

**PRINCES RISBOROUGH TOWN COUNCIL
AN EXTRAORDINARY MEETING OF THE TOWN COUNCIL WILL BE HELD ON
TUESDAY 10TH JANUARY 2017
IN THE PRINCES CENTRE, CLIFFORD ROAD,
PRINCES RISBOROUGH AT 6.45 PM**

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.

1. Welcome and Apologies for Absence.
2. Acceptance of Minutes of Previous Meetings held on the 29th November 2016.
3. Declarations of Interest. To receive any pecuniary or non-pecuniary declarations of interest which members may have in any of the items under consideration at this meeting.
4. To formally agree the budgets for the financial year 2017/2018 and set the precept accordingly
5. To approve an extension to the closing date for the tender for LED lights on the Contract Finders Website
6. To decide on the Town Council's position on a Memorandum with Network Rail concerning an underpass at Wades Park.
7. Date of Next Meeting



Susanne Griffiths

**Clerk to the Town Council
4th January 2017**

**Draft PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29th NOVEMBER 2016 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs A Ball, A Turner, J Coombs, I McLauchlan, K Wilkins, A Rolfe D Knights N Chadzynski 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. Summerbell who is unwell and Cllr McLauchlan who had 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 27th September 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 Turner declared an interest in Agenda item No 7 as he is a member of the Rotary Club.

4. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police gave a report on the following:-

- Apologies for non-attendance at the previous Town Council meetings when the police have to respond to calls
- Two experienced PCSO's have recently joined the team and are already pro active in the community
- Crime figures – although national trend has increased the figures in all areas in Princes Risborough are down
- Summer key areas – problem solving to lower crime figures
- Shopwatch over the Christmas period

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

Cllr Bendyshe-Brown reported on the following:-

- The Parking Review
 - Transport for Bucks budgets.
 - January implementation date.
- Trees Estate Roads - Work completed.
- Winter Maintenance Programme
 - The devolved services contract
 - Network Rail to cut back vegetation at Mill Lane and Crowbrook Road
 - .Parking on green areas at Crowbrook Road
 - .Summerleys Road and Longwick Road are in the schedule
 - Hedges to be cut at the Longwick roundabout on Thame Road to aid visibility.
- Road Infrastructure Concerns -A District and County meeting is to be held on the 30th November 2016
- Plans For Future Local Roads Maintenance . Footways are being considered.
- Visit by Bucks County Council new Chief Executive Office on the 16th December 2016
- HS2 mitigation effects on Princes Risborough
- Over 75's lunch

6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

A report from the Wycombe District Councillor Alan Turner Ward Member on matters concerning Princes Risborough
The W.D.C Local Plan timetable has changed. The final consultation date is likely to be March 2017 with submission to the Inspector in possibly July 2017. The housing figures have been revised and the proposal is a reduction in the numbers.

7. CORRESPONDENCE RECEIVED

Cllr Turner declared an interest in this Agenda Item and took no further part in the discussion or vote.

An email has been received the Rotary Club regarding equipment in the Wades Park storage container

The Rotary Club thanks the Town Council for the use of equipment for the firework event. They have offered to help sort the container out and in return request that they can store some of their equipment there.

Cllr Hall proposed to defer the decision to the next Town Committee meeting in December 2016 to explore alternative options to help with the Rotary Club's storage as there is no space in the PRTC storage containers. Seconded by Cllr Coombs. A vote was taken with 8 votes for and 1 abstention. Therefore the motion was carried.

Resolved: To defer to the next Town Committee meeting in December 2016 to explore alternative options. JM

An email has been received from TFB, Buckinghamshire County Council regarding a disputed invoice concerning work undertaken by Ringway Jacobs

T.F.B. has advised that this invoice is the final invoice under activity code E84A.84.SAE. for £4,918.45 to be paid and is in full and final settlement of the work done against work order number 86 issued by the Town Council in 2013.

All present agreed to pay the invoice now that confirmation has been received that the amount is in full and final settlement.

Resolved: To pay invoice number I0001255 to B.C.C. JM

An email has been received from a resident regarding the Britain in Bloom competition

The resident has expressed an interest in helping with the Britain in Bloom competition in 2017 as she is a qualified Garden Designer.

All present agreed to send a letter of thanks and advise that the Town council is looking for other volunteers to form a working group. **All present further agreed** to place an item on the Town Committee agenda to discuss establishing a Working Group and the application for the Britain in Bloom completion in 2017. JM

An email has been received from the Youth Service Buckinghamshire County Council requesting permission to use Wades Park for cage cricket

B.C.C. would like to run cage cricket sessions in the Multi Use Games Area at Wades Park as they have been given funding from Active Bucks. The sessions will be after school or evenings for two hours from February half-term onwards.

The Clerk is requested to ascertain if the sessions are open to all children without charge. JM

8. A REPORT FROM THE EVENTS COMMITTEE

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

- The snow machines and street entertainers.
- The Christmas tree at the top of the High Street.
- The children's carol concert in the church
- Santa's grotto.

All councillors are encouraged to attend the event and give their support.

ALL

9. A REPORT ON THE LOCAL PLAN

Cllr Walsh reported on the following:-

- The Park Mill Farm application.
- The Steering Group.
- Tesco expansion.

