

**PRINCES RISBOROUGH TOWN COUNCIL**  
**A MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 27<sup>th</sup> SEPTEMBER 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 26<sup>th</sup> July 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 presentation from Mark Tubb regarding the positioning of defibrillators in the Princes Risborough
6. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Princes Risborough
7. To receive Matters Arising from minutes of the previous meeting dated 26<sup>th</sup> July 2016 – not otherwise on the agenda
8. To discuss and decide on the response to correspondence received at the Town Council
9. To decide on the preferred candidates for the vacancies of councillors by co-option
10. To appoint three Trustees and a correspondent to the Old British School Foundation
11. To discuss and decide on granting a right for the Potting Shed van to operate at Wades Park
12. To discuss and decide on a recommendation from the Town Committee based on advice from Bucks County Council to withdraw weed spraying in the town
13. To receive a report from the Events Committee (Cllr A Turner)
14. To receive a report on the Local Plan (Cllr M Walsh)
15. To receive a report on the Parking Review (Cllr A Ball)
16. To discuss and decide on the recommendation from the Lighting Working Group on the preferred electricity supplier for the street lighting (Cllr M Walsh)
17. To discuss and decide on 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 (Cllr M Walsh)
18. To receive the Audit Return 2015/16 and note any comments from the Auditor
19. To discuss and decide on 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)

20. To discuss and decide on a recommendation from the Future Allocation of CIL Money Policy Working Group regarding the projects identified as a priority (Cllr M Walsh)
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
21. To discuss and decide on 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)
22. To discuss and decide on a recommendation from the Finance Committee to approve a minor grant application
23. To discuss and decide to vire £350.00 from the Councillors' allowance budget to the Mayor's allowance budget. (Cllr M Walsh)
24. Agenda items for next meeting.
25. Date of next meeting.
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 decide on the preferred supplier of the playground equipment for The Crescent and the quarterly Play Area Risk Inspection.

*Susanne Griffiths.*  
Clerk to the Town Council  
21<sup>st</sup> September 2016

**Draft PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 26<sup>th</sup> JULY 2016 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs, A Ball, A Turner, J Coombs G Hall and A Rolfe  
Susanne Griffiths – Clerk to the Town Council  
Jayne Mylchreest – Clerical Assistant to the Town Council  
4 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 Cllrs. M West, P Summerbell I Churchill K Wilkins and I McLauchlan

**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 14<sup>th</sup> June 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. None were declared.

**4. A REPORT FROM THAMES VALLEY POLICE**

The police sent their apologies that they were unable to attend.

An email has been received that PCSO Claire Davis is leaving after 8 years working in Princes Risborough.

Resolved: That the office is requested to send a letter to thank her for her help and support during this time. JM

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

Cllr B Bendyshe-Brown reported on the following-:

- Flooding on Duke Street  
The gas board has caused some damage and will fund the repairs.
- Parking review  
Leaflets have been distributed. The review is out for public consultation. A survey is available to for residents to complete
- Road repairs to take place in the near future - New Road/Horns Lane/Tesco roundabout  
Wycombe Road from the Elim Church to the crossroads  
The Trees estate

**6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

None.

**7. CORRESPONDENCE RECEIVED**

An email has been received from a resident concerning the Princes Risborough Town Plan

The resident has concerns with Wycombe District Council's latest Town Plan for Princes Risborough and requests a meeting with the Town Council to discuss further.

Resolved: That a Meeting is arranged for the 4<sup>th</sup> August 2016 MW

An email has been received from a resident regarding opening a charity shop

The resident would like to open a charity shop to raise money for a youth club.

Resolved: Cllr M Walsh to meet with the resident to discuss the proposal further. MW

An email has been received from Wycombe District Council regarding a Play Strategy Consultation

W.D.C. is currently working on the creation of a new play strategy for the District which will encompass the period from 2017 – 2022. As the Town Council has fixed play facilities and open green spaces, W.D.C. is asking for the Town Council's input and opinions on the direction, aims and outcomes of the future play strategy and to complete a questionnaire.

**Resolved:** Cllrs. A Turner, J Coombs and A Ball to set up a working group to investigate and recommend to the Town Council a suitable response

AT JC AB

A letter has been received from the Old British School Foundation

The secretary of the charity has requested that the Town Council take on the responsibility of the Foundation as the current Trustees are all now eighty years of age.

**Resolved:** That the Town Council take on this responsibility The Clerk is requested to contact the secretary to advise him of the decision and ascertain what is required.

JM

An email has been received from a resident regarding the leasing of land at the Ragpit

The resident is concerned regarding safety issues at the vehicle entrance to his property. The resident requests to lease a 12m x 25m piece of Ragpit land that adjoins the property to address the problems.

**Resolved:** To decline the request as the land is already leased to a resident in Whiteleaf. The Clerk is requested to advise the resident to contact Bucks County Council regarding the road safety issue.

JM

An email has been received from Risborough Rangers Junior Football Club regarding grant monies received

A report has been received detailing how the grant monies received from the Town Council has been used for the benefit of the club.

**Noted.**

An email has been received from a local rugby club regarding signage

The club has requested permission to display signs to advertise the club and directional signs on match days before and after a game.

**Resolved:** To grant permission for small directional signs on match days to be placed on Clifford Road by Marks & Spencer and the Tesco roundabout. The Clerk is requested to advise the club to visit [www.risborough.org](http://www.risborough.org) to seek permission to use the town entry boards.

