

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 1 JUNE 2023** at **7.00 pm**.

Committee Members present

Cllrs Philippa Mitchell, Simon Schofield and Paul Chillman

Non-committee members present

Amanda Pick (Parish Clerk), 2 members of the public

EF-001

COMMITTEE MATTERS

- (i) To elect a Committee Chair

RESOLVED: Councillor Mitchell was proposed by Cllr Schofield and seconded by Cllr Mitchell. Cllr Mitchell was duly elected.

- (ii) To elect a Committee Vice Chair

RESOLVED: Councillor Chillman was proposed by Cllr Schofield and seconded by Cllr Mitchell. Cllr Chillman was duly elected.

- (iii) Members discussed who would represent the Council on the Conservation Management Sub-Committee

RESOLVED: It was agreed the Councillors to sit on this committee will be Cllrs, Mitchell and Schofield and Ahmed

- (iv) Members discussed who would represent the Council on the Manor Fruit Farm working party

RESOLVED: It was agreed the Councillors to sit on this committee will be Cllrs Mitchell, Schofield and Tugwell. Cllr Chillman will be at the meeting next week ex-officio

EF-002

APOLOGIES

Apologies were received and accepted from Councillor Pat Tugwell and Dabeer Ahmed,

EF-003

DECLARATIONS OF INTEREST

Cllr Schofield declared a non-pecuniary interest in EF-008 as he lives on Cobbett Hill Road.

EF-004

MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the meeting of 6 April 2023 were approved as a true record

EF-005

QUESTIONS FROM THE PUBLIC

None, one member of the public was in attendance re EF007 iii and was invited to comment at the relevant part of the meeting. A second member of the public was in attendance for general observations.

EF-006

NORMANDY COMMON

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

- (i) Sports pavilion reopening

RESOLVED:

- Building has been reopened and the insurance company notified. A £29.12 credit is due back on the insurance.
- The fire extinguishers were replaced (with stands) and new signage displayed at a cost of £263.94
- The guides had an hour hire for toilet use whilst on an excursion, fee paid was £10
- Flyball and Rounders have both started using the premises

- (ii) Normandy Pond interpretation board

RESOLVED: Members would like to purchase an interpretation board, Cllr Schofield will research into this project

- (iii) Footbridge repairs

RESOLVED: Following a request from a member of the public a footbridge on Normandy Common will be expanded by 1 sleeper. The committee delegated the task to the clerk to progress with the maintenance team with a material budget of up to £200

- (iv) Tennis Club lease

RESOLVED: Clerk to follow up with the tennis club and feedback in the September meeting.

EF-007

MANOR FRUIT FARM

To note £167.96 expenditure on replacement fire extinguishers with stand plus signage

Members heard updates on the following:

- (i) Play Area Development

RESOLVED: Cllr Mitchell will lead on this project with the Assistant Clerk, Cllr Chillman will assist if needed.

- (ii) Accessibility of MFF

RESOLVED: The grant requested from Sport England was turned down. The committee will now look at other options. Cllr Schofield will lead on this project. A review will be agreed by email ahead of full council meeting in July. Agreement will be sought at the July meeting.

- (iii) Normandy Shop and Café; Key safe and placement of commercial waste bin

RESOLVED: It was agreed that a key safe is agreeable, and that Theodore (shop manager) and Jon (NPC maintenance) will work to agree the most suitable place. This is to be fitted at the shop's expense.

It was agreed by members that the proposed place for the bins was the best place.

Theodore will email a copy of the plan to the council ahead of its placement.

- (iv) Bonfire clearance

Cllr Ahmed emailed GBC on 21 April re the bonfire waster which has accumulated over the years for advice on the best way of removing the waste as MFF is classed as contaminated land.

RESOLVED: Cllr Ahmed is currently out of the country so will postpone this matter to the next Estates & Facilities Committee in September.

- (v) Parking spaces

RESOLVED: it was noted that the car park painting is booked for 6 June, this is being carried out free of charge by a local resident. The council noted their thanks to the resident.

- (vi) CCTV

There are two current issues; NPC currently has no CCTV policy in place, plus the current cameras locations need reconsidering. A previous councillor was looking into this.

RESOLVED:

Cllr Schofield will lead project to relook at policy, GDPR, positioning of poles, an ANPR camera, and work with the clerk and the maintenance team to seek a resolution.

EF-008

BINS

- (i) The Parish Council currently have no commercial bins. The litter picker and the maintenance team therefore have nowhere to dispose of the rubbish collected from their weekly tasks.

RESOLVED: Members agreed 660L bin to be located at the cricket club with a monthly collection. The clerk is delegated up to £30 per month for the contract once the additional quotes are received.

- (ii) The proposal of a bin on Westwood Lane

RESOLVED: The Clerk has spoken to Guildford Borough Council who advise they have received no complaints on dog poo littered in this area. GBC are reluctant to install a container and pay for its maintenance at this point. They would like to carry out a monitoring exercise to see if the LA believes a container is required, but also involve their compliance team as such things are an ASB issue. The parish will follow the advice from the borough.

- (iii) To discuss the litter on Cobbett Hill Road

RESOLVED: GBC have advised they are litter picking 3 times a week in this area. Clerk will feed this back to the residents.

EF-009

NOTICEBOARDS

To discuss the village noticeboards and agree next steps

(i) Council noticeboards

The council have 10 locked noticeboards and we receive many requests for posters and flyers to be displayed from community groups. The council now only accept notices size A5 to maximise space but they are still over-crowded with posters making it hard to fit in agendas and local authority notices. It takes time to drop off posters received in the Parish Office to the volunteers who put up the notices.

RESOLVED: Locked boards are now to be for council matters only.

(ii) There are 4 community use / open noticeboards.

RESOLVED:

The board at Walden Cottages is rarely used by the community, Members believe moving this to Willey Green would be more effective, if it is in good enough condition. The committee would like to purchase an additional board next year with funding for the Station Approach area. There is a small board at Wyle Lane, committee would like to know if this board belongs to the parish, can it be revamped?

EF-010

CONCURRENT FUND GRANT APPLICATIONS FOR 2024/25

The committee would like to apply for CFGA applications from the Borough Council in relation to Estates and Facilities and will take this to full council;

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

EF-011

GENERAL MAINTENANCE

- (i) **RESOLVED:** Members noted the handyman tasks completed within the supporting document and agreed forthcoming tasks required.
- (ii) **RESOLVED:** The committee received a request to review one of the handyman contracts and a supporting document was circulated to members in advance of the meeting. Members agreed to the change in contract at the renewal date in October.
- (iii) **RESOLVED:** To litter picker is doing a fantastic job but the committee agree a second person is still required. The clerk will action.

EF-012

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.

RESOLVED:

- (a) To review and agree the ToR for the committee, sub-committee and working group
- (b) A fresh proposal for a Padel Court on MFF will be presented to full council next week
- (c) Budget planning
- (d) CFGA

There being no further business the meeting closed at 21:47