10. A REPORT ON THE PARKING REVIEW

Cllr Ball reported on the following:-

- .The resident's response following the issue of the latest Crosstalk magazine
- Phase two dates
- The Retreat.

All present agreed to place an agenda item for the next Town Committee meeting to agree a standard response to be issued to residents regarding any displaced parking. JM

11. APPROVAL OF THE TOWN COUNCIL'S POSITION ON THE LOCAL GOVERNMENT REORGANISATION

Cllrs Hall, Knights and Turner declared a non pecuniary interest.

After receiving the presentations from W.D.C. and B.C.C. **all present agreed** to accept the need for change.

The Clerk is requested to write to the leader of W.D.C. Councillor Katrina Woods that the Town Council is minded to support a W.D.C. led Southern Buckinghamshire Unitary Authority and request a reply as soon as possible with concrete

Page 28/16

proposals with particular emphasis on adult safeguarding and children's services. Letter to be copied to Hazlemere and Marlow Town Council, Hughenden Parish Council Bucks County Council and the Wycombe District Association of Local Councils. **SG/MW**

12. A RECOMMENDATION FROM THE ADMIN AND HR COMMITTEE TO EXTEND THE OFFICE OPENING HOURS.

Cllr. Turner proposed to approve the recommendation from the Admin and HR committee to extend the office opening hours with effect from April 2017 to the following times:

Monday - 9.30am – 3.00pm

Tuesday - Friday 9.30am-3.30pm. Seconded by Cllr A Ball. All present agreed.

Resolved: To extend the office opening hours with effect from April 2017 to the following times:

Monday - 9.30am – 3.00pm Tuesday - Friday 9.30am-3.30pm

13. FILLING THE VACANCIES FOR TWO COUNCILLORS BY CO-OPTION

Wycombe District Council has advised that no residents have requested a by election and therefore the Town Council may consider co-opting two councillors to fill the vacancies for Councillors.

All present agreed that the Town Council should now proceed in filling the vacancies by co-option and to advertise the vacancies until the 6th January 2017. Anyone interested will be invited to attend an interview. The vacancies are to be advertised on the notice boards and website. **SG**

14. MEETING DATES FOR 2017

Cllr Turner proposed the following dates:-

Tuesday 31st January 2017

Tuesday 28th March 2017

Thursday 20th April 2017 **Annual Town Meeting**

Tuesday 30th May 2017 **Annual Meeting of the Town Council**

Tuesday 25th July 2017

Tuesday 26th September 2017

Tuesday 28th November 2017

Seconded by Cllr Hall. **All present agreed.**

15. THE ALLOCATION OF CIL MONIES FOR THE ALLOCATED PROJECT FOR 2016/17

Cllr Walsh proposed that the CIL monies totaling £ 14,438.98 to be received in this financial year is allocated to the project to build a garage for Risborough Rangers at Wades Park. Seconded by Cllr Coombs. All present agreed.

Resolved: the CIL monies totaling £ 14,438.98 to be received in this financial year is allocated to the project to build a garage for Risborough Rangers at Wades Park.

16. THE TOWN COUNCIL'S POTENTIAL INVOLVEMENT IN COMMUNITY LAND TRUSTS

Cllr Ball had previously circulated a synopsis of the Community Land Trusts handbook for the member's consideration. All present agreed that affordable housing is required for local people.

Cllr Hall proposed to write to Wycombe District Councillor David Johncock Cabinet member for Planning to request that Section 106 monies currently allocated to a railway footbridge be re-allocated to a Community Land Trust in which the Town Council wishes to play a significant part. Seconded by Cllr Rolfe. All present agreed.

Resolved: To write to Wycombe District Councillor David Johncock Cabinet member for Planning to request that Section 106 monies currently allocated to a railway footbridge be re-allocated to a Community Land Trust in which the Town Council wishes to play a significant part. **SG/MW**

17. THE DESIGN FOR THE WADES PARK STORAGE FACILITY

Cllr Coombs advised the members that an architect has prepared drawings for the Wades Park storage facility and proposed that the Maintenance Team are involved in the final decision on the draft of the plans to be submitted to WDC Planning Dept. **All present agreed.**

All present agreed for the Town Committee to consider the prepared drawings at the next Town Committee meeting and to make a recommendation to the Town Council on the final draft for submission to the Planning Dept. **JM**

18. APPROVAL OF THE TENDER DOCUMENT FOR SUBMISSION TO THE CONTRACT FINDERS WEBSITE FOR THE LED REPLACEMENT PROGRAMME

Cllr Hall proposed to approve the tender document previously circulated for submission to the contract finder's website for the LED replacement programme with a closing date of 31st January 2017. Seconded by Cllr Turner. **All present agreed.**
Resolved: To approve the tender document for submission to the contract finder's website for the LED replacement programme with a closing date of the 31st January 2017. **SG**

19. AGENDA ITEMS FOR NEXT MEETING

To formally agree and propose the budgets for the financial year 2017/2018 and set the precept accordingly.

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 MATTER.

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 to discuss a staff member's renewal of employment contract. **All present agreed.**

21. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 31st January 2017 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 9.10 pm.