JM

## 8. A REPORT FROM THE EVENTS COMMITTEE

Cllr M Walsh reported that the festival had been a success in the first year of the Town Council organising the event and had received good feedback. The Events Committee is now looking forward to the Christmas lights switch on event

## 9. REPORT ON THE LOCAL PLAN

Cllr M Walsh gave a report on the following:-

- Meeting with Wycombe District Council
- Aylesbury Vale District Council to take 5000 more houses
- Princes Risborough Town Council members to visit the expansion area following a Town Committee meeting. **ALL**

## 10. THE PREFERRED PROJECT FOR THE LOCAL AREA FORUM BUDGET

For schemes to be delivered by TfB, all proposals need to be submitted by 31 August 2016. This will enable TfB to ensure their suitability. The Parking Review identified a need for a small lay by for the community bus to pull into opposite the parade of shops at Monks Risborough and a bus shelter.

**Resolved:** To put forward a proposal for a lay by to be cut in the verge and a bus shelter opposite the shops in Monks Risborough

## 11. A REPORT ON THE PARKING REVIEW

Cllr. A Ball reported the following:-

- The consultation can be found on the Bucks County Council website at [www.buckscc.gov.uk/have-your-say](http://www.buckscc.gov.uk/have-your-say)
- Maps are available to view at the Town Council office and library
- The comments will be reviewed on the 16/17<sup>th</sup> September 2016
- The Plan is hoped to be implemented in January 2017

**12. ADVERTISING THE VACANCY FOR A COUNCILLOR BY CO-OPTION FOR A FURTHER PERIOD OF TIME**

Cllr. A Ball suggested using the time until the next Town Council meeting to re-advertise the vacancies.

**Resolved:** To abide by the existing closing dates.

**13. THE RECOMMENDATION FROM THE LIGHTING WORKING GROUP ON THE PREFERRED ELECTRICITY SUPPLIER FOR THE STREET LIGHTING**

Cllr. M Walsh proposed that this item be deferred until the next meeting and requested a meeting be arranged with the broker to discuss the quotations received. JM

**14. RECEIVING WRITTEN REPORTS FROM DISTRICT AND COUNTY COUNCILLORS ON MATTERS RELATING TO THE PARISH**

Cllr. M Walsh proposed to request written reports from the District and County Councillors at least three working days before the meeting to enable the members to prepare questions regarding the report. The office is requested to ask for the reports in sufficient time to enable the reports to be sent out with the Agenda.

**Resolved:** That the Town Council request written reports from the District and County Cllrs. three working days before the meeting.

**15. AGENDA ITEMS FOR NEXT MEETING**

To decide on the preferred candidates for the vacancies of councillors by co-option

To receive a report on the Parking Review (Cllr. A Ball)

To receive a recommendation from the Lighting Working Group on the Preferred Electricity Supplier for the Street Lighting

**16. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 27<sup>th</sup> September 2016 at 6.00pm in the Princes Centre, Clifford Road, Princes Risborough.

**17. 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 CANDIDATE FOR THE PROJECTS AND COMMUNICATIONS ASSISTANT AND THE PURCHASE OF A FINANCE PACKAGE**

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 pm.

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

Agenda Item No 8

As you know, Wycombe have been in the process of registering the unregistered land at Dunsmore, Monks Risborough. Unfortunately, despite our best efforts 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 so whilst we should be able to agree the transfer, it may be a time consuming process.

As this means that we are unable to complete the Devolution Agreement for these plots of land, we would like to agree with your council how we can pay for the work that the Town Council has been undertaking, while we try and arrange for the land to be transferred to our ownership.

If your council agrees, WDC 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.

Could you let me know if this would be acceptable please?



**PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY**

**Minor Grants up to £250  
Application Form**

**To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy**

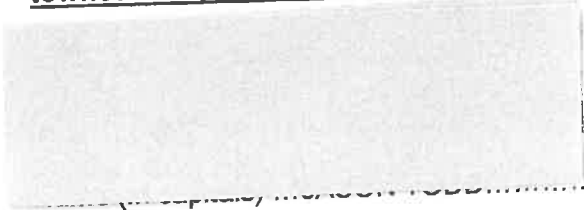
1. Name of Organisation	Risborough Youth Club
2. Name, Address and Position of Contact in Organisation	Jason Todd Treasure/Deputy Chairman Risborough Youth Club
3. Telephone Number and/or Email Address of Contact	07725874882 Jtodd86@gmail.com
4. Is the Organisation a Registered Charity? If yes, Charity Number	No – Currently under application for charity status.
5. Amount of grant requested?	£ 250.00
6. For what purpose or project is the grant requested?	We plan on expanding our club operations to include a lunch-time club during school hours, the funding help support addition costs in payroll.
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 1200 Estimated salary of additional hours required to support lunch time club for the year.
8. When will the money be spent?	We plan to start the lunch time club at the end of September
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	Risborough Youth Club aims to provide an attractive and structured programme of activities and projects to 11-17 year olds, so they can develop their physical, mental and spiritual capabilities so they may develop as individuals and responsible members of the community.



**PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY**

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council:

**Susanne Griffiths, Princes Risborough Town Council, Princes Centre, Clifford Road, Bucks HP27 0DP. Tel: 01844 275912 Email: [towncouncil@princesrisborough.com](mailto:towncouncil@princesrisborough.com)**



.....Date...30/08/2016.....

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