

# 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 14 SEPTEMBER 2023** at **7.30 pm**.

**Committee Members present** Cllrs Philippa Mitchell, Pat Tugwell, Simon Schofield, Isa Nagle-Taylor and Paul Chillman  
**Non-committee members present** Amanda Pick (Parish Clerk),

**EF-013 APOLOGIES**

Apologies were received and accepted from Councillor Jane Hill

**EF-014 DECLARATIONS OF INTEREST**

None

**EF-015 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the meeting of 1 June 2023 were approved as a true record

**EF-016 QUESTIONS FROM THE PUBLIC**

None present

**EF-017 TERMS OF REFERENCE**

Members reviewed and agreed the Terms of Reference for this committee, the Conservation Sub-Committee and the Manor Fruit Farm working group

**RESOLVED:** Each ToRs was adopted and will be uploaded to the website

**EF-018 NORMANDY COMMON**

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

- (i) Proposals from the conservation sub-committee for the September to January working parties

**RESOLVED:** the four working parties were agreed

- (ii) Member discussed the need for materials to fix the pond, budget will be taken from pond EMR to cover this work

**RESOLVED:** It was agreed the clerk should spend up to £300 on materials

- (iii) Some volunteers asked if they could do some work by themselves as and when they have time (e.g. some raking of leaves from the pond, strimming to maintain an area, etc).

**RESOLVED:** It was agreed that volunteers can undertake work alone or in small groups so long as it is a) within the list of work in the Management Plan, b) they have been asked to do it by Clerk or Council or c) they have written approval from the Clerk. It was further noted that all volunteers are covered by our insurance so long as work is agreed ahead of time. However, if they are doing work for the Council there needs to be a RA in place for the task. The Council will produce a comprehensive RA documents that covers all planned and potential work on Normandy Common, MFF and Allotments

- (iv) The committee recognised that volunteers are likely to incur expenses for conservation work undertaken such as fuel for machinery

**RESOLVED:** It is to be made clear to volunteers that expenses will be reimbursed but to seek permission from the Clerk ahead of the purchase.

- (v) The Subcommittee have recommended that Normandy Pond becomes a Conservation Pond with no fishing allowed.

**RESOLVED:** This was agreed due to the cost of insurance, maintaining swims, managing the licences and bailiff fees. The subcommittee are requested to investigate and action electrofishing the pond. If there is an associated cost to return to the committee for budget approval. 'No fishing' signs are to be installed up to a cost of £250. The change to a conservation pond is to be clear on our website, advised via social media and within The Villager.

- (vi) Conservation Group suggest that the Council should have a herbicide and pesticide policy so that all work on Council owned/managed land meets with this policy.

**RESOLVED:** Experts from the subcommittee to develop policy for approval by committee.

- (vii) The Conservation Group would like the Council to agree to a policy of NOT planting non-native species on Normandy Common and a general presumption that non-native species are removed, especially where they are impacting on native habitats or wildlife.

**RESOLVED:** Members agreed with this approach.

- (viii) Members discussed the private road owned by NPC which has some potholes. Members have been investigating their obligations to this.

**ACTION:** Further information and advice still needed from SALC, SCC, Wellers and Hedley.

- (ix) Members discussed a new pond interpretation board. The idea is for the village pond. Cllr Schofield has been researching the size, material, design, what information should be included and its location. Quotes have been received for between £1700 - £2,000 + VAT. Recommendation is lectern style, recycled plastic. The council's maintenance team to fit.

**RESOLVED:** It was agreed the pond EMRs up to £2,100 could be spent on the board. It was noted that this does not include design costs that will be requested of the sub-committee. The committee will request the maintenance team to fit the board.

- (x) Pavilion / Football pitch

The Council have had interest from Guildford Saints Football Club to use the pitch on Sundays for 2 games a week. They would also use the Pavilion for toilets/changing/cold water requirements.

Long term planning - the pavilion is in poor condition and the council need to consider possible alternative uses.

**RESOLVED:** Members agreed to a minimum contract of 8 weeks to cover the Council's initial costs. Provide bin bags, toilet rolls, hand towels. Remove rubbish from site. Leave clean and tidy. NJL contract to remain the same initially (mowed twice) at that time to discuss the ground works. The village should not subsidise club external to the village.

- (xi) It was noted that the height barrier at the cricket belongs to the council club but there is no height restriction noted on it.

**RESOLVED:** Clerk to buy signage up to £100 and ask maintenance team to fit. It was also noted that Phil Moss kindly rubbed down and repainted the barrier, the committee asked for the Clerk to pass their thanks to Phil.

- (xii) Tennis Club lease

No progress

**MANOR FRUIT FARM**

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

## (i) Play Area Development

The consultation and engagement exercise now underway until 23 October

Community engagement will comprise of:

- Scouting community – Councillor Mitchell commenced Wednesday 13 September
- Wyke School – The Assistant Clerk is booked to undertake with the children on Monday 18 September
- Gym Jams – Parish Clerk has booked to attend: Friday 22 September / Saturday 24 September / Wednesday 27 September / Friday 29 September; and invited Jonathan Lord MP, SCC Cllr Witham, GBC Cllr McShane and GBC Helen Barnsley to support the application get to see some of the engagement process on the above dates.
- MFF tenants – for discussion at next working party

Paper survey and information packs have a covering letter each (attached) and a poster being delivered next week to:

- Parish Office
- Noticeboard leaflet holders x3 boards
- Normandy Shop & Café
- GP surgery
- St Marks Church, Wyke
- Emmanuel Church
- Gym Jams baby and toddler soft play
- Tuesday Toddler group
- ARTventures
- Lullababy
- Normandy Home Ed Group

Posters:

- all notice boards
- to each of the community groups mentioned above

Online consultation:

The online consultation has been shared on the Council website and social media platforms, gaining 47 responses in the first 48 hours.

Funding:

The Council have been successful in our Expression of Interest to the Community Ownership Fund and now need to get a full application in to CoF by 11th October. The clerks will need additional support to achieving this.

- We are applying for approx. £175,000 and need 20% in match funding. Some of this funding will come from fundraising events such as the Festival and the Mexican Fiesta, the remainder will need to come from EMRs, general reserves or 2024 budget, which will need to go to the next Full Council Meeting for approval.

As part of the COF bid the two wooden pedestrian bridges that lead onto the play area section of MFF hope to be replaced;

- one to replace the bridge at the junction between the access road to the Archery/Bowling clubs and the main road to the car park by the shop and café
- one leading onto the grass area at the far end of the current Peace Garden from the newly established disabled parking space

It was noted if the Council are successful with the COF funding bid, we will need to accomplish the project within 12 months.

**RESOLVED:** Councillor Schofield and Chillman will both join the Play Area Development working group to support the clerks.

(ii) Peace Garden update

This is a community garden on MFF where residents can have quiet reflection. The committee project aims to overhaul the area using the existing pergola to be used as the basis for a new garden. Quotes have been received for the works and the next step is to secure the funding, based on the amounts quoted.

**RESOLVED:** A working group will assist the clerks submit a bid to Your Fund Surrey. The details of the application will be agreed by email, Cllr Tugwell agreed to join the working party.

(iii) Signage at MFF

The Shop & Café has approached the council with regards to additional signage for the new facility to be added to those already installed at the entrance to MFF, at their own expense. In discussion with the Chair of the E&F Committee and the Clerk, there are concerns that the entrance is already looking cluttered with so much signed dotted around. In order to decide on an alternative approach, Cllr Hill has invited three local signage companies to supply NPC with the various options available, and those that are in keeping with the ruralness of the area. Quotes being received.

**RESOLVED:**

The committee consider this would be an agreeable project to present to MFF working group. Funding for this is still under consideration.

(iv) Accessibility of MFF

No further comments.

