

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON  
TUESDAY 13<sup>th</sup> DECEMBER 2016 AT 7.00 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 matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence
2. Acceptance of Minutes of Previous Minutes of the Town Committee held on 8<sup>th</sup> November 2016
3. Declarations of Interest (Members are asked to declare any pecuniary or non-pecuniary interest which they may have in any of the items under consideration at this meeting).
4. To receive Matters Arising from minutes of the previous meeting of 8<sup>th</sup> November 2016 not otherwise on the agenda
5. To discuss and decide on actions to be taken concerning Town Matters including Risk Assessment report.
6. To receive a report from the Lighting Working Group including the Risk Assessment report and decide on any actions to be taken.
7. To receive a report from the Stratton Memorial Garden Working Group including the Risk Assessment report and decide on any actions to be taken.
8. To receive a report from the Parks Working Group including the Risk Assessment report and decide on any actions to be taken.
9. To receive a report from the following Working Groups:
  - a. Market House
  - b. Devolved Services
  - c. Wades Park Master Plan
10. To discuss and decide on the responses to correspondence relating to Town Committee matters received at the Town Council
11. To discuss and decide on the Town Council's entry into the Britain in Bloom competition 2017
12. To discuss and decide on a standard response to be issued to residents regarding any displaced parking in relation to the Buckinghamshire County Council Parking Review
13. To discuss and decide on the design for the Wades Park Storage Facility.
14. Agenda items for next meeting.
15. Date of next meeting.

*Susanne Griffiths*  
Clerk to the Town Council  
6th December 2016

**Draft MINUTES TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 8<sup>TH</sup> NOVEMBER 2016 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr. J Coombs,  
Cllrs A Turner, M Walsh, A Ball, K Wilkins, G Hall and P Summerbell  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council – Kirsty Pope  
No 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 Clerk reported that apologies had been received from Cllr McLauchlan.

**2. MINUTES**

To receive and accept the draft Minutes:

**RESOLVED:** That the draft Minutes be duly received, accepted and agreed and that the minutes of the Town Committee meeting on the 4<sup>th</sup> October 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. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 4<sup>TH</sup> OCTOBER 2016 NOT OTHERWISE ON THE AGENDA**

The developer has advised that the base for the telephone box to house the defibrillator is about to be installed. Cllr Turner confirmed that he has tried to made contact with Thames Water regarding their drainage strategy plans but is still waiting to hear back.

**5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

There were no priority items on the Risk Assessment Report.

Cllr Turner asked the office to schedule in the collection of the rubbish collected from the recent Rag Pit clearance day. KP

Cllr Hall expressed his appreciation with the recent clean up exercise at the Whiteleaf Cross and requested that a letter of thanks is sent to the Chiltern Society, once work has been completed. KP

The office is requested to follow up the previously reported damaged A4010 directional sign behind the George & Dragon car park. KP

Cllr Hall reported that footpath PRR/9/1 and PRR/49/1 need clearing due to the amount of leaves. The office is requested to report this to BCC rights of way. KP

**6. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT**

There were no priority items in the Risk Assessment Report.

A letter has been received from SSE regarding an unpaid invoice dated 2013

A letter has been received from SSE confirming that they had misplaced the work pack regarding a work order issued on 20<sup>th</sup> November 2013 to paint 44 brackets and that the work has been completed. The invoice has now been received for payment at £ 2222.88 + vat.

**Resolved:** To pay this invoice as the work was agreed and completed.

A letter has been received from Bucks County Council regarding Street Lighting Maintenance

B.C.C. advise that street lighting continues to move towards more energy efficient Light Emitting Diode (LED) lamps. BCC requests a meeting to discuss the options available to keep costs to a minimum.

**Resolved:** Agreed that BCC would be able to submit a proposal based upon our agreed tender contract that will be recommended by the Town Committee for approval at the next Town Council meeting. SG

**7. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.**

There were no priority items in the Risk Assessment Report.

**8. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.**

**Wades Park**

There were no priority items in the Risk Assessment Report. Cllr Hall reported the lights by the MUGA are out. **JM**

**St Dunstan's Park**

There were no priority items in the Risk Assessment Report. Cllr Turner advised of some debris in the stream, including 2 large branches that need to be removed. **KP**

**The Crescent Park**

There were no priority items in the Risk Assessment Report. Cllr Coombs advised the members that the new play equipment is due to be installed this month.

**Earle Mitchell Park**

There were no priority items in the Risk Assessment Report.

