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

Held at The Manor Rooms, The Street, Trowse on: **Monday 26th September 2022 at 7.15pm**

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

Clerk: Kate Leggett

**014 (001) APOLOGIES**

None

**015 (002) DECLARATIONS OF INTEREST AND DIPENSATION**

Cllr Greenizan – Any items pertaining to the Manor Rooms.

**016 (003) MINUTES OF THE PREVIOUS MEETING**

Minutes for the meeting held on the 21st July were **agreed and signed.**

**017 (004) MATTERS ARISING**

None

**018 (005) PUBLIC FORUM**

Resident enquired about when the Internal Drainage Board are coming to dredge the ditch on the common. **Clerk to make enquiries.**

Resident enquired about what the PC would like to be done with the tyre planters etc that were created for the jubilee event. **Proposed: to ask the allotment holders to take over the management of the village planters. Seconded – All in favour.**

Resident asked about the wildflower strip around the common and asked committee members to think about what they would like to be done with it as now is the time to start planting for spring. It was thought that it would be prudent to get planting as soon as possible to avoid plants dying like they did in the drought this year as the more established they are the more likely they are to survive. **Proposed: Ask Excite Solutions to rotavate a 1m wide strip allowing for planting to take place. Seconded – All in favour. Clerk to action.**

Resident explained that the SAM camera is faulty again, so it has been returned to the Dereham Depot for investigations. We will await the outcome.

**019 (006) ALLOTMENTS**

A brief discussion took place about the 5-bar gate from the new development to the Dell. Clerk to contact Norfolk Homes.

6.1 – Clerk gave those present an update on the current waiting list.

6.2 – Councillors provided the clerk with this month’s allotment checks forms. Clerk to action as necessary.

6.3 – Clerk took Councillors though the recommended plot fees for 22-23 year with an explanation for the need to increase the cost of a plot. **New fees were proposed, seconded – All in favour.** **Clerk to action new tenancy agreements with a brief explanation as to why plot fees will be going up this year.**

**020 (007) HERITAGE AND INFORMATION PROJECT**

7.1 – No further update for this meeting.

7.2 – Village sign. Clerk and Chris Bowers updated those present on the status of the village sign. A meeting had taken place with the family of the original creator and they would be happy to repair but it will be at least 2-3 years before this can be done with a projected cost of £3000+. The clerk had heard back from Henry Gowman about Poringland Men’s Shed and they would be willing to undertake a restoration or make a new sign.

It was thought that it would be best to preserve the old sign and place it indoors and that a new sign be created in a more durable material for placing at the entrance to the village.

**Proposed – Contact Poringland Men’s Shed to recondition the old sign and make it mountable, under the project management of Chris Bowers. Clerk to contact the Manor Rooms Committee and ask about placing old sign on the foyer wall. Seconded – All in favour.**

**021 (008) CEMETERY**

8.1 – Cemetery check forms were passed to the clerk to action as necessary.

There followed a discussion about getting someone reliable to do odd jobs around the village. **Personnel and Comms Committee to draw up a job description and Cllr Bowers asked Open Spaces Committee to come up with jobs that a handyman might be able to undertake.**

8.2 – Clerk updated those present on the current situation regarding the cemetery gates.

**022 (009) COMMON**

9.1 – Repair quote for Play equipment. **Resolved to accept the Eastern Play Services quote and recommend to Full Council for Approval.**

9.2 – Clerk to follow up the safety signage for the play equipment and adult gym equipment.

9.3 – Clerk was passed the Play equipment check form for actioning as necessary.

**023 (010) HIGHWAYS AND OPEN SPACES**

10.1 – Clerk updated Councillors on repair to light fitting on Whitlingham Lane

10.2 – Clerk updated Councillors on the verge opposite the May Gurney site.

10.3 – As discussed in item 5.

10.4 – Placement of dog waste bin – **Clerk to contact the school and seek advice on where best to place the bin.**

**024 (011) FLOODING**

11.1 – Emergency Flood plan (EFP). Discussion took place around the EFP document that had been circulated ahead of the meeting. **Proposed to purchase a key safe to be placed on the wall at Cllr Bowers house, so access to the Parish Council’s container can always be available. Seconded – All in favour.**

**Resolved to recommend adoption of the EFP to Full Council.**

**025 (012) CEMETERY**

12.1 – Clerk took Councillors through the Cemetery Management Plan that had been circulated ahead of the meeting. Discussion took place around the setting of fees, and it was **RESOLVED to remove fees for the burial of children under the age of 12 and to remove the exhumation fee. Once these changes have been actioned it is Recommended to Full Council that this plan be adopted.**

**026 (013) AOB**

13.1 - Move to next month’s meeting

13.2 – Move to next month’s meeting

13.3 – Move to next month’s meeting

13.4 – Request for funding for wildflowers planting and council’s trye planters. **Resolved to approve £50 for tyre planters and £40 for wildflowers. Christine Ender to action.**

There followed a brief discussion about the new trees that were planted on the common in March. Due to the drought over the summer a number of them have died. **Clerk to contact Henry Gowman and ask about 30 replacement trees.**

**027 (014) DATE AND TIME OF NEXT MEETING**

Next meeting will be held on 13th October @ 7.15pm in the Manor Rooms.

**Meeting closed at 20.52**