

Minutes of a meeting of **NORMANDY PARISH COUNCIL ESTATES & FACILITIES COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 21 MAY 2026** at **7pm**.

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)
	1 member of the public	

EF26-001 COMMITTEE BUSINESS

- (i) To nominate a chair
Cllr Philippa Mitchell was proposed, seconded and elected as Chair
- (ii) To nominate a vice chair
Cllr Simon Schofield was proposed, seconded and elected as Vice Chair
- (iii) To note the Terms of Reference
The ToR were noted

EF26 002 APOLOGIES
None

EF26-003 DECLARATIONS OF INTEREST
Councillor Louise McCrow declared a pecuniary interest in EF-008 (vi)

EF26-004 MINUTES OF PREVIOUS MEETINGS
The minutes were approved and signed.

EF26-005 QUESTIONS FROM THE PUBLIC
None

EF26-006 BUDGET MONITORING

- (i) Summary Report
The committee noted the report
- (ii) Detailed cost centre
The committee noted the costs

EF26-007 NORMANDY COMMON

- (i) Leases
The tennis club have requested for the committee members to sign the lease, the council were unsure of the legal implications of this. The committee requested the Assistant Clerk to seek legal advice from the solicitors.
The committee noted that the council; had received a signed lease from the cricket club, but some amendments had been made without approval from the council. The committee agreed not to countersign and seek clarification on the changes.
- (ii) Electricity box location

The committee noted the meeting with SSE on the 3rd June at 10am. This will be to discuss the location of the substation, appearance and impacts on rights of way. The clerk was asked to seek advice regarding the memorandum of sale and whether any agreements remain valid.

(iii) Fly tipping

The committee noted the removal and cost of £600+VAT of fly tipped asbestos from Normandy Common.

(iv) Woodland Management Plan

The committee members noted that the Woodland Management plan has been approved by the forestry commission. The council have also been put forward to apply for the Countryside Stewardship Higher Tier grant and are awaiting for confirmation from the Rural Payments Agency.

The next steps are to seek clarification from penfolds on estimated costs, contractor payment agreements, estimated hours and support with grants. The aim is for initial felling works to take place no later than summer 2027.

(v) Tree swings on Normandy Common

Following discussion regarding public safety, and potential liability the committee considered the options for the unauthorised tree swings on Normandy Common. The committee requested that the clerk ask if the maintenance team could remove, if not then to obtain a quote from external contractor.

EF26-008

MANOR FRUIT FARM

(i) Bramble patch

The committee noted that the site had been cleared and that seeding would take place in the next couple of weeks

(ii) Peace Garden progress

The committee noted that an draft application had been drafted for the National Lottery community fund which will be up to £20,000 to cover the costs of the groundwork and equipment. Members of the committee agreed to support the project.

(iii) Monitoring of the Motorbike group

The committee reviewed the six month monitoring period and raised the following concerns

- Noise and engine revving
- Manoeuvring/practice in the car park
- Impact on other car park users
- Car park management and safety.

The committee agreed to continue to monitor and requested that the parking area for the bikes is relocated to the back section of the car park. A request will be made to the village hall, to remind their users not to rev engines, sit and idle, undertake monovers respect the area and share the parking facilities with others.

The committee will also confirm that the parish council may intervene where the immediate concerns arise on council managed land and report incidents to the village hall.

(iv) Entrance sign

The committee reviewed the quotations received for the entrance signs and agreed to move forward with AJ Signs at a cost of £1,915 + VAT.

(v) No parking signs and yellow lines

The committee discussed parking signs and adding yellow lines to stop people from parking along the road. Quotes were reviewed for both options and the committee agreed to purchase three no parking signs from AJ Signs and go ahead with yellow line marking and the four zebra crossings.

Signs from AJ signs (costs for 6 signs) £630 +VAT

Yellow line marking £736.32 +VAT

Crossings £248.68

(vi) MFF field hire

The committee agreed to the MFF green usage request from NS&C on Sunday 28th June 3-6pm.

(vii) Path proposal from Normandy Village Hall

The committee discussed the proposal received from Normandy Village hall. The cllrs would like to request the following from the village hall

- Risk Assessment
- Details of migration measures in place or planned
- Confirmation of signage
- Details of any accidents that have occurred

EF26-009 CONSERVATION WORKING GROUP

Cllr Mitchell mentioned the Woodland walk happening on 23rd May. Support was requested for the stall at MFF on Friday 17th July to promote the conservation working group and sign people up for the butterfly count.

EF26-010 ALLOTMENTS

The council received a request for a better padlock, the Assistant Clerk will look into this. There is one half plot available for hire at the time of the meeting.

EF26-011 GENERAL MAINTENANCE

The committee noted the maintenance tasks completed and agreed the forthcoming tasks.

EF26-012 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

The clerk received a request from roadside rangers for requests to improve local areas. The cllrs requested clearing ditches on Cobbett Hill Road and cutting back the hedges along Westwood lane. Vans are being parked overnight in the scout hut car park needs to be addressed in the next meeting.

There being no further business the meeting closed at 21.07hrs