

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON
TUESDAY 8th NOVEMBER 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 4th October 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 4th October 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 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 a charge for the exclusive right to trade at Wades Park
12. To discuss and decide on the exact specification for the LED Project in order to prepare the invitation for the contract finders website (Cllrs Walsh and Hall)
13. Agenda items for next meeting.
14. Date of next meeting.

Susanne Griffiths
Clerk to the Town Council
2nd November 2016

**Draft MINUTES TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 4th OCTOBER 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs. A Turner M Walsh, A Ball, G Hall and P Summerbell
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk to the Town Council – Kirsty Pope
No members of the public

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. The Clerk reported that apologies had been received from Cllr. I McLauchlan & K Wilkins who both have work commitments.

2. 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 Committee meeting on the 6th September 2016 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. None were declared.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 6TH SEPTEMBER 2016 NOT OTHERWISE ON THE AGENDA

Item 5 – the office confirmed that plants have been ordered for the flowerbed in Mill Lane.

Cllr Turner confirmed that he has spoken to WDC regarding the report from Thames Water. Cllr Turner requested for the office to contact Thames Water to advise that he will be contacting them directly to discuss the report. **KP**

5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report.

Street Light No 424

Street Light Column No 424 outside Bell St. has been damaged. Thames Valley Police has confirmed that they have not received a report that it has been involved in a road traffic collision. SSE have attended and removed the column down to the base. UK Power Networks has disconnected the supply and sent an invoice for £980+vat The Princes Risborough Maintenance team has placed warning signs and a cone in the area. A quotation has been received from SSE to remove the damaged column and replace for £ 1091.12+vat. All present agreed to replace the damaged post. **JM**

Benches outside the George and Dragon

A contractor has made a site visit to assess the repairs required to the benches and requests guidance on the extent of the repairs the members would like to enable a quotation to be prepared. The office is requested to obtain a quote for the work. **JM**

Cllr Hall advised that a road sign by the roundabout near Horns Lane has been damaged. The office is requested to report this directly to TfB. **KP**

The office is requested to ask the Maintenance team to check that the bus shelter along Bell Street has been secured properly following the recent work carried out to the retainer wall. It was also requested for the team to look at the current condition of the roof as it potentially needs repairing. **KP**

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

There were no priority items in the Risk Assessment Report.

Nothing to report from the working group

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.

An email has been received from a resident regarding trees which overhang their property.

The resident has requested a meeting with a member of the Council to discuss their concerns relating to the elder trees and ivy in the Stratton Memorial Garden which are encroaching on their property. Cllr Walsh, Cllr Ball & Cllr Coombs agreed to meet the resident. **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

St Dunstan's Park

There were no priority items in the Risk Assessment Report

The Dovecote is being used as goal posts. All present agreed to install a "No ball games" sign on the posts next to the Dovecote.

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 issues highlighted items in the Risk Assessment Report.

9. A REPORT FROM THE FOLLOWING WORKING GROUPS:

- a) MARKET HOUSE – work is due to commence this week on the restoration. Cllr Turner advised that the RBL would like to store the poppies in the RBL chapel in St Marys. The office is requested to advise Rev. Williams and a notice to be placed on the war memorial to confirm location of the poppies.
- b) DEVOLVED SERVICES –. Cllr Walsh confirmed that a meeting is planned for 13th Oct with BCC to discuss the existing contract.
- c) WADES PARK MASTER PLAN – W/G have met and agreed a list of action points that are currently being progressed.

10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

The Britain in Bloom competition results have been received

The marks received in all 3 sections have improved on last year in the Town category and a silver medal was awarded. The Stratton Memorial Garden also improved in the Parks category and a silver gilt medal was awarded. The members discussed the possibility of asking Monks Risborough Horticultural Society if they would be interested in taking this over next year or reducing the entry level to just Stratton Memorial Garden.

11. THE LOCATION TO RE-SITE THE NOTICE BOARD AT THE MARKET HOUSE

The notice board at the Market House has been removed because of the restoration works taking place.

Resolved: To re-site the notice board and place it on the wall of the library. The office is to contact BCC for permission. **KP**

12. THE REPLACEMENT TREES IN THE STRATTON MEMORIAL GARDEN

The 2 Cedrus Deodra Aurea trees in the Stratton Memorial Garden are possibly diseased and need to be removed.

Resolved: To replace with Calocedrus – incense cedar as recommended by the local arboriculturalist and for the Clerk to advise the resident of this recommendation. **SG**

13. A CHARGE FOR THE EXCLUSIVE RIGHT TO TRADE AT WADES PARK

A request has been received from the owners of the Potting Shed mobile coffee van to trade at Wades Park

Resolved: Agreed to charge £25 per weekend. **SG**

14. QUOTATIONS FOR TREE WORKS IN WADES PARK

The Clerk presented 3 quotations for tree works in Wades Park

1. Take top out of cherry tree and fell 1 Norwegian spruce overhanging a property in Church Lane and clear away £ 250.00+vat
2. Grind 2 large limes tree stumps out at the entrance £ 250.00+vat
3. Fell 2 large trees and clear wood at the storage area £ 580.00+vat

Resolved: Agreed to accept quotation number 1 but the office is requested to advise the resident that this is a one-off cut. Quotes 2 & 3 will need to be part of the planning application for phase 2 of the storage project. **SG**

15. AN APPLICATION FOR A MEMORIAL AT THE STRATTON MEMORIAL GARDEN

An application for a memorial stone to be placed in the Stratton Memorial Garden has been received with a raised image of book.

Resolved: To refuse the application as it does not conform to the existing regulations. **JM**

16. PREPARATION OF ESTIMATES BUDGET FOR THE TOWN COMMITTEE FOR 2017/18

Resolved: Estimates for the next financial year were agreed for submission to the Finance Committee.

17. AGENDA ITEMS FOR NEXT MEETING.

To be confirmed.

18. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 8th Nov 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 the preferred contractor for the tree work in 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 8.50pm.

Chairman.....

Date

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Agenda Item No 5 Scanned to CURS 12/10/16

Transport for Buckinghamshire

Buckinghamshire County Council

Transport Economy Environment
New County Offices, Walton Street
Aylesbury, Buckinghamshire HP20 1UY

Contract Director
Simon Dando

10 OCT 2016

Telephone 01296 382416
Email tfb@buckscc.gov.uk
www.buckscc.gov.uk

Date: 6th October 2016
Ref: JS123

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

Dear Mrs S Griffiths

Street Lighting Maintenance

I am writing to you as the main highway lighting service provider to the County Council regarding the maintenance of the street lighting in your Princes Risborough Town Council, as we are aware the parish owns and maintains street lighting columns.

There has been a significant recent development in the lighting component market that you may not be aware, specifically the recent cessation in the manufacture of low pressure sodium (SOX) street lamps by one of the two main UK providers, specifically Osram. This means that Phillips are currently the only low pressure sodium (SOX) street lamp supplier in the UK market.

Highway street lighting continues to move towards the more energy efficient Light Emitting Diode (LED) lamps, and so we expect the price of sodium lamps to increase. We also expect electricity energy prices to continue to increase above inflation and so these compounded cost increase will adversely affect the cost of the providing street lighting to the parish.

Given this, we would welcome a discussion with you on how the parish provides for its highway lighting and consider options on how to keep costs to a minimum and other services we could provide. This offer is against a backdrop of significant local expertise having substantially completed the upgrade of approximately 10,000 lamps from sodium to LED on the County's major roads.

Should you wish to contact us regarding any lighting upgrades in Princes Risborough Town Council please do not hesitate to contact myself on 01296 387421 or Jasbir Sanghera my Street Lighting Manager on. 01296 382420

Yours sincerely,



Simon Dando
Contract Director



Agenda item No 10

Princes Risborough very kindly allowed us to host a bunny hunt this year in aid of the NCT.

We would very much like to repeat this event in 2017. Would it be possible to use Wades Park on the morning of Thursday 13 April 2017?

As I explained at the time the local branch covers a wide area and we try to have events spread across the district.

We made £150 last year and met local families, some of which had never been to Risborough before!

I am happy to supply insurance and risk assessment documents.

I look forward to hearing from you.

Agenda item no 10

Dear Ward Councillor / Parish Clerk

Wycombe District Council has recently been notified by BT of their proposals to permanently remove 54 public call boxes in various locations across the District. One or more of these is located in your ward / parish, as set out in the attached list of sites.

The Council has to decide whether to consent or object to the removal of each individual kiosk. If you wish to make any comments about any of the sites you can do so using Consultee Access and searching under the reference number 16/07915/CONBT. The documentation received from BT can also be viewed using Consultee Access.

Comments should be submitted by 28 November 2016.

Where the kiosk in question is a traditional red telephone phone box BT offer the local community the opportunity to adopt the phone box for £1. Any parish / town / community council or registered charity organisation can apply to adopt their local phone box. If you are interested in adopting a traditional red phone box which is on the list then please let me know, providing contact details, which will then be passed onto BT.

Agenda item No 10

Dear Town Council,

We are doing our Baden Powell Challenge at Guides. One of the challenges is to plant something to benefit the community. Could we plant some bulbs in Risborough and if so please can you suggest where?