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

Held at The Manor Rooms, The Street, Trowse on: **Thursday 16th February 2023 at 7.15pm**

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

Clerk: Kate Leggett

**084 (001) APOLOGIES**

Cllr Price. Cllr Own took the chair for this meeting.

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

None for this meeting.

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

Minutes for the meeting held on the 12th January were **agreed and signed.**

**087 (004) MATTERS ARISING**

Cllr Own signed the Open Spaces Committee Terms of Reference as agreed at the previous meeting.

**088 (005) PUBLIC FORUM**

Allotment holder mentioned that the allotments were being visited by a compost specialist on the 29th May. **Clerk to action putting this in the newsletter in April.**

Christine Ender will make sure that new wildflower seeds are placed on the common to fill in the gaps left by ones that didn’t take over the winter. Our thanks go to her.

There is a large Mulberry tree on the allotments that has a large canopy and drops lots of fruit in the summer months causing problems with wasps. Clerk to investigate trimming with SNDC.

**089 (006) ALLOTMENTS**

6.1 – Clerk gave those present an update on the current waiting list. Discussions took place about offering vacant Block Hill plots to the school or adult education.

6.2 – Cllr Haynes advised of plots on the Dell which need monitoring following monthly inspection.

6.3 – Block Hill driveway. Clerk is awaiting prices for this. Crushed asphalt will be used.

6.4 – Pest control. **Clerk to action this and ask contractor to have a look at the Block Hill allotments as reports of vermin have been received from there.**

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

7.1 – No further update for this meeting. **Cllr Greenizan to supply clerk with a letter.**

**091 (008) CEMETERY**

8.1 – Cllr Haynes provided the clerk with information regarding headstones and memorials in the cemetery. **Clerk to word letter to families regarding suitable memorials.**

New signage is to be put up explain council’s policy for memorials.

**092 (009) COMMON**

9.1 – None for this meeting. The play equipment repair has been scheduled for week beginning 6th May.

9.2 – Seating inspections. Discussions took place around the seating on the common and it was agreed that these should be held twice yearly to check for wear and tear and any damage. **Clerk to produce a form for inspections.**

9.3 – Church car parking. A short discussion took place around the church car park but it was agreed that we have no jurisdiction to deal with any issues regarding this matter.

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

10.1 – New grit bin for Pepperpot Drive. The location of the new bin was decided. **Clerk to action getting this approved.**

10.2 – SAM Camera. Clerk reported that Cllr Thomson will pay for half of the new camera out of his allowance.

10.3 – Bus shelter repairs. When the window was being installed it was noted that there were a few issues with the bus shelter in terms of missing tiles etc. **Clerk to investigate repairs.**

**094 (011) FLOODING**

11.1 – The clerk had received a comment from a resident saying that the ditch clearing had put residents of Russell Terraces’ minds at rest due to how the flood water would normally be affecting the common.

**095 (012) POLICIES AND PROCEDURES**

12.1 – The Committee’s Terms of Reference was signed by Cllr Owen.

**096 (013) AOB**

Coronation event. The clerk took Councillors through the ongoing plans for activities. Volunteers will be needed for the day to man the games stalls.

Crown Point Estates discussion. The clerk to Councillor through a meeting that was held with Fiona Sarson at Crown Point regarding the allotment lease and a number of other topics. The clerk concluded that it had been a very productive meeting. Once the new allotment lease has been finalised it was advised that the Council gets it looked at by a solicitor before signing.

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

Next meeting will be held on 16th March 2023 @ 7.15pm in the Manor Rooms.

**Meeting closed at 20.55**

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| **Decisions/ Actions** | **Delegated to** |
| Heritage project | Cllr Greenizan to provide clerk with a letter |
| Memorial letter | Clerk |
| Seating inspection form | Clerk |
| Grit bin location | Clerk |
| Bus shelter repairs | Clerk |