

**PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON
TUESDAY 4th OCTOBER 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 6th September 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 6th September 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 the location to re-site the notice board at the Market House
12. To discuss and decide on the replacement trees in the Stratton Memorial Garden
13. To discuss and decide on a charge for the exclusive right to trade at Wades Park
14. To approve quotations for tree works in Wades Park
15. To discuss and decide on an application for a memorial at the Stratton Memorial Garden
16. To prepare the estimates budget for the Town Committee 2017/2018
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 contractor for tree works in Station Road

Susanne Griffiths
Clerk to the Town Council
28th September 2016

**Draft MINUTES TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 6TH SEPTEMBER 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 I McLauchlan
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk to the Town Council – Kirsty Pope
No members of the public were present.

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. Summerbell who is on holiday and Cllr Wilkins who has 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 9th August 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 9TH AUGUST 2016 NOT OTHERWISE ON THE AGENDA

Suggestion from Monks Risborough Horticultural Society (MRHS) To Ask Local Groups To Become Involved In Planting Crocuses For Health And Wellbeing

MRHS has suggested the grass verge on Peters Lane as their preferred location to plant the crocus bulbs. The members were happy in principal to agree to this location, the office agreed to contact MRHS to confirm the exact area for the planting. JM

The Deputy Clerk updated the members on the progress made with various areas highlighted in the recent risk assessment report.

Cllr Hall confirmed that the working group for Road Naming is still to meet. GH

Cllr Hall agreed to follow up with WDC regarding the possibility of installing of new bins in/around the Town. GH

5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report.

An email has been received from the local Scout leader to ask when the plants are to be changed at the bed in Mill Lane. The members agreed that the plants will be purchased by the Town Committee and they should expect to change over mid-end October. The office is requested to ask the Scouts for a proposed design for the bed. JM

It was also agreed that next year this bed should be built up at the back to allow the design to be more visible.

The office is requested to add this to a future maintenance team schedule. KP

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

There were no priority items in the Risk Assessment Report.

An email has been received from UK Power Networks regarding the procedure for appointing an ICP provider

UK Power Networks have provided the steps that need to taken to appoint an ICP provider to work on private feed cables. As no costs were identified, it was agreed for the office to obtain such costings for the next meeting. JM

With reference to the LED lighting contract, the Clerk made the members aware that this will need to go on the contract finder website due to the size of the contract.

The members advised of a number of lights currently not in action and these will be reported by the office to the lighting contractor. In addition the lights on the A4010 will be reported to BCC and a request will be raised for the BCC lighting scout to visit and ascertain lights currently out of action that require maintenance. JM

The office is requested to add the lighting inventory report to the maintenance team schedule for the winter months. KP

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. Cllr McLauchlan raised his concern with dog waste in the garden. The office is requested to advise the maintenance team to be attentive. The gravel paths in the garden need some maintenance. The office is requested to obtain quotes for Estimates, including the option of a resin-bound surface. 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

Cllr Turner has suggested that two benches are purchased with a plaque each to commemorate the late Cllr Pamela Williams and the late Cllr Wally Woolf.

A quotation has been received for a bench and commemorative plaque @ £472.63 without armrests or £ 514.54 with armrests. All present agreed to defer the purchase of the bench until later in the year when a decision can be made as to purchasing potentially two benches. **JM**

An email has been received from Risborough Rangers quoting the pitch sizes required

In addition Risborough Rangers have asked that on a temporary basis to use the space between their existing lock up and the Wades Park container to house the goals. It was agreed that this would be discussed as part of the Wades Park Master Plan working group.

