



## PARKS & PUBLIC REALM COMMITTEE – 5<sup>TH</sup> JUNE 2024

The members listed below are summoned to attend the above meeting, which will be held on **WEDNESDAY 5<sup>TH</sup> JUNE 2024**, at **Bargates Hall, Church Street, Whitchurch, SY13 1LB** at **7.00pm**.

The meeting is held in public, and we welcome contributions in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period is set aside for this purpose.

Members are respectfully asked to advise the Proper Officer, prior to the meeting, if they are unable to attend.

**Date of Notice: 31<sup>st</sup> May 2024**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: J. De-Wyrall, A. Hotchkiss, A. Jackson, P. Lea, G. Sullivan**

### Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. **Councils cannot lawfully decide items of business that are not specified in the Summons / Agenda (LGA1972, Sch 12, Paras 12 (2) (b))**
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the Minutes; these recordings are not retained following approval of the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



# whitchurch town council

AGENDA: PARKS & PUBLIC REALM (PPR) COMMITTEE MEETING, WEDNEADAY 5<sup>TH</sup> JUNE 2024

*The Meeting will be opened by former Chair, Cllr Lea, who will preside until a new Chair is elected.*

## 1. Election of Committee Chairman

To elect a Chairman of the PPR Committee for the 2024-25 Civic Year

## 2. Election of Committee Vice-Chairman

To elect a Vice-Chairman of the PPR Committee for the 2024-25 Civic Year

## 3. Parks & Public Realm Committee – Terms of Reference and scope of the Committee

To note the Committee Terms of Reference and scope, aligned to other WTC governance policies <sup>1</sup>, **as ratified by Full Council** at the Annual Council Meeting of 15<sup>th</sup> May 2024 (WTC/FC/ACM/04/2425).

## 4. Cemetery Advisory Group

- a. To note the Advisory Group Terms of Reference, scope and PPR Committee responsibilities, aligned to other WTC governance policies <sup>2</sup>, **as ratified by Full Council** at the Annual Council Meeting of 15<sup>th</sup> May 2024 (WTC/FC/ACM/04/2425).
- b. To note Membership of the Cemetery Advisory Group for the 2024-25 Civic Year, as ratified by Full Council at the Annual Council Meeting of 15<sup>th</sup> May 2024 (WTC/FC/ACM/06/2425), appended below.
- c. To assign a Committee lead for the Cemetery Advisory Group, in order to progress a meeting schedule for the 2024-25 Civic Year.

## 5. Apologies

To receive Councillor apologies in relation to this meeting.

## 6. Declarations of Interest

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda.

## 7. Minutes

To confirm the minutes of the Parks & Public Realm Meeting held on 7<sup>th</sup> March 2024 and sign as an accurate record of that meeting.

## 8. Public Participation

*Members of the public are 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 responsibility.*

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<sup>1</sup> WTC/FC/ACM/09/2425 - Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

<sup>2</sup> WTC/FC/ACM/09/2425 - Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

## 9. Action Point Update

To receive an update on actions agreed at the Parks & Public Realm Committee of 7<sup>th</sup> March 2024 (noted at Full Council on 24<sup>th</sup> April 2024):

- a. Dog Fouling **WTC/PPR/06/2223 – PSPO ADOPTED BY SC AND IN ROLL-OUT STAGE**
- b. Town Signage Review and Actions **WTC/PPR/16/2223 – ON-GOING – TO SET NEW SIGNAGE WORKING GROUP MEETING DATE AND DEFINE COMMITTEE REPRESENTATIVES**
- c. Cemetery - Enforcement of Regulations **WTC/PPR/05/2324 – IN PROGRESS**
- d. Summer Planting Schedules **WTC/PPR/09/2324 – IN PROGRESS, REFER ITEM 12(C)**
- e. Anti-social Driving – **ON-GOING, POLICE MONITORING AND ACTION AS A RESULT OF WTC INTERVENTION**

## 10. CONFIDENTIAL BUSINESS

*To resolve 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.*

## 11. Update on Confidential Action Points: For Information

To receive a brief verbal update on Confidential Action Points from the Proper Officer, if any, including:

- a. Jubilee Park, Knotweed – **IN PROGRESS**
- b. Shropshire Council Asset Transfer – **IN PROGRESS**
- c. Legal Update - **CONCLUDED**
- d. Streetlighting - **IN PROGRESS**

## 12. Update on “Back to Basics” Investment Programme (in progress): For Information

To receive a brief verbal update on Confidential Action Points from the Proper Officer in relation to WTC Full Council Resolution **WTC/FC/46(C)/2324 (24/4/24) PPR Investment Project** pending update to Full Council at a later meeting in relation to the Investment Programme.

### **NOTE – Cemetery Advisory Group Membership - Civic Year 2024-25 (WTC/FC/ACM/06/2425):**

#### **WTC REPRESENTATIVES**

CLlr Doyle  
CLlr Lea  
CLlr Morris  
CLlr Phipps  
CLlr Sullivan

#### **EXTERNAL REPRESENTATIVES**

1 x Representative (Marbury Parish Council)  
2 x Whitchurch Residents

### **Associated Papers:**

PPR Terms of Reference 2024-25 (WTC/FC/ACM/04/2425) (3)  
Cemetery Advisory Group Terms of Reference 2024-25 (WTC/FC/ACM/04/2425) (4)  
Draft Minutes: PPR Committee, 7<sup>th</sup> March 2024 (7)