**MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL OPEN SPACES AND PROPERTY COMMITTEE MEETING**

Held at The Manor Rooms, The Street, Trowse on: **Wednesday 6th May 2020 at 1.00pm**

Present: Cllrs Chris Bowers, Ann Greenizan, Duncan Price (Chair), Hazel Smith

Clerk: Ted Leggett

One member of the public was present.

1. **ATTENDANCE.** All present.
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

**Cllrs Bowers, Greenizan and Smith** are all allotment holders. No decisions to be taken concerning allotments at this committee.

1. **MINUTES OF PREVIOUS MEETING.** Confirmed by Cllrs
2. **PUBLIC FORUM.**

4.1 No public questions asked

1. **CONTRACTS.**
	1. Confirmed that notice has been given on streetlighting contract (ending 31/07/2020) and bus shelter cleaning contract (16/05/2020)
2. **ASSET REGISTER**

6.1 **Clerk** continuing with asset register, to be agreed at annual meeting

1. **STREETLIGHTS**
	1. **Clerk** is in discussions with Amey Streetlighting in regards to taking on conract to cover parish streetlighting alongside County Council assets
2. **ALLOTMENTS**
	1. **Cllr Bowers** to gain quotation for removal of dead tree on plot 10B, confirmed it has been surveyed and no nesting is apparent
	2. **Cllr Price** to submit proposed amendments to allotment tenancy terms and conditions and bring to next full council meeting
	3. Confirmed that numbering of all allotment plots at The Dell has taken place and CGM works should be cancelled.
	4. **Cllrs** agreed that monthly monitoring of allotment plots should take place to ensure they are in use. At present, only plots 36 & 37 are of concern, a warning email should be sent
	5. **Clerk TL** to chase Norfolk County Council Highways with regards to cutting of verges, in particular the open space area around Highland Crescent.
3. **CEMETERY.**
	1. **Clerk** has arranged meeting for Monday 25th with Mark Wilson of Historic Churches to discuss construction of rotunda or other within cemetery
	2. **Clerk** confirmed that Crown Point have offered to design and construct new cemetery gates, but this is currently on hold whilst public health situation continues
	3. **Clerk** is in process of reviewing cemetery fees
4. **PLAY EQUIPMENT.**

10.1 Confirmed that play equipment on common is still closed and should continue to be until such time as govt advice changes. SNDC have closed Hudson Avenue play area

1. **TREE WORKS.**

11.1 **Clerk**  confirmed only essential/emergency works to trees are currently taking place

1. **PHONE BOX**
	1. **Clerk** to seek quotations from electricians for moving defib into phone box once lockdown has been eased
2. **BUS STOP**
	1. **Cllrs** agreed that contract be entered into with R Long, at a living wage rate, subject to submitting a risk assessment and method statement. **Clerk TL** to source cleaning materials and manage COSHH documentation
3. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS.**

**14.1** Next meeting to take place at 7pm on Wed 8th July 2020