**King George V Park**

There were no priority issues highlighted items in the Risk Assessment Report. Cllr Hall requested that the maintenance team plan a final cut of the hedge along the Aylesbury Road for the winter period. **KP**

**9. A REPORT FROM THE FOLLOWING WORKING GROUPS:**

- a) MARKET HOUSE – Cllr Walsh provided the members with a brief update on the project and confirmed that the next project meeting is Tuesday 15<sup>th</sup> November. The office is requested to email the project manager to confirm that requirements are in-place for Remembrance Day with regards to the electrics etc. **SG**  
Cllr Walsh and Cllr Ball agreed to meet on-site on Thursday to check progress.
- b) DEVOLVED SERVICES – Cllr Walsh, Cllr Turner and the Town Clerk recently met with BCC. The office is waiting for a response to some outstanding questions but no further action to be reported at present.
- c) WADES PARK MASTER PLAN – work in progress but no further action to report at present.

**10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE**

A further email has been received from a resident regarding trees that overhang their property

Cllrs Walsh and Turner and the Maintenance Team Leader met with the resident to discuss the issues regarding the ivy management, thinning out of the elder trees and removal of the rubbish. The resident also requests that the sycamore tree next to the protected lime be felled as the seeds fall into their garden and the tree blocks out their light. The resident has offered to help move the debris to the bonfire pile.

**The members agreed for the work to be planned into the maintenance team schedule for winter. The office is requested to advise the resident of this.** **SG**

A further email from a resident has been received regarding Agenda Item No 12 October 4<sup>th</sup> 2016 Replacement Trees

Further to the above agenda item that was discussed in October, the office has recently been made aware that free replacement trees have been offered to the council. The members wished to thank the resident for their kind offer but to decline the offer. However, the resident's subsequent offer to replace the 2 hebe plants is gratefully accepted.

**The office is requested to advise the resident of this.** **SG**

Gates

A resident has requested that a sign be placed in a prominent area that will advise visitors how to exit the gardens after the gates have closed. No further action to replace any signage as the issue was due to the timer not being changed to reflect GMT. **The office is requested to advise the resident.** **KP**

An email has been received from a resident regarding Street Lights at Kingsmead

The resident is concerned that there are now 2 street lights not working in Kingsmead.

Street Light No 157 currently has a major supply fault which requires investigations. Contractors have been contacted for quotations for the repairs. It was **resolved** at the meeting on the 9<sup>th</sup> August that no further action would be taken at present but to consider the issue at the Estimates meeting in November.

Street Light No 155 reported to the contractor to action a repair.

Also the resident is concerned regarding the overgrown hedges in Mill Lane, although these were cut back by TfB.

**All present agreed that the issue with the hedge should be communicated to County Councillor Bendyshe-Brown and for the office to ask if this could be added to BCC's winter maintenance plan.**

**The members agreed that the work for the street lighting in Kingsmead should be brought forward and for the office to obtain further information to expedite the work.** **KP/JM**

An email has been received from the National Childbirth Trust requesting to use Wades Park

The N.C.T. has requested permission to use Wades Park on Thursday the 13<sup>th</sup> April 2017 to host a bunny hunt. Insurance and risk assessments can be supplied.

**Resolved: All present agreed subject to usual park regulations.** **KP**

An email from Wycombe District Council has been received regarding a consultation from British Telecom  
W.D.C. has recently been notified by BT of their proposals to permanently remove 54 public call boxes in the District. The Town Council has to decide whether to consent or object to the removal of each individual kiosk. If the Town Council wish to make any comments about any of the sites, the Town Council can do so using Consultee Access and searching under the reference number 16/07915/CONBT. The documentation received from BT can also be viewed using Consultee Access.

Comments should be submitted by 28 November 2016

If the kiosk in question is a traditional red telephone phone box BT offer the local community, the opportunity to adopt the phone box for £1. Any parish / town / community council or registered charity organisation can apply to adopt their local phone box. If the Town Council are interested in adopting a traditional red phone box which is on the list the Town Council is asked to advise W.D.C., providing contact details, who will then advise BT.

**Noted.**

An email has been received from the 1st Monks Risborough Guides regarding planting bulbs

The Guides are taking part in a Baden Powell challenge and have requested permission and a suitable location to plant bulbs in the Town to benefit the community. Cllr Hall suggested that daffodil bulbs are planted in the grassed area between New Road and the trees estate. The office is requested to advise the Guide Leader. **KP**

An email has been received from a resident regarding dog walkers in the King George V and Wades Park

The resident has concerns regarding dog owners letting their dogs off their leads in the children's play area and fouling the area.

