

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Monday 8th June 2026 at 7.15pm

Present: Cllr Owen (Chair), and Cllr Gorman, Cllr Haynes and Cllr Greenizan. Clerk: Kate Leggett (Clerk)

001 (001) ELECTION OF COMMITTEE CHAIRPERSON

Cllr Haynes nominated Cllr Owen. Cllr Own accepted the nomination. All in favour. Cllr Owen takes the chair.

002 (002) APOLOGIES

003 (003) DECLARATIONS OF INTEREST AND DISPENSATION

Cllrs who are allotment holders.

004 (004) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 11th May were agreed and signed.

005 (005) MATTERS ARISING

Decisions	Actions
Working group info	Clerk (actioned)
Fitness class letter	Clerk/Cllr Bowers (actioned)
Letter picking equipment	Clerk (actioned)
Fencing investigations	Clerk (ongoing)
Hogweed reporting	Clerk (actioned)

006 (006) PUBLIC FORUM

6.1 – None for this meeting.

6.2 – MUGA. The clerk had previously circulated the short-term lease agreement and a discussion took place. **It was resolved recommend to Full Council that we accept the short-term lease as offered by Crown Point Estate to facilitate the repair to the MUGA. Clerk to check with Crown Point to ascertain if they are happy for our builder to undertake remedial works necessary.**

007 (007) ALLOTMENTS

6.1 - The clerk gave those present an update on the allotments and any waiting lists.

7.2 – Cllr Haynes to make arrangements with the groundsman for allotment inspections.

008 (008) CEMETERY AND CHURCHYARD

Nothing for this meeting.

009 (009) COMMON

8.1 – Water levels are currently not an issue.

8.2 – Fitness classes on the Common. He most recent letter to the fitness instructor has been posted. Resolved to add to Full Council agenda for any required actions.

010 (0010) HIGHWAYS AND OPEN SPACES

Nothing for this meeting.

Sign:

Date:

011 (011) EVENTS

10.1 – The Clerk gave members an update on the arrangements for the Summer Vibes 2026 event.

- More musical acts have been sourced.
- Clerk will be arranging PPL/PRS, event insurance and Temporary Event Notice.

012 (012) POLICIES AND PROCEDURES

12.1 to review and approve the following policies.

- Committee Terms of Reference. **Approved.**
- Playground Risk Management Policy. Clerk to speak to groundsman about adding checks to his duties. This will have to be approved by the Personnel Committee. **Clerk to add to their agenda.**
- MUGA Working Group Terms of Reference. **Approved. Clerk to circulate.**

014 (014) GROUNDSMAN'S TASK LIST

- Ask about undertaking the RoSPA training for the play area.
- Move bait traps on Dell.

015 (015) DATE AND TIME OF NEXT MEETING

Monday 13th July 2026 @ 7.15pm.

Meeting closed at 8.56pm

Decisions	Actions
MUGA ToR to working group	Clerk
P&C agenda item	Clerk
MUGA work investigations	Clerk
Fencing investigations	Clerk.

Sign:

Date: