



**(i) Woodland Management plan**

Councillors Mitchell and McCrow met with three companies to discuss specifics of the plan and three quotes were provided to the committee.

**RESOLVED** Penfolds were chosen by the committee to undertake the management plan at an agreed cost of £2,100 +VAT. It was noted that should the council be awarded a grant from the Forestry Commission then £1,500 will be received back. Penfolds will be making the application. The total then due to Penfolds would be reduced to £600.

**(ii) Car park signage**

Due to recent abandoned vehicles in the village car parks, the committee was asked to consider purchasing and installing signage to deter overnight parking. The Assistant Clerk presented the committee with quotes from local companies.

**RESOLVED** AJ signs were selected by the committee at a cost per sign £110.10 +VAT. The committee agreed to put two signs at Hunts Hill car park, one at the Scout Hut and one at Normandy Common car park near the pavilion.

**(iii) Bamboo removal**

Quotes were presented to the committee for the removal of evasive bamboo at Normandy Common.

**RESOLVED** Meadows Landscaping were chosen to carry out the works at the cost of £650 +VAT.

EF25-008

**MANOR FRUIT FARM**

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

**(i) Signage**

Guildford Borough Council confirmed that planning permission is not required for the new sign at Manor Fruit Farm entrance. Quotes were discussed and images were shown to the committee, however the committee would like further research on the signs to understand the best way forward. The committee agreed to involve the Manor Fruit Farm working group in their decision. The amount to be spent on the signs was up to £2,000 and the purchase was delegated to the Clerk and Chair of Estates.

**(ii) Peace Garden**

The Therapy Garden were asked to maintain the garden, no response was received.

**RESOLVED:** The committee agreed for an email to be sent out to volunteers to ask if they would like to maintain and weed.

Cllr McCrow left the meeting.

**(iii) Holding Pond**

Councillor Mitchell met with Simon Tarrant Project Engineer from Guildford Borough Council for expert advice on managing the holding pond. Recommendation was received for a sluice gate to be put in, he suggested two options;

- a) Solid board with hole of 150mm diameter in towards the centre of the bottom third of the board. This would hold the water back, only allowing a slow flow of water through the hole.
- b) A solid board with a V-shaped notch in, the base of which would be at the half-way point of the board. As the pond water rose, water would start to trickle out over the open V-shaped notch.

Simon recommended that the vegetation is kept down, but there was no need to remove the trees. He advised the pond could be dug out further but no more than 300mm.

**RESOLVED:** The committee agreed that a sluice gate should be purchased and the Clerk will obtain quotes. Option a) was the preferred choice of gate and this will be brought back to the next meeting for a decision. It was noted the pond had been recently cleared by Surrey Choices. Efforts are being made by Guildford Borough Council and Surrey County Council to clear the pipes, so it was agreed the clearing the pond further will not be carried at this time, but the

situation will be monitored. It was suggested that the ditches should be cleared in the spring, which could be done by Surrey Choices.

Cllr McCrow returned to the meeting.

**(iv) Hay Meadow Cutting**

Quotes for the annual cutting and bailing of the hay meadow were tabled.

**RESOLVED** Steve Gunner was awarded the cut and bale at Manor Fruit Farm. At £800 ex VAT Larkstel were awarded the cut and drop at Normandy Common At £250+ VAT

**(v) Manor Fruit Farm Work Group**

The committee received an update following the MFF working group meeting.

**RESOLVED:** The muster pointers for the Therapy Garden, Normandy Shop and Café, and the village hall were discussed- it was suggested that extra signage and lights were required for the fire point. The committee also discussed a crossing from the village hall to the green, due to a concern about the ditches when trying to reach the muster points. Further discussion with the village hall committee will determine what is needed.

**(vi) Height barrier repair**

The height barrier at Manor Fruit Farm was hit once again by a van and underwent an emergency repair due to safety concerns at a cost of £160 (gross). A full replacement of the barrier arm was then procured. A bill for the of the repair was sent to the owner of the vehicle who admitted liability and we are waiting to hear back from him.

The costs for the new barrier arm and welding was £1,200 (gross). There will be further costs incurred from out maintenance team for additional time spent on painting the new barrier arm, re-attaching signage and high vis tape. It should be further noted the catch to hold back the arm was failing and this has been repaired at a cost of £180 (gross). NPC insurance company have been alerted to the damage.

**RESOLVED:** The committee were grateful to the prompt repair and replacement work and noted the costs. The Assistant Clerk will make contact again with the vehicle owner.

EF25-009

**PLAY AREAS**

**Inspection updates**

Due to the resignation of our play inspection volunteer, the Council need to have replacement inspectors

**RESOLVED:** Councillor Mitchell will inspect the play area at MFF and Councillor Chillman will inspect Normandy Common play area and the trim trail at MFF. The Assistant Clerk will cover holidays. All are professionally trained in playground inspections.

EF25-010

**CONSERVATION AND LAND MANAGEMENT**

**(i) Scything course**

There was a keen interest from the conservation volunteers for a scything course.

**RESOLVED:** The committee agreed the cost for 6 conservation volunteers at a total cost of £660. If not all places are taken up then additional places will be advertised and charged for.

