

Minutes of a meeting of **NORMANDY PARISH COUNCIL ESTATES & FACILITIES COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 5 MARCH 2026** at **7.30pm**.

Committee Members present	Councillor Philippa Mitchell	(Chairman)
	Councillor Simon Schofield	(Vice Chair)
	Councillor Louise McCrow	
	Councillor Pat Tugwell	
Non-committee members present	Briony Howarth	(Assistant Clerk)
	2 members of the public	

EF25-060 APOLOGIES
None

EF25-061 DECLARATIONS OF INTEREST
None

EF25-062 MINUTES OF PREVIOUS MEETINGS
RESOLVED - The minutes of the previous committee meeting held on 15 January 2026 were approved

EF25-063 QUESTIONS FROM THE PUBLIC
A member of the public came to speak to the committee regarding a memorial bench for a local resident who died. The committee agreed that the right place for this would be the peace garden. This project will be picked up by Cllr Mitchell and some local residents who have shown an interest.

EF25-065 NORMANDY COMMON – moved up the agenda for the benefit of the public in attendance

(i) Leases
The cricket club lease has been sent to the cricket club for checking. The assistant clerk has requested to have sight of the lease.
The committee noted the lease for the tennis club needed some amendments which will be sent via the assistant clerk.

(ii) NYFC outstanding debt
The football club is playing on the pitch and has outstanding invoices of £350. Despite the Assistant Clerks best efforts, we have not received the money or any further communication from the club. On further investigation on Companies House, its states that the company has been dissolved. Due to their contract stating that *‘failure by NYFC to make any payment, NPC will deem this agreement null, void and terminate with immediate effect.’* – the committee decided to terminate the contract with NYFC. The club will be asked to remove their equipment and signs by 19th March. The maintenance team will be asked to change the locks.

(iii) Noise complaint
The clerk has received a complaint from a member of the public regarding the noise coming from the flyball group. The noise is coming from the dogs constantly barking. The committee agreed for the flyball group to move across to the football pitch which should alleviate the issue.

(iv) Fly tipping at Normandy Common
The committee noted that over the past couple of weeks, our litter picker has come across nitrous gas cannisters being dumped at Normandy common. This is becoming a reoccurring problem. The

Assistant Clerk has made GBC and the Police aware of this issue and we will continue to monitor the situation.

EF25-064 BUDGET MONITORING

(i) Committee budget summary report

The committee approved the budget summary.

(ii) Detailed cost centre report

The detailed cost centre report was provided to the committee and was noted.

EF25-066 MANOR FRUIT FARM

(i) Building Consent request from the Therapy Garden

The request for a small lean to green house was approved by the committee.

(ii) MFF Working Group

The committee heard and update from the meeting.

The Working Group has reviewed the proposed new entrance signage for Manor Fruit Farm (MFF). Members confirmed general satisfaction with the design concept and are awaiting updated quotations for:

- The main entrance sign
- A directional sign within the site

The working group agreed that they would like to discourage drivers from parking along the entrance road. The committee agreed to erect 'no parking or waiting' signs along the road. Two opposite the car park (near village hall) three on the green, one along the archery club road.

Concerns were raised over the vans that park in the MFF car park. The committee were concerned that a member of the public has a key and agreed that due to how busy the car park is becoming they request for the key to be returned and for the van to stop parking there.

Neil Brown (Shop and Café) raised concerns regarding the height barrier being left open. Issues identified include:

- Delivery drivers and other users failing to close and secure the barrier
- The barrier being heavy and cumbersome
- The need to stop, exit vehicles multiple times, and manually lock/unlock the mechanism

Alternative options discussed:

- Electrically operated height barrier
- Fob-operated access system
- A barrier that locks automatically once pushed shut

Electronic solutions were not supported by the Therapy Garden due to concerns about maintenance and repair costs.

Neil Brown has agreed to research practical and cost-effective alternatives and will report back to Council with detailed proposals.

Representatives of Normandy Village Hall have raised concerns regarding use of the pathway running along the edge of the Village Hall site by individuals who are not hall users. They consider this to present a potential safety risk and wish to discourage non-hall users from accessing the path.

The council await a proposal from NVH regarding the movement of pathways.

The Assistant Clerk and Cllr Mitchell have reviewed:

- The NVH Agreement with Guildford Borough Council relating to the sale of the land

- Relevant Land Registry documentation

The documents need further review by the committee and the Assistant clerk will find out if a deed of covenant between NPC and NVH exists.

(iii) Motorbike group monitoring

The committee were informed that NVH have informed the motorbike group not to perform manoeuvres in the car park. Cllr Mitchell reviewed the existing agreement documentation between the hall and GBC and it is states that the car park can only be used for parking. Little noise disruption was noted.

(iv) Entrance Sign

The committee could not make a decision on this due to only having received one quote. This will be moved to the next meeting.

EF25-067

CONSERVATION

Cllr Mitchell informed the committee of the work parties that had been agreed. They will also be Arranging to have a stall at the Friday market to attract new members and volunteers. The committee agreed that Cllr Mitchell could arrange a young persons working group with the Home Education group.

EF25-068

PLAY AREAS

The contract for quarterly play area inspections are due for renewal. The committee received two quotes and agreed to continue with SafePlay.

SafePlay (current contracted company)

3 inspections per year

Total per annum £558

Total for 3 year Contract **£1,674 EX VAT**

EF25-070

GENERAL MAINTENANCE

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

EF25-071

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

The clerk was contacted by a local resident who's parents lived locally up until recently and asked to put a bench at MFF. The committee agreed that a memorial bench would be a good idea, but either on the back field or they could get involved with the peace garden project. The clerk will discuss this further with the resident.

There being no further business the meeting closed at 21.40hrs