Risborough Rangers highlighted a concern with a significant dip in the park. All present agreed for the maintenance team to make this area level and to turf the area. **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

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 – Cllr Walsh meeting next Wednesday. Cllr Walsh updated the members with the latest plans for the refurbishment and advised that the working group are meeting on the 14th September and that the work is still on track to start on the 19th September. Cllr Turner suggested that a courtesy letter is sent to the retailers in/around the Market Square to advise them of the work. This letter is to be agreed at the working group meeting. **SG**
- b) DEVOLVED SERVICES – Cllr Walsh advised the members that along with Kevin Locke, he will be attending an exhibition on Wednesday 7th with a view to trialling new maintenance equipment. Cllr Walsh updated the members on a meeting he attended, along with Clerk, with BCC and that the office voiced their concern to them with the current Devolved Services contract and that clarification is required from BCC. The office is waiting to hear back from BCC and this will be communicated at the next meeting
- c) WADES PARK MASTER PLAN –It was agreed to hold an office meeting on Wednesday 14th at 1.30pm **JC/MW/AT/AB/KP**

10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

An email has been received from Network Rail-East West Rail, Access for Surveys

Permission is requested for access for agricultural land classification surveys in connection with the above. This involves a walkover assessment and taking a small soil sample. These are only required on small areas of land on either side of the railways. An advanced payment of £250 will be made for advance compensation for disturbance, on receipt of the signed consent. All present agreed. **KP**

An email has been received on behalf of Thames Water

31 drainage strategy plans (DSPs) are currently being undertaken within the Thames region .One of these being Princes Risborough Investigations into property flooding (both internal and external), highway flooding, pollution and growth development, are taking place The request is to work with stakeholders e.g. local councils, local flood forums etc, to obtain the best possible information to formulate potential solution ideas/plans over the next 2 years . A brief meeting/presentation can be arranged. Cllr Turner confirmed that he would be happy to respond to this email. **AT**

An email has been received from "Active In "regarding a Banner

Permission is requested to put up a hanging banner in the town to promote a trail through the town to get people active. All present agreed for this banner to be placed in the Town and to ask Active-In for their suggestions on locations. **JM**

An email has been received relating to the state of the hoardings around the bottom of the old Sorting Office

The office is requested to advise the resident that we understand this building has now been leased and work is expected to start in the near future. **SG**

An email has been received from Little Birdy relating to trading at Wades Park with a mobile food/drinks outlet.
All present agreed that this request should be discussed at the September Town Council meeting as it has financial and trading implications that need to be agreed. In the meantime the office is required to ascertain further information from the company with regards to trading days and times. SG

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

The Clerk asked the members to consider projects for 2017/2018 and the following projects were identified:
Benches in Town Centre - the office to contact BCC for approval to place benches.
Re-installation of the respect barriers in the Earle Mitchell.
Purchase and installation of 4 additional Town Entry signs.
Bus shelter by the parade of shops in Monks Risborough.
Welcome to Risborough Noticeboard at the station, to coincide with the rail link from Chinnor.
Inspection of all bus shelter and replacement costs.
Repair/replacing the street light in Kingsmead.
Additional benches in the Crescent Park.
Phase two of upgrading street lights to LED.
Maintenance of the path at Stratton Memorial Garden.

Resolved: For the office to start obtaining the necessary quotes ready for the Estimates meeting. KP

12. POLICY CONCERNING WEED SPRAYING IN THE TOWN

The Clerk circulated the following information (received from BCC) to the members prior to the meeting.
An EU Directive was introduced primarily for the farming community but is equally applicable to any business/local authority etc. This legislation does not apply to domestic use.
The substance found in most weed killers (neonicotinoid) is now the banned substance for use by any commercial organisation. The measure is to protect bees as well as humans from exposure as it has been confirmed that the neonicotinoid substance kills bees and they collect pollen from dandelions etc.
The only weed killer without this banned substance in is Roundup which is why the TFB bulletin mentions it.
However, the key ingredient in Roundup is glyphosate which the World Health Organization's International Agency for Research on Cancer said glyphosate "probably" has the potential to cause cancer in humans. Glyphosate will now be given an 18-month extension until a new ruling on its safety is provided by the European Chemical Agency, by the end of 2017. Research shows that higher levels of respiratory illnesses have been found in towns that regularly use glyphosate.
BCC do not find Roundup is effective on weeds unless used very regularly due to the increased weed resistance to the substance. This together with the above information has resulted in BCC withdrawing from regular weed spraying programmes.