The members sympathised with the resident as this is a regular complaint and despite regular pleads in Crosstalk for owners to be more responsible, this problem still continues. **The office is requested to advise the resident that although the Town Council are unable to enforce any fines, the information has been passed on to the local police with a request to patrol these areas.** **SG**

#### **11. A CHARGE FOR THE EXCLUSIVE RIGHT TO TRADE AT WADES PARK**

It was resolved at the meeting of the Town Committee on Tuesday the 4<sup>th</sup> October Agenda item No 13 to charge £25.00 per weekend. The trader has requested that the charges be revisited, as £25.00 per weekend is unsustainable and suggest a fee of £ 25.00 per month instead.

**Resolved: It was agreed that £20 per weekend would be the revised charge. The office is requested to advise the trader of this revised price.** **SG**

#### **12. THE SPECIFICATION FOR THE LED PROJECT IN ORDER TO PREPARE THE INVITATION FOR THE CONTRACT FINDERS WEBSITE.**

The Lighting Working Group made the following recommendation.

There are 477 existing streetlight fittings to be replaced with LED and all are to have standard optic LED with all night controllers.

426 LED luminaires to be fitted to columns

10 LED luminaires to be fitted to Victorian lamp posts

41 LED luminaires to be fitted to wood poles including brackets

All-night controllers to have dimming at 50% from 00.00 to 06.00.

Additional requirements depending on budget constraints - Non-destructive testing to existing steel columns and some column replacement if serious structural defects are identified.

- S&F new Urbis Ampera Mini 16 neutral white LED luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding.
- S&F new DW Windsor Kirium Mini 15 neutral white LED luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding.
- S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. Luminaire Model suggested by the tenderer.

**Resolved: To recommend to the Town Council to include the above specification in the invitation document for tenders for the supply and installation of the LED footway lighting project.**

The tender is to include prices for the following

#### **13. AGENDA ITEMS FOR NEXT MEETING.**

To be confirmed

#### **14. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 13<sup>th</sup> December 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 8.10pm.

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

Agenda item No 5

I have three fastigate Hornbeam trees (*Carpinus betulus* Frans Fontaine), which I need to find a home for, as I couldn't plant them where I had planned (see picture below for what they look like). These have been paid for and are sitting in our contractors depot waiting to be planted. I wondered whether they could be planted in Princes Risborough on parish land?

The location shown below would be my preference. Could you let me know if the council would consent to this? As soon as possible would be good.

Philip Simpkin  
Natural Environment Officer  
Planning and Sustainability

Available: Mon - Thurs

Wycombe District Council  
Queen Victoria Road  
High Wycombe District Council  
Bucks  
HP11 1BB

Agenda Item No 8



**sse**  
Enterprise

**Lighting**

Your Ref:  
Our Ref : 614375/C001

Princes Risborough Town Council  
The Princes Centre  
Clifford Road  
Princes Risborough  
Buckinghamshire  
HP27 ODP

Faraday Road  
Dorcan  
Swindon  
Wiltshire  
SN3 5EY

Tel : 01793 516182  
Fax : 01793 516115

24/11/2016

FAO: Jayne Mylchreest  
Dear Ms Mylchreest

Scheme title : Lantern Replacement - Col 271 Wades Park, Princes Risborough.

We thank you for your recent enquiry and have pleasure in submitting our quotation as follows:-

To remove and dispose of 1 no. existing lantern which is beyond repair and dispose of off-site.

To supply and fit 1 no. side entry Urbis Ampere Mini 16 neutral white LED lantern with 500mA driver pre-set to dim to 50% light output from 00.00 - 06.00, 5141 wide road distribution and 35 lux all night miniature photocell control. The lantern will be factory finished in black. If possible the lantern will be fitted at or as close to 0 degrees incline.

This quotation is open for acceptance for a period of one month and will be reviewed after this period and is also offered subject to acceptance of our terms and conditions.

**For the sum of £546.83**

**This price is exclusive of VAT which will be added at the time of invoicing.**

The above quotation is subject to our standard printed conditions Ref No. FO-CG-520 Rev 3.02, a copy of which are attached, please sign and return with your official order.

**Important Notice - Traffic Management Act - Street Works Permit Schemes**

Local Authorities in England and Wales are likely to introduce a new Permit Scheme for street works that will include charges for providing the permits. It is not clear at this time which Local Authorities will introduce this scheme, when the scheme will be introduced, which streets will be affected or what the level of charges will be. These costs are not within our control, and cannot be absorbed by us.

This quotation **excludes** any costs that may be charged by the Local Authority in respect of these charges. It is important to note that any such charges which are relevant to these