



PARKS & PUBLIC REALM COMMITTEE – 5TH MARCH 2025

The members listed below are summoned to attend the above meeting, which will be held on **WEDNESDAY 5TH MARCH 2025**, at **Whitchurch Town Hall & Community Hub, Station Road, Whitchurch, Shropshire, SY13 1RE (Meeting Room 2)** 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: 27th February 2025

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

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

Please note that this is the final meeting of the Committee for the 2024/25 Civic Year

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, WEDNESDAY 5TH MARCH 2025

1. Apologies

To receive Councillor apologies in relation to this meeting.

2. Declarations of Interest

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

3. Minutes

To confirm the minutes of the Parks & Public Realm Meeting held on 8th January 2025 and sign as an accurate record of that meeting.

4. 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.

5. Action Point Update

To receive an update on actions agreed at the Parks & Public Realm Committee of 8th January 2025 (noted at Full Council on 19th February 2025):

- a. Town Signage Review and Actions WTC/PPR/16/2223 – ON-GOING. TO RETURN TO COMMITTEE / FULL COUNCIL FOLLOWING WORKING GROUP DISCUSSIONS (IN ALL LIKELIHOOD AT THE BEGINNING OF NEW CIVIC YEAR)
- b. Britain in Bloom – IN PROGRESS, APPLICATION SUBMITTED. COUNCILLORS APPOINTED TO PREPARE PRESENTATION / DOCUMENTATION / VISIT SCHEDULE AND ASSOCIATED ITEMS
- c. Shropshire Council PSPO Signage Installation – IN PROGRESS, PSPO SIGNS STILL AWAITED FROM SHROPSHIRE COUNCIL (CHASED 19TH FEBRUARY 2025, NO RESPONSE)
- d. Anti-social Driving – EXTERNAL ACTION. A 'POLICING PANEL' UPDATE MEETING HAS BEEN REQUESTED, WHICH INCLUDES ACD AS A "TOP 3" POLICING PRIORITY (ALONGSIDE "DRUGS" AND "ANTI-SOCIAL BEHAVIOUR")

6. Advisory Group Updates

To receive an update, if any, from the Cemetery Advisory Group Committee Lead (Cllr Lea).

7. Jubilee Park - Support of "We Are Whitchurch" / WTC Composting Initiative

To determine WTC support (financial) for the development of a joint WAW/WTC Composting Solution (proposed Cllr AH, recommended by PO/RFO), bearing in mind WTC Climate change and Biodiversity obligations (WTC/FC/33/2324 – 20/12/23 and WTC/FC/20/2425 – 17/7/24)

8. 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.

9. Update on Confidential Action Points: For Information

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

- a. Shropshire Council Asset Transfer, following meeting with SC Leader, Lezley Picton and/or most recent Shropshire Council Civic Centre Working Group Meeting/s (**CONTRACTUAL / LEGAL**)

10. Criminal Damage – Jubilee Park (LEGAL)

To receive an update from the Proper Officer regarding recent incidents, subject to ongoing police investigation/s.

11. Jubilee Park – Drainage Solution, Lower Park (CONTRACTUAL)

To consider and formulate a recommendation to Full Council based on investigations, the most recent carried out on 20th January 2025 (subject to receipt of quote/s, which will be presented at the meeting by the Proper Officer, if received by that time)

12. Periodic Reminder of Governance Arrangements (LEGAL/GOVERNANCE)

To note, as a periodic reminder:

Standing Orders 2024/25 (WTC/FC/ACM/09/2425), 15/5/24, Section 25 (aligned to Councillor Code of Conduct 2024/25 (WTC/FC/ACM/09/2425), 15/5/24:

“a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or*
- ii. issue orders, instructions or directions.*
- iii. Issue or make statements to the press or media (including social media) unless authorised to do so by the council or the relevant committee or sub-committee.”*

Full Council Resolution, WTC/FC/35/2223 (20/10/22), extract:

“After consideration it was unanimously resolved that, in principle, work by Voluntary Groups was acceptable [sic. In Harry Richard’s Memorial Garden] under the operational control of the Proper Officer and Facilities Manager, with reference to the Parks & Public Realm Committee for specific undertakings, particularly large scale/structural matters.”

Members are further reminded about the obligations in respect of the “Pre-Election Period of Sensitivity” (formerly ‘purdah’) commencing on 10th March 2025 (Full Council, 19th February 2025 refers)

Associated Papers:

Draft Minutes: PPR Committee, 8th January 2025 (3)

Outline (& Quote) – Composting Solution (7)

Confidential:

Jubilee Park – Proposed Drainage Works Schematic (10C) – quote/s to follow