

**PRINCES RISBOROUGH TOWN COUNCIL**

**A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON  
TUESDAY 8<sup>th</sup> MARCH 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 & Apologies for absence.
2. Acceptance of Minutes of Previous Minutes of the Town Committee held on 9<sup>th</sup> February 2016.
3. Declarations of Interest (Members are asked to declare any personal 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 9<sup>th</sup> February 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 Risk Assessment report, and decide on any actions.
7. To receive a report from the Stratton Memorial Garden Working Group, including Risk Assessment report, and decide on any actions.
8. To receive a report from the Parks Working Group, including Risk Assessment report, and decide on any actions.
9. Invoices for confirmation.
10. To discuss and decide on the responses to correspondence relating to Town Committee matters received at the Town Council.(Appendix 1)
11. To receive a report from the following Working Groups:
  - a. Market House
  - b. Devolved Services
12. To discuss & decide on approving a Public Works Loan Board application for a loan for the Market House refurbishment.
13. Agenda items for next meeting.
14. Date of next meeting.
15. 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 quotes for summer hanging baskets.



Susanne Griffiths  
Clerk to the Town Council  
**2<sup>nd</sup> March 2016**

**TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 9<sup>th</sup> FEBRUARY 2016 AT 7.15PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman: Cllr J Coombs  
Cllrs I McLauchlan, P Summerbell, K Wilkins, A Ball, A Turner & M Walsh  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council- Kirsty Pope.  
Clerical Assistant – Jayne Mylchreest

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr West, Cllr Roper

**2. MINUTES**

The minutes of the previous meeting of the Town Committee on the 12<sup>th</sup> January 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 personal interest and the nature of that interest in which they may have in any of the items under consideration.

**4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 12<sup>th</sup> JANUARY 2016 NOT OTHERWISE ON THE AGENDA.**

Nothing raised.

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

The Deputy Clerk updated the members that a new waste bin for St Dunstan's park has been ordered as one of the existing bins has been highlighted as a risk on the latest report.

**6. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.**

There were no priority items in the Risk Assessment Report.

Following a resident complain at the January meeting, a discussion took place concerning remedial action on a Victorian style LED light in Park Street, which has been reported as being too bright. It was suggested that as this is a new installation and a non-standard design, the back panel of the light should be blacked out. A vote was taken with 6 in favour and 2 against. **JM**

The motion was therefore carried. The office is requested to instruct SEC to do this work

Cllr Walsh updated the members with regards to the LED street lighting project. Cllr Walsh & Cllr Hall have now identified 10 lights within the town that should be replaced with this new light, in addition a rolling replacement program will be set-up in line with the LED budget. Cllr Walsh proposed that a recommendation is made at the next Town Council meeting as quotations will be available for discussion, Seconded by Cllr Churchill. **All present agreed.**

**7. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.**

There were no priority items in the Risk assessment Report. .

**8. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.**

There were no priority items in the Risk assessment Report.

**Wades Park**

There were no priority items in the Risk assessment Report.

**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.

**King George V Park**

There were no priority items in the Risk assessment Report.

## 9. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

| Supplier  | Nett     | VAT    | Total    |
|---|----------|--------|----------|
| Town Blanchford Building Supplies - Padlock                       | 78.28    | 15.66  | 93.94    |
| Town Blanchford Building Supplies - shingle                       | 21.00    | 4.20   | 25.20    |
| Town ABA (Construction) Ltd - quarterly risk inspection           | 164.80   | 32.96  | 197.76   |
| Town Blanchford Building Supplies - nails                         | 3.55     | 0.71   | 4.26     |
| Town DS RTM Machinery Ltd - mower repairs                         | 400.00   | 80.00  |          |
| Town RTM Machinery Ltd - mower repairs                            | 271.29   | 54.25  | 805.54   |
| Town P Wynn - keys for Earle Mitchell changing rooms and gates    | 14.85    |        |          |
| Town Briants of Risborough Ltd - padlock/ washers / staple/bolt   | 20.32    | 4.06   | 24.38    |
| Town Thames Water - Salisbury Close                               | 8.79     |        | 8.79     |
| Town Thames Water – SMG   | 39.99    | 8.00   | 47.99    |
| Town 3 Mobile - Mt mobiles -                                      | 25.31    | 5.06   |          |
| Town DS 3 Mobile - Mt mobiles -                                   | 10.00    | 2.00   | 42.37    |
| Town DS Esso - MT fuel  | 72.87    |        | 72.87    |
| Town Fulton Network Ltd - Mt vehicle                              | 291.99   | 58.40  | 350.39   |
| Town Grundon Waste Management                                     | 68.92    | 13.78  | 82.70    |
| Town Southern Electric - Street Lighting energy cost              | 1,607.00 | 315.73 | 1,922.73 |
| Town DS Lex Autolease - Berlingo - Mt Vehicle                     | 198.60   | 39.72  | 238.32   |
| Town SSE Contracting - lighting maintenance                       | 379.84   | 75.97  | 455.81   |
| Town Mr Box- storage container rent                               | 39.00    | 7.80   | 46.80    |
| Town Mr Box- storage 2nd container rent                           | 39.00    | 7.80   | 46.80    |
| Town MJH Services- keys for containers                            | 20.00    |        |          |
| Town Safety Signs 4 Less - cctv signage for containers Wades Park | 11.85    | 2.37   | 14.22    |

A discussion took place concerning an invoice which has been received from Wycombe District Council for legal costs and Estates Services associated with preparation and completion of a licence to locate a bench on the Mount, Princes Risborough. Cllr Walsh proposed that we do not pay this as no advice was ever given that costs would be incurred. It was also agreed to remind WDC that the Town Council regularly deal with enquires relating to WDC issues from residents etc. Seconded by Cllr Wilkins. All present agreed. The Clerk is requested to notify WDC. **SG**

## 10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COUNCIL

### Email dated 14<sup>th</sup> January 2016 from resident concerning drainage in St Dunstons and a request for a dog waste bin by the end of the footpath alongside Monks Risborough School.

The office confirmed that the Maintenance Team has already dealt with the flooding issue. IT was agreed by all that a new dog bin should be purchased from the 2016/2017 budget. The office is requested to order this bin and advise TBS Hygiene of an additional collection. **All present agreed.** **CP**

### Email dated 20<sup>th</sup> January 2016 from resident/NCT requesting permission to hold an Easter Bunny hunt in Wades Park on Monday 4<sup>th</sup> April 2016.

All present agreed to this request and that the organisation adhere to the rules & regulations of using the park. **CP**

### Email dated 31<sup>st</sup> January 2016 from resident concerning bicycle traffic on Station Road and Summerleys Road.

Comments noted and this email will be passed to Bucks County Council as it's a highways issue. **CP**

### Email dated 2<sup>nd</sup> February 2016 from Risborough Rangers requesting permission to store a wheelbarrow between the new storage area at Wades Park and their old lock-up.

It was agreed by all that the Town Council may still need this area for additional storage, in addition due to insurance requirements, we are not able to issue keys for the new storage containers to other parties. **KP**

### Email dated 27<sup>th</sup> January 2016 from BCC Rights of Way Team regarding a dead tree behind a property in Woodfield Road and fly tipping on the footpath behind Woodfield Road.

It was agreed by the members that although we would not be able to assist with the actual litter pick, we would offer our services to remove any full bags of rubbish. **KP**

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

- a) MARKET HOUSE – not met
- b) DEVOLVED SERVICES – report of informal minutes of Working Group 2<sup>nd</sup> February 2016 was shared with the members. The members also discussed a request from WDC for a temporary contract for devolved services for Stokenchurch. It was agreed for Cllr Walsh and Maintenance Team Leader, Kevin Locke to look at the areas involved and to make a recommendation at the next Town Council meeting. **MW**

**12. ON TOWN PLANTING IN 2016**

It was requested that a red/white & blue theme is followed for this year's summer planting and that quotes are sourced for the winter planting for 2016 (to use primulas and that they should be a mixture of colours). The office is requested to source winter bedding quotes. Cllr Walsh suggested that a trial is undertaken with using a mixture of wildflowers in certain areas of the town. It was agreed by the members to trial these flowers in the new flowerbed along Mill Lane and the town entry boxes. The office is requested to order one bag for planting in April. **KP**

**13. ON THE ACTION TO BE TAKEN FOR THE ADDITIONAL PLANNING REQUIREMENTS FOR THE STORAGE AREA AT WADES PARK.**

Cllr Coombs updated the members with regards to the issue with the existing height of the fence. A discussion took place and it was proposed by Cllr Walsh that due to planning enforcement, the existing fence should be replaced. In addition, the Clerk is requested to contact the Planning Officer to request that a minor amendment to the planning application is made for only 1 gate. Seconded by Cllr Churchill. **All present agreed.**

Cllr Walsh also suggested that a working group is set up to discuss the additional requirements for this storage area. **SG/MW**

**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 8<sup>th</sup> March 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 discuss quotes for summer bedding and amendments to the fence at the new storage area at Wades Park.**

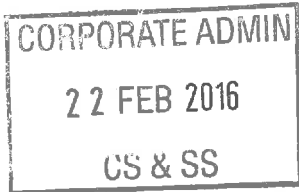
**All present agreed.**

There being no further business the meeting closed at 8.15pm

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

Scamed to CIVS 23/2/16  
Holding letter sent 23/2/16  
Lightfoots are sending another  
copy of freehold title

CORRESP  
**Lightfoots**  
SOLICITORS



26 FEB 2016

APPENDIX 1

Wycombe District Council  
The Street Care and Cleaning Dept  
Queen Victoria Road  
High Wycombe  
Bucks  
HP11 1BB

Our Ref: JBM.LLC.JEN3-9

1 February 2016

Dear Sirs,

**Re: The Old White Lion, Bell Street, Princes Risborough, HP27 0AD**  
**Our Client: Mr Angus Jennings**

We write further to our letter dated 27 January and we would be grateful for a response at your earliest opportunity. I enclose herewith a copy of our letter dated 27 January for your information.

I will look forward to hearing from you.

Yours faithfully

  
**Tom Audley**  
taudley@lightfoots.co.uk

DDI 01844 267 196  
F 01844 214 984

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Wycombe District Council  
The Street Care and Cleaning Dept  
Queen Victoria Road  
High Wycombe,  
Bucks  
HP11 1BB

Our Ref: JBM.LLC.JEN3-9

27 January 2016

Dear Sirs,

**Re: *The Old White Lion, Bell Street, Princes Risborough, HP27 0AD***  
***Our Client: Mr Angus Jennings***

We act for Mr Angus Jennings who owns the above property. To assist we enclose a copy of our client's Freehold Title and filed plan. To avoid any confusion, the title comprises as the entirety of the land shown edged red on the plan. The land edged blue simply denotes a lease granted out of that title. You may therefore disregard the blue edging for the purposes of this communication.

Our client intends to develop the right hand part of the building (as faced from the nearest public highway) and to do so wishes to utilise the area to the front, which on the plan we have shown hatched black. As you can see, this area falls entirely within the land owned by our client.

This land is presently occupied by a flowerbed which our client has always considered to be his. Accordingly he has over the years tended to this flowerbed area and maintained it as his own. Recently however, his tenant who occupies the property informed him that representatives from the local authority were seen carrying out apparent maintenance and garden tidying works to this flowerbed.

For the avoidance of doubt, our client wishes to state his position and assert his ownership of this area. Please therefore acknowledge safe receipt of this letter and confirm that you will remove this area from any future responsibility for those commissioned to carry out Street Care and Cleaning.

So as to be certain of our position, we have undertaken a full local authority search and can see no mention within this of any dedication arrangement or land charges entry which would indicate that this area belongs to anyone other than our client.

Hopefully the content of this letter is clear, although if you do have any question or queries please do not hesitate to contact us.

Yours faithfully

**Lightfoots LLP**  
**[jmiddleton@lightfoots.co.uk](mailto:jmiddleton@lightfoots.co.uk)**

DDI 01844 268 304  
m 07812 602 957  
f 01844 214 984

Town  
Cover March.

**Caroline Page**

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**From:** david@circusginnett.co.uk  
**Sent:** 19 February 2016 15:44  
**To:** caroline@princesrisborough.com  
**Subject:** CIRCUS Ginnett Visit  
**Attachments:** GINNETTS PUBLIC LIABILITY 2016.jpg; risk 1.jpg; risk 2.jpg; risk 3.jpg; risk 4.jpg; risk 5.jpg; risk 6.jpg; risk 7.jpg; risk 8.jpg; risk 9.jpg

APPENDIX 1

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

KGV

Dear Caroline,  
Please find attached a copy of our Public Liability Insurance our Risk Assessment in preparation for our visit 29/04-02/05.  
We will be in touch with the rent and deposit as soon as we start our season .

Looking forward to our visit ,

David Konyot      Tour Admin



**Town Committee Correspondence March 2016**

I was a resident of Princes Risborough for 26 years, I am now 32 and I now reside in Aylesbury. This afternoon I telephoned your offices and spoke to a lovely lady named Kirsty regarding the potential of uptaking my metal detecting hobby in the Princes Risborough area. Area's such as Wades Park, And the George V playground. I was hoping to obtain permission to metal detect in these areas and any other areas which may be granted in the local area.

If you were so kind as to grant me permission to partake in my hobby in the town, I would be more than happy to do any litter picking and general tidying of the parks on the way, and will of course ensure I fully respect the land should I find anything, replacing the ground how it was etc. I will also devise a contract with the council should I find anything of any considerable value, which of course may be discussed and agreed in due course.

It is with sincere hope that you may grant me permission to do this and I very much look forward to your response.

Town Council

26 FEB 2016

## RISBOROUGH GOOD NEIGHBOURS

Voluntary Car Ambulance Service.

Est'd 1986

APPENDIX 1

Princes Risborough Town Council  
The Princes Centre,  
Clifford Road,  
Princes Risborough,  
HP27 0DP

13 Mount Way,  
Princes Risborough,  
Bucks,  
HP27 9BQ.  
☎ 01844 345503 (Home)  
01844 342600 GN.

### **RISBOROUGH GOOD NEIGHBOURS AGM**

Risborough Good Neighbours cordially invite you to our AGM to be held on Tuesday 22<sup>nd</sup> March 2016 at 7.30 in the Carrington Room at the Princes Risborough Community Centre, Wades Park. There will be light refreshments after the meeting to celebrate our 30 years of operation and the demand is still growing.

I hope you will be able to send a representative to help us celebrate the occasion .



Geoffrey Young  
Chairman.

Susanne Griffiths

TOWN  
sent to CURS - ~~Wendy~~  
11/3/16

**From:** wendy\_pawsey@yahoo.co.uk  
**Sent:** 29 February 2016 10:53  
**To:** towncouncil@princesrisborough.com  
**Subject:** Comments from Website

APPENDIX 1

Name: Reverend Wendy Pawsey

Email: [wendy\\_pawsey@yahoo.co.uk](mailto:wendy_pawsey@yahoo.co.uk)

Address1: Elim Church @ Risborough

Address2: 9 Bell Street

Town: Princes Risborough

Postcode: HP27 0DE

Comments: We are currently organising the Good Friday Walk of Witness that all the churches and various groups in the town take part in and was wondering if the Town Council would want to be involved.

The WoW takes place along Risborough High Street and each community group will be given a relevant piece of scripture and would need to decorate their Tesco shopping trolley accordingly and as creatively as you want. The WoW starts at 11am and will finish at midday at the latest.

Regards

Reverend Wendy Pawsey

Sender's IP address: 90.210.140.205

TOWER MINT LTD .TOWER HERITAGE CENTRE. 1-21 CAREW STREET LONDON SE5 9DF.TEL: 020 77337268. FAX: 020 7274 0151

## HM QUEEN ELIZABETH II 90<sup>TH</sup> BIRTHDAY COMMEMORATIVE MEDAL FOR SCHOOLS AND COUNCILS

On Thursday 21<sup>st</sup> April 2016 Her Majesty Queen Elizabeth II will celebrate her 90<sup>th</sup> birthday. To commemorate this historic royal event Tower Mint are proud to present the latest in our 2016 collector medal range for schools and councils. Please accept our free sample medal of the Queen's 90<sup>th</sup> Birthday with our compliments.



Obverse



Reverse

### Medal Specification

The 32mm solid gilding medal is presented in a bespoke royal blue gold embossed card surround within a protective perspex case. This medal has been produced **exclusively** for schools and councils at a **special price of just £1.99 excluding carriage and vat.** (Our minimum order is 50 units, or an administration charge of £10 will be applied to order quantities of 10-49 units).

| Product  | Unit Cost | Quantity 50+ | Value |
|--|-----------|--------------|-------|
| 32mm medal in bespoke blue card in perspex case          | £1.99     |              | £     |
| Carriage for UK addresses (Overseas by arrangement only) | 1@£7.50   | -----        | £7.50 |
| Sub Total  |           |              | £     |
| VAT 20%  |           |              | £     |
| <b>Total</b>   |           |              | £     |

- Minimum order value £99.50 not excluding carriage or VAT
- **Please print and complete this order and send to The Tower Mint Ltd, 1-21 Carew Street, London, SE5 9DF, Fax to 020 7274 0151 or scan and email to [info@towermint.co.uk](mailto:info@towermint.co.uk)**
- Please do not send cash or cheque with order. We will send an invoice when goods are despatched.
- Please allow up to 6 weeks for delivery. Order early to guarantee delivery for the special day.

Invoice Name & Address

Contact Name

Contact Tel. No.

Email

Date

Town Correspondence

**From:** Best Kept Village Competition [<mailto:bkvbucks@gmail.com>]  
**Sent:** 01 March 2016 09:32  
**To:** undisclosed-recipients:  
**Subject:** 2016 Best Kept Village Competition



## Buckinghamshire Best Kept Village Competition

[www.bucksvoice.net/bestkeptvillage](http://www.bucksvoice.net/bestkeptvillage)

MARCH 2016

# 2016 Best Kept Village Competition

Entries are invited ....

The 2016 Best Kept Village Competition is open for entries from the villages and small towns in Buckinghamshire and Milton Keynes. If your village or town has not entered before why not have a go this year?

The entry fee is £20.  
You could be a winner.

The competition celebrates the good upkeep and community effort in our villages and small towns.

Entry forms are now available and the closing date is 30th April. The judging takes place in June and July.

Requirements for entry ....

Features that define a village or small town and should be present in all applications:

- ◇ A place of worship, any denomination
- ◇ Village green, playing field, recreation ground
- ◇ Community centre, village, church or assembly hall

For more information and an entry form contact ....

✉ [bkvbucks@gmail.com](mailto:bkvbucks@gmail.com)      ☎ 07857 968448

The Best Kept Village Competition is sponsored by ...



*Will your village be a winner in 2016?*