

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

Held at The Manor Rooms, The Street, Trowse on: 11<sup>th</sup> January 2024 at 7.15pm

Present: Cllr Owen (chair), Cllr Haynes, Cllr Greenizan, Cllr Long, Cllr Barnes, and Cllr Bowers (via Teams)

Clerk: Kate Leggett,

## 063 (001) APOLOGIES

Cllr Price

## 064 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

## 065 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 14<sup>th</sup> December 2023 were **agreed and signed**.

## 066 (004) MATTERS ARISING

None for this meeting.

## 067 (005) PUBLIC FORUM

A resident asked if she could purchase some additional wildflowers to replace those that had been overwhelmed by fallen leaves on the common, following the planting of seeds last autumn. **A sum of £20 was proposed. All in favour.**

Resident thought it prudent, that after the winter floods have subsided on the common, that the trees planted are checked to see if any did not survive the very damp conditions. **An inspection will take place once the flood water has gone down.**

## 069 (006) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotment waiting lists. We currently have vacant plots. **Clerk to put details on the village Facebook page once it has been established that the plots are ready for tenants. Clerk to liaise with groundsman.**

## 070 (007) CEMETERY AND CHURCHYARD

7.1 – A discission took place regarding remedial maintenance work required at the Cemetery. **Clerk to liaise with groundsman regarding a task list and present findings and costings to Committee members.**

## 071 (008) COMMON

8.1 Update on play equipment repair. It was hoped that the repair was imminent.

There followed a discussion about the conversation the Clerk had had with Crown Point Estates regarding the church meadow. It was thought that this topic warranted a discussion at full council as there would be budgetary considerations and implications. **Clerk to action an extra ordinary meeting and invite Crown Point Estates Farm manager and Estate manager.**

Sign;

Date:

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

9.1 – Update on the Biodiversity Plan. We are waiting for the ecological report to come back from our consultants and then the Clerk will continue to put together the plan with the data provided. Clerk will also contact the church and the school to see if they are interested in joining in this project.

The Clerk is meeting with Graeme Hewitt of the Whitlingham Trust on Monday 15<sup>th</sup> Jan to discuss their plans for Biodiversity and how we can work together with them to ensure that our plans are complimentary.

9.2 – Cllr Owen gave some information to members regarding an article that he had circulated. It was thought that the option for turning the old school into a community hub should be investigated. **Cllr Owen is to seek more information and the Clerk to contact the former PC chair to ask about his recollections of the process. Clerk to contact the Pennoyers Centre in Diss to get some more information on running a community hub.**

9.3 Update from Clerk regarding discussion with Crown Point about the Church Meadow. See item 8.

## **074 (010) EVENTS**

10.1 – Cllr Haynes stated that he had recruited a volunteer to join the Events working group. He and Cllr Long with liaise to arrange a meeting of the working group ASAP.

## **068 (011) POLCIES AND PROCEDURES**

11.1 - Risk Assessment. These had been circulated ahead of the meeting.

- a) Allotment Risk assessment reviewed and agreed. Proposed Cllr Long, seconded Cllr Owen. All in favour.
- b) Cemetery/Churchyard Risk assessment reviewed and agreed. Proposed Cllr Haynes, seconded Cllr Barnes. All in favour.

## **073 (012) GROUNDSMAN'S TASK LIST**

- Trip to Ben Burgess with the Clerk to discussion ride on mower options. There followed a discussion about the pros and cons of hiring or purchasing equipment. **Cllr Haynes proposed that the PC hire the ride on mower for the first year to allow for assessments of finances and functionality to be made at the end of the first year of in-house grass cutting. Seconded by Cllr Greenizan. All in favour. Clerk to action with Groundsman.**
- Groundsman to undertake some of the online training needed for his role.

## **075 (012) DATE AND TIME OF NEXT MEETING**

Thursday 15<sup>th</sup> February 2024 @ 7.15pm.

**Meeting closed at 8.13pm**

<b>Decisions</b>	<b>Actions</b>
Extra ordinary full council meeting	Clerk

Sign;

Date:

Investigations into the use of the old school building for a community hub	Cllr Owen and Clerk
Hire of ride on mower	Clerk and Groundsman.
Training for groundsman	Groundsman.

Draft

Sign;

Date: