

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON
TUESDAY 10th JANUARY 2017 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 13th December 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 13th December 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 whether to renew the lease of the maintenance team Citroen Berlingo
12. To discuss and decide on the size of two Calocedrus trees for the Stratton Memorial Garden
13. Agenda items for next meeting.
14. Date of next meeting.

Susanne Griffiths
Clerk to the Town Council
4th January 2017

**Draft MINUTES TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 13th DECEMBER 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs A Turner, M Walsh, A Ball 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.
No apologies were received.

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 8th November 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.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 8th NOVEMBER 2016 NOT OTHERWISE ON THE AGENDA

Cllr Turner updated the members on a meeting with the relevant authorities and Thames Water regarding the flood plan.

5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report.
No other matters were raised.

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

There were no priority items in the Risk Assessment Report.

The office confirmed that the light in Kingsmead is still under investigation and is being monitored by the office to expedite the repair.

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.

A further email has been received from a resident regarding the gates

The resident is still concerned that visitors can be trapped inside the gardens after the gates have closed. The resident feels that a sign advising the opening and closing times is not sufficient.

Resolved: To purchase a sign to confirm that the gates are automated and for this to be placed next to the opening/closing times sign.

KP

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

Street light no 271 Wades Park

A quotation from SSE has been received to replace the damaged lantern with an Urbis Ampera mini 16 LED lantern at £ 546.83 + vat.

Resolved: To raise a work order for this lantern.

St Dunstan's Park

There were no priority items in the Risk Assessment Report.

The Crescent Park

There were no priority items in the Risk Assessment Report

Cllr Walsh updated the members on a meeting with the residents concerning their concerns with the new play equipment.

Resolved: It was agreed to install some matting to the platform to reduce the noise from the zip-wire and to plant trees along the boundary at the rear of the park to provide screening for the residents. The office is requested to ensure that a post installation risk assessment is carried out.

KP

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

King George V Park

There were no priority issues highlighted in the Risk Assessment Report

9. A REPORT FROM THE FOLLOWING WORKING GROUPS:

a) MARKET HOUSE –

Cllr Walsh updated the members on the progress of the refurbishment. The contractor made the working group aware of an issue with the existing structure and it was agreed that the second option of installing a bolted truss would be the better option. However, this will need listed buildings consent which Oxley Conservation will need to apply for. The refurbishment is still on course for completion by the end of January/ early February.

b) DEVOLVED SERVICES –

Nothing to report

c) WADES PARK MASTER PLAN –

Cllr Walsh updated the members on the plan with regards to the installation of the storage area and the new garage for the storage of the equipment for the football club.

10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

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

An email has been received by 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. It was **agreed** that the existing storage area would not be suitable as this will be used by the Maintenance Team. However, Cllrs Walsh, Ball and Coombs agreed to set up a working group to investigate potential locations for a storage facility. **AB/MW/JC**

An email has been received from a resident suggesting a splash park

All present agreed that at this time due to financial and logistical restrictions this idea is not viable, however it was agreed that it should be considered in future planning of the Town's recreational requirements. The office is requested to reply to the resident and to thank them for their idea. **KP**

An email has been received from Wycombe District Council regarding three Hornbeam trees

WDC has three fastigate Hornbeam trees (*Carpinus betulus* Frans Fontaine), which are in need of a home as WDC couldn't plant them where they had planned. The trees have been paid for and are waiting to be planted. WDC have requested if they could be planted in Princes Risborough on parish land.

Resolved: To ask WDC if these trees could be planted in the Crescent Recreational Park. The office is requested to set up an onsite meeting with WDC to confirm actual location of these trees. **SG/KP**

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. It would be open to all young people and include those with SEND. B.C.C. is linking into the youth centre with their youth worker and will be advertising around the town and in Princes Risborough School. It has been funded by the Local Area Forum for the North West Chilterns / Active Bucks Funding to deliver the session which covers the tutor costs.

Resolve: All present agreed

JM

An email has been received from Threshold Sports requesting to use Wades Park for the London Revolution cycle ride on the 14th May 2017.

All present agreed.

JM

11. THE BRITAIN IN BLOOM COMPETITION 2017

All present agreed to enter the Stratton Memorial Garden and to establish a Working Group.

Resolved: To establish a working group and enter only the Stratton Memorial Garden in 2017. **JC/NM**

12. A STANDARD RESPONSE TO BE ISSUED TO RESIDENTS REGARDING DISPLACED PARKING

Following the Parking Review Cllr Ball proposed to draft a response to be sent to concerned residents who contact the Town Council regarding displaced parking.

Resolved: To draft a response to be sent to residents who contact the Town Council who are concerned regarding displaced parking. The letter should state that the Town Council were invited to act as a consultee as part of the recent completed parking review. Whilst the Town Council hope that funding will be secured for the next phase of the review, any resident comments will be passed to the relevant authorities.

13. THE DESIGN FOR THE WADES PARK STORAGE FACILITY

The architect drawings for the storage facility were circulated prior to the meeting for all members to see.

Resolved: It was agreed in principal to accept the plans submitted by the architect and to proceed with a planning application for the design. However the office is requested to check the final design with the maintenance team leader.

KP

14. AGENDA ITEMS FOR NEXT MEETING.

To be confirmed

15. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 10th January 2017 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 8.05pm.

Chairman..... Date

Agenda Item No 10

Dear Sir/Madam

Following my five successful workshops regarding the Community Infrastructure Levy and Section 106 Agreements I hereby attach a copy of the presentation given for your information. My apologies for the delay in circulating this email.

In addition to the presentation I have included a short document highlighting some key questions raised across the workshops with regards to infrastructure planning and expenditure. This document is not designed to be an exhaustive list of issues discussed but highlights important areas of legislation and processes taking place within Buckinghamshire. Should additional questions be raised, please do not hesitate to contact me and I will do my best to answer your queries.

Finally, and possibly most importantly, I have included a .pdf and a .excel file which will allow each Parish and Town Council to highlight their current infrastructure priorities i.e. traffic calming at junction XX or speeding along road YY. If I can ask that you fill out these forms (please use multiple sheets if necessary) and return to amacdougall@buckscc.gov.uk. These forms have been designed to highlight your local infrastructure priorities in order that I may utilise this information to ensure my database is robust. Moving forward this wealth of information will be utilised by key departments at the County Council so as to better inform early Section 106 negotiations. Knowing local infrastructure priorities at an early stage is considered essential if requests for funding from development is going to be justified.

Should you find that your local infrastructure priorities change or indeed new ones come to light, please do not hesitate to fill out another form, or contact me direct. I can then update information held here at the County.

Agenda Item No 10

Dear Ward Councillor / Parish Clerk

You may recall I notified you on 26 October of BT's intention to remove 54 payphones in various locations across the District, and asked for your comments.

Following that first phase of consultation we have issued a draft decision to object to the proposals by BT to permanently remove 13 of the payphones and to consent to removal of 41. A full list of the sites identifying which sites are objected to and which are consented to can be found by using Consultee Access and searching under the reference number 16/07915/CONBT, along with a copy of the draft decision – the "First Notification".

If you wish to make representations on this proposal these need to be submitted by 17.15 on 12 January 2017. These will be taken into account before we reach a final decision.

If you have any queries please contact me on 01494 421599 or by e-mail at jenny_ion@wycombe.gov.uk.

Suzanne Griffiths
Princes Risborough Town Council
The Princes Centre
Clifford Road
Princes Risborough
HP27 0DP

Wednesday, 14 December 2016

End of Contract Options

<u>Reg No</u>	<u>Terminates</u>	<u>Vehicle</u>
LF15 NXE	09/03/2017	Citroen, Berlingo

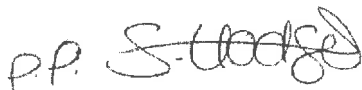
It's Time To Change! As you may already be aware, the vehicle noted above is coming to the end of its contract. I'll be happy to talk you through the renewal process for your particular contract and answer any questions you may have.

Our goal is to make the whole process simple and hassle free. Remember, lead times can vary greatly and some of the most sought after vehicles do have a waiting list, so it's best to make arrangements now to ensure that your new vehicle arrives on time.

I will be contacting you within the next few weeks, however in the meantime you can contact me on the number below to discuss the process of renewing your vehicle with Fulton Leasing.

I look forward to speaking with you.

Kind regards,



Chris Wallis
Sales Manager
0118 983 8033
chris@fultonleasing.co.uk