

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

Held at The Manor Rooms, The Street, Trowse on: 14<sup>th</sup> September 2023 at 6.30pm

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

## 032 (001) APOLOGIES

Cllrs Haynes and A Greenizan

## 033 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

## 034 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 17<sup>th</sup> August 2023 were **agreed and signed**.

## 035 (004) MATTERS ARRISING FROM THE PREVIOUS MINUTES NOT ALREADY ON AGENDA

The clerk took those present through the actions of the previous meeting.

## 036 (005) PUBLIC PARTICIPATION

A resident of Mustard way asked about the bin collection on the green on Mustard Way. The clerk informed those present that this bin was not previously on the collection list for SNDC but that she has since added it. There was also a discussion around the use of this green as a dog playpark due to the fact that it is enclosed. **Clerk to arrange some “pick up after your dog” signs. An article is also going to be placed in the next edition of the Newsletter.**

Christine Ender asked about the provision for wildflowers for next year. Councillors agreed a sum of £50 for this activity. **This to be placed on the next Open Space meeting agenda for formal ratification.**

A resident asked who is going to be responsible for the weeding of the borders on the Mustard Way green. **The clerk will add this to the list of tasks to be completed by the groundsman.** Resident also queried the planting of a wildflower strip but wanted to make sure that they are not mown by our contractor. **Clerk to contact Excite Solutions and let them know after liaising with resident about location.**

It was asked if the PC would consider a Christmas Tree to be planted on the common, but it was thought impractical at this time. It was thought, however, that an existing tree could be decorated.

## 037 (006) ALLOTMENTS

6.1 – The Chairman proposed to move this item to another agenda. All in favour.

6.2 – Allotment fee for 23/24 year. Fees are to remain the same (Full plot £45/Half plot £25). **Clerk to action renewals.** Any amendments to rules and regulations require one year’s notice to tenants. This will be discussed at another meeting.

6.3 – Following a conversation with the groundsman it was thought that plot 48 could be divided into two. All in favour of this. Further division of plots will be discussed after renewals have been received and we are in a better position to know what is available.

Sign;

Date:

6.4. Ground prep for hedgerow on The Dell. Clerk to liaise with the groundsman about getting a digger to prepare the ground for the hedgerow trees. Quotes will be obtained. **Clerk delegated permission to action if under £500.**

### **038 (007) CEMETERY**

7.1 – The clerk gave an update on works on the cemetery. The groundsman has made a lot of progress in tidying the site. The shed has been removed and the site is looking much better.

7.2 – Memorial Inspections – The clerk took those present through the report received from the memorial inspector. Some records will have to be sourced from the church with regards to memorials that failed the test in the churchyard. Overall very few memorials had to be laid down to prevent health and safety issues. **Clerk to contact families over the memorials that failed the test and ask about repairs.**

### **039 (008) COMMON**

8.1 – The clerk gave members an update on the play equipment repair following no reply from the former contractor. **Clerk will investigate other contractors.**

8.2 – Common fixture repairs. Following an inspection of the common benches, one had to be removed for safety reasons and several other have been identified as being in need for repair/replacement. Resolved to recommend to Full Council that a sum of money be set aside for a like for like replacement of benches affected. **Clerk to investigate costs and place on October's Full Council agenda.**

### **040 (009) HIGHWAYS AND OPEN SPACES**

9.1 – The clerk has made enquiries with South Norfolk DC as to who will remove the graffiti on the bridge. If SNDC will not do the work, then the task will fall to the PC. Cllr Long suggested that a small group of volunteers may be able to help remove this. Awaiting more information.

9.2 – Tree works in the churchyard. The climbing survey report has been received and there are some issues with some of the trees on the site, which will mean work has to be arranged. Thankfully, nothing has been deemed urgent and these works can be undertaken in the next 3-6 months. **Clerk to arrange quotes from contractors to be brought the October Full Council meeting.**

9.3 – Trees on the White Horse Lane development. Some trees planted by Norfolk Homes before the PC took ownership of the green spaces on the new development, have died due to last year's drought. It was thought that the PC could make an application for the "40,000 trees" scheme being offered by County Council. Clerk to speak to Cllr Thomson and this item to be placed on the October Open Spaces meeting agenda.

9.4 – Discussed under item 5.

9.5 – Railings in the village. Discussion was had about this matter. No action to be taken at this time.

### **041 (010) EVENTS**

10.1 The Chairman proposed to move this item to the October agenda for discussion. All in favour.

### **042 (011) POLICY AND PROCEDURE**

11.1 – Budget prep. The Chairman proposed to move this item to the October agenda for a full discussion with all members present. All in favour.

Sign;

Date:

## **043 (012) GROUNDSMANS MONTHLY TASK LIST**

Tasks set for the coming months:

- Oiling squeaky swings on the common
- Hedgerow prep on The Dell allotments
- Block Hill plot clearance
- Gully Clearing on The Street
- Investigate dying trees on White Horse Lane development.
- Pathway maintenance on Block Hill allotments.
- Tasks deemed necessary by the Clerk.

## **044 (013) DATE AND TIME OF NEXT MEETING**

It was proposed that an Extra-ordinary meeting be called for the 26<sup>th</sup> September @7.15pm with a single item agenda of allotment management, to allow for a full discussion. All agreed. **Clerk to book the Manor Rooms.**

Date of October meeting: Thursday 12<sup>th</sup> October 2023 @ 7.15pm.

**Meeting closed at 8.46pm**

<b>Decisions</b>	<b>Actions</b>
Dog waste signs	Clerk
Wildflower expense on FC agenda October.	Clerk
Wildflower location on Mustard Way	Clerk
Allotment tenancy renewals	Clerk
Memorial notices	Clerk
Playground equipment repairs	Clerk
Common benches	Clerk
Churchyard tree works quotes	Clerk
Manor Rooms booking for extra-ordinary meeting	Clerk

Sign;

Date: