOLVED:** It was agreed the action list would be distributed to the committee members so they can assist in completing some of the tasks.

#### **EF-101 MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS**

Progress on bin emptying, including dog bins to be on next agenda

There being no further business, the meeting ended at 10.45pm.