

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON
TUESDAY 14th MARCH 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 Previous Minutes of the Town Committee held on 14th February 2017
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 14th February 2017 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 preferred style of benches and the wording for the memorial plaques for the late Councillor's W Woolf and P Williams
12. Agenda items for next meeting.
13. 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 contractors for work at the Stratton Memorial Garden , and the preferred supplier for a mower
14. Date of next meeting.

Susanne Griffiths
Clerk to the Town Council
8th March 2017

**MINUTES TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 14th FEBRUARY 2017 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs A Turner, N Davis, M Walsh, P Summerbell, G Hall and I McLauchlan
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk to the Town Council – Kirsty Pope
No members of the public were in attendance.

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.
Cllrs Ball and Knights who had family commitments.

2. MINUTES

RESOLVED: To amend and agree as a correct record, the minutes of the Town Committee meeting held on the 10th January 2017 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. ELECTION OF VICE CHAIRMAN OF THE TOWN COMMITTEE

Cllr Walsh proposed Cllr Hall.
Seconded by Cllr Turner
A vote was taken

RESOLVED: Cllr Hall be duly elected Vice Chairman of the Town Committee for the year 2016/17

5. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 10th JANUARY 2016 NOT OTHERWISE ON THE AGENDA

Bucks County Council cage cricket sessions at Wades Park

The playing field regulations state that a bond of £500 is paid to use the park in case of any damage caused. BCC wish to know if an inspection will take place before and after the sessions. The taster session to be held on the 14th February 2017 from 12-3pm, then weekly from the 20th February 2017 3.30pm-5.30pm till the end of August.

RESOLVED: For the Maintenance Team to carry out a weekly inspection as part of their routine litter pick duty. KL

6. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report.

The office is requested to chase up the repair work to the sign outside the George & Dragon, along New Road as this work is still outstanding. KP

Graffiti is present on the bus shelter outside the Elim Centre and needs removing. KP/KL

The office is requested to write to Red Kite regarding the corner sward by Oak/Beech Road/Chestnut Road as an increasing number of cars are parking on this area. The office is to also follow up previous discussions about the possibility of installing grasscrete bays. The members would like to stress the urgency of this due to the imminent parking implementation changes. KP

The office was also requested to follow up with BCC about the available options available to the Town Council with regards to the parking along New Road and the grass area that is currently maintained by the Town Council. **KP**
The office was requested to contact W E Black regard the timescales for the new trees that are due to be planted by the Coop. JM

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

There were no priority items in the Risk Assessment Report.

Emails has been received from companies regarding the tender for the LED Footway Lighting Project

Resolved: For the working group to hold an open day on the 13th March 2017 commencing from 11.00am when Cllrs G Hall and M Walsh will be available to meet with all potential suppliers to discuss any questions they may have relating to the tender. MW/GH

8. 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.

An email has been received from a resident regarding visitors being trapped inside the Gardens after the gates have closed and who do not heed the closing times and warning notices

The resident intends to invoice the Town Council for his time for explaining to visitors how to open the gates who are still in the Gardens after the gates have closed and requests the procedure for presenting the invoices. He further requests to meet the Town Council to discuss the issue.

Resolved: As no agreement was ever made with the resident it was agreed that no invoice would be paid, however it was agreed that the members would look into alternative options to prevent this situation from happening again.

SG

Replacement trees

A recommendation from Wycombe District Council has been received to plant two Calocedrus decurrens

Resolved: To accept this recommendation from WDC.

SG

9. 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

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.

Trees for screening

A recommendation has been received from Wycombe District Council to plant 6 trees in total in the Crescent Park. Funding from WDC is available for 3 trees but Town Committee would be required to pay for 3 at a cost of £382.68 plus planting costs.

Resolved: To accept the offer from WDC for the trees in the Crescent.

SG

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

Thames Water requires access to the land from the 9th February 2017 to inspect the air valves and line valves on the existing main.

Resolved: To grant permission and for the office to sign the official notice.

KP

King George V Park

There were no priority items in the Risk Assessment Report

10. A REPORT FROM THE FOLLOWING WORKING GROUPS:

a) MARKET HOUSE –

Update received from Cllr Walsh on the progress of the refurbishment.

Cllr Walsh informed the members that the clock has been valued at £160,000 and the insurance policy will need to be amended accordingly.

The 17th May is provisionally agreed as the official opening day.

The office is requested to follow up with WDC on the article for the Wycombe Times publication. **NM**

The P/R committee to look at a possible name for the meeting room. **KP**

b) DEVOLVED SERVICES – Cllr Walsh update members on meeting with BCC held last week.

Clarity was provided on the maps supplied by BCC and these will be re-issued. The P/R committee to look at placing a page on the Town Council website relating to devolved services. **KP**

c) WADES PARK MASTER PLAN – Cllr Turner updated the members on the potential expansion plans for the community centre.

11. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

An email has been received from the 3 Horseshoes Morris dancers from Towersey

The Morris dancers request permission to perform at the St George's Day parade on the 22nd April 2017 in Princes Risborough.

Resolved: To suggest Duke Street Gardens or the George & Dragon car park as a potential dancing location.

JM

An email has been received from a resident requesting additional street lighting in Peters Lane

A resident has requested additional street lighting on Peters Lane

Resolved: The members are mindful that this request is within greenbelt and therefore asked the office to contact Whiteleaf residents association and ask if they would be able to discuss this at their forthcoming meeting and to provide a report back to the Town Council as part of a wider consultation. JM

12. SUMMER PLANTING IN THE TOWN

Resolved: The office is requested to contact the current supplier and ask for some alternative planting options for the 2017 summer planting. The members all agreed that trailing begonia and sufina petunias should be in the saddle bags & hanging baskets. KP

In order to improve the appearance of the new flowerbed along Mill Lane, the office is requested to ask the Maintenance Team to ascertain costs for building up this flower bed **KL/KP**

The office is requested to look at producing some signage to place in the flowerbeds to show that the beds are owned and maintained by PRTC. **KP**

13. AGENDA ITEMS FOR NEXT MEETING.

a. To discuss winter planting plan for 2017

14. 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 FENCING CONTRACTOR IN ST DUNSTAN'S PARK

Cllr Coombs 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.**

15. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 14TH March 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 7.25pm.