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

Held at The Manor Rooms, The Street, Trowse on: **Monday Thursday 16th June 2022 at 7.15pm**

Present: Cllr Price (chair), Cllr Greenizan, Cllr Haynes and Cllr Owen

Clerk: Kate Leggett

1. **ATTENDANCE.**

All Present.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
	1. Cllr Greenizan – items pertaining to the Manor Rooms.
2. **MINUTES OF PREVIOUS MEETING.**
	1. **Minutes of the previous meeting on the 6th May 2022 were agreed and signed.**
3. **MATTERS ARISING**

None for this meeting.

1. **PUBLIC FORUM**

An allotment holder commented that as plot 36 on The Dell has been vacated it is an opportunity to create two half plots of a good size. This could be done very simply and the allotment holders are willing to take this task on. KL asked for associated costs to be brought before the next meeting and the committee agreed in principle to this idea.

The idea of allotment processes was mentioned at this point and the need to have one in place for persistent non-cultivators. **KL to action for next meeting.**

1. **ALLOTMENTS**
	1. Clerk gave an update regarding the allotment waiting list. It was pointed out that any vacant plot is going to need management by the Parish Council until tenants can be sought or continuous management if the plot is deemed unworkable.
	2. KL to ask Adult Education what their requirements are but it was thought that a plot could be offered on Block Hill.
	3. Field Maple of The Dell. CGM has been contacted and we are waiting for a start date on this work.
2. **HERITAGE INFORMATION PROJECT**

* 1. No further information at this time. Defer to next meeting.
	2. Village Sign. KL had been in contact with Henry Gowman from Poringland Men’s Shed who are keen to take on the project. **KL will invite Henry or rep to next Open Spaces meeting to discuss design ideas.**
1. **CEMETERY.**
	1. Cllr Haynes has been unable to check the cemetery this month but will remove the foil banner at the next opportunity.
	2. KL informed those present of a phone call from a resident about the use of plastic flowers on graves in the cemetery. **KL to inform resident that plastic will not be permitted on the cemetery in any form.**
	3. KL asked those present about a bench that had been offered to the cemetery from a family that has a relative interred there. Unfortunately, it was thought to be too big and require too much maintenance. **KL to inform resident**.
2. **COMMON**
	1. Play Equipment inspection**. KL to seek repair quote from Eastern Play Services.**
	2. Church car park. KL gave an update about the lack of grazing this year and informed those present that she has contacted Excite Solutions and Rev Rosie to make sure that the churchyard is cut suitably.
	3. Signs for the Play Equipment. KL advised that has found a company that does bespoke safety signage. **Resolved to action.** **All agreed to proceed with this.**
	4. Item to be carried over to next meeting.
3. **HIGHWAYS & OPEN SPACES**

10.1 Discussion took place around bus stop and crossing provision in the village. Resolved to action. **KL to start application process and contact County Councillor Vic Thomson.**

1. **FLOODING**
	1. Cllr MH reported no flooding issues. This Agenda item to be removed until September meeting.
2. **POLICY**
	1. Discussion took place around monitoring forms for Allotment/Cemetery/Play Equipment. It was: **Resolved to adopt these monitoring forms and agreed that these need to be in place for audit trail purposes and Health and Safety reasons.** Councillors will undertake checks as follows.

Allotments: Cllr Price/Cllr Haynes

Cemetery: Cllr Haynes/Cllr A Greenizan

Play Equipment: Cllr Owens/Cllr P Greenizan

1. **AOB**

Cllr Price will attend the Super 6 meeting on the 27th June.

It was thought that the goal posts need to be moved in order to regrow the grass. **KL to source new ground sockets for this**.

Cllr Greenizan mentioned the book swap in the bus stop and asked if this was still going ahead.

1. **TIME AND DATE OF NEXT MEETING**

Thursday 21st July 2022.

**Meeting closed at 8.40pm**