



whitchurch town council

MINUTES: PARK & PUBLIC REALM COMMITTEE MEETING, 5TH JUNE 2024

MINUTES - PARKS & PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 5TH JUNE 2024

PRESENT

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

Proper Officer: Mike McDonald

IN ATTENDANCE:

Councillors: A. Gilmore M. Ridgway Public: 2 x Members of the Public

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

1. Election of Committee Chairman

Following a nomination by Cllr Sullivan, seconded by Cllr Hotchkiss, it was unanimously **resolved** to elect Cllr Jackson as Committee Chairman for the 2024/25 Civic Year.
WTC/PPR/01/2425

2. Election of Committee Vice-Chairman

Following a nomination by Cllr Sullivan, seconded by Cllr Lea, it was unanimously **resolved** to elect Cllr Hotchkiss as Committee Vice-Chairman for the 2024/25 Civic Year.
WTC/PPR/02/245

3. Parks & Public Realm Committee – Terms of Reference and Scope

The Terms of Reference, and scope, of the Parks & Public Realm Committee, aligned to other WTC governance policies ¹, ratified by Full Council on 15th May 2024, were noted.

4. Cemetery Advisory Group

- a) The Terms of Reference, and scope, of the Cemetery Advisory Group, alongside Committee responsibilities aligned to other WTC governance policies ², ratified by Full Council on 15th May 2024, were noted.
- b) Membership of the Cemetery Advisory Group, as ratified by Full Council on 15th May 2024 (WTC/FC/ACM/06/2425), was noted (appended for clarity) ⁱ.
- c) It was agreed that Cllr Lea, being both a member of the PPR Committee and Cemetery Advisory Group, would act as Committee lead for the Cemetery Advisory Group during the 2024/25 Civic Year, to expedite an appropriate meeting schedule.

¹ WTC/FC/ACM/09/2425 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

² WTC/FC/ACM/09/2425 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

5. Apologies

No Apologies were received for this meeting.

6. 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.

7. Minutes

After a proposal by Cllr Lea, seconded by Cllr De-Wyrall, the minutes of the Parks & Public Realm Committee Meeting held on 7th March 2024 were approved and signed by the Chairman as a true record of that meeting.

8. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr Jackson, 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.

No questions or comments were raised by Members of the Public, including non-Committee WTC Members.

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

9. Action Point Update

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

- a. **Dog Fouling WTC/PPR/06/2223 – ITEM COMPLETE**
It was noted that Shropshire Council had now introduced the Public Space Protection Order, following public consultation. The Proper Officer will approach SC for any appropriate signage for public display in Parks and Open Spaces.
- b. **Town Signage Review WTC/PPR/16/2223 – IN PROGRESS**
It was agreed that Cllrs Jackson and Sullivan would participate in on-going meetings of the Signage Working Group regarding additional signage in the town centre and peripheral areas. The Proper Officer will arrange a meeting as soon as practicable to progress discussions.
- c. **Cemetery – Enforcement of Regulations WTC/PPR/05/2324 – IN PROGRESS**
An update was received from the Proper Officer, and it was additionally agreed that no exceptions would be made to any plot subject to enforcement action.
- d. **Summer Planting Scheme/s WTC/PPR/09/2324 – IN PROGRESS**
The item was deferred to the Confidential Agenda (point 12).
- e. **Anti-social Driving – EXTERNAL ACTION**
Recent Police action and on-going monitoring was noted.

10. CONFIDENTIAL BUSINESS

*Following a proposal from Cllr Jackson, seconded by Cllr Lea, 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.*

11. Confidential Action Point Update

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

- a. Jubilee Park, Knotweed – **IN PROGRESS**
A treatment schedule arranged by the building owner was noted and an additional area had been identified for action.
- b. Shropshire Council – Capital Asset Transfer – **IN PROGRESS**
A two-week deadline was noted following a meeting on 4th June, attended by Cllr A. Hall and the Proper Officer
- c. Legal Update – **COMPLETED**
It was noted that the matter had now resolved, without action.
- d. Streetlighting – **IN PROGRESS**
It was noted that this matter would be actioned once access to appropriate records was established.

12. “Back to Basics” Investment Programme (Full Council – WTC/FC/46(c)/2324)

A brief verbal update on progress was given by the Proper Officer, pending an update to Full Council, in response to resolution **WTC/FC/46(c)/2324**. Contemporaneous notes of the verbal update retained by the Proper Officer pending formal update to Full Council.

There being no further business, the meeting closed at 8.05pm

Signed as a true record of the meeting:

Chair: _____

Date: _____

ⁱ MEMBERSHIP OF CEMETERY ADVISORY GROUP – Civic Year 2024/25 (WTC/FC/ACM/06/2425), Agenda Item 4(b):

WTC REPRESENTITIVES

- Cllr Doyle
- Cllr Lea
- Cllr Morris
- Cllr Phipps
- Cllr Sullivan

EXTERNAL REPRESENTITIVES

- 1 x Representative (Marbury Parish Council) – advised to be unchanged
- 2 x Whitchurch Residents (to be recruited)