

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: 14th July 2025 at 7.15pm

Present: Cllr Owen (Chair), Cllr Gorman, Cllr Greenizan, Cllr Bowers.

Clerk: Kate Leggett.

028 (001) APOLOGIES

Cllr Haynes.

029 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots. `

030 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 9th June 2025 were **agreed and signed**.

031 (004) MATTERS ARISING

Decisions	Actions
Allotment Notice	Clerk (actioned)
Allotment tree	Clerk (actioned)
Cemetery request	Clerk (actioned)
Play area inspection	Clerk (actioned)
Street lighting	Clerk (ongoing) Contractor making investigations.
Telephone box library	Clerk and Cllrs (ongoing)
Event actions	Clerk (ongoing)

032 (005) PUBLIC FORUM

Mr Bowers commented that the "Telephone" panels n the top of the refurbished phone box had been replaced. It was thought that an article about possible uses for the phone box should be added to the newsletter for people to consider.

Mr Bowers and Cllr Bowers stated that the former bowls clubhouse was going to be taken down this week, with help from local builders and volunteers. The electrician is coming on Tuesday to decommission the electrics to the building and make safe. The waste from the site will be divided into piles and disposed of/recycled accordingly. A skip will be needed for some items, but it was hoped that much could be reused.

033 (006) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotment waiting lists and vacant plots. We are currently at full capacity, and we now have a waiting list for plots. It was also noted that the work on the Block Hill plot that was granted an extension to make improvements, have been undertaken.

034 (007) CEMETERY AND CHURCHYARD

7.1 – Ongoing Biodiversity work. The Bat survey has been received, and the Clerk took those present through the report. It was noted that the bat boxes we currently have are not being used and may require relocation. This information will be shared with the Green Team volunteers.

035 (008) COMMON

8.1 – To note the water levels on the common. Noted that as the weather has been dry, there is currently no issue.

Sign;

Date:

8.2 – To discuss and agree any actions pertaining to the annual play area inspection. The inspection report has been received and although there are no urgent matters it was noted that two of the larger items were reaching the end of their life and may not pass another inspection. It was agreed to make further investigations about the type of replacements that could be available and their cost. Clerk to action.

8.3 – Common gates. Following an email from a concerned resident about the latched gates on the common the committee discussed options for the fixings, to aid admission to the common without the need to stand in the road. It was concluded that the installation of self-closing mechanisms would facilitate easier access to the common, but that those with buggies etc should be encouraged to use the new hardstanding entrance and yellow gate.

8.4 – Grass cutting on the football area of the common. A discussion took place about this issue and it was agreed that the area between the goalposts would be cut more regularly in the summer months and to a shorter height.

036 (009) HIGHWAYS AND OPEN SPACES

9.1 – Tree survey report. Following the receipt of the most recent tree survey, it was discovered that some of the works required were urgent. With that in mind, the clerk has already got three quotes and these were presented. **Resolved to recommend to Full Council, as the amount is over the Committee limit, that the work be given to Access Arboriculture. Proposed Cllr Greenizan, seconded Cllr Gorman, all in favour. Clerk to action.**

9.2 –Telephone box. See item 5.

9.3 – Bus stop at Pepperpot drive end of the village. Following a request from a resident this item was discussed, and it was **resolved to ask Norfolk County Council and First Bus about the logistics of this. Clerk to action.**

037 (010) EVENTS

10.1 – The Clerk gave an update on the plans for the summer event.

- The usual PA hire company has not got back to us, so further enquiries are being made.
- Volunteers will be needed for the day to help with set up/break down and traffic management. Clerk to make a request for help on Facebook.
- Signs to be put up on the day warning drivers of an event.
- Risk assessment has been undertaken and a map of the layout of the common completed. Both of these have been placed in the shared document drive.
- Clerk will be advertising the event on social media over the coming days and it is hoped that the next newsletter will be produced in time to go out before the day.

038 (011) POLICIES AND PROCEDURES

None for this meeting.

039 (012) GROUNDSMAN'S TASK LIST

12.1 – Groundsman's task. Clerk to liaise with groundsman about priority tasks for the coming month.

040 (013) DATE AND TIME OF NEXT MEETING

Monday 8th September 2025 @ 7.15pm.

Meeting closed at 8.39pm

Decisions	Actions
Tree works	Clerk (actioned)
Newsletter	Clerk
Bus stop investigations	Clerk
Play area investigations	Clerk
Event actions	Clerk (ongoing)

Sign;

Date: