

PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 29TH NOVEMBER 2016 AT 7 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH
AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant Town matters on the following Agenda.

The public are welcome to stay and observe the rest of the meeting.

1. To accept apologies and consider approving reason for absence
2. Acceptance of Minutes of Previous Meeting held on 27th September 2016
3. Declarations of Interest. To receive any pecuniary or non-pecuniary declarations of interest which members may have in any of the terms under consideration at this meeting
4. To receive a report from Thames Valley Police
5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Princes Risborough
6. To receive Matters Arising from minutes of the previous meeting dated 27th September 2016 – not otherwise on the agenda
7. To discuss and decide on the response to correspondence received at the Town Council
8. To receive a report from the Events Committee (Cllr A Turner)
9. To receive a report on the Local Plan (Cllr M Walsh)
10. To receive a report on the Parking Review (Cllr Ball)
11. To approve the Town Council's position on the Local Government Reorganisation (Cllr Walsh)
12. To discuss and decide on a recommendation from the Admin and HR committee to extend the office opening hours. (Cllr Walsh)
13. To discuss and decide on whether to fill the vacancies for two Councillors by co-option
14. To discuss and decide on the meeting dates for 2017
15. To discuss and decide on the allocation of CIL monies for the allocated project for 2016/17 (Cllr Walsh)
16. To discuss and decide on the Town Council 's potential involvement in Community Land Trusts (Cllr Walsh)
17. To approve the design for the Wades Park storage facility (Cllr Walsh)
18. To approve the tender document for submission to the Contract Finders Website for the LED replacement programme (Cllr Walsh)
19. Agenda items for next meeting.
20. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960 to decide on a staff matters.
21. Date of next meeting

Susanne Griffiths.
Clerk to the Town Council
23rd November 2016

**Draft PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 27th SEPTEMBER 2016 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs A Ball, A Turner, J Coombs, P Summerbell, I McLauchlan and G Hall
Susanne Griffiths – Clerk to the Town Council
Jayne Mylchreest – Clerical Assistant to the Town Council
3 members of the public

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

RESOLVED: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting. The Town Clerk reported that apologies had been received from Cllr. K Wilkins and A Rolfe who has work commitments.

2. MINUTES

To receive and accept the draft Minutes:

RESOLVED: That the draft Minutes be duly received, accepted and agreed and that the Town Council meeting on the 26th July 2016 be signed as a true record.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Cllr M Walsh declared an interest in Agenda item number 21.

4. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police were unable to attend.

5. A PRESENTATION FROM MARK TUBB REGARDING THE POSITIONING OF DEFIBRILLATORS IN PRINCES RISBOROUGH

Mark Tubb from the Rural Community Defibrillator Group updated the members regarding the joint project between the South Central Ambulance Service and the First Responders to increase the number of defibrillators in the town. He will send a map to highlight possible locations to site the defibrillators and requests the member's comments and suggestions. The SCAS and First Responders are fundraising and are seeking funding and have asked for the support of the Town Council.

6. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr B Bendyshe-Brown was unable to attend but sent the following report:-

1. The roads are currently being repaired on the Trees estate. Feedback is requested.
2. BCC Licensing team has finally agreed all the street works in Bell/Park Street in preparation for the new Coop store to commence fitting out from 1 December.
3. The Parking Review is complete. BCC Cabinet Member to be contacted to ensure implementation from early next year. Also being pursued is the funding for Phase 2 to commence some 6 months after implementation to pick up any points found not to work from this implementation and also to address further areas in and around the town which BCC has identified so far.
4. TfB has been contacted to repair the area outside Blanchford's entrance on Picts Lane which is badly breaking up.
5. The roadworks to clear the under street drain blockage between High/Duke Street will commence next week. This is being carried out by the gas board but, with 4 day road closure..
6. Dates for the repair of the A4010 between Elim Centre and Culverton Crossroads still awaited
7. Councillors are requested to advise of any works they require to be undertaken during the winter months by the TfB grass cutting gang such as clearance of pathways, gullies, cutting back of hedges etc.

A report from the Wycombe District Councillor Alan Turner Ward Member on matters concerning Princes Risborough
September has proved to be a very busy month for the Council with a number of issues coming to the fore.

The preparation of the Local Plan continues apace in order to meet the submission date set by Government. The recent public consultation on the Plan drew around 3,000 responses, which are being carefully reviewed. Much depends on the discussions with Aylesbury Vale District Council under the "Duty to Co-operate", within which they are being asked to take up to 5,000 houses from our unmet need - of the 15,000 houses we need to build between now and 2033 we have only

been able to identify sufficient sites to accommodate around 10,000. The current intention is to bring the draft Plan to Cabinet for approval in December before going out to the final public consultation in January/February, with it being presented to the Government Inspector in March.

Regarding the speculative major planning applications currently affecting Risborough, the following have now been programmed for appeal hearings;

Park Mill Farm - January 2017

Molins Sports Ground - January 2017

Churchill Homes, Longwick Road/Aylesbury Road - March 2017

It's also that time of year when Council is preparing to set its budget for the next financial year. With the reduction in central government funding we are continually seeking ways to strengthen our financial self-sufficiency by progressing alternative income streams and internal rationalisation projects wherever possible.

Whilst the local press have recently been reporting on the BCC proposals for a Unitary Authority the four District Councils are currently awaiting the recommendations of an Independent report which will consider all options for the best way forward before a decision on how to proceed.

7. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

None.

8. CORRESPONDENCE RECEIVED

An email has been received from Wycombe District Council regarding unregistered land

W.D.C is in the process of registering the unregistered land at Dunsmore, Monks Risborough. The application has been refused by the Land Registry. The land in question was in the ownership of companies which have since gone out of business before being able to transfer the land to WDC

This means that W.D.C is unable to complete the Devolution Agreement for these plots of land. W.D.C would like to agree with Princes Risborough Town Council how to pay for the work that the Town Council has been undertaking, whilst W.D.C arrange for the land to be transferred to W.D.C. ownership.

If the P.R.T.C. agrees, W.D.C. would pay for the work in instalments across the year for the duration of the arrangement (3yrs from commencement date), 3months in arrears. An initial payment for the 6 months from the start date would be made at the end of September 2016 and following this payment would be made every 3 months. The payment in September would be for £167 and then going forward £83.50 every 3 months.

All present agreed to accept the terms offered by Wycombe District Council

Resolved: To accept the terms offered by Wycombe District Council

SG

An email has been received from Bucks County Council regarding a meeting regarding streamlining local government in Buckinghamshire

B.C.C has requested to arrange a meeting to discuss proposals for streamlining local government in Buckinghamshire. B.C.C. is developing a business case that responds to the concerns and issues facing town and parish councils in the county.

All present agreed to arrange a meeting with B.C.C. at 7.00pm on Tuesday the 25th October 2016 at The Princes Centre.

Resolved: To arrange a meeting with B.C.C. at 7.00pm on Tuesday the 25th October 2016 at The Princes Centre.

An email has been received from a Trustee of the War Memorial Trust

The Trustee's present term comes to an end at the end of September and has offered to be considered to be re-appointed for a further 4 years.

All present agreed. Mr. A J Macfarlane.

Resolved: To re-appoint Mr. A J Macfarlane as the Trustee.

JM

An email has been received from a resident regarding the trees in the Stratton Memorial Garden

The resident has offered to donate £500 towards replacing the 2 Cedrus Deodara 'Aurea' trees in the Stratton Memorial Garden.

Resolved: To accept the donation from the resident and to delegate the decision of the choice of the replacement trees to the Town Committee.

JM

An invitation has been received from Buckinghamshire Playing Fields Association

An invitation has been received to attend the Bucks Playing Field Association AGM on the 20th October 2016.

Cllr A Ball agreed to attend.

JM/AB

9. THE PREFERRED CANDIDATES FOR THE VACANCIES OF COUNCILLORS BY CO-OPTION

Cllr G Hall proposed that the council co-opt candidate B to fill the vacancy for a Councillor.

Seconded by Cllr A Ball. A vote was taken with 6 votes for and 1 abstention.

Resolved: To co-opt candidate B, Nicholas Chadzynski to fill the vacancy for a Councillor.

Cllr A Turner proposed that the council co-opt candidate C to fill the vacancy for a Councillor.

Seconded by Cllr G Hall. A vote was taken with 5 votes for and 2 abstentions.

Resolved: To co-opt candidate C, David knights to fill the vacancy for a Councillor.

10. APPOINTMENT OF THREE TRUSTEES AND A CORRESPONDENT TO THE OLD BRITISH SCHOOL FOUNDATION

Cllrs A Turner, J Coombs and M Walsh agreed to be appointed as Trustees and the Clerk appointed as the Correspondent

MW/JC/AT/SG

Resolved: To appoint Cllrs. A Turner, J Coombs and M Walsh as Trustees and the Clerk as the Correspondent

11. GRANTING A RIGHT FOR THE POTTING SHED VAN TO OPERATE AT WADES PARK

A request has been received from the owners of the Potting Shed mobile coffee van to trade at Wades Park

Resolved: To agree in principle to grant the right for the Potting Shed to operate at Wades Park for 1 year and to delegate the decision of the amount of fee to be charged to the Town Committee.

SG

12. A RECOMMENDATION FROM THE TOWN COMMITTEE BASED ON ADVICE FROM BUCKS COUNTY COUNCIL TO WITHDRAW WEED SPRAYING IN THE TOWN

Cllr J Coombs proposed to approve the recommendation from the Town Committee to withdraw from weed spraying in the town based on the information received from B.C.C. as discussed at the Town Committee meeting in September.

Seconded by Cllr. A Turner. A vote was taken with 5 votes for, 1 vote against and 1 abstention.

Resolved: To withdraw from a regular weed spraying programme in the town.

SG

13. A REPORT FROM THE EVENTS COMMITTEE

Cllr A Turner gave a report on the Christmas lights switch on event and updated the members on the following:-

- Snow machine
- Trial suggestion from a resident to hold the school concert at St Mary's Church
- New Christmas lights
- Location of the Christmas tree
- Town Council stall to serve mince pies and mulled wine

14. REPORT ON THE LOCAL PLAN

Cllr M Walsh reported the following:-

- Stakeholder and steering group meetings have been held
- The Town Council has challenged Wycombe District Council on many points and ideas
- Drawings for the underpass and the road layout has been received
- The redesign to Summerleys Road
- The members are requested to inform the office of their preferred projects for the W.D.C. CIL monies. **ALL**

15. A REPORT ON THE PARKING REVIEW

Cllr. A Ball reported the following:-

- Meeting held on the 15/9/16 with B.C.C. and Cllr. B Bendyshe-Brown
- Double yellow lines on Oak Road/Chestnut Road
- Jasmine Crescent
- Willow Way residents survey
- Parking on grass verges blanket ban
- The Retreat, Berryfields and The Avenue to be included in the second phase
- Request for Wellington Avenue to be considered

16. A RECOMMENDATION FROM THE LIGHTING WORKING GROUP ON THE PREFERRED ELECTRICITY SUPPLIER FOR THE STREET LIGHTING

An Electricity Market Comparison report has been received advising the top 3 most competitive suppliers' prices. Cllr Walsh proposed to approve the recommendation from the Lighting Working Group to accept SSE as the preferred supplier. All present agreed

Resolved: To accept SSE as the preferred supplier.

17. PLACING AN INVITATION TO TENDER ON THE CONTRACTS FINDER WEBSITE FOR THE LED IMPLEMENTATION AND ENERGY SAVING PROGRAMME TO REPLACE SOX STREET LIGHTING LUMINAIRES WITH LED LUMINAIRES

The Financial Regulations require the Town Council to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts for public supply or public service contracts which are valued at £25,000 or more.

Cllr M Walsh proposed that the Town Council proceed with placing an invitation to tender on the contracts finder website. Seconded by Cllr. G Hall. All present agreed.

Resolved: To place an invitation to tender on the contracts finder website for the LED implementation and energy saving programme to replace sox street lighting luminaires with LED luminaires. **SG**

18. THE AUDIT RETURN 2015/16

The Auditors Certificate for the Annual Return year ended 31st March 2016 had been received. On the basis of the auditors review, in their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting their opinion which they draw to the attention of the council is that the total borrowing outstanding at 31st March 2016 was overstated. The Clerk explained that it was due to the figure not taking into account the last loan repayment that was made.

Noted.

19. A RECOMMENDATION FROM THE FUTURE ALLOCATION OF CIL MONEY POLICY WORKING GROUP THAT THE RECEIPT OF MONIES IS SPLIT BETWEEN LONG TERM INVESTMENT AND COMMUNITY PROJECTS

Cllr. M Walsh proposed to approve the recommendation from the Future Allocation Of Cil Money Policy Working Group that the receipt of monies due in October is split between short term community projects and long term projects such as property investment. All present agreed.

Resolved: The receipt of monies is split between long term investment and community projects.

20. A RECOMMENDATION FROM THE FUTURE ALLOCATION OF CIL MONEY POLICY WORKING GROUP REGARDING THE PROJECTS IDENTIFIED AS A PRIORITY

Cllr M Walsh proposed to approve the recommendation from The Future Allocation of CIL Money Policy Working Group for the following projects.

1. GARAGE FOR RISBOROUGH RANGERS AT WADES PARK
2. UPGRADING STORAGE FACILITIES AT WADES PARK
3. EQUIPMENT FOR THE CRESCENT PARK
4. P.A. EQUIPMENT FOR THE HIGH STREET
5. BENCH SEATS ON THE EDGE OF THE FLOWER PLANTERS IN THE HIGH STREET

All present agreed.

Resolved: To approve the projects above.

21. A RECOMMENDATION FROM THE TOWN COMMITTEE TO INTRODUCE AN AUTOMATIC NUMBER PLATE RECOGNITION SYSTEM AT THE RISBOROUGH SPRINGS AND THE COMMUNITY CENTRE TO COMBAT INCONSIDERATE PARKING

Cllr M Walsh declared an interest and took no part in the following discussion or decision.

Cllr J Coombs proposed to approve a recommendation from the Town Committee is to install an Automatic Number Plate Recognition system to monitor the use of the disabled bays at the Risborough Springs and Community Centre to ascertain if they are being used by blue badge holders. The trial period will be for 12 weeks and will be free of charge. It was further proposed to allocate a parking space for Town Council use. The Risborough Springs and Community Centre support the idea. All present agreed.

Resolved: To introduce an Automatic Number Plate Recognition system for a 12 week trial period with one space allocated to the Town Council free of charge.

SG

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22. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE A MINOR GRANT APPLICATION

Cllr I McLauchlan proposed to approve a recommendation from the Finance Committee to approve the application from The Risborough Youth Club for a grant of £250.00 as they are expanding their operations to include a lunchtime club. All present agreed.

Resolved: To approve the minor grant application of £250.00 to The Risborough Youth Club.

JM

23. VIRING £350.00 FROM THE COUNCILLORS' EXPENSES BUDGET TO THE MAYOR'S EXPENSES BUDGET

Cllr M Walsh proposed to vire £350.00 from the Councillors' allowance budget to the mayor's allowance budget to enable the funds to be used to recognise volunteers in the town. All present agreed.

SG

24. AGENDA ITEMS FOR NEXT MEETING

To receive a report on the Local Plan

To receive a report on the Parking Review

To receive a report on the Wades Park Master Plan

To discuss and decide on whether to fill the vacancy for a councillor by co-option

25. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 29th November 2016 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

26.. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DISCUSS THE PREFERRED SUPPLIER OF THE PLAYGROUND EQUIPMENT FOR THE CRESCENT.

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960. **All present agreed.**

There being no further business to discuss the Meeting closed at 8.25pm.

Chairman..... Date.....

Agenda Item No 7.

As you know the Rotary Club borrowed some equipment for the firework event , thank you

I noticed the lockup has many items from the old Festival Committee which you may no longer use These include the wooden steps used for the Hypnos trailer, table covers and drapes used for the Casino evening in the community centre and 4 tents. Two of these tents were purchased by Kop Hill and are used each year, the other two are old and damaged and could be discarded. Kop Hill now have their own storage and are willing to take the the two tents.

I am offering assistance to help sort the lockup so that only the items you need remain. In so doing I wonder if Rotary could use the space to store some of their equipment. This equipment is used around the town at many promotional and fund raising events organised by the local club

many thanks in advance

Kind Regards