



# whitchurch town council

MINUTES: PARK & PUBLIC REALM COMMITTEE MEETING, 5<sup>TH</sup> JANUARY 2023

## MINUTES - PARKS & PUBLIC REALM COMMITTEE MEETING HELD ON THURSDAY 5<sup>TH</sup> JANUARY 2023

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### PRESENT

Councillors: J. De-Wyrall C. Doyle A. Hotchkiss P. Lea M. Ridgway

Proper Officer: Mike McDonald

### IN ATTENDANCE:

Councillors: A. Hall R. Hall A. Jackson M. Phipps

Public: N/A

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The meeting was opened at 7.00pm by Committee Chairman, Cllr Lea

#### 1. Apologies

Apologies were received from Cllr Sullivan by the Proper Officer for this meeting

#### 2. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received

#### 3. Minutes

After a proposal by Cllr Hotchkiss, seconded by Cllr De-Wyrall, the minutes of the Parks & Public Realm Committee Meeting held on 3<sup>rd</sup> November 2022 were **approved and signed** by the Chairman as a true record of that meeting

#### 4. Public Participation

No members of the public were in attendance

#### 5. Action Point Update

The Committee discussed a verbal update from the Proper Officer on actions from previous meetings:

##### a. Football Pitches **WTC/PPR/02/2223**

It was noted that the line-marking machine had been ordered and received and that the Proper Officer had spoken with Cllr Tew (given his experience) regarding assistance in marking out appropriate area/s. Cllr Tew will consult with potential users for their input re marking and timing.

- b. Jubilee Park – Solar Lighting **WTC/PPR/04/2223**  
It was noted that this item had now been completed with the installation taking place in early December 2022
- c. Jubilee Park – Gym Equipment Relocation **WTC/PPR/05/2223**  
It was noted that this item was now on hold. **WTC/PPR/15/2223**
- d. Dog Fouling **WTC/PPR/06/2223**  
It was noted that the Proper Officer had spoken with Shropshire Council and that Public Space Protection Orders were currently under review. The Proper Officer will take this forward once the review is complete. We are awaiting Shropshire Council update.
- e. Deermoss Meadow Play Area **WTC/PPR/08/2223**  
It was noted that the action was now in hand with the newly recruited Parks & Public Realm Facilities Team.
- f. RoSPA Maintenance Schedule  
It was noted that this action was now in hand with the newly recruited Parks & Public Realm Facilities Team. Cllr Lea, with Cllr Phipps, will review the required actions and site visit prior to this being undertaken in order to prioritise actions.
- g. Town Signage Review **WTC/PPR/16/2223**  
It was noted that a Working Party Meeting will be convened in January 2023 to progress (Cllrs Lea & Ridgway with external representatives).

## 6. CONFIDENTIAL BUSINESS

Following a proposal from Cllr Doyle, seconded by Cllr Hotchkiss, it was **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters

## 7. Confidential Action Point Update

The Committee discussed a verbal update from the Proper Officer on actions from previous meetings:

- h. Deermoss Meadow (Developers)  
The current actions of the Proper Officer were noted and agreed. Further updates to Committee or Full Council as appropriate.
- i. Edgeley Gardens Play Area **WTC/PPR/10/2223**  
It was noted that this action was completed in November 2022.
- j. Park Avenue – Long Stay Car Park  
It was noted that a follow-up meeting has been arranged for 19<sup>th</sup> January 2023, with an update being provided to Full Council at a meeting of the same date (see item 8)
- k. Jubilee Park Play Area **WTC/128/2122**  
It was noted that the Proper Officer had delayed action of this resolution pending investigation into other matters affecting the area to inform a complete view. Cllr Lea undertaking preliminary investigation and reporting back to Committee. Further instructions were noted separately by the Proper Officer for action in the interim.
- l. Grounds Maintenance Contract – related matters  
Actions were noted under agenda item 9.

**8. Shropshire Council – Outstanding Asset Discussions**

It was noted that a follow up meeting has been arranged with Shropshire Council on 19<sup>th</sup> January 2023, which includes areas under the PPR Committee remit, namely Park Avenue Car Park and Contractors Area/Car Park at Sherry Mill Hill (Jubilee Park). An update will go to Full Council at the meeting of the same date (see item 7(j)).

**9. Grounds Maintenance Contract – related matters**

Following discussion, it was agreed:

- a. The Proper Officer will instigate quotes and tenders for large Open Spaces (mowing) and Cemetery Upkeep for 2023/24
- b. The Proper Officer will instigate quotes for the provision of Hanging Baskets for 2023/24
- c. Cllrs De-Wyrall, Hotchkiss and Jackson will oversee planting schemes for Parks and Open Spaces in 2023 as a sub-group on behalf of the Committee

Specific detail and instructions were noted by the Proper Officer separately.

**10. Personnel Update**

A successful recruitment process was noted with all 3 successful candidates in post early-December 2022. Good progress was welcomed by the Committee.

There being no further business, the meeting closed at 7.30pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_