

NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL
OPEN SPACES AND PROPERTY EXTRA-ORDINARY 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: **Tuesday 11th July 2023 at 6.30pm**

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

Kate Leggett (Parish Clerk)

AGENDA

1. ATTENDANCE

To note those present and consider apologies for absence.

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 THE PREVIOUS MEETING

To approve the minutes of the meeting on the 15th June 2023.

4. EQUIPMENT FOR GROUNDS PERSON ROLE

- i) To discuss and **agree** the equipment and PPE needed for the role
- ii) To discuss and **agree** ear marking reserves for the equipment/PPE
- iii) To delegate purchasing of equipment/PPE to council member(s)

5. DATE AND TIME OF NEXT MEETING.

Thursday August 17th @ 7.15pm.

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

Held at The Manor Rooms, The Street, Trowse on: **Thursday 15th June 2023 at 7.15pm**

Present: Cllr Owen (chair), Cllr Price, Cllr Barnes, Cllr Long and Cllr Haynes.
Clerk: Kate Leggett

001 (001) APOLOGIES

Cllr A Greenizan.

002 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

003 (003) ELECTION OF CHAIR OF COMMITTEE

Two Councillors put themselves forward for the role of committee chair. Some discussion took place. **Cllr Haynes, proposed Cllr, Owen, Cllr Price seconded. Cllr Owen took the chair.**

004 (004) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 11th May 2023 were **agreed and signed.**

005 (005) MATTERS ARISING

None for this meeting.

006 (006) PUBLIC FORUM

Chris Bowers thanked Cllr Price for his years as chair of this committee.

Mr Bowers also commented that the saplings on the common need weeding around. He has done about 75% of this but is unable to do anymore. Mr Bowers was thanked for his efforts. This might be a task that is given to the new ground's person.

It was also stated that it doesn't seem like the grass cutting contractors are cutting around the benches on the common or cutting close enough to the strip of new trees. This is causing a creep of overgrown areas to widen onto the common. **It was agreed that the clerk would contact the contractor about these issues.**

A resident asked if the council could spend some funds on planting up the tyre planters on the common, the bus shelter baskets and the horse trough. **It was agreed that s sum of up to £50 could be spent.**

007 (007) ALLOTMENTS

7.1 To discuss and approve allotment management procedures for plots not conforming to the tenancy agreements. Much discussion took place on this topic. Cllr Haynes stated that we should be aware of the benefits of having an allotment on peoples mental and physical health but at the same time not allowing plots to fall into disuse. The clerk took those present through the current process and it was thought that the current letters were suitable but wording changes may be considered.

It was agreed that a first warning would be sent out and a response should be received to acknowledge receipt. If no acknowledgement of the first warning is received and no work is carried out within 2 weeks, we move to terminate the tenancy. If a response is received from the plot holder, outlining what has happened or expressing problems with plot maintenance a second letter will only be issued after another 2 weeks of inactivity.

It as also agreed that the Clerk shall only receive allotment check forms at the Open Spaces meeting, to avoid confusion.

7.2 Allotment check forms were not provided this month.

7.3 The clerk gave those present an update on the pest control on the allotments.

7.4 Block Hill upper tap. At the end of last week, the clerk had received an email from a Block Hill tenant about the temporary tap being faulty. The clerk duly purchased a new one but was informed that another Block Hill tenant has made a repair. The Clerk informed councillors that the spare tap in the office should it be needed in the future.

008 (008) HERITAGE AND INFORMATION PROJECT

8.1 – The clerk gave a brief update about this item. It was thought that there would be another meeting of the Society in the coming weeks.

Cllr Bowers and the Clerk have also been investigating visiting Port Sunlight to get some archival information from them.

This item will now be moved to Full Council agendas.

009 (009) CEMETERY

9.1 – The Clerk took members through the updated plan for the layout of the cemetery and how plots could be laid out in the future. It was agreed that this was a sensible way forward to avoid any confusion when issuing plots. The current areas would be re-stated as areas A and B and new areas would be designated going forward. **The clerk is to progress this item. The clerk is to investigate mapping software or documentation which can be easily managed.**

The Clerk is to investigate rules and regulations around the scattering of ashes.

9.2 – Installation of the new cemetery gates. **Cllr Haynes proposed we approach Steve Burrell who completed work on the bus shelter. Cllr Barnes seconded. Clerk to contact Mr Burrell.**

010 (010) COMMON

10.1 – The clerk took those present through the latest safety inspection which had only just been received. It was thought that there were some inaccuracies on the report due to some of the work mentioned having been in the last report and subsequently repairs carried out by IA Play Solutions (IAPS). The Clerk has arranged to meet the rep from IAPS to discuss this work and the new inspection.

10.2 – Bus shelter seating. The clerk had previously circulated material information for this project. It was agreed that the clerk could action this and the seating should be replaced.

10.3 – To discuss proposal of fenced dog are on the common. Much discussion took place around this item but it was thought that designating a space for dogs was not the problem. The issue is arounds that of faeces not being picked up by owners and dogs being around the play area. **It was agreed that more signage was needed to inform dog owners of their responsibilities of picking up after their dog and to alter the signs on the gates that access directly onto the play area. It was also agreed that the dog waste bins may need to be relocated. Clerk to action signage for the common and allotments and an article in the next edition of the newsletter.**

011 (011) HIGHWAYS AND OPEN SPACES

11.1 – SAM camera solar power conversion. The clerk took councillor through the quote for a retrofit of a solar panel onto the new SAM camera but it was thought that this was too expensive for what was achieved.

11.2 – Village sign/gateway. Much discussion took place about the provision of a new village sign and possible village gateway. Following a discussion with Cllr Vic Thomson the clerk informed members that the tradition white gateways were not suitable for the Bracondale entrance to the village as the road is too narrow. **It was agreed that getting costs for a new metal silhouette style sign should be sought. Clerk to action this.**

With regards to the old sign Mr Bowers was approaching Matthew Colman about using the resources at the Crown Point Estates to repair and restore so it was safe to install in the Manor Rooms.

012 (012) FLOODING

Nothing or this meeting

013 (013) POLICIES AND PROCEDURES

Nothing for this meeting.

014 (014) Events

Nothing for this meeting.

113 (015) DATE AND TIME OF NEXT MEETING

Next meeting will be held on 17th August @ 7.15pm in the Manor Rooms. Please note there is no July meeting due to staff annual leave.

Meeting closed at 9.00pm

Decisions/ Actions	Delegated to
Plot number posts	Clerk
Bus shelter seating	Clerk
Goal posts moved.	Clerk to speak to Steve Burrell
Dog signs for the common	Clerk
Allotment letters to uncultivated plots	Clerk
Ashes scattering rules/regs	Clerk
Cemetery Gates	Clerk to speak to Steve Burrell
Bus shelter seating	Clerk
Village sign	Clerk