

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: 13th October 2025 at 7.15pm

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

Clerk: Kate Leggett.

054 (001) APOLOGIES

Cllr A Greenizan – Received and accepted.

055 (002) DECLARATIONS OF INTEREST AND DISPENSATION

Cllrs who are allotment holders.

056 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 8th September 2025 were **agreed and signed**.

057 (004) MATTERS ARISING

Decisions	Actions
Allotment fees	Clerk (actioned)
Play area minor repairs	Clerk (actioned)
Exercise classes	Clerk (ongoing)
Tree planning	Clerk (actioned)
Tree replacement – resident	Clerk (actioned)

058 (005) PUBLIC FORUM

A resident was present to express concern over the ivy growing from the electricity sub-station on the footpath between The Street and Newton Close. He stated that he has been in contact with UK Power Networks but they claimed that it was the responsibility of Highways. Clerk to make investigations.

059 (006) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotment waiting lists, vacant plots and tenancy renewals. The renewal notices have been sent out and fees where being paid. We have 6 people currently on the waiting list. The groundsman mentioned that the vacant Block Hill plot could be easily converted into two plots. **Clerk to ask if those waiting for a Block Hill plot want a full or half plot.**

6.2 – Inspection dates for 2026. These were agreed as the week beginning: 2nd March, 4th May, 6th July, and 7th September 2026. Clerk to publish this in the allotment page of the website.

060 (007) CEMETERY AND CHURCHYARD

7.1 – Ongoing Biodiversity work. A member of the biodiversity team had been down to the Cemetery and made a start on clearing the weeds from the pathways. It was thought that this would be an ongoing task over the winter. The Clerk mentioned that she wants to start marking off the cemetery zones to make it clear which areas are which, both for administration purposes and for those looking to place loved ones in plots.

Quote to be sought for the required works to large horse chestnut following a climbing survey. **Clerk to action.**

061 (008) COMMON

8.1 – To note the water levels on the common. No current issues.

8.2 – The Clerk to members through the now 5 quotes that have been received for replacement items on the play area. It was resolved that as this was such a large expense the decision will rest with Full Council.

Sign;

Date:

Cllr Haynes asked that all the quotes be sent out in advance to all Councillors ahead of the November Full Council meeting. **Clerk to action.**

8.3 – Tree succession planning. The Clerk stated that she was still waiting for a discussion with the tree surgeon regarding the best types of trees. One field maple that was located in a different spot in the village will be moved to the common. It was thought that exploring a different species may help with biodiversity on the common. **Clerk to raise this with tree surgeon.**

062 (009) HIGHWAYS AND OPEN SPACES

9.1 – Discussions about the MUGA. The Clerk and Cllr Bowers took members through recent discussions with Fiona Sarson of Crown Point Estate (CPE). CPE asked if we were interested in making use of the MUGA and following an article in the newsletter a positive response had been received from residents. Much discussion took place about the possible required works and the cost implications, but it was generally thought that trialling something for 6-12 months might be the best option, to see what the uptake would be. It was decided to hold an open forum discussion and invite residents to express their interest in not only using the site but helping to get it ready for use. A working group would then be formed to decide/manage the logistics. **Clerk to arrange.**

063 (010) EVENTS

10.1 – Event debrief. It was thought that this year's Summer Vibes event had gone very well and the scaled down approach had been much easier to manage. It was hoped that something similar could be arranged for next summer, with a longer lead time to plan and arrange different musicians, and more local businesses involved.

064 (011) POLICIES AND PROCEDURES

11.1 – Budget preparation. Cllr Bowers shared the budget preparation spreadsheet and spend to date information with members and Cllrs discussed the itemised budgetary requirements for this committee. This committee budget will be presented to the Finance committee for ratification before being signed off at Full Council.

065 (012) GROUNDSMAN'S TASK LIST

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

12.2 – Purchase of ride on mower for groundsman. The groundsman has been to view a suitable ride on mower and a quote of £1700 had been received. The item is a reconditioned mower that will be given a refurb and warranty. **The purchase of this item was proposed by Cllr Haynes, seconded by Cllr Gorman, all in favour. Due to it being over the permitted committee payment budget, the Clerk is to place this on the agenda for full council where the Open Spaces committee will make the recommendation to purchase.**

066 (013) DATE AND TIME OF NEXT MEETING

Monday 10th November 2025 @ 7.15pm.

Meeting closed at 9.40pm

Decisions	Actions
UK power networks	Clerk
Block Hill plots	Clerk
Quote for Cemetery horse chestnut	Clerk
Tree planning	Clerk
Play equipment quote to Cllrs	Clerk
MUGA Forum	Clerk
Ride on Mower to Full Council	Clerk.

Sign;

Date: