

**PRINCES RISBOROUGH TOWN COUNCIL  
A MEETING OF THE TOWN COMMITTEE WILL BE HELD ON  
TUESDAY 6<sup>TH</sup> SEPTEMBER 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 9<sup>th</sup> August 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 9<sup>th</sup> August 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 prepare the estimates budget for the Town Committee for 2017/18
12. To discuss and decide on a policy concerning weed spraying in the town
13. To discuss and decide on establishing a Working Group for the Wades Park Storage Area
14. To discuss and decide on how to proceed with the removal, storage and cleaning of the Market House clock.
15. Agenda items for next meeting.
16. Date of next meeting.
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 the preferred supplier for playground equipment for The Crescent

*Susanne Griffiths*  
Clerk to the Town Council  
**31<sup>st</sup> August 2016**

**Draft MINUTES TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 9<sup>th</sup> AUGUST 2016 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr. J Coombs,  
Cllrs. A Turner M Walsh, A Ball, K Wilkins and G Hall  
Clerk to the Town Council – Susanne Griffiths  
Clerical Assistant to the Town Council- Jayne Mylchreest  
3 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 Cllrs. Summerbell and McLauchlan.

**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 meeting on the 12<sup>th</sup> July 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 12<sup>th</sup> JULY 2016 NOT OTHERWISE ON THE AGENDA**

Wycombe District Council disputed invoice

At the last meeting Cllr. Hall agreed that he will contact WDC directly to discuss this situation and to report back to the committee. Cllr. Hall reported that the matter is still ongoing. GH

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

There were no priority items on the Risk Assessment Report.

The benches outside the George & Dragon are in need of repair. A quotation has been requested.

Cllr Hall proposed that an additional bench is purchased for the High St. It was agreed to consider the purchase at the Estimates meeting in November. JM

Monks Risborough Horticultural Society has requested a piece of land to plant and maintain on behalf of the Town Council. Cllr. Turner suggested creating a new flower bed on Mill Lane .Cllr. Hall suggested creating a bed on the grass verge on Peters Lane by the Monks Risborough School. The Clerk is requested to contact the MRHS to ascertain the preferred site. JM

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

There were no priority items in the Risk Assessment Report.

The LED trial of 10 lights in Manor Park Avenue would continue until the darker evenings.

An email has been received from a resident requesting an update to the repair of the street light No 157 at Kingsmead.

Cllr. Walsh reported on the latest information received from UK Power Networks regarding this light as there is a major supply fault.

SSE Contracting Ltd has suggested that the cable is excavated and followed back to the point where it is joined to the mains cable. The quote is on an hourly rate of £96.62 for 2 men plus £41.65 per metre for the excavation which appears to be in grass, however should it be found to be in tarmac that will be extra) Until it is investigated, the costs are unknown and if they are able to carry out the repairs and it is found to be connected to the mains this will need to be dealt with by UK Power Networks.

Cllr Walsh proposed that no further action be taken until the new financial year and for the quotation to be considered at the Estimates meeting in November. JM

The Clerk is requested to advise the resident that monies are not available at present but would be considered in November when the next year s budgets are set. JM

**Resolved:** No further action to be taken at present. To be considered at the Estimates meeting in November. JM

## **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.

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

Cllr. Turner proposed to invite Eunice Clifford to join the Parks Working Group .All present agreed. **SG**

### **Wades Park**

There were no priority items in the Risk Assessment Report.

A new basket ball hoop has been ordered. **KP**

### **St Dunstan's Park**

There were three category 2 issues highlighted in the Risk Assessment Report.

The waste bin is chipped. The Clerk circulated quotations for a new bin.

**Resolved:** To purchase a round bin at £175.62+vat and +£13.37+vat for the fixings. **JM**

The wood and concrete bench needs replacing. A suggestion is to replace it with the existing ranger bench situated elsewhere in the park.

**Resolved:** To replace it with the existing ranger bench situated elsewhere in the park. **SG**

### **The Crescent Park**

There were no priority items in the Risk Assessment Report.

Cllr. Coombs gave an update on the play equipment project and reported that a visit had been made to the local school to ask the children for their ideas on equipment they would like in the park. Quotations have been requested. **KP**

### **Earle Mitchell Park**

There were no priority items in the Risk Assessment Report.

Cllr. Hall proposed to plant Hawthorn whips in the autumn and trim the hedge abutting the Icknield Way. All present agreed. **KP**

### **King George V Park**

There were 2 priority issues highlighted items in the Risk Assessment Report.

The path just inside Wellington Avenue first entrance is crumbling. A quotation has been requested

The surfacing under the baby swings is eroding. A quotation has been requested. **JM**

## **9. A REPORT FROM THE FOLLOWING WORKING GROUPS:**

### **a) MARKET HOUSE –**

Cllr. Walsh gave an update on the refurbishment project which is due to start on the 19<sup>th</sup> September. The Clerk is requested to apply for a road closure to accommodate the scaffolding and contractors equipment. **SG**

A new staircase quotation has been sought.

Cllr Walsh suggested installing Wi-Fi for the public to use in the High Street.

The project will take 17/18 weeks to complete.

### **b) DEVOLVED SERVICES –**

Cllr. Walsh gave an update on the following

- 2017/18 budgets
- Revision of staff numbers and costs –Cllrs Turner, Coombs, Hall, and Ball, the Clerk agreed to set up Working Group to include the Maintenance Team Leader.
- Bucks County Council has paid for 3 grass cuts although the Town Council has cut the grass 5 times this year. **MW/AT/JC/AB/GH/SG**

### **c) WADES PARK MASTER PLAN**

Cllr. Walsh gave an update on the following

- The Working Group has not met as information from the Community Centre has not yet been received.
- Cllrs. Walsh and Turner met with Risborough Rangers to discuss future requirements. The office is requested to contact Risborough Rangers to request the size of pitches and training space that they require. **JM**

#### **10. UPDATE RELATING TO THE EARLE MITCHELL CHANGING ROOMS**

Cllr. Wilkins reported that he had met with the contractor to discuss making the changing rooms watertight and for the interior and exterior to be painted. Past and present members of the football club have volunteered to help with the renovations and local businesses have offered to donate materials.

The Maintenance Team are requested to trim the hedge behind the changing rooms.

**KP**

#### **11. ROAD NAMES FOR FUTURE ROADS IN THE TOWN**

Cllr. Hall proposed to name future roads using names from 1) The Roll of Honour 2) The War Memorial 3) Local residents worthy of being remembered. Cllrs. Hall, Turner, Ball, and Walsh agreed to set up a Working Group and report back to the other members.

**GH/AT/AB/MW**

#### **12. SUGGESTION FROM MONKS RISBOROUGH HORTICULTURAL SOCIETY TO ASK LOCAL GROUPS TO BECOME INVOLVED IN PLANTING CROCUSES FOR HEALTH AND WELLBEING**

The Monks Risborough Horticultural Society has requested that the Town Council become involved with the MRHS, the Rotary and the Royal Horticultural Society to purchase and plant 5000 crocuses at a chosen site to support the campaign to end polio.

Cllr. Coombs reported that the bulbs have been purchased and proposed to ask the Monks Horticultural Society where they would like them to be planted bearing in mind the Devolved Services contract. All present agreed. **JM**

#### **13. RECOMMENDATION TO THE TOWN COUNCIL FOR CAR PARKING ENFORCEMENT AT RISBOROUGH SPRINGS AND THE COMMUNITY CENTRE**

Cllr. Walsh proposed to recommend to the members at the next Town Council meeting to install an Automatic Number Plate Recognition system to monitor the use of the disabled bays to ascertain if they are being used by blue badge holders for a 12 week trial period free of charge. The Risborough Springs and Community Centre support the idea.

Cllr Walsh further proposed to allocate a parking space for Town Council use.

**Resolved:** To recommend to the members of the Town Council the introduction of an Automatic Number Plate Recognition system for a 12 week trial period with one space allocated to the Town Council.

#### **14. A RESPONSE TO THE PRINCES RISBOROUGH & MONKS PARKING REVIEW CONSULTATION**

Transport for Bucks has commenced formal statutory consultation on proposed waiting restrictions on various roads in Princes Risborough & Monks Risborough. Members of the Town Council are requested to provide comments.

Cllr Turner and Ball agreed to prepare a response and circulate their comments to the other members for approval.

The Clerk is requested to contact the Red Kite Housing Association regarding the parking issues on the grass verge at Beech Road and Chestnut Road and suggest that grasscrete is laid to enable parking without causing damage and that the corner of Chestnut Road and Oak Road be rebuilt. All present agreed.

**AT/AB JM**

#### **15. AN APPROVED TOWN COUNCIL RESPONSE TO DEVOLVED SERVICES QUERIES AND COMPLAINTS**

The Town Council is receiving queries and complaints regarding confusion with the Devolved Services contracts and which authority is responsible for which service. Cllr Walsh suggested a standard reply is sent to include information concerning the most common questions

Cllr Walsh and the Clerk agreed to draft a letter to circulate to the other members for their approval. **MW/SG**

#### **16. ACTION TO BE TAKEN FOLLOWING THE BULLETIN FROM TRANSPORT FOR BUCKINGHAMSHIRE CONCERNING WEED SPRAYING IN THE PARISH**

Transport for Bucks has advised that there will be no routine weed spraying across Buckinghamshire during 2016 – 17. Whilst budget considerations have played a role in making this decision, there are 2 key influencing factors:

1. There is a detrimental environmental impact of the widespread use of herbicides on pollinating insects.
  2. The legal constraints that are now imposed on the widespread use of herbicides significantly reduces the effectiveness of the application. TfB will continue to treat noxious and injurious weeds in line with its legal obligations.
- Cllr Walsh reported that he is to meet with a Transport for Bucks cabinet member to obtain more details regarding the constraints relating to weed spraying and to report back at the next meeting.

**MW**

## 17. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

An email has been received from a resident concerning Risborough Area Residents Association fly posting

The resident objects to the High Street being fly posted and has concerns that the gaffer tape used to secure them will cause damage when removed. The resident asks what can be done to bring pressure on the organisers to clean up after themselves. Cllrs M Walsh and Hall confirmed that they had raised the matter with RARA. RARA has since apologised and agreed to make good any damage caused.

Cllr Hall agreed to prepare an article regarding fly posting to be included in the next article of Crosstalk. **GH**

Complaints concerning grass cutting and weeds

As per Agenda Item No 15 Cllr Walsh and the Clerk to draft a letter for approval.

It was agreed that an article is to be published in the next issue of Crosstalk to manage the public expectations. **KP**

Comments regarding Mill Lane

A resident has asked when the clearing of the unsightly branches/ debris recently cut by the road and spilling into the stream will be cleared.

Monks Risborough Horticultural Society, who did the work, has requested that a small notice(laminated) be placed near the site to explain the following :-

"MRHS (Monks Risborough Horticultural Society), with Bucks County Council permission, has restored this footpath section and have made a 'dead hedge': an ancient form of barrier useful for shelter, especially of birds. Please see website [www.woodlands.co.uk](http://www.woodlands.co.uk) for more details."

**Resolved:** To purchase a sign with the above wording to be placed at the site.

**JM**

An email has been received from the Princes Risborough Primary School regarding car parking

The school has requested permission to use the King George V Park for car parking on the 11<sup>th</sup> October for a fund raising event.

**Resolved:** Not to grant permission due to a previous experience when damage was caused to the park due to adverse weather conditions .The Clerk is requested to advise the school.

**JM**

An email has been received from Risborough Rangers requesting support for the following proposed purchases

- A proposed lock up approximately 10M x 4M to house two fully built 9 v 9 size goals with power points inside and out.
- Two sets of 9v9 goals on wheels- £5000.00
- Footballs- £2400.00
- Marking out pitches - £3148.00
- Pitch cutting £1200.00
- Trophies - £2500.00
- Coaching qualification = training courses along with CRB is £1500.00

Also requests help to promote girls football and provision of changing rooms and toilets and asks for ideas for any other playing areas.

The Clerk is requested to ascertain the height of the lock up that will be required.

**JM**

The Clerk is requested to request that Risborough Rangers prioritise the items requested and complete a grant application for funding from the Town Council.

**JM**

Cllrs Walsh and Turner proposed to use CIL monies to fund the lock up requested which will be discussed at the estimates meeting in November

The members look forward to a representative of Risborough Rangers joining the steering group to investigate the possible sites for pitches in the Local Plan.

An email has been received from an organisation called Toolshed regarding students working in the community

Toolshed run an 18 week full time course for 16- 24 year olds in multi - trade construction skills. The students work within the community by painting community/village halls free of charge, materials to be purchased by the Council.

Cllr Wilkins agreed to contact Toolshed regarding painting the Earle Mitchell changing rooms.

**KW**

Correspondence relating to Wades Park.

An email has been received from a resident regarding Wades Park

The resident has made the following comments:-

1 – great space for a walk at lunchtime

2- uses the 'gym' equipment for a bit of flexibility and strength and thank you for that, although one of the machines (walking/skiing) is too stiff and may need a little attention

3 – Art in the Park is lovely

4 –how good it would be if there were another bench near the art/equipment but under the shade of the bushes out of the sun.

The resident hopes the feedback is of help and says keep up the good work.

The Clerk is requested to advise the resident that the members have approved to site a bench in this area. **JM**  
Cllr Hall proposed to purchase a plaque in memory of the late Cllr Woolf to place on the bench.

**Resolved:** To purchase a new bench for Wades Park with a memorial plaque in memory of the late Cllr Woolf  
The Clerk is requested to obtain 3 quotations for a vandal proof bench. **JM**

A letter has been received from a resident regarding grass cutting, trees and anti-social behaviour at Wades Park

The Clerk informed the members that the graffiti had been reported to the police under CRN number 43160214648 and that P.C. Ralph has spoken to the resident. The police will visit Wades Park on a regular basis during the evenings.

A reply has been received from Circus Ginnett concerning the claim for the damage caused to the King George V park

It was resolved at the last meeting to pursue the claim through the small claims court and a letter was sent on the 21/7/2016 to Circus Ginnett advising them of the action to be taken.

A reply has been received stating again that they believe a few wheel marks are considered not to be damage just reasonable wear and tear.

**Resolved:** To proceed to pursue the claim through the small claims court.

**MW/SG**

**18. AGENDA ITEMS FOR NEXT MEETING.**

To discuss and decide on the preferred sites for new litter and dog waste bins if supplied by Wycombe District Council.

To discuss and decide on a policy concerning weed spraying in the town.

**19. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 13<sup>th</sup> September 2016 at 6.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

**20. 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 contactor for preferred contactors for the telephone box to house the defibrillator and the preferred contractor for dog waste collection**

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 9 pm.

Agenda item no 10

Network Rail-East West Rail, Access for Surveys

**Subject:** Network Rail - East West Rail, Access for Surveys [BK-BK.FID350923]

Dear Sirs,

We have been asked to arrange 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, please see the attached plan which identifies a small area of land which we believe forms part of Princes Risborough Town Council's ownership.

An advanced payment of £250 will be made for advance compensation for disturbance, on receipt of the signed consent. Would you be able to confirm your agreement to this, by signing and returning the attached to me at your earliest convenience. Please do not hesitate to contact me, should you have any queries with regards to the above.

An email on behalf of Thames Water

I am currently working for eight20 " a consortium who undertake work on behalf of Thames Water. We are currently undertaking 31 drainage strategy plans (DSPs) within the Thames region, of which I look after 5. One of these being Princes Risborough. What we are essentially doing is looking into property flooding (both internal and external), highway flooding, pollution and growth development, within these areas. We are looking 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. Any help you may be able to provide would be greatly appreciated. If you could please respond I can provide further details. I have attached a link below which takes you to the DSP Home Page on Thames Waters website, which gives a detailed explanation of the work we are undertaking: [www.thameswater.co.uk/about-us/18904.htm](http://www.thameswater.co.uk/about-us/18904.htm) The Stage 1 report for Princes Risborough can be found below:

[http://www.thameswater.co.uk/tw/common/images/Princes\\_Risborough\\_Drainage\\_Strategy\\_Stage\\_1\\_v1.2.pdf](http://www.thameswater.co.uk/tw/common/images/Princes_Risborough_Drainage_Strategy_Stage_1_v1.2.pdf) Any help yourself and the Council may be able to provide would be greatly appreciated. I'm based in High Wycombe, so if you'd like to have a brief meeting to fully understand anything then please just let me know, as I'm more than happy to come up and meet with you, and then if you think a meeting/presentation would be beneficial, again I'm more than happy to oblige.

Active In Banner

I thought it would be best to liaise with you regarding a hanging banner in the district. I'm not sure if Active Bucks have contacted you directly or not, but we have been working with a geocaching company to create an app for people to become fitter and healthier by seeing their town/ local area. The apps have now been created, we have one that takes residents through the Princes Risborough High Street. The app takes people on a trail through Princes Risborough and each time they reach a hot spot location a notification pops up on their phone with some trivia questions, facts and activities to do. For example, you could download the app starting at the car park near Marks and Spencers, your phone will display a map revealing where different hot spots are that you can walk to, the first hot spot will reveal a fact about Princes Risborough, a question about the town and then give you an activity to do i.e. take a picture of a flower. A further explanation of what the app can do can be found on the geocaching company website (<https://wearewildgoose.com/team-events/the-wildgoose-events-company-in-london-scotland/>). The app is completely free to download and play as well (through Public Health England funding). Therefore, I am seeking permission to put up a hanging banner in Princes Risborough to display this free opportunity to residents. I have attached the hanging banner so you can visually see what it looks like before having it up.