

Minutes of the **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 11 SEPTEMBER 2025** at 7.00pm.

**Members present**

Councillor Paul Chillman	Chairman
Councillor Simon Schofield	Vice Chair
Councillor Bob Hutton	
Councillor Louise McCrow	
Councillor Philippa Mitchell	
Councillor Pat Tugwell	
Councillor Jeremy Ward	

**Non-members present**

Briony Howarth	Assistant Parish Clerk
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**C25-063 APOLOGIES**

Apologies were received and accepted from Councillor Isa Nagle-Taylor

**C25-064 DECLARATIONS OF INTEREST**

- (i) The council agreed to grant dispensation to the councillors to remain in the meeting, to speak on the matter and to vote on the matter. It was agreed this will last for 4 years
- (ii) Declarations of interest in C25-071(b) and use of dispensation

**C25-065 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 24 July 2025 were approved as a true record.

**C25-066 QUESTIONS FROM THE PUBLIC**

None

**C25-067 REPORTS FROM OTHER AUTHORITIES**

To receive reports from representatives of other authorities:

- (a) Surrey County Council  
No reports
- (b) Guildford Borough Council  
No reports

The council would like to ascertain how the Borough Councillors and County Councillors are going to support the council with the proposed large planning applications. The Chair will reach out to them both to enquire.

**C25-068 CO-OPTION**

There are no current applications for a new Councillor

**RESOLVED:** A social media campaign will be launched to encourage residents.

**C25-069 FINANCE AND GOVERNANCE**

**RESOLVED:**

- (a) The Council approved the details of the schedule of invoices for payment
- (b) Members noted fund transfer between accounts since the July meeting as described in the supporting paper

(c) It was noted that the deadline for PKF Littlejohn to return the Councils notice of the conclusion of the audit for 2024/25 is 30<sup>th</sup> September 2025. This has not yet been received but the RFO is responding to ongoing queries received from them.

**C25-070**

**ESTATES AND FACILITIES**

(a) CCTV requirements for the village were considered

**RESOLVED:** The committee agreed that CCTV is still required at both sites. Normandy Common CCTV will remain as is and will not be changed at this time. The cameras will be checked to make sure that cover the areas required.

The council discussed the areas that the cameras should cover at Manor Fruit Farm and agreed they should cover; The entrance to MFF, the play area, and the car park. The council would like the Clerk to obtain more quotes to replace CCTV and for the quotes to include ANPR. The budget for this will be in the next financial year.

The council agreed that monthly checks were important and that our maintenance team should do monthly checks

**C25-071**

**PLANNING**

(a) To consider responses to the following applications:

No.	Address	Detail
<a href="#">25/P/01058</a>	Fairoaks, Normandy Common Lane, Normandy, Guildford, GU3 2AP	Certificate of Lawfulness for proposed development to establish whether the erection of an outbuilding/stables would be lawful. <b>RESOLVED: We note in the planning practice guidance for Lawful Development Certificates that third parties such as parish councils should not comment on the planning merits of the case but rather confine our comments to additional information or facts that would be relevant to the application. We are in possession of no such additional information or facts.</b>
<a href="#">25/P/01059</a>	Fairoaks, Normandy Common Lane, Normandy, Guildford, GU3 2AP	Certificate of Lawfulness for proposed development to establish whether the erection of an outbuilding/garage would be lawful. <b>RESOLVED: We note in the planning practice guidance for Lawful Development Certificates that third parties such as parish councils should not comment on the planning merits of the case but rather confine our comments to additional information or facts that would be relevant to the application. We are in possession of no such additional information or facts</b>
<a href="#">25/T/00188</a>	1 Laureldene, Normandy, Guildford, GU3 2DU	Oak: Crown thinning 20% and a crown lift 4-5m (TPO P1/201/345) <b>RESOLVED: No comment</b>

(b) To receive an update from the Planning Development Working Group

**RESOLVED:** The council agreed that the village survey should come from Parish council only and they should be hand delivered. The working group will agree what goes on the survey.

The expenses for the survey will be delegated authority of the clerk and with chair of planning to agree costs.

**C25-072**

**HUMAN RESOURCES**

Members discussed the need for councillor training

**RESOLVED:** It was agreed to change the standing orders, the details of training requirements will be determined by the HR Committee.

**C25-073**      **EVENTS AND COMMUNICATIONS**

(a) Members heard an update in relation to bonfire night 2025; including the quote for event medics and purchasing of bar stock.

**RESOLVED:** Agreed to have ambulances as opposed to erecting a gazebo at the event for better visibility and to lessen the workload of our volunteers. It was further agreed that the Clerk will purchase the stock for the bar sales on the night.

(b) The potential benefits of using Facebook events for raising the profile of council meetings was discussed

**RESOLVED:** Agreed

(c) The purchase of a wreath for Remembrance Sunday was discussed.

**RESOLVED:** Agreed up to £30

**C25-074**      **LICENSING ACT POLICY**

It was determined the council have no need to respond to a request to consider Guildford Borough Council's draft policy.

**C25-075**      **URGENT COMMITTEE BUSINESS**

None

**C25-061**      **EXCLUSION OF THE PRESS AND PUBLIC**

(a) **RESOLVED:** Members approved a letter of support for an Honors nomination

**C25-062**      **ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**

There being no further business, the meeting closed at 20:17hrs