

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

Held at The Manor Rooms, The Street, Trowse on: Monday 7th March 2022 at 7.30pm

Present: Cllrs Paul Greenizan, Morgan Haynes, Duncan Price.

Assistant Clerk: Kate Leggett

1. ATTENDANCE.

All Present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllr Greenizan – items pertaining to the Manor Rooms.

3. MINUTES OF PREVIOUS MEETING.

3.1 Minutes of the previous meeting on the 10th January 2022 were agreed and signed.

4. PUBLIC FORUM.

None in attendance and nothing received ahead of the meeting.

5. ALLOTMENTS

5.1 Nothing provided for the meeting.

5.1 Cllr Price raised the issue of plots that aren't progressing in anyway. It was **agreed** that a procedure be put in place for this. **Cllr Price to draw up a proposal. KL to start on a Standard Operating Procedure (SOP) to be brought before this committee and then full council.**

5.2 Cllr Haynes raised the issue about rat traps having been removed from the Dell allotment site. It is believed that this has been done by one of the tenants and this was in breach of the tenancy agreement. **It was agreed to send all allotment holders a communication regarding the removal of Council infrastructure and the potentially serious implications of this. Signs are also to be placed at both allotment sites.**

5.3 Sycamore works at Block Hill. KL gave an update on this. CGM had been asked to quote for this work and advice from SNDC tree officer Imogen Mole had been sought so we can go ahead with this as soon as possible.

6 HERITAGE INFORMATION PROJECT

6.1 Cllr PG to follow up with Fakenham Council following a visit.

7 CEMETERY.

7.1 Nothing for this meeting.

Sign:

Date

7 - Apr - 2022


- 7.2 G+G fencing, confirmation of works. This led to a discussion about suitable memorials on graves. It was thought that there should be an "etiquette" for the cemetery. **Agreed for notices to be placed at the cemetery regarding the use of plastic flowers, decorations and floral arrangements.**
- 7.3 Follow up at the next meeting.

8 COMMON

- 8.1 **KL** provided update on the tree planting project. The volunteer planting went very well, despite the horrible weather and thanks go to all involved, especially Christine Ender, Chris and Heather Bowers and Barry from Excite Solutions for preparing the site and arranging volunteers

Cllr Haynes raised the issue of maintenance of the trees/shrubs and who is going to be looking after them whilst they establish themselves. **KL** to make investigations.

Questions were also asked about the surplus trees and how long we are expected to store them. **KL** will check with Henry Gowman about this matter.

A semi-circle of ground had been dug over by mistake, but it was agreed that a jubilee bench be placed there to mark the occasion.

9 HIGHWAYS & OPEN SPACES

- 9.1 Detail on Christmas lights was sent out ahead of the meeting but as yet no quote has been received. **Resolved to follow up for next meeting.**

10 FLOODING

- 10.1 **Cllr MH** gave report on flooding. No change. Cllr Price reported that a resident had mentioned that there was a ditch blockage to the back of Newton Close. Cllr Haynes to investigate this further and report back.

Cllr Haynes wanted to make people aware that he has the key to the council lockup should anyone need access to the FloodSax in an emergency.

11 POLICY

- It was discussed in item 5.1 to produce Allotment standard operating procedure – To be actioned by **KL** and report back at next meeting.

12 AOB

The question of the Boules pitch on the common was raised again. **KL** to ask **TL** what progress has been made on this matter.

13 TIME AND DATE OF NEXT MEETING

- 13.1 Meeting on 4th April 2022 at 6.30pm

Meeting closed at 8.25pm

Sign:

Date:


Actions –

- KL to add emergency key holder contacts to parish website
- KL to liaise with Henry Gowman re tree storage
- KL to action notice for the cemetery regrading grave tributes
- KL to start SOP for allotments
- KL to email allotment holders about the removal of pest control devices
- PG to follow up with Fakenham Council.

Sign:

Date:

A handwritten signature in black ink, appearing to be 'K. L.', is written over the 'Date:' label.