



# whitchurch town council

MINUTES: PARK & PUBLIC REALM COMMITTEE MEETING, 9<sup>TH</sup> NOVEMBER 2023

## MINUTES - PARKS & PUBLIC REALM COMMITTEE MEETING HELD ON THURSDAY 9<sup>TH</sup> NOVEMBER 2023

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### PRESENT

Councillors: J. De-Wyrall A. Hotchkiss A. Jackson P. Lea J. Morris

Proper Officer: Mike McDonald

### IN ATTENDANCE:

Councillors: A. Hall Public: 0 x Members of the Public

This meeting was held at the Whitchurch & District Club because of issues with the original venue. The agenda included items held over from a previous meeting, which was unable to take place for the same reason.

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The meeting was opened at 7.25pm by Committee Chairman, Cllr Lea

#### 1. Apologies

No Apologies were received from Councillors 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 Morris, seconded by Cllr Jackson, the minutes of the Parks & Public Realm Committee Meeting held on 8<sup>th</sup> June 2023 were approved and signed by the Chairman as a true record of that meeting.

#### 4. Public Participation

No Members of the public were present at this meeting.

#### 5. Action Point Update

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

- a. **Bus Users Shropshire / Tesco** (PPR Minutes – 2 March 2023) – Action complete with bench installed (August 2023)
- b. **Football Pitches WTC/PPR/02/2223** – In progress for Spring action

- c. **Dog Fouling WTC/PPR/06/2223** – pending outcome of Shropshire Council PSPO Consultation (Nov 2023 – in progress)
- d. **Town Signage Review WTC/PPR/16/2223** – On-going; Canal signage complete (with revised town map), “Directional Signage” in progress. Members also noted a sign in Jubilee Park for immediate repair, which the Proper Officer will progress.
- e. **Solar Lighting Extension WTC/PPR/03/2324 & FC WTC/FC/22C/2324** – Completed July 2023
- f. **Jubilee Park, Automatic Irrigation WTC/PPR/04/2324** – Complete and supplied to Community Group “We Are Whitchurch” to progress, July 2023
- g. **RoSPA Maintenance Schedule** – Included on this Agenda (item 6)

**6. RoSPA Maintenance Schedule (held over from September 2023)**

It was noted that RoSPA Playground inspections were completed in July 2023 and progress on reparative works being undertaken, actively monitored with an “Action Tracker”, a copy of which was received by Committee Members.

**7. Cemetery Advisory Group**

Cllr Lea provided a verbal update on the recent Cemetery Advisory Group Meeting:

- a. The high standard of Cemetery upkeep was noted alongside comments received from members of the public.
- b. Infill of recently sunken graves would be attended to by the Parks & Public Realm Team
- c. It was recommended that removal of items in breach of Cemetery Regulations should be undertaken following an appropriate notice period.

After consideration, it was unanimously **resolved** that all items were noted and the recommendation in relation to Cemetery Regulations should be progressed, with appropriate Public Notices. Proposed Cllr Lea, seconded Cllr Hotchkiss. **WTC/PPR/05/2324**

**8. Shropshire Council – Repair-related activity affecting WTC occupied land**

It was noted that additional inspections were being undertaken by Shropshire Council (Highways) to resolve issues of water ingress at Sherrymill Hill, following previous repairs.

**9. CONFIDENTIAL BUSINESS**

Following a proposal from Cllr Morris, seconded by Cllr De-Wyrall, 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. Jubilee Park Knotweed (held over from September 2023 and updated)**

It was noted that treatment of Knotweed in the Jubilee Park Contractors Yard was nearing successful completion, on schedule. An additional outbreak on 3<sup>rd</sup> Party land was being addressed through the landowner and is in progress.

**11. Learnings from Summer 2023 (held over from September 2023)**

The efforts of the Parks & Public Realm Team (established December 2023) were noted and specific ‘learnings’ to enhance service delivery discussed and separately noted for action.

**12. Shropshire Council asset-related activity (held over from September 2023 and updated)**

Progress on proposed Capital Asset Transfer/s to WTC was discussed and separately noted.

**13. Cemetery Maintenance Update (held over from September 2023 and updated)**

- a. Repairs following an incident were discussed and separately noted.
- b. Activity to address mole infestation were discussed and noted, with the Committee publicly thanking Bob Blyth for his professional services, provided free of charge.
- c. Following consideration, it was unanimously **resolved** to retrospectively acknowledge repairs undertaken to damaged fencing at a cost of £1,400 from Cemetery Maintenance budgets. Proposed Cllr Morris, seconded Cllr De-Wyrall. It was noted that initial actions were aligned to WTC Financial Regulations for emergency repairs (WTC/FC/ACM/04/2324, May 2023, Section 4). **WTC/PPR/06(C)/2324**

**14. Harry Richards Garden - Fountain (held over from September 2023 and updated)**

Matters relating to the fountain in Jubilee Park’s Harry Richards Garden were discussed and actions separately noted for progression.

**15. Budget 2024/25 Financial Year (held over from September 2023)**

Proposals for input into the 2024/25 were discussed and separately noted. Actions unanimously **resolved** following proposal from Cllr Lea, seconded Cllr Morris. **WTC/PPR/7(C)/2324**

**16. Other Asset-related activity – Legal Update**

An update regarding land at Deermoss Meadow was received from the Proper Officer and actions separately noted.

**17. Streetlighting**

Following consideration of a resident’s request, it was unanimously **resolved** to approve an additional streetlight in Caldecott Crescent with the Council’s approved contractor, actions separately noted, with the recommendation to Full Council that the installation is allocated to CiL monies. **WTC/PPR/08(C)/2324**

There being no further business, the meeting closed at 8.46pm

Signed as a true record of the meeting:

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

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