

# Normandy Parish Council

Serving Our Community through working in Partnership

To Members of the Estates & Facilities Committee – Councillors Philippa Mitchell, Simon Schofield, Paul Chillman, Pat Tugwell, Jane Hill and Isa Nagle-Taylor.

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL ESTATES AND FACILITIES COMMITTEE** that will be held on **THURSDAY 14<sup>th</sup> SEPTEMBER 2023** at **7.30pm** at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**

*The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. During this meeting the public are allowed to film the Council/Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

*Amanda Pick*

**Amanda Pick**  
Clerk to Normandy Parish Council

**Publication date: 7 SEPTEMBER 2023**

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## AGENDA

- EF-013            APOLOGIES**  
To receive and accept apologies for absence.
- EF-014            DECLARATIONS OF INTEREST**  
To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda
- EF-015            MINUTES OF PREVIOUS MEETINGS**  
To receive and adopt the minutes of the council meeting held on 1<sup>st</sup> June 2023
- EF-016            QUESTIONS FROM THE PUBLIC**  
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.
- EF-017            TERMS OF REFERENCE**  
To review and agree the ToR for this committee, sub-committee and working group
- EF-018            NORMANDY COMMON**  
To receive an update and decide on next steps for the following:
- (i)            Proposals from the conservation sub-committee
  - (ii)           Normandy Common Lane potholes
  - (iii)          Pond interpretation board
  - (iv)          Pavilion / Football pitch
  - (v)           Height barrier
  - (vi)          Tennis Club lease

**EF-019**

**MANOR FRUIT FARM**

To receive an update and decide next steps for the following:

- (i) Play Area Development
- (ii) Peace Garden update
- (iii) Signage at MFF
- (iv) Accessibility of MFF
- (v) Shared costs of tenants / residents of MFF
- (vi) Normandy Shop and Café
- (vii) Bonfire clearance
- (viii) CCTV
- (ix) Wander Festival

**EF-020**

**ALLOTMENTS**

To discuss the agree next steps in relation to:

- (i) Tenancy renewal form
- (ii) Fees for 2023/24

**EF-021**

**WILDFIRE RISK ASSESSMENT**

To discuss and approve the assessment

**EF-022**

**VILLAGE SIGN**

To consider the request from Emmanuel Church re the finger pointer sign

**EF-022**

**CONCURRENT FUND GRANT APPLICATIONS FOR 2024/25**

CFGa applications from the Borough Council are now not available for the next financial year, committee to consider other options;

- (i) Allotments; perimeter fencing, noticeboard and shed replacement
- (ii) Cycle racks in the village
- (iii) Community notice board
- (iv) Pond interpretation board
- (v) Other considerations for CFGa funding

**EF-023**

**GENERAL MAINTENANCE**

- (i) To note the handyman tasks completed and agree forthcoming tasks required.
- (i) To review the handyman contracts
- (ii) To review the litter picker contract

**EF-024**

**COMMITTEE BUDGET**

- (i) To discuss the draft budget 2024/25
- (ii) Ear Marked Reserves 2023/24 & 2024/25

**EF-025**

**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.