

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 9 FEBRUARY 2023** at **7.30 pm**.

Committee Members present Cllrs Philippa Mitchell, Bob Hutton, Pat Tugwell, Paul Howarth Dabeer Ahmed and Paul Chillman

Non-committee members present Amanda Pick (Parish Clerk)

EF-132 APOLOGIES

Apologies were received and accepted from Councillor Paul Howarth. It was noted that Councillor Amy McLeod has stood down from the committee and Councillor Bob Hutton has joined the committee.

EF-133 DECLARATIONS OF INTEREST

None

EF-134 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the meeting of 8 December 2022 were approved as a true record.

EF-135 QUESTIONS FROM THE PUBLIC

None.

EF-136 CCTV

Cllr Howarth has made contact with a company and is investigating the options.

RESOLVED:

Action for Councillor Howarth to continue to investigate equipment and prices. The £3,500 budget will be put in ear marked reserves for the next financial year.

EF-137 PLAY AREAS

Members read an update report play areas from the Assistant Clerk.

RESOLVED:

- (i) It was noted that training has been delivered to volunteers, council staff and 3 councillors
- (ii) It was noted that repairs to the wooden play equipment on Normandy Common have been completed. Quotes are being sought for repair of the see saw which will be approx. £1800 including VAT, the quotes will be sent to committee members and agreed by the committee by email. And a quote for a replacement basket swing is also being sought. A replacement to the monkey bars on the trim trail is due in a fortnights time.
- (iii) The clerks have had an onsite meeting in preparation for the consultation and tender process for MFF play area. Either Councillor Howarth or Councillor Hutton will lead the project with the Assistant Clerk.

EF-138 NORMANDY COMMON

Members heard an update on each of the following:

- (i) Land management working group
- (ii) The land management action plan from SWT
- (iii) Sports pavilion
- (iv) Normandy Pond

RESOLVED:

- (i) The minutes of the working group were circulated to the committee ahead of the meeting. The committee agreed to install permissive horse riding signage and footpath markers as requested by the Access for Equestrians group to a maximum cost of £200, Parish Clerk to arrange.
- (ii) The Normandy Common Management Plan was received from Surrey Wildlife Trust and distributed to Normandy Common residents (cricket and tennis clubs) and committee members. Suggested works will be done over time. Councillor Mitchell will speak to the cricket club to manage the edge grass to leave it a bit longer.
- (iii) It was noted the garage for the pavilion has been cleared and the locks changed, the committee noted a skip hire was required as it was found to be full of rubbish. The pavilion will be used by the rounders team for the summer season and it will remain closed until that time.
- (iv) There is an SCC owned bridge that leads to the pond which has advanced rot in places. The clerk has met onsite with SCC and it will be replaced within the next 2 weeks. An outline quote from RoSPA has been received in relation to a pond safety inspection, the committee will consider once the quote is finalised, it was agreed the work will be carried out in the next financial year. It was noted that talks are underway with the pond trustees on a new way forward in the form of a conservation group.

EF-139

MANOR FRUIT FARM

- (i) The committee previously agreed that the Peace Garden and play area on MFF are not particularly accessible for wheelchairs or pushchairs and that a project concept improving accessibility was agreed in principle. The council should apply for a grant for accessibility works but none have been identified at this stage.
RESOLVED: Clerk will seek further grants.
- (ii) The notes from the Manor Fruit Farm residents working group were circulated to the committee ahead of the meeting. The committee were asked by the shop and café to determine the size of the parking bars, members agreed that it is too soon to comment on parking sizes until the heras fencing is taken down. Members noted that The Therapy Garden have requested designated parking spaces. This will be considered with the parking space sizes.

EF-140

ALLOTMENTS

There has been limited progress with allotments. It was noted that 7 allotment holders have not returned their agreements and 2 allotment holders have not paid their fees. 2 allotments are vacant.
RESOLVED: members agreed that the clerk will make this a priority.

EF-141

TREES

The tree works have been completed.

EF-142

LAND MANAGEMENT

Members heard an update on the land management contracts for 2023.
RESOLVED: The quotes will be agreed via email once all received.

EF-143

MAINTENANCE

Members heard an update on the maintenance tasks that have been completed by the two handymen. It was noted that Jon Pick will no longer charge VAT.
RESOLVED: Members agreed the maintenance tasks moving forward including a speed hump replacement on MFF, quote expected to be approx. £350 per pair. The clerk will obtain quotes and specifications and sent to committee members for agreement via email.

EF-144

BUDGET PLANNING

Members discussed possibilities for Ear Marked Reserves

RESOLVED: the committee chairman will prepare desired EMRs ahead of the Finance and Governance meeting in March.

EF-145

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future estates and facilities and/or committee agendas.

None noted

There being no further business, the meeting ended at 9.39pm.