(v) Shared costs of tenants / residents of MFF

The next MFF working group is in October and at the Council will need to advise what the shared costs will be from April 2024. This is based on what the Council spent on electricity, litter picking, bin emptying and dog poo bags in 2022/23. The council have incurred a lot of costs over the last year fixing the height barrier and putting in speed humps which in future should form part of the shared maintenance charges. There are no EMRs in place for costs and expenses to repair, replace and renew the access road, footpaths, car parks and service media in the future. All such costs will need to be included in the maintenance charges so each organisations needs to start planning for these.

**RESOLVED:** The costs incurred for the 23/24 financial year will be included in the maintenance charges and the working group forewarned of future costs so they can plan accordingly.

(vi) Normandy Shop and Café

No further discussion, as discussed in signage (iii).

(vii) Bonfire clearance

Cllr Ahmed has left the committee and is no longer following up with GBC on the matter of the bonfire waste that has accumulated over the years.

**RESOLVED:** Cllr Nagle-Taylor will research industrial magnets for the Clerk to purchase.

(viii) CCTV

Cllr Schofield updated the committee on the work achieved so far on the CCTV system. Maintenance team have cut the tree as it was obscuring the view. Members noted the policy will go to Finance and Governance of approval next month.

**RESOLVED:** Cllr Schofield will check the date and time every month as there is a duty to keep this up to date. The Clerk will chase the maintenance team for an estimate to move the CCTV pole.

(ix) Wander Festival

No Estates related concerns for discussion following the festival.

**EF-020**

**ALLOTMENTS**

(i) Members noted that Meadows Landscaping is now reaching his VAT threshold, and invoices will now be subject to VAT.

(ii) The annual fees are due.

**RESOLVED:** It was agreed that there would be no increase in the annual fees. The difficulty in billing allotment holders for water in retrospect was noted, especially as tenancy's can change. Following an assessment of previous costs it was determined that the council would write off last years water costs and start afresh with set fees for water, paid at the start of each tenancy year.

**EF-021**

**WILDFIRE RISK ASSESSMENT**

Work on the wildfire risk assessment for Normandy Common and Manor Fruit Farm is underway. It will be presented to the next committee meeting for approval.

**EF-022**

**VILLAGE SIGN**

Emmanuel Church would like to be added to the sign post at the end of Glaziers Lane. They were surprised to see that it wasn't on the signpost when it was originally put up as Emmanuel Church has been in the village (in the chapel originally and then where they are now) for 200 years in 2025. They are hoping it could be completed in the next year ahead of their planned celebrations.

**RESOLVED:** the committee agreed this was agreeable and will look to achieve funding from the 2024 budget.

**EF-023**

**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

Allotment Fence Repair/Replace – this is something that the Council is contracted to do in our agreement with allotment holders and our agreement with GBC. The fence is in quite poor condition in many places. We had put £4000 in this year's budget to fix the fence, but this was reallocated for the car park.

**RESOLVED:** The committee agreed to look at fixing the fence from next year's budget.

(ii) Cycle racks in the village

Alternative funding to be sought

(iii) Community notice board

Alternative funding to be sought

**EF-024**

**GENERAL MAINTENANCE**

(i) **RESOLVED:** Members noted the handyman tasks completed within the supporting document and agreed forthcoming tasks required.

(ii) **RESOLVED:** The refreshed handyman contracts from November 2023 were agreed, Clerk to implement.

(iii) **RESOLVED:** The refreshed litter picker contract from November 2023 was agreed, plus a new, additional contract. Clerk to implement.

**EF-025**

**COMMITTEE BUDGET**

(i) Draft budget 2024/25

(ii) Ear Marked Reserves 2023/24 & 2024/25

**RESOLVED:** Members formed a working party to plan the budget and EMRs which included Cllrs Tugwell, Schofield, Mitchell, Chillman. These are to be presented to the Finance and Governance committee in October.

**EF-026            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.

There being no further business the meeting closed at 22:37