**(ii) Events update**

The committee were thanked for their feedback on the conservation leaflet and agreed the final draft. Conservation events (work parties and wildlife/habitat surveys) have gone well with bamboo being cut back on Normandy Common and a wildflower survey completed. Doing the surveys helps us to know if the biodiversity changes with changes in management. The aim is to do wildflower surveys roughly every 2-3 years on each site in areas we are adjusting management to see how the biodiversity is changing. There are a number of ways of doing surveys and we have chosen random quadrats, using W3W to be able to relocate the position. This gives us the variety of species found in the quadrats at the point of the survey. So we can see that in survey 1 some plants are more common than others and by survey 2 the mix may

have changed and there may be new ones too. The species mix can also be indicative of the type of grassland present. The results are currently shared on our website.

There are four events coming up; two Butterfly Counts and two work parties along with a Pond work day, where will be focusing on the removal of a highly invasive pondweed. This requires the support of Bill Stanworth as he has the experience and knowledge about the best way to remove this weed. All councillors are welcome to attend these events.

### (iii) Terms of Reference

These will be noted at the next Conservation Sub Committee.

## EF25-011 ALLOTMENTS

There is currently one plot available, plot 5.

Following the meeting back in April (EF-59), the committee asked the plot holders to contribute towards the tap, the allotment holders took it upon themselves to dig in a hose to the centre of the plot to help them with watering. They have been managing it themselves and they have been made aware that if the bills increase, the extra will be passed over to them.

There are currently 7 unsigned contracts, however, everyone has paid for their plot. The missing contracts have been chased by the Assistant Clerk.

## EF25-010 GENERAL MAINTENANCE

Members noted the **maintenance tasks** completed and agreed forthcoming tasks required.

| Where                | What   | Priority  | Notes  | RAG |
|----------------------|--|-----------|--|-----|
| <b>CURRENT TASKS</b> |  |           |  |     |
| Container            | Create a gully drain into pond by container                          | Medium    | Container in accessible during wet months (summer job)   |     |
| Container            | Insert a collapsible bollard by container where car park meets track | Low       | Jon to instruct Amanda what to buy   |     |
| NC                   | Install the second horse sign  | Medium    | sign in container (affix to gate or to a post)   |     |
| NC                   | Picnic table by car park   | Low       | Fix bench from parts removed from other decommissioned   |     |
| NC                   | Assess bridges around football pitch                                 | Medium    | Widen pathway bridge from Pavilion car park to footpath. To allow rollator / wheelchair access. Add anti slip. |     |
| NC                   | Removable Barrier  | medium    | Collapsible Barrier to be installed on play area barrier where wood has rotted.                                |     |
| NC                   | Wooden post for end of horse ride                                    | Low       | Wooden post to be added at the end of the horse ride on Normandy Common.                                       |     |
| MFF                  | Queens Jubilee Plaque  | High      | Clean and lift plaque off the ground   |     |
| MFF                  | Bins   | Medium    | Bins need to be cleaned and drilled into concrete  |     |
| MFF                  | Container  | Low       | Scrap metal from bonfire site to go to scrap yard  |     |
| Village              | Trim round noticeboards  | Medium    | Trim around the noticeboards as they have become overgrown   |     |
| NC                   | Swings (both sets)   | Medium    | Jet wash wet pour and clear debris and moss from around the edges  |     |
| MFF                  | Benches  | Medium    | Benches around the green need to have wood hardener applied  |     |
| MFF                  | Height Barrier   | High      | When height barrier is replaced paint in red and yellow paint  |     |
| MFF                  | Swales   | Medium    | rod the drains in the swales   |     |
| NC                   | Football goals   | Medium    | Paint football goal posts  |     |
| NC                   | Pavillion painting   | Medium    | paint doors and windows  |     |
| NC                   | Scout Hut Wildlife Sign  | Medium    | refix sign into the ground as it is wobbly   |     |
| MFF                  | Strimming Glaziers lane  | Medium    | Strimming the bushes and   |     |
| MFF                  | Drains   | High      | Clear drains by archery club   |     |
| NC                   | Gutter repairs   | High      | Gutter repair on pavillion.  |     |
| Allotments           | Rubbish and strim  | High      | Remove rubbish from the car park and strim paths   |     |
| <b>ONGOING TASKS</b> |  |           |  |     |
| Parish               | Water meter readings   | Monthly   | Allotments and Pavilion (30th of each month)   |     |
| Parish               | Electricity meter readings   | Monthly   | MFF x2 and Pavilion (30th of each month)   |     |
| Parish               | Inspection of assets (benches, bus shelters)                         | Quarterly | BH to get asset list to Jay  |     |
| Parish               | Inspections of buildings (pavilion, garage, shed, container)         | Monthly   |  |     |

## EF25-011 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

Following resolution C-068 (2023) where the committee agreed to the installation of a bench to commemorate the good work of Ann Ade, bringing the pond back to life, the former Pond Trustees will be installing it at southwest end of the pond. Any monies left over from the purchase will be donated to council.

A resident has cleared a small patch of brambles on MFF to gain access to a tree and fencing at the rear of their property. This has exposed an area that is full of rubble which now needs clearing. This job will be passed to the maintenance team.

There being no further business the meeting closed at 21.29hrs