

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: 8th December 2025 at 7.15pm

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

Clerk: Kate Leggett

067 (001) APOLOGIES

Cllr Haynes – Received and accepted.

068 (002) DECLARATIONS OF INTEREST AND DISPENSATION

None for this meeting.

069 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 10th November 2025 were **agreed and signed**.

070 (004) MATTERS ARISING

Decisions	Actions
Water Butts	Clerk (ongoing)
Horse chestnut quote to Full Council	Clerk (actioned)
Forum for MUGA	Clerk (actioned)
2026 summer event	Clerk (ongoing)
State of MR lawn	Groundsman (actioned)

The water butt situation had been investigated and it was thought that 2 x 210L butts could be placed behind the bus shelter. Clerk to seek prices.

071 (005) PUBLIC FORUM

A resident queried the possibility of her and one other, as part of the biodiversity team, being able to attend a fruit tree pruning course, given that the orchard has now been planted on the Dell. The two participants would also be able to hold workshops for others wanting to learn the skill after the course had been undertaken. It was generally thought that the fee of £50 per person was acceptable and the Clerk would place it on the agenda for the full council meeting next week for formal approval. It was queried whether it was a suitable course for our groundsman to attend. Resident to make enquiries with the course provider.

072 (006) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotment waiting lists, vacant plots and tenancy renewals. All plots have now been paid for and there were a couple of new tenants coming onto the Dell allotments over the coming days.

6.2 – Update from Biodiversity Green Team. The new community orchard has now been planted on the Dell, and a mix of different grass/flowers seeds have been sown. A team from the Biodiversity GT and other volunteers, helped with the planting of the trees.

Work on the cemetery will be ongoing.

073 (007) CEMETERY AND CHURCHYARD

Nothing for this meeting.

074 (008) COMMON

8.1 – To note the water levels on the common. The ground is very wet but there is no standing water. It was commented that there are some branches and detritus in the ditch that will need clearing. **Clerk to speak to Groundsman about their removal.**

Sign;

Date:

8.2 – Play equipment repairs. The Clerk gave members present an update on the awaited repairs to the play equipment. Replacement parts are having to be sourced and there has been a delay. It is hoped that the repairs will be completed before Christmas.

8.3 – Replacement play equipment. Discussions took place between members about the type and design of any new equipment. **Clerk to go back to two companies that provided quotes for more information regarding installation costs, and materials used.**

075 (009) HIGHWAYS AND OPEN SPACES

9.1 – MUGA forum arrangements. Mr Bowers has volunteered to run the informal meeting of the residents and with regards to MUGA. The Clerk, Mr Bowers and the Groundsman had made a site visit to inspect the area and the state of the surface. It was generally thought that progress towards the project could only be made once the site has been cleared and for that we need volunteers. So this is what this first meeting should focus on.

9.2 – Quote for streetlight repairs. The replacement of an asset done Whitlingham Lane was discussed and it was agreed to recommend to Full Council that the repair be done at a cost of £530. **Clerk to add to Full Council agenda.**

9.3 – Shielding of streetlighting along Russell Terrace. A quote for shielded bowls had been sought from the contractor and following a discussion it was agreed that quote be accepted and the work undertaken. **Clerk to action.**

076 (010) EVENTS

Nothing for this meeting.

077 (011) POLICIES AND PROCEDURES

11.1 – Budget setting. Cllr Bowers and the Clerk to members through an updated Open Spaces itemised budget, making amendments for newly investigated costs and allowing for some works to be completed on the Manor Rooms. **It was resolved to accept the Open Spaces budget of £35,844 – all in favour - and that this be passed to the Finance committee who will undertake a final review before recommendation to Full Council.**

078 (012) GROUNDSMAN'S TASK LIST

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

079 (013) DATE AND TIME OF NEXT MEETING

Monday 12th January 2026 @ 7.15pm.

Meeting closed at 8.42pm

Decisions	Actions
Water Butts	Clerk
MUGA meeting	Clerk
Ditch branches	Clerk to inform Groundsman
Play equipment investigations	Clerk
Streetlight repair	Clerk
Streetlight shielding	Clerk

Sign;

Date: