

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON  
TUESDAY 14<sup>th</sup> JUNE 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. Election of Chairman of the Town Committee
2. Welcome and Apologies for Absence
3. Acceptance of Minutes of Previous Minutes of the Town Committee held on 24<sup>th</sup> May 2016
4. 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).
5. Election of Vice Chairman of the Town Committee
6. To receive Matters Arising from minutes of the previous meeting of 24<sup>th</sup> May 2016 not otherwise on the agenda
7. To discuss and decide on actions to be taken concerning Town Matters including Risk Assessment report.
8. To receive a report from the Lighting Working Group including the Risk Assessment report and decide on any actions to be taken.
9. To receive a report from the Stratton Memorial Garden Working Group including the Risk Assessment report and decide on any actions to be taken.
10. To receive a report from the Parks Working Group including the Risk Assessment report and decide on any actions to be taken.
11. To discuss and decide on the responses to correspondence relating to Town Committee matters received at the Town Council
12. To receive a report from the following Working Groups:
  - a. Market House
  - b. Devolved Services
13. To discuss and decide on whether to trial additional mowing equipment (Cllr M Walsh)
14. To discuss and decide on using volunteers to help improve the town for the Britain in Bloom competition on the 12<sup>th</sup> July 2016 (Cllr M Walsh)
15. To receive an update on the Depot and decide on the action to be taken (Cllr A Turner)
16. To discuss and decide on the action to be taken concerning the damage to the King George V park by Circus Ginnett
17. Agenda items for next meeting.
18. Date of next meeting.
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 the preferred contractor for tree works at Station Road

*Susanne Griffiths*  
Clerk to the Town Council  
**8<sup>th</sup> June 2016**

**DRAFT TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 24<sup>th</sup> MAY 2016 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman: Cllr J Coombs  
Cllrs M Walsh, A Ball, D Roper, Cllr Wilkins and Cllr Summerbell  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council- Kirsty Pope.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Churchill, Cllr Turner, Cllr Hall, Cllr I McLauchlan, Cllr Rolfe & Cllr M West.

**2. MINUTES**

The minutes of the previous meeting of the Town Committee on 12<sup>th</sup> April 2016, having been previously circulated, were approved by the Meeting and were signed by the Chairman.

**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 12<sup>th</sup> APRIL 2016 NOT OTHERWISE ON THE AGENDA.**

Planning Application for telephone box at Beechwood Court (former Royal Mail Sorting Office) to house a defibrillator has been submitted.

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

There were no priority items on the Risk Assessment Report.

Quotation received from J F Lauder for cutting laurel hedge at Crescent/New Road. All present agreed to issue a work order for this work. JM

Repair to bus shelter roof outside the former Black Prince PH. All present agreed to proceed with obtaining a quote for this work. KP

Quotes have been sourced to replace 2 wooden barrel planters outside the parade of shops in Monks Risborough. All present agreed to issue a work order for these 2 barrel planters. KP

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

There were no priority items in the Risk Assessment Report.

A report has been received from SSE regarding street light no 157 Kingsmead and in addition, 2 other street lights which have been reported as having an independent feed. SSE will continue to assist with providing a solution to this issue. JM

**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.

The Clerk updated the members with regards to the need to allocate new full burial plots as the existing area is now full. It was agreed for the office and Cllr Coombs to meet on site to allocate new plots. SG/KP/JC

Email from the Countryside Group relating to the circular path through the wildlife meadow.

All present agreed for the Maintenance Team to schedule this cut into their plans. 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.

- A reply has been received from the electrical contractor giving options on how to proceed on the lighting for the storage area. Cllr Coombs proposed that the office obtain 2 additional quotes for this work, seconded by Cllr Walsh. All present agreed. JM
- Planting area around the Community Centre – Town Committee Minute 12.26/15 confirms that the Community Centre trustees would consider taking on maintenance of this area but would like an official letter requesting this from the Town Council. A letter was sent on the 9<sup>th</sup> September 2015 but no reply has been received to date. The office was requested to ascertain prices for placing pea shingle in this area. The Deputy

Clerk advised the members that the Maintenance Team have previously wood chipped this area but as the area is not contained the woodchip is creating a mess and that until an edging has been put in place, the pea shingle would spill out onto the adjoining footpath. It was agreed by all for Cllr Coombs to ask the Community Centre trustees if they would be prepared to help the Town Council with the Risborough in Bloom entry as part of the community involvement and tidy this area. **JC**

Cllr Coombs informed the members that he had met with Ben Eales from Red Kite who has suggested installing 'no cycling' signs along the footpath. All present agreed to the installation of this signage. **KP**

- Trees vandalised at Wades Park – the office made the members aware that the recently planted trees have been vandalised. This has been reported to the police. It was agreed by all that this should also be communicated in the next issue of Crosstalk and the website and Twitter. The office is requested to let WDC know of this incident.

The Clerk suggested that maybe a reward is offered for information leading to the arrest and prosecution of the person(s) responsible for this act of vandalism of potentially £50. The Cllr Walsh proposed that this is included in the latest Crosstalk newsletter, seconded by Cllr Wilkins, agreed by all. **JC/KP**

#### **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**

- Confirmation has been received that the refurbishment as quoted of the Earle Mitchell changing rooms has been completed. The contractor informed the Town Council that the hot water urn has been condemned and is not to be used and that the kitchen had been fitted out with new cupboards and a sink. It was **agreed** for the Parks Working Group to visit the changing room on a quarterly basis to inspect the condition and confirm that the changing rooms are being well kept and clean. **AB/AT/JC/DT**
- The contractor has informed the Town Council of a design fault in the building which was allowing water to enter and had caused the previous kitchen to rot. The quotation to repair the fault was £60. All present **agreed** to issue the work order for the repair to be made. All present agreed that a letter should be sent to Risborough Rangers to confirm that the work has now been completed and that they are expected to maintain the changing area to a good standard; in addition, no boots should be worn in the changing room. The office is requested to produce a sign that can be affixed to the outside of the building relating to no boots.

There were no priority items in the Risk Assessment Report.

#### **King George V Park**

- A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the preferred suppliers' quotation to resolve the issues.
- The Deputy Clerk advised the members that following a recent visit of the circus, unfortunately the ground was subject to damage. An email has been sent to the circus organisers but has not been successful in resolving the issue. Therefore an independent quote has been sourced to repair the damage; a 2<sup>nd</sup> quotation is currently pending. The Clerk confirmed that the bond has been presented for payment and upon receipt of the additional quotation; the office will be able to ascertain if an additional invoice needs to be sent to the circus. **KP**

It was proposed by Cllr Coombs that the Parks working group should set-up quarterly visit to all parks, seconded by Cllr Ball, all present agreed.

### **9. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COUNCIL**

#### **Email from resident regarding renting Earle Mitchell pitch for 2016 – 2017 season on Sunday mornings.**

An email has been sent to Risborough Rangers to see if it's possible to share the ground; no response has yet been received. It was agreed by all to invite Risborough Rangers to a Town Council meeting for them to present a report on how recent grants from the Town Council have helped their organisation. It was further agreed to discuss the possibility of the team using the pitch in the 2017-2018 season after discussing the practicalities with Risborough Rangers. The Clerk is requested to advise the resident accordingly. **JM**

#### **Email from Rotary Club of Princes Risborough regarding 2016 Tree of Light Dedication Ceremony.**

All present agreed for the Rotary Club to use Duke Street Gardens for the Tree of Light Dedication Ceremony. **JM**

#### **Email from resident concerning the lack of respect by some people for the environment of the town regarding grass verges treated like dirt tracks, and dog mess and litter discarded everywhere.**

The resident has asked that an article is placed in Crosstalk showing some photos of the ruined verges and perhaps this might shame people into treating them better for a while. She also suggested a chart rating the main streets in the town on the basis of their cleanliness and highlighting the worst in an effort to encourage residents to care for their environment but acknowledges this might be difficult to actually do.

Comments were noted and it was agreed to forward the email to the local County Councillor and District Councillors for them to deal with the problems relevant to their authority. **KP**

**Email from resident re accident in King George V Recreation Area.**

The resident's great granddaughter was playing on one of the apparatus that spins round which is attached to a climbing frame and bumped her head against one of the climbing frame supports. Fortunately she is ok, but the resident would like the apparatus moved.

The Clerk informed the members that she had contacted the company who carry out the quarterly risk inspections on the play equipment and they in turn have contacted the manufacturer of the item in question ZXU400 Circuit Climber. They have confirmed that it fully complies with the latest BS EN1176:2008 standards for play equipment and have not received nor heard of any other similar accidents occurring on this type of equipment.

The risk assessment company further commented that there is no such thing as risk free play and all items of play equipment do carry different degrees of risk aimed at children of different ages, especially items such as the item in question which creates play through forced movement. This is in part how children learn things like balancing and climbing and some items require a certain degree of strength.

The Clerk further confirmed that the post installation inspection carried out by RoSPA in 2008 did not highlight any defect in the installation with the equipment or any non- conformity of the free space for this component.

The members were disappointed that an accident had occurred on the play equipment as they have only had favourable reports to date and hope the young lady has a speedy recovery. Having considered the Risk Inspection Reports and assessors comments, all present agreed to leave the equipment in place. The Clerk is requested to advise the resident accordingly. SG

**Letter from Fields in Trust regarding the Centenary Fields Programme.**

Comments noted.

**Letter from Ministry of Defence re flying the flag on Armed Forces Day.**

All present agreed to fly the Union flag on Saturday 25<sup>th</sup> June. The office is requested to schedule this with Maintenance team. KP

**Telephone call reporting the poor state of the 2 benches outside the George and Dragon**

It was agreed for the maintenance team to review the state of these benches and report back to the office. KL

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

- a) MARKET HOUSE – A quotation has been received for Works in Progress insurance. To discuss the Risk Assessment for the works, it was agreed for the working group to meet on Thursday 2<sup>nd</sup> June at 6.30 and to invite Phil Ogley to the meeting. CP
- b) DEVOLVED SERVICES – A request has been received from Wendover Parish Council for the maintenance team to carry out grass cutting on their behalf. Cllr Walsh advised the members that following an on-site visit the working group would recommend not to quote for this work, however it was agreed that the office should provide a quotation for the grass cutting of the parks. SG

**11. A REQUEST FROM RISBOROUGH AREA PARTNERSHIP TO BORROW EQUIPMENT FOR THE QUEEN'S 90<sup>th</sup> BIRTHDAY STREET PARTY**

All present agreed for RAP to use the Town Council tables & chairs for the Town Event and that one member of the maintenance team would be available to assist.

**12. THE CONTRACT FOR THE ENERGY SUPPLY FOR THE COUNCIL OWNED STREET LIGHTS.**

Cllr Walsh advised the member that he would be willing to source additional quotes relating to the energy supply. The office advised that they are also in the process of sourcing quotes. MW/JM

**13. THE PURCHASE OF A PRESSURE WASHER**

All present agreed to accept the quote from Spinaclean for the purchase of a pressure washer, as per the agreed budget for 2016/17. The office is requested to place a work order for this item. JM

**14. AGENDA ITEMS FOR NEXT MEETING.**

- a) Election of Chairman and Vice Chairman

**15. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 14<sup>th</sup> June 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

**16. 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 quotations for the continuation of the path in the King George V Recreation Ground.**

All present agreed.

There being no further business the meeting closed at 8.10pm

Chairman.....

Date.....

# Agenda Item No 11

Hi,

I had a Maintenance Sub Committee meeting yesterday with Donald and Rodger and we spoke about the external area to the front of the Club room. This is looking particularly scruffy at the moment but we are also aware that the drainage and flooding is still an issue as soon as we have any rain. Please can we look at getting the soak ways and resolutions to the problem looked into as we have discussed previously. Rodger also wondered whether we would have a case for diverting some of the rainwater to the sewer system?

Hopefully we won't get too much rain this summer (!) but once the Autumn arrives it will no doubt become an issue again. I wonder whether it is an item that can be added to the Town Council's next meeting agenda.

Many thanks