

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: 9th June 2025 at 7.15pm

Present: Cllr Owen (Chair), Cllr Gorman, Cllr Haynes.

Clerk: Kate Leggett.

014 (001) ELECTION OF CHAIRPERSON FOR THE COMING YEAR

Cllr Haynes nominated Cllr Owen, this was seconded by Cllr Gorman. All in favour. Cllr Owen accepted the nomination and took the chair.

015 (002) APOLOGIES

Cllr Greenizan.

016 (003) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots. `

017 (004) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 12th May 2025 were **agreed and signed**.

018 (005) MATTERS ARISING

Decisions	Actions
Rotator follow up	Clerk (actioned)
Cemetery bins and signage	Clerk/Groundsman (ongoing)
Event advertising etc.	Clerk (ongoing)
Cemetery security	Clerk (actioned)
Event actions	Clerk (actioned)
Russell Terrace lighting timings	Clerk (actioned)
Defib location	Clerk (actioned)
Wildfire emergency plan	Clerk (actioned)
Self-closing gates	Clerk (ongoing)
Boudicca Way Marathon	Clerk (actioned)
Moles on the Common	Clerk (actioned)
Church grass cutting	Clerk (actioned)

019 (006) PUBLIC FORUM

None for this meeting.

020 (007) ALLOTMENTS

7.1 - The clerk gave those present an update on the allotment waiting lists and vacant plot. There has been a request to the Clerk about delaying an eviction. A discussion took place, and it was agreed to delay this for 2 weeks to allow for the tenant to make improvements. This is to be communicated to the tenant. **Clerk to action.**

7.2 – Overgrown tree on Dell allotments. The Clerk has received a quote for the tree in question, for the sum of £775. It was agreed in principle at this committee but needs to be approved at the Full Council meeting. **Clerk to place on full council agenda.**

021 (008) CEMETERY AND CHURCHYARD

8.1 – Ongoing Biodiversity work. Weeding etc continues at the cemetery. It was noted by a member of the Green Team that the biodiversity on the Cemetery has increased over the past year, with more frogs, insects and birds being present on the site.

Sign;

Date:

8.2 – To discuss and agree actions pertaining to request from family member concerning a relative's grave. Clerk gave the information about this grave and a discussion took place. It was agreed that, although being sympathetic to the family, no new grave edge could be installed. This was due to the difficulty in mowing and the general maintenance of the site. **Clerk to inform.**

022 (009) COMMON

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

9.2 – To discuss and agree any actions pertaining to the annual play area inspection. Committee agreed to go ahead with Online Playgrounds inspection as this was now due. **Clerk to inform.** It was also noted here that fitness classes are still using the adult gym equipment and children's play equipment as part of their classes. **Clerk to write to them again.**

023 (010) HIGHWAYS AND OPEN SPACES

9.1 – Russell Terrace street lighting. A discussion took place about this item, and it was resolved to ask our contractor for more information about the timers and light fittings. **Clerk to action**

9.2 – Attenuation tanks. The Clerk informed those present about the tanks and that she was waiting to hear from the Norfolk Homes Technical Team about their maintenance. It is our understanding that we are responsible for these tanks and their maintenance.

9.3 – Telephone box library. Our thanks go to Mr Bowers, Mr Schindler and Tony for their help with this project. It was hoped that the glass for the top sections could be replaced. The Clerk showed the members a picture of a box with planters attached and it was wondered if something similar could be done with ours. **Resolved that more investigations are needed.**

024 (011) EVENTS

10.1 – The Clerk gave an update on the plans for the summer event. Cllr Haynes had sent the Clerk some information about another possible performer. Clerk to contact.

The Clerk will also produce a banner for the railings around the common to advertise the event and other local clerks had been emailed details of the event.

The Clerk is also making investigations into a power supply for the music and a marquee.

025 (012) POLICIES AND PROCEDURES

None for this meeting.

026 (013) GROUNDSMAN'S TASK LIST

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

027 014) DATE AND TIME OF NEXT MEETING

Monday 14th July 2025 @ 7.15pm.

Meeting closed at 8.50pm

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

Sign;

Date: