

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON
TUESDAY 24th MAY 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 12th April 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 12th April 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.(Appendix 1)
10. To receive a report from the following Working Groups:
 - a. Market House
 - b. Devolved Services
11. To discuss & decide on a request from Risborough Area Partnership to borrow equipment for the Queens 90th Birthday street party (Cllr Walsh).
12. To discuss and decide on investigating the options for a contract for the energy supply for the Council owned street lights (Cllr Walsh)
13. To discuss and decide on the purchase of a pressure washer.
14. Agenda items for next meeting.
15. Date of next meeting.
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 the following:- the preferred contractor for the continuation of the path in the King George V Recreation Ground..

S Griffiths

Susanne Griffiths
Clerk to the Town Council
18th May 2016

**TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 12th APRIL 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman: Cllr J Coombs
Cllrs I McLauchlan, G Hall, A Turner, M Walsh, A Ball, I Churchill
Deputy Clerk to the Town Council- Kirsty Pope.

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Roper, Cllr Rolfe, M West, Cllr Woolf, Cllr Wilkins and Cllr Summerbell

2. MINUTES

The minutes of the previous meeting of the Town Committee on 8th March 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. None were declared.

4. A REPORT FROM, PHIL OGLEY OF OXLEY CONSERVATION ON THE REFURBISHMENT OF THE MARKET HOUSE.

Phil informed the members with the progress made to date with the refurbishment and the tender process for the Market House refurbishment. Phil suggests that listed buildings consent is applied for now and the members agreed for Phil to pursue this. Cllr Walsh raised his concern with the increase of the staircase quote and it was agreed by all for Phil to source alternative quote(s). Phil gave the members an overview of the process taken with preparing the contingency budget. The members thanked Phil for the update.

Cllr A Ball joined the meeting at 7.21pm.

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

Prior to the meeting, the office circulated an email from WDC confirming that they were unable to commit to the collection of dog waste from a potential new bin by Monks Risborough School. The members agreed that as this location is not under the ownership of the Town Council, no further action could be taken with this request. **CP**
Cllr Coombs agreed to send to the office an example of a light for the new storage area in order for the office to progress with WDC Planning Department. **KP**

6. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report
Cllr Hall raised his concerns with the appearance of the area around the old Sorting office. The office is requested to report this to BCC. **CP**

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

There were no priority items in the Risk Assessment Report. Cllr Walsh updated the members with regards to a meeting with a local LED expert and that he had invited him to join the next working group meeting.

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. The Clerk circulate an application form and design for a new memorial wedge (plot E:37) and asked them to approve the design on the wedge. **All present agreed** to this application.

9. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.

Wades Park

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

St Dunstan's Park

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

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

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

10. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

			Nett	VAT	Total
915	Town	ABA (Construction) Ltd - qrtly inspection re play areas	164.80	32.96	197.76
924	Town	SSE Contracting Ltd - rechargeable qrtly repairs	1,491.03	298.21	1,789.24
926	Town	BES Ltd - electrical works storage containers Wades PK	340.00	68.00	408.00
927	Town	Rigby Taylor - Roundup weedkiller	118.50	23.70	142.20
928	Town	Briants of Risborough Ltd - Larch helmet	38.50		38.50
929	Town	Briants of Risborough Ltd - grease cartridge	3.36	0.67	4.03
DD	Town	Crown Oil Red diesel	112.50	8.25	120.75
DD	Town	3 Mobile - Mt mobiles -	25.31	5.06	30.37
DD	Town	Esso - MT fuel	124.05	24.81	148.86
DD	Town	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
DD	Town	Grundon Waste Management	68.92	13.78	82.70
DD	Town	Southern Electric - Street Lighting energy cost	1,778.68	349.51	2,128.19
SO	Town	SSE Contracting - lighting maintenance	379.84	75.97	455.81

11. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COUNCIL

Email dated 9th March 2016 from resident regarding cyclists using the footpath in Wades Park.

The members agreed for this to be referred to Red Kite as they are responsible for this area of land. KP

Email dated 21st March 2016 from resident regarding outdoor gym equipment.

The Deputy Clerk is requested to advise the resident that a selection of outdoor gym equipment is available for residents use in Wades Park. KP

Email dated 22nd March 2016 from the Neighbourhood Action Group regarding VAS equipment.

The Clerk confirmed that this has now been dealt with directly with the Neighbourhood Action Group.

Email dated 28th March 2016 from resident on various Town matters.

The member's agreed to respond to the resident to confirm the action taken concerning the areas highlighted. KP

Email dated 12th April 2016 from BCC regarding review of Town Council assets

All present agreed that the Assets working group (JC/AT/IC) should meet to review the Town Council assets and insurance valuations and provide this information to BCC. The Clerk is requested to ask BCC for a copy of the review once completed. SG

Email dated 12th April 2016 from resident asking for vehicular access to the KGV park to allow work to be carried out on his property

The Deputy Clerk is requested to ask the resident for further details regarding the size of the vehicle. The Clerk confirmed that the gate could be opened in line with the working hours of the maintenance team. KP

12. A REPORT FROM THE FOLLOWING WORKING GROUPS:

- MARKET HOUSE – update covered by Phil Ogle at the start of the meeting.
- DEVOLVED SERVICES – Cllr Hall raised his concerns with the time taken with the grass cut of the Town. The Clerk agreed to discuss this with the Maintenance Team Leader. It was agreed for the office to email the weekly MT work schedule to the Town members. Cllr Churchill advised the members that the Askett Society have identified a couple of areas that they would like the Town Committee to consider taking on under devolved services. Cllr Churchill will ascertain further information for the committee to consider. IC

13. CARRYING OUT A PUBLIC CONSULTATION FOR THE NEW PARK EQUIPMENT IN THE CRESCENT PARK.

It was agreed for the Parks working group (JC/AT/AB) to meet to discuss a consultation with the local primary schools and local residents regarding this new equipment. Cllr Turner asked for the working group to make the relevant housing association aware of the work. The members agreed to meet on Wednesday 20th April at 2.30.

JC/AT/AB

14. AGENDA ITEMS FOR NEXT MEETING.

To discuss and decide on the contract for the energy supply for the council owned street lights. (Cllr Walsh)

15. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 10th May 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 the preferred supplier for 5 LED lanterns to existing lighting columns and 5 LED lanterns to existing pole mounted brackets & the preferred supplier for the repair of the play equipment listed in the Risk Assessment as priority 1 requiring urgent attention. All present agreed.

There being no further business the meeting closed at 8.21pm

Chairman..... Date

I was with my great granddaughter at the George V recreation ground on Easter Saturday, she was playing on one of the apparatus that spins round, it is attached to a climbing frame, she was spinning round on it and smacked her head against one of the climbing frame supports (which should not have been possible) fortunately she is ok, but as you can see from the photo it could have been a lot worse.

I hope you can look into this and get this apparatus moved away from the climbing frame

APPENDIX 1

Many thanks for your email. We are looking into this but our safety inspections to date have found nothing of concern.

I got in touch with you around Easter time about an accident that my great granddaughter had in the George V play park, I see that the apparatus hasn't been moved, and I wouldn't like to see another child hurt,
have you any news on this.

We are planning to hold the 2016 Tree of Light Dedication Ceremony on Sunday 27 November, and as usual, I am seeking the formal approval of the Town Council for this to take place.

The lack of respect by some people for the the environment of the town is a source of irritation to those who do try and look after it. When walking my dog [or travelling anywhere by car] it is upsetting to see grass verges treated like dirt tracks, and dog mess and litter discarded everywhere.

Please can there be an article in Crosstalk showing some photos of the ruined verges [one at the bend of Wellington Ave with Place Farm Way, about 200 yards up from the shops is particularly awful] and perhaps this might shame people into treating them better for a while. Perhaps it could also be mentioned that there are by-laws which say it is illegal to drive on the verges - I'm sure there is something written about this somewhere.

I was thinking about suggesting 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 I think this might be difficult to actually do.

However raising the issue in Crosstalk might help.

Comments: Hi, looking to see if i could rent the Earl Mitchell pitch for the 2016-2017 season on Sunday morning's.
We play in the High Wycombe League but 80 % of the players live in Princes Risborough.




CENTENARY FIELDS

Commemorating World War I 2014-2018

The Chairman
Princes Risborough Town Council
1 Tower Court
Horns Lane
Princes Risborough
Buckinghamshire
HP27 0AJ NEDS0436

Scan to
QRs ✓
17/5/16

Dear Chairman,

The Centenary Fields Programme – protecting valuable green space across the Country

As we approach the 100th anniversary of the Battle of the Somme this July we at The Royal British Legion and Fields in Trust are pleased to introduce the Centenary Fields programme to your Council.

The objective of this nationwide programme is to secure recreational spaces in perpetuity, in honour of the memory of the millions of people who lost their lives in the conflict. We are now inviting Town and Parish Councils to nominate a recreational space to be dedicated as a Centenary Field to commemorate this significant milestone in our shared history and to create a tangible living legacy that will be valued by your local community for generations to come.

As the UK's largest Armed Forces charity and the Custodian of Remembrance, The Royal British Legion is leading the nation in respecting the sacrifices made during World War I.

Fields in Trust – the operating name of the National Playing Fields Association – has been the leading independent charity campaigning to secure and improve playing fields for 90 years with the long standing support of the Royal Family.

Both organisations are therefore pleased to be working together to deliver the Centenary Fields programme, which aims to protect the war memorial parks and playing fields given in memory of those who lost their lives, or other green spaces that have an existing or planned link to World War One. We are both delighted that HRH The Duke of Cambridge is supporting this campaign.

To join us in the Centenary Fields programme please complete the enclosed application form, and return it to us at our freepost address, or scan it and email it to centenaryfields@fieldsintrust.org.

Alternatively, please contact the Fields in Trust Development Manager for your area: (David Sharman on 020 7427 2123, or at david.sharman@fieldsintrust.org) if you have any questions.

Once an appropriate site has been agreed, your council will be required to complete a Deed of Dedication to protect the green space(s) in perpetuity. Please note that this does not require any change to the ownership and management of the site which remains entirely at local level.



The Centenary Fields programme will safeguard in perpetuity our war memorial parks, playing fields and other green spaces in memory of those who lost their lives in World War I.

Working with local authorities and landowners, this project will deliver a fitting tribute to the sacrifices made then by local people, while also protecting our green spaces for the future.

Please support Fields in Trust and The Royal British Legion to commemorate this important landmark in our history and help remembrance to live on through Centenary Fields.

HRH The Duke of Cambridge
President, Fields in Trust

Each Centenary Field will be provided with signage indicating its designated status, enabling a local event to be arranged to mark the site's dedication as part of your Centenary commemorations.

In addition, Fields in Trust will be working to raise charitable funds to provide occasional improvement grants to sites protected as part of the Centenary Fields programme.

During these difficult economic times we believe that this programme has the dual merits of being inexpensive to implement whilst also appropriately recognising the enormous sacrifice made by earlier generations for us all.

We look forward to hearing from you and hope you will join us in commemorating World War I through the Centenary Fields programme.

Yours sincerely,



Tim Phillips CBE
Chairman
Fields in Trust



Dr Chris Simpkins
Director General
The Royal British Legion



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notes for pressure washer

Agenda 13



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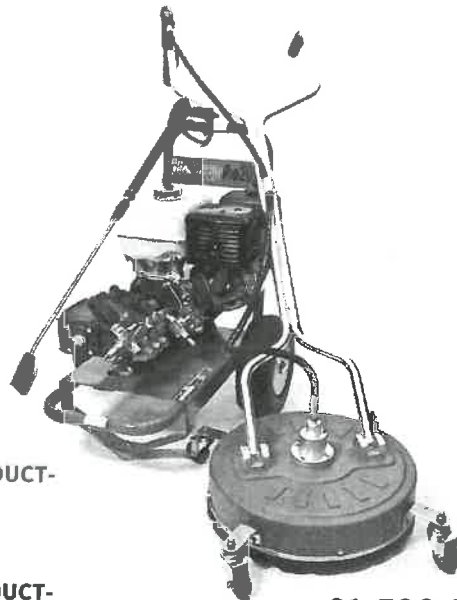
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Company Reg No: 4506121 VAT No: 878361872

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The Princes Centre
Clifford Road
Princes Risborough
Bucks

Proforma Invoice
Date: 21/04/2016

Agenda 13

0564886

Post Code: HP27 0DP

Telephone: 01844 275912
ORDER REF: Kirsty Pope - Deputy Clerk

Order Details

Description / Model	Ref No:	Qty	Item Price	Net Price
Invoice in respect of -				
SiipStream Pro 20 Pressure Washer Package		1	£ 1,500.00	£ 1,500.00

Total Invoice Net Value £ 1,500.00
VAT 20.00% £ 300.00
Total Invoice Value £ 1,800.00

Payment due, thank you for your business

Account Name: Spinaclean Ltd
Bank: Lloyds / TSB
Sort Code: 30-96-96
Account No: 04389465