

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON  
TUESDAY 12<sup>th</sup> JULY 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 14<sup>TH</sup> June 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 14<sup>th</sup> June 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 discuss and decide on the responses to correspondence relating to Town Committee matters received at the Town Council
10. To receive a report from the following Working Groups:
  - a. Market House
  - b. Devolved Services
11. To discuss and decide on whether to carry out an inventory check on the Town Council street lights (Cllr G Hall)
12. To discuss and decide on whether to create a Wades Park Master Plan (Cllr M Walsh)
13. To discuss and decide on whether to delegate the decision regarding the Electrical Suppliers to the Lighting Working Group for a recommendation to the Town Council (Cllr M Walsh)
14. To receive an update relating to the Earle Mitchell changing rooms (Cllr A Ball)
15. To discuss and decide on the action to be taken concerning the damage to the King George V park by Circus Ginnett
16. To discuss and decide on the purchase of grave pegs for the Stratton Memorial Garden
17. To discuss and decide on the action to be taken on the identified culprits responsible for the damage to the tree in the Crescent
18. Agenda items for next meeting.
19. Date of 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 the preferred contactors for the telephone box to house the defibrillator and electrical works at Wades Park.

Susanne Griffiths  
Clerk to the Town Council  
6<sup>th</sup> July 2016

**DRAFT MINUTES TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 14<sup>th</sup> JUNE 2016 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr J Coombs,  
Cllrs A Turner, M Walsh, A Ball, Cllr Wilkins, Cllr Summerbell, G Hall and I Churchill.  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council- Kirsty Pope.

**1. ELECTION OF CHAIRMAN**

To elect the Chairman

Cllr Walsh proposed Cllr Coombs

Seconded by Cllr Turner

A vote was taken.

RESOLVED: That Cllr Coombs be duly elected Chairman for the year 2016/17.

Cllr Coombs in the Chair.

**2. 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 Deputy Clerk reported that apologies had been received from Cllr McLauchlan and Cllr West.

**3. 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 meeting on the 24<sup>th</sup> May 2016 be signed as a true record.

**4. 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

**5. ELECTION OF VICE CHAIRMAN**

To elect the Vice Chairman

Cllr Coombs proposed Cllr Wilkins

Seconded by Cllr Ball

A vote was taken

RESOLVED: Cllr Wilkins be duly elected Deputy Chairman

**6. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 24<sup>TH</sup> MAY 2016 NOT OTHERWISE ON THE AGENDA**

Nothing noted.

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

There were no priority items on the Risk Assessment Report.

Cllr Hall raised his concerns with the growth of the wildflowers under the Town Entry Boxes. All present agreed to leave as they are and to assess the display once they are fully grown. Cllr Turner was pleased to see the new "Community Working Together" banner installed along Mill Lane as part of the community work with the Whiteleaf Scouts & Cubs for our Risborough in Bloom entry. Cllr Hall asked the office to send a letter to WE Black to ask if they would be able to remove the high level of weeds on their development site. JM

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

There were no priority items in the Risk Assessment Report.

The lighting working group confirmed that some of the LED lights have now been installed along Manor Park Avenue. The working group are still waiting for costings to be finalised before a recommendation can be made to the full Town Council.

**9. 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.

The office is requested to source quotes for a full weed and feed treatment for the memorial garden grassed areas.

KP

## 10. 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.

The office confirmed that this year's entries for the Art in the Park competition have been installed.

### 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.

### Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

Cllr Hall advised that Risborough Rangers have been cutting the grass in addition to our 1 cut per week. It was agreed that maybe this park is cut later in the week to accommodate the football matches. The office is requested to liaise with the Maintenance Team to see if this is viable. **KP**

### Email received from Risborough Rangers regarding the changing room refurbishment

The agreed maintenance work on the changing rooms have been completed. However, Risborough Rangers are questioning if the work has been finished as they are unable to see much of an improvement. It was agreed to ask Pete Wynn (contractor) and Andy Quigley from Risborough Ranger to visit the changing rooms with Cllr Coombs, Cllr Wilkins and Cllr Ball during the evening of Thursday 23<sup>rd</sup> June to discuss the work that has been carried out and to look at what other work is required to the building. The members were asked to report back at the next Town Meeting. **KP**

It was also agreed that a written report from Risborough Rangers relating to how the Town Council grants have helped their club, would be sufficient.

### King George V Park

There were no priority items in the Risk Assessment Report.

It was agreed that the hedge along the Aylesbury Road should be scheduled in the maintenance programme for July, once the nesting season is over. **KP**

## 11. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

### Letter received from Network Rail regarding the East West Rail – Ecology Surveys

All present agreed to this request for Network Rail to have access to Wades Park to carry out an Ecology Survey relating to the East West Rail project. **KP**

### Email received from the Community Centre regarding the external area to the front of the Club room and the drainage and flooding issue

Cllr Hall proposed that the maintenance team schedule to carry out the necessary maintenance to the front area of the community centre and that the area is cleared and pea-shingled is laid. Seconded by Cllr Turner.

Cllr Coombs counter proposed that the Community Centre apply for a minor grant from the Town Council and arrange for the work to be carried out themselves. Seconded by Cllr Walsh. A vote was taken on the counter proposal which was unsuccessful, therefore the original proposal stood and the motion was passed. The office is requested to schedule this work in for November. **KP**

The Community Centre also raised an issue with the drainage at the centre. Cllr Walsh confirmed that he has read the deeds and that the drainage is the responsibility of the Trustees. It was therefore agreed that the office should send a letter to the Community Centre confirming that the work to the external frontage will be completed in November but the Town Council are unable to help with the drainage. The letter should also request a reply to the Town Council letter of the 9<sup>th</sup> September relating to the ongoing maintenance of the frontage. **KP**

### Emails received from residents regarding the grass cutting

Cllr Walsh updated the members on the plans in place to improve the situation which includes maintenance to the mover to improve the cut and also plans to increase the staffing level over the summer months. An explanation has been included in the latest issue of Crosstalk and also on the Town Council twitter site. The office is requested to reply to the residents. **KP**

## 12. A REPORT FROM THE FOLLOWING WORKING GROUPS:

### a) MARKET HOUSE –

Cllr Coombs advised the members that the working group have met with Phil Ogle and are now waiting further information from him to progress the project. However a potential start date of September was suggested and for the work to be completed in December. The Clerk has confirmed that the Town Council has approval for the market house loan and the money will be available to use from July.

### DEVOLVED SERVICES –

Updates already provided under the grass cutting correspondence and agenda item 13.

**13. WHETHER TO TRIAL ADDITIONAL MOWING EQUIPMENT**

Cllr Walsh suggested that any potential new equipment should be trialled prior to the estimates meeting held in November.  
Resolved: For the Devolved Services working group to meet with the maintenance team in order to prepare a list of potential equipment to trial prior to the November estimates meeting.  
**MW/KL/KP**

**14. USING VOLUNTEERS TO HELP IMPROVE THE TOWN FOR THE BRITAIN IN BLOOM COMPETITION ON THE 12<sup>TH</sup> JULY 2016**

Cllr Coombs advised the members that he is in the process of producing the route plan for the Britain in Bloom judges and this will be circulated to all in due course.  
Resolved: The members to agree a plan of action to coincide with the route to help improve the town's entry for 2016 and for this work to start w/c 27<sup>th</sup> June.  
**JC**

**15. UPDATE ON THE DEPOT AND DECIDING ON THE ACTION TO BE TAKEN**

Cllr Turner advised that Bucks County Council has confirmed that the Town Council is unable to pursue the potential purchase of a maintenance depot along Longwick Road. Cllr Turner agreed that he will see if there is a possibility of getting new depot as part of Section 106 monies from the Town Plan.  
**AT**

**16. ACTION TO BE TAKEN CONCERNING THE DAMAGE TO THE KING GEORGE V PARK BY CIRCUS GINNETT**

As discussed at the last Town meeting, it was agreed to bank the bond cheque from Circus Ginnett to cover the damage to the ground. Unfortunately, the bond cheque for £500 has been returned marked "Payment Stopped".  
The office has received a quotation for £500 to dress the wheel ruts caused by Circus Ginnett.  
Resolved: To accept the quotation for the work to be completed and to make other Clerks aware of this situation with allowing Circus Ginnett to use their parks. The office is requested to send a copy of the invoice to Circus Ginnett and request payment within 7 days or further action will be taken.  
**KP**

**17. AGENDA ITEMS FOR NEXT MEETING.**

a) To receive an update relating to the Earle Mitchell changing room

**18. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 12<sup>TH</sup> July 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

**19. 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 preferred contactor for tree works at Station Road**

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 the meeting closed at 8.05pm

Chairman.....

Date .....

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## Agenda Item No 9

I hope you will help us.

I am writing on behalf of the residents of New Rd and local area Ramblers local and international.

For some time locals been moaning about an annoying Dog Owner who without conscience allows vast amounts of dog mess to be produced by their animal daily, and right at the start of the Icknield way where it crosses New Rd. I am sorry to have to enclose a photo but this is obviously a very large dog and it occurs very early, as we are presented with a new pile each day.

All fellow dog walkers we know carry poo bags and use the bins that are adequately spaced on our circular walks. We have tried spraying a circle around the offending mess and writing NO in yellow spray beside each one. It seems this just encourages more to be left in the same area without pricking the offenders conscience.

It happens every day and is making a popular beauty spot and entry point for walkers entering from the town to walk up to the Whiteleaf cross offensive while dodging 6 or seven of these huge piles and the masses of flies that accumulate.

Can we please have a Dog Bin at the start of the Icknield and some signs about common dog mess law and the fines imposed. Is there anything else you can think of to help. We do not know who is doing this but it is almost daily or late at night.

## Agenda Item No 9

Following on from Jealotts hill visit could you please pass this on to John Coombs ? And anyone else needing to be asked.

There are flowers beds by the ' lay by' by Burton lane, former nags head and I think the ris in bloom judges would be interested to hear that the local community in monks Risborough ( st. Dunstans & Mrhs) would be seriously interested in adopting these after the present flowers. Proposal for herbs in one and perennials in the other? I hope this can be taken up to benefit all (costs reduced, local involvement with little maintenance, water can be sorted ok with the type of planting).

It could be mentioned to judges on their tour past?!

Can someone please find a moment to therefore consider & reply(hopefully positively!)

## Agenda Item No 9

To whom it may concern (I have tried to find an appropriate name from the website but cannot do so)

I am writing to express my on-going concern about the parking in Stratton Road very close to the corner with Manor Park Avenue. I use this route regularly, almost daily in both directions and strongly believe the parking there creates a significant accident risk. Just today I narrowly avoided a head-on collision with a car which came at some speed around the corner on my side of Stratton Road where it was travelling in order to avoid the parked cars.

I surmise that, judging by the length of time they remain, the majority of the parked cars belong to commuters wishing to avoid parking charges at Risborough station. In Manor Park Avenue, and other nearby areas, the problem has been resolved quite simply by the application of a one hour parking restriction on two occasions during each weekday.

I do not know whether it is within the remit of the Town Council to expedite or suggest such a measure. If it is not, please could you inform me who I should contact.

I know that I am not alone in my concerns about this matter; should you wish me to gather evidence of local desire for some action on this hazard, I am willing to do so.

I look forward to your response.

Comments: A few weeks ago I wrote to the council to express concerns about the dangers involved in adults cycling across Wades Park and asked that some signs be erected to clarify the situation. The council kicked this over the fence by referring the matter to Red Kite housing, who have no involvement in the park. Now that King George V park is to get a through footpath, I ask that this matter be reconsidered before that too becomes an ad hoc cycle track.

Agenda Item No 9



I note from the recent edition of Crosstalk that some newly planted trees have been uprooted in an act of vandalism.

In our garden we have 3 walnut trees and 1 oak tree, which could replace your vandalised trees. They are all self sown, are about 3 years old and are about 3 to 4 ft high. Would you like them?

Agenda Item No 9

Dear Colleagues

Part of the statutory duty of Buckinghamshire County Council as a Lead Local Flood Authority (LLFA) is to produce the Local Flood Risk Management Strategy (LFRMS). The first version of this was produced in 2013 and was not due to be reviewed until 2019/20.

I'm sure you will recall that there was considerable flooding in the winter of 2013/2014 and then we have experienced some flooding in the north of the County this spring. This flooding, and the subsequent work done, has increased our understanding of the local flood risk and in particular of groundwater flooding.

This understanding was not reflected in the previous LFRMS. The other change has been that since April 2015, the LLFA has become a statutory consultee on drainage aspects of major planning applications and encouraging sustainable drainage. These two factors have meant that the LFRMS needed a major refresh. This has now been completed and is on the BCC website.

<http://www.buckscc.gov.uk/environment/flooding/strategic-flood-management/flood-management-strategy/>

I would like to encourage you to have a look at the revised strategy and let the council know what you think. The strategy is open for comment until the end of July, so if you wish to make any comments, please follow the instructions on the website.

If you are not the correct person within your organisation, then our apologies for sending this your way, but if you could send it onto the appropriate person we would appreciate it.

Yours sincerely

**Cllr Warren Whyte, Buckinghamshire County Council**  
*Cabinet Member, Planning & Environment*  
*Chairman, Buckingham Area Local Area Forum*

Buckingham East division, including the towns and parishes of Akeley, Buckingham, Dadford, Foscote, Leckhampstead, Lillingstone Dayrell, Lillingstone Lovell, Maids Moreton, Silverstone Circuit, Stowe and Thornborough

**Together ... Keeping Children Safe**