Resolved: To recommend to the Town Council that based on the advice from BCC, the Town Council withdraws any weed spraying in the Town and this policy should be communicated in the next issue of Crosstalk. JM

13. ESTABLISHING A WORKING GROUP FOR THE WADES PARK STORAGE AREA

Resolved: To set up a working group consisting of the following members: AT/MW/JC/KL/KP. The office is requested to circulate a proposed date to meet. KP

14. HOW TO PROCEED WITH THE REMOVAL, STORAGE AND CLEANING OF THE MARKET HOUSE CLOCK

Resolved: agreed to accept the quotation provided by the appointed contractors for the refurbishment of the Market House, MDJ Building to remove and replace clock faces once decorated, but to ensure that the clock is replaced in working order. The working group members were requested to stress this at their next meeting. **MW/SG**

15. AGENDA ITEMS FOR NEXT MEETING.

Preparations of Estimates budget for 2017/2018

16. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 11th October 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

17. 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 preferred supplier of the playground equipment for The Crescent and the Quarterly Play Area Risk Inspection.

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 8.20pm.



Name of entry: Princess Risborough	Judging Date: 12 July 2016
Category: Town	Judges: Pete Thompson & Norman Parker

Introduction:

It was good to visit Princess Risborough for their second year in the Thames and Chiltern RHS in Bloom campaign.

They have put together a very colourful display of hanging baskets, planters and ground planting.

There is welcome evidence this year of further community groups being involved in the Bloom entry. The judges wish you good luck for the future involving further like minded associations.

SECTION A – Horticultural Achievement

Assessing year-round horticultural achievement including conservation and natural areas.

		MAX	ACT.
A1.	Impact – design, colours, appropriate choice of plants, special features, presentation, innovation	20	15
A2.	Horticultural practice – cultivation and maintenance, quality of plants, sustainability, new planting	20	15
A3.	Residential and Community Gardening – residential, communal areas, allotments, public buildings (grounds of churches, schools etc.), car parks	20	15
A4.	Business Areas and Premises – retail and shopping areas, leisure sites, transport terminals, car parks, farms, rural businesses, pubs, post offices, tourist areas/attractions, offices, estate agents etc.	20	14
A5.	Green Spaces – verges, parks and open public spaces	20	17
TOTAL POINTS AWARDED FOR SECTION A 50% of maximum points		100	76

Areas of Achievement:

A colourful display in the main streets greets the visitors to this Chiltern town. Good quality plants, which look to be well maintained by the local authority. Hanging baskets outside local pubs where good to see from our journey.

Stratton Park is very colourful with a fine display of roses and shrubs.

The grass-cutting regime is very well managed by the local council. Most areas were free from weeds. Some of the verges had been planted with 38 new trees which had come from Wycombe District Council

The knitted yarn bombing is a very worthy scheme with selling profits going to local charities.



The Three Crowns pub in Askett had very colourful hanging baskets.

Areas for Improvement:

It would have been worthwhile if we could have walked around the town centre rather than drive around. Closer inspection of the plants and bedding schemes could have proved worthwhile

We would have liked to visit an allotment site.

SECTION B – Environmental Responsibility

Assessing year-round activities improving environmental responsibility.

		MAX	ACT.
B1.	Conservation and biodiversity – wildlife areas, natural habitat	10	7
B2.	Resource management – recycling, minimising demand placed on natural resources and any harmful impact on the environment	10	6
B3.	Local heritage –management and development of local heritage and/or identity, inclusive of natural heritage	10	8
B4.	Local environmental quality – management of vacant premises and plots, litter, graffiti, fly-posting, dog fouling etc.	10	8
B5.	Pride of place – management of street furniture, signage, art in the landscape and hard landscaping	10	8
TOTAL POINTS AWARDED FOR SECTION B 25% of maximum points		50	37

Areas of Achievement:

We saw compost heaps at Monks Risborough school.

Piles of materials ready for recycling and being used for bug and creature habitats at Stratton Gardens.

The knitted yarn bombs are very colourful.

The surveys being carried out the Countryside group in Stratton park are very environmentally friendly. Perhaps the judges could see the survey results in future?

The heritage trail is now available and comprehensive. The judges hope you will keep this updated.

Areas for Improvement:

Evidence of water recycling perhaps is an idea for the future, eg are you using water retaining gel in your bedding displays.



SECTION C – Community Participation			
Assessing year-round community participation			
		MAX	ACT.
C1.	Development and continuity - Development and sustainability of the local bloom initiative and evidence of on-going projects	10	7
C2.	Communication and education – community awareness and understanding, engagement with schools and young people and/or other community groups, press coverage, publicity materials	10	7
C3.	Community participation – community involvement is representative of the community's size and diversity	10	7
C4.	Year-round involvement – schedules of events and supporting evidence of year-round activity (primary evidence to be presented in 15 minute presentation)	10	7
C5.	Funding and Support – initiatives to secure on-going support for the local bloom campaign including local business support	10	5
TOTAL POINTS AWARDED FOR SECTION C 25% of maximum points		50	33
<p>Areas of Achievement:</p> <p>The Britain in Bloom working group is obviously enlarging with support now from the Monks Risborough Horticultural society, the new floral bed designed and planted by the local cub group. Stewart from Askett chairman of the local society was very knowledgeable about his village.</p> <p>The Princes Centre is a major player in your entry with the Council offices being housed in the same building. It was good to meet Kim who is very committed to her centre. We wish you good luck with obtaining the 'bag levy' money from Tesco to improve the centres garden.</p>			
<p>Areas for Improvement:</p> <p>Continue to improve relations with further local groups and in cooperate them into your 'In Bloom group'.</p>			
GRAND TOTAL POINTS AWARDED		200 (max.)	146
MEDAL AWARDED		Silver	



Thames & Chilterns in Bloom Parks and Open Spaces Marking sheet

NAME OF ENTRY: PRINCES RISBOROUGH

LOCATION: STRATTON MEMORIAL GARDENS

ASSESSORS: PETE THOMPSON & NORMAN PARKER

DATE: 12TH JULY 2016

WEATHER CONDITIONS: POOR

	Pocket Park/garden	Park	Large Park	Country Park	Cemetery	Church Yard	Commercial			
SIZE/TYPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
MARKS	Community <input type="text" value="5"/>	Maintenance <input type="text" value="8"/>	Environment <input type="text" value="9"/>	TOTAL <input type="text" value="23"/>	AWARD	Gold <input type="text"/>	Silver Gilt <input checked="" type="text" value="X"/>	Silver <input type="text"/>	Bronze <input type="text"/>	Cert. of Ach. <input type="text"/>

AREAS OF ACHIEVEMENT

1. Attractive planting, well maintained and floriferous. The array of roses looked good. The formal grassed areas were well kept
2. Good environmental maintenance of the wild flower meadow; and ancient hedge; effective large-scale composting of materials from operations across the whole town.
3. Good plans for the future, to accommodate anticipated burials for decades to come; ongoing tree planting in the wild flower area anticipates future layout.
4. Good information for the public.
5. Good liaison with neighbours, e.g. informing them when the bi-annual bonfires will be lit.

AREAS FOR DEVELOPMENT

1. The exposed membrane in the central drive near the entrance detracted from the otherwise tidy path network.
2. Some plants are failing (notable a pair of Junipers, and two stands of *Prunus cerasifera*) and will need to be replaced. Several variegated shrubs are showing signs of reversion. Some birdweed visible.

Agenda Item No 10

3. Consider use of selective herbicide on formal grassed areas (if this is permissible at the site).
4.
5.

Parks Category Scoring Matrix

For each section individually:

- 9-10 Gold
- 7-8 Silver Gilt
- 5-6 Silver
- 3-4 Bronze
- 1-2 Certificate of Achievement

For overall/total marks:

- 26-30 Gold
- 20-25 Silver Gilt
- 14-19 Silver
- 8-13 Bronze
- 0-7 Certificate of Achievement

Agenda Hem No 15.

