

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

OPEN SPACES AND PROPERTY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Monday 13th July 2026 at 7.15pm

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

016 (000) APOLOGIES

017 (002) DECLARATIONS OF INTEREST AND DISPENSATION

Cllrs who are allotment holders.

018 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 8th June were agreed and signed.

019 (004) MATTERS ARISING

Decisions	Actions
MUGA ToR to working group	Clerk (actioned)
P&C agenda item	Clerk (actioned)
MUGA work investigations	Clerk (actioned)
Fencing investigations	Clerk (ongoing)

020 (005) PUBLIC FORUM

5.1 – None for this meeting.

5.2 – MUGA. The clerk presented the updated quote from the fencing contractor. **It was resolved to accept this quote. All in favour. Clerk to action.** Clerk is waiting to hear from Crown Point Estate about a short-term lease.

It was thought that there would have to be another clearing event to remove the brambles that have grown.

A member of the working group is happy to liaise with the Clerk about grant applications.

021 (006) ALLOTMENTS

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

022 (007) CEMETERY AND CHURCHYARD

7.1 – The clerk gave information on the cemetery zoning plan and asked for input. Cllr Gorman stated that he would look through the current software to see if it could be used more efficiently.

023 (008) COMMON

8.1 – Water levels are currently not an issue.

8.2 – Fitness classes on the Common. Cllrs Owen, Gorman and Bowers took those present through the discussions with the fitness instructor and how things will be moved forward. **Clerk to liaise with another organisation about a possible conflict for booking the MR garden for a date in September.**

024 (009) HIGHWAYS AND OPEN SPACES

Nothing for this meeting.

251 (010) EVENTS

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

Sign:

Date:

- The Clerk asked for volunteers setting up gazebos and traffic monitoring on the day. Details added to online task spreadsheet.
- Plans and timings for the day have been sent out to musicians and stall holders.
- Risk assessment has been completed.

026 (011) POLICIES AND PROCEDURES

12.1 to review and approve the following policies.

- Emergency Plans. It was agreed to remove section 7 of the Wildfire Emergency Plan and put something in the newsletter about vulnerable people.

027 (012) FINANCE

12.1 – Review budget versus actuals for year to date. Cllr Bowers took member through the committee spends to date.

028 (013) GROUNDSMAN'S TASK LIST

- It had been noted that some of the houses on Stanton Terrace have small saplings growing from the path. These need to be removed.
- It was asked if Tony could trim around the perimeter of Highland Crescent and the around the graves at the cemetery.
- It was also agreed to trial the removal of the waste bin from the cemetery as it is not used properly and frequently has to be sorted through for recycling and green waste. Signage asking people to take their litter home is to be put up. Clerk to action.

029 (014) DATE AND TIME OF NEXT MEETING

Monday 14th September 2026 @ 7.15pm.

Meeting closed at 8.42pm

Decisions	Actions
Fitness class conflict booking	Clerk
Emergency plan update	Clerk
Bin signage for cemetery	Clerk
Fencing investigations	Clerk.
MUGA Fencing	Clerk.

Sign:

Date: