

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 FEBRUARY 2024** at **7.30 pm**.

Committee Members present Cllrs Philippa Mitchell, Pat Tugwell, Jane Hill and Simon Schofield

Non-committee members present Amanda Pick (Parish Clerk)

EF-040 APOLOGIES

Apologies were received and accepted from Councillors Isa Nagle-Taylor and Paul Chillman

EF-041 DECLARATIONS OF INTEREST

None

EF-042 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the meeting of 14 December 2023 were approved as a true record

EF-043 QUESTIONS FROM THE PUBLIC

None present

EF-044 CONSERVATION SUB COMMITTEE

Committee members were updated on the following areas:

To hear an update from the sub committee, including

(i) Work parties

It was noted a conservation subcommittee agreed a working party in April to cut back shrubbery in MFF car park to improve line of sight for vehicles.

(ii) Biodiversity surveys

It was noted that the conservation sub committee will carry out biodiversity surveys throughout the year.

(iii) Herbicide / Pesticide Policy. Cllr Mitchell has completed a draft policy on Herbicide / Pesticide usage with advice from one of our local experts, and from the Grounds Management Association.

RESOLVED: Members agreed there is more research to be completed and the policy would be applicable to Council sites only until agreement is reached with tenants. The Council has concerns over herbicides / pesticides used by their lessees and this also needs further consideration.

A working group is to continue to research and present to the next E&F meeting; Cllrs Schofield, Mitchell and Hill.

(iv) SCC Rights of Way survey

RESOLVED: Members wish to submit a response from the council as without funding the Parish would not wish to undertake additional tasks on the county's behalf. Cllr Schofield will action.

EF-045 NORMANDY COMMON

Committee members were updated on the following areas:

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

(i) Normandy Common Lane

RESOLVED: The Clerk has been sent the deeds from the Land Registry Office and confirms the land is in our ownership. Surrey County Council will not adopt the road as there is already an adopted access road and adopting these sections will not benefit the majority of resident in the village. From the legal advice obtained by NPC there is no legal obligation to maintain the road. The committee

have decided that the ongoing maintenance costs are not financially viable for the Council to take on. However, the Council recognise that the residents along the lane are keen to see some resolution, the committee are willing to enter into discussions with them about contributions towards filling potholes. In the meantime, the council will erect four signs informing drivers that it is a private road and access is permitted but is at driver's own risk.

(ii) Normandy Youth FC

The club have agreed to undertake some pitch management on the Councils behalf in return for using the pitch free of charge.

RESOLVED: The committee agreed to this up to the beginning of the next season, when the club will formally start recruiting and therefore charging players. The Clerk and Cllr Mitchell will meet with the club to agree what pitch management is desired from both parties, taking into consideration the needs of the players and the conservation of the surrounding common.

EF-046

MANOR FRUIT FARM

Committee members were updated on the following areas:

(i) Play Area Development

It was noted a refreshed bid has been submitted to government.

(ii) Peace Garden update

No progress, recommendation to postpone to May committee

(iii) Signage at MFF

No progress, recommendation to postpone to May committee

(iv) CCTV

In Dec 2022 EF-121 the committee considered moving the CCTV pole as the view was obscured by trees. There was also a requirement noted for ANPR camera. In September 2023 the committee noted on EF 019 (viii) that the maintenance team had cut back the branches that were obscuring the view.

RESOLVED: The committee no longer wish to receive a quote from the maintenance team to move the CCTV as trimming the tree is a satisfactory solution, albeit a short-term solution. The committee request the maintenance team keep abreast of trimming the trees for the coming 3-5 years. The At that time the committee can reassess the need to move the CCTV.

EF-047

ALLOTMENTS

We have two new plot holders who are starting this year, both taking full plots. There is one further full plot available with no waiting list.

Committee members were updated on the car park; work is now complete and this has created more space for cars. The maintenance team have added sleepers around the outside of the car park with reflective strips. The communal shed on the car park was removed, and it is unlikely that this will be replaced at this time as there was no response from plot holders regarding wanting a shed there.

RESOLVED: The committee will reconsider a communal shed in the Spring if there are any requests once people are back to tending their allotments.

EF-048

LITTER BINS

Members looked at the mapping of the parish litter and dog bins and considered further reductions / changes.

RESOLVED: agreed to reduce bins again but where a full bin is removed it is to be used to replace smaller dog bins. Clerk will buy gold spray and spray bins indicating dual use.

EF-049

GENERAL MAINTENANCE

Members reviewed the completed tasks and noted the jobs completed and tasks for the coming month.

EF-050**COMMITTEE BUDGET**

(i) Members discussed Ear Marked Reserves 2023/24

RESOLVED:

2023/24 members agreed to the following:

Allotment signage -	return to general reserves
Waste Bin -	return to general reserves
Play Equipment -	committed as match funding, leave in EMRs
Tree Management -	£350 spent (resolution EF-038)
Management Plan -	return to general reserves
CCTV -	leave in situ
Normandy Pond -	£120 spent EF-018
	committed for conservation signage, leave in EMRs

Cllr Hill left the meeting at 20.58hrs

(ii) Members discussed Ear Marked Reserves 2024/25

RESOLVED:

2024/25 members discussed the following as potential EMR, Cllr Mitchell and Schofield will have a task and finish group to present indicative costs and timescales to the next committee ahead of full council:

Car park /access road resurfacing:	MFF Normandy Common Scout Hut
Recreation facilities:	Play area on Normandy Common Outdoor Gym – MFF Trim Trail MFF MUGA MFF
Village gate:	Westwood Lane

EF-051**ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**

MFF height barrier has been hit again, our maintenance team checked this afternoon and the damage is limited.

Suggestion from resident to leave it open and place pop up bollards on areas where there are crossing over the swales. This had been referred to MFF working party for comment.

The Council have recruited two new volunteer Playground inspectors, the Assistant Clerk is organising their training.

There being no further business the meeting closed at 21.19