

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 13 October 2022** at **7.30 pm**.

Committee Members present Cllrs Philippa Mitchell, Amy McLeod, Paul Chillman, Paul Howarth, Dabeer Ahmed
Non-committee members present Amanda Pick (Parish Clerk)

EF-102 APOLOGIES

Apologies were received and accepted from Councillor Tugwell

EF-103 DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr Howarth in relation to point EF-109(iii), non-pecuniary, and from Cllr McLeod in relation to EF-113(i), which is pecuniary. For transparency it was also noted that the Clerk has a pecuniary interest in EF-113(i).

EF-104 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the meeting of 11 August 2022 were approved as a true record.

EF-105 QUESTIONS FROM THE PUBLIC

None.

EF-106 BINS

- (a) The clerk circulated the refreshed audit of the parish bins ahead of the meeting and notes for next steps to consider. A resident has requested a dog poo bin somewhere along Westwood Lane, and has suggested a location as noted in the audit
- (b) The bin adopted from NVH has been moved onto council land. This is an open bin and there has been ongoing problems with local wildlife accessing and pulling litter from the bin.
- (c) At the previous Estates meeting the members agreed to the placement of a charity clothes bin on Normandy Common by the cricket club.

RESOLVED:

- (a) Dog faeces is not an issue in the area so concluded the additional expense is not necessary at this time.
- (b) The members agreed that a bin with closed apertures would resolve the issue and authorised a budget of up to £850 purchase.
- (c) The charity clothes bin will not be situated on Normandy Common as the providers felt the location was too remote.

EF-107 PLAY AREAS

Members were pleased to hear from the Clerk that the minor repairs have been completed but there remains a couple of the bigger replacements still in progress.

RESOLVED:

The newly appointed Assistant Clerk has taken on responsible for play area inspections and repairs and the Clerk will support her to progress the matters as a matter of urgency.

EF-108

NORMANDY COMMON

- (i) Management Plan progress
- (ii) Tennis club updates
- (iii) Football pavilion future usage
- (iv) Normandy Pond

RESOLVED:

- (i) Surrey Wildlife Trust have completed the refresh of the management plan and we anticipate receiving it within a couple of weeks, the committee can then act on any actions required.
- (ii) Legal agreement for the tennis club has still not found, the council have found some historic details of a different solicitor, so contact is being made to investigate with them. Council to seek a copy from the club. It would appear the club have not paid their annual peppercorn rent of £10pa, Cllr Ahmed will look at the cricket club lease to use as a basis for a new tennis club lease if required, as there is the assumption each lease would be on the same lines.
There are a number of responses still coming in regarding the Padel Court – once collated they will be referred to full council for a response.
- (iii) The council have been approached by Normandy Rounders Club asking to hire the pavilion over the summer season. The committee agreed on the following terms;
 - a fee of £10 a week for the season
 - they will need to do their own ground markings if needed
 - the grass is contracted to be mowed every 2 weeks during summer, if they seek more they will need to action this themselves
 - the fee would be for toilets, kitchen use and storage but no shower usage.The Clerk will prepare an agreement for the summer '23 season.
The Council need to get an electricity meter reading and send to suppliers, the clerk is to ask the handyman for this on his next weekly check of the building.
- (iv) Wellers Law Solicitors have advised they have a pond trust deed on file. Bob will get back to solicitors to see what this document is.

EF-109

MANOR FRUIT FARM

- (i) Tree planting update
- (ii) CSW projects at MFF
- (iii) Review market on the green

RESOLVED:

- (i) Event booked for planting trees on 3 December 11am-3pm, Normandy Village Hall has been booked in order to be able to make hot drinks and for toilet usage. The committee discussed this may be an opportunity to collectively decorate the village Christmas tree. Suggest a joint event with shop and café and Normandy Therapy Garden. Social media. 420 tree Woodland Trust, 120 SCC.
- (ii) Community Service Workers have attended MFF on two occasions clearing the ditches, but they continue to be unreliable due to their internal staffing issues. Our current contractor NJL has quoted, and we are anticipating a quote from Toby Meadows. The committee would like to ask the handyman for an additional quote. Philippa will send other projects to the councils contact at the Justice Department and copy the Clerk in.
- (iii) The Friday market is currently on the hard standing when the weather is wet and there are no current issues. Road signs stating '5mph children playing' have been placed.

EF-110

WORKING GROUPS

Updates were received from the working groups

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

RESOLVED:

- (i) The new Normandy Shop and Café needs to be included within the payments for the principle running costs of MFF. Percentages were debated and the split of 46% / 15% / 15% / 8% / 8% / 8% was agreed. The council will contact MFF residents again in relation to future maintenance costs for the next financial year April 23-24.
- (ii) There seems to be no long term funding plans in place for future maintenance or replacements of any assets, the committee therefore determined the council requires 5-10 year maintenance plan. The chair of Estate will prepare the plan and seek advice from the Finance & Governance Committee, the Clerk will add to their next agenda.

EF-111

ALLOTMENTS

To receive an update on:

- (i) To agree an amendment on the allotment agreement
- (ii) To discuss future development of allotments including the working party

RESOLVED:

- (i) Member discussed if the Council should waive the deposit for existing allotment holders who have contacted the clerk to advise they are unable to afford it due to the cost of living crisis. This was agreed.
- (ii) There is a need to replace the fence, but no budget has been allocated for this. The committee will seek quotes for next year in order to seek possible funding options.

EF-112

TREE SURVEY

RESOLVED: due to be completed next week

EF-113

MAINTENANCE

- (i) This matter was dealt with at the end of the meeting due to the pecuniary interest of Cllr McLeod.
- (ii) The litter picker contract can be covered under the new insurance, the Clerk circulated the Risk Assessment and draft contract for approval.

RESOLVED:

- (i) Moved to the end of meeting.
- (ii) There were a number of interested parties for the litter picker contract, but no one was keen on the previous terms. The council has since renewed its insurance policy and labour-only contractors will now be covered. The Clerk will email the potential applicants and seek to commence contracts. Members are asked to read the risk assessment and to email approval or suggested amends to the Clerk by the end of the day Tuesday.

EF-114

ALLOCATION OF WORK

RESOLVED:

Councillor Ahmed is supporting with the inspections for the play areas
Councillor McLeod is supporting on the future play areas developments
Councillor Chillman is supporting the working groups and finance
Councillor Ahmed is supporting on the allotments fencing

EF-115

BUDGET PLANNING

RESOLVED: The committee agreed to create a working party to discuss budget for the precept. The committee has asked the Clerk to request the RFO transfers addresses of all bills to the parish office so we have access to the information.

EF-116

MATTERS FOR INFORMATION OR FUTURE AGENDA ITEMS

Councillor McLeod left the meeting

EF-113

- (i) The quotes for the handyman contracts were circulated to the committee. There were 5 people interested in the handyman contract but only 2 quotes came forward. Members considered the two quotes offered, it was noted that one quote was from someone related to a Councillor and the other related to the Clerk. The committee discussed the diverse needs of the council against the skills sets described within the quotes and related this to ensuring value for money. Members agreed to divide between and 15 hours for Jonathan Pick and 8 hours for Jay McLeod. The Clerk is to arrange the contracts accordingly.

There being no further business, the meeting ended at 10.13pm.