**NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL**

**OPEN SPACES AND PROPERTY COMMITTEE MEETING**

You are hereby summoned to attend the Trowse with Newton Parish Council Meeting to take place at the Manor Rooms, The Street Trowse on: **Monday 26th September 2022 at 7.15pm**

Members of the press and public are invited to attend, and any questions should be directed to trowsepc@outlook.com

Kate Leggett

Mrs. Kate Leggett. Parish Clerk

**AGENDA**

**1. ATTENDANCE**

To note those present and consider apologies for absence. Committee members are Councillors Duncan Price (Chair), Paul Greenizan, Morgan Haynes and Guy Owens.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS** To consider any dispensations previously submitted.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* • Your wellbeing or financial position.
* • That of your family or close friends.
* • That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest, you must say why the interest arises so that it may be included in the minutes.

**3. MINUTES OF PREVIOUS MEETING**

3.1 – To confirm the minutes of the meeting held on the 21st July 2022.

**4. MATTERS ARISING**

4.1 – To confirm any matters arising from the previous minutes.

**5. PUBLIC FORUM**

5.1 - To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

**6. ALLOTMENTS.**

6.1 – Update on allotment waiting list.

6.2 – **Cllrs Price and Haynes** to provide Allotment checks form for discussion following this months’ inspections.

6.3 – Allotment fees for 2022/23 and to approve changes to the Rules and Regulations document

**7. HERITAGE INFORMATION PROJECT**

7.1 - **Cllr Greenizan** to give any update on project after contact with Fakenham Council.

7.2 – Village sign update.

**8. CEMETERY.**

8.1 - **Cllr Haynes** to provide Cemetery checks form for discussion following this months’ inspection.

8.2 – Cemetery gates.

**9. COMMON.**

9.1 – Quote for Play Equipment repair.

9.2 – Signs for play equipment and adult gym equipment. Update from Clerk re costs.

9.3 – **Cllr Owen** to provide Play Equipment checks form for discussion following this months’ inspection.

**10. HIGHWAYS & OPEN SPACES**

10.1 – Whitlingham Lane light. Repaired.

10.2 – Verge opposite May Gurney. Reported and issue rectified.

10.3 – SAM Camera. Repaired and reinstalled.

10.4 – Placement of spare dog waste bin.

**11. FLOODING**

11.1 – Emergency Flood plan discussion.

**12. POLICY AND PROCEDURES.**

12.1 – Cemetery Management Plan

**13. AOB**

13.1 – Village Book Swap

13.2 – Public toilets

13.3 – Defib update

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

Thursday 13th October 2022 @ 7.15pm in the Manor Rooms.