



whitchurch town council

MINUTES: PARK & PUBLIC REALM COMMITTEE MEETING, 2ND MARCH 2023

MINUTES - PARKS & PUBLIC REALM COMMITTEE MEETING HELD ON THURSDAY 2ND MARCH 2023

PRESENT

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

Proper Officer: Mike McDonald

IN ATTENDANCE:

Councillors: M. Phipps P. Tew Public: 1 x MoP

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

1. Apologies

No Apologies were received 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 De-Wyrall, seconded by Cllr Hotchkiss, the minutes of the Parks & Public Realm Committee Meeting held on 5th January 2023 were **approved and signed** by the Chairman as a true record of that meeting

4. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr Morris, seconded Cllr Sullivan – all in favour), whilst members of the public were invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility.

A representative of 'Bus Users Shropshire' spoke in support of the request to place seating for bus users at the Bus Station (White Lion) – an approach had been made to Tesco, with no response to date.

There being no further items, Standing Orders were reinstated. Proposed Cllr Hotchkiss, seconded Cllr Sullivan – all in favour

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 this was still in progress, to be completed when circumstances permit.
- b. **Dog Fouling WTC/PPR/06/2223**
It was noted that a Shropshire Council review Public Space Protection Orders has yet to be completed, having been chased. The Proper Officer will take this forward once the review is complete.
- c. **Deermoss Meadow Play Area WTC/PPR/08/2223**
It was noted that this action had now been completed by the Parks & Public Realm Facilities Team.
- d. **RoSPA Maintenance Schedule**
It was noted that Cllr Lea, with Cllr Phipps, still intend to review the required actions and undertake site visits in order to prioritise actions, however work to address any areas of concern will continue by the Parks & Public Realm Facilities Team in the interim.
- e. **Town Signage Review WTC/PPR/16/2223**
The meeting of the Town Signage Working Group was noted (24th January), with a meeting to be arranged to review their signage "audit" in order to formulate a suitable action plan.

6. Bench Request

Correspondence from "Bus Users Shropshire" was noted, alongside representations at this meeting. After consideration, not being on WTC land it was agreed that the Proper Officer write to Tesco on behalf of the User Group to support their request as an initial action.

7. CCTV Maintenance

After discussion, it was **unanimously resolved** to retrospectively agree the replacement of 1 x Vivotek 5109368-EHL 2MP 40x Optical Zoom Auto Focus Dome Camera (High Street) at £2,360.71 + VAT in line with Financial Regulations (2022-4.5), pending any future system review. Proposed Cllr Doyle, seconded Cllr Sullivan. **WTC/PPR/18/2223**

8. KCIII Coronation Weekend Events

After discussion, it was agreed to establish a Task & Finish Group focussed on event delivery – in conjunction with WTC Culture & Civic Committee and appropriate external parties. The Proper Officer will convene a meeting as soon as practicable to progress.

9. CONFIDENTIAL BUSINESS

Following a proposal from Cllr Sullivan, 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

10. Confidential Action Point Update

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

- f. **Deermoss Meadow (Developers)**
The current actions of the Proper Officer were noted and agreed. Matter to be deferred to Full Council for further consideration.

g. **Park Avenue – Long Stay Car Park**

It was noted that a follow-up meeting has been arranged for 10th March 2023, with an update being provided to Full Council thereafter. Item now deferred to Full Council control.

h. **Jubilee Park Play Area WTC/128/2122**

It was noted that the Proper Officer had delayed action of this resolution, under Committee instruction, pending investigation into other matters affecting the area to inform a complete view. Cllr Lea undertaking preliminary actions and reporting back to Committee. Further instructions were noted separately by the Proper Officer for action in the interim.

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

Previously discussed Grounds Maintenance matters were addressed under agenda item 12.

11. Shropshire Council – Outstanding Asset Discussions

It was noted that a follow up meeting has been arranged with Shropshire Council on 10th March 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 be presented to Full Council at the meeting of 16th March 2023 for further consideration.

12. Grounds Maintenance Contract – related matters

Following discussion and consideration of quotes received, aligned to recommendations compiled by the Proper Officer, it was **unanimously resolved** to recommend, to Full Council, the contract awards for 2023/4 to the following:

1. **Maintenance of large, grassed areas** – A, as presented
Proposed Cllr De-Wyrall, seconded Cllr Sullivan. **WTC/PPR/19/2223**
2. **Maintenance of Whitchurch Cemetery** – D, as presented
Proposed Cllr Sullican, seconded Cllr De-Wyrall. **WTC/PPR/20/2223**
3. **Hanging Basket Provision** – C, as presented (option b)
Proposed Cllr De-Wyrall, seconded Cllr Doyle. **WTC/PPR/21/2223**
4. **Flowerbeds (Jubilee Park et al)** – B, as presented (option b, with additional offer).
Proposed Cllr Sullivan, seconded Cllr Doyle. **WTC/PPR/22/2223**

The recommendations will be considered for ratification at the Full Council meeting of 16th March 2023.

[Meeting Note: Until ratified by WTC Full Council, this information remains anonymised due to the confidential nature of the contractual information being discussed]

There being no further business, the meeting closed at 7.55pm

Signed as a true record of the meeting:

Chair: _____

Date: _____