

**MAINTENANCE TEAM
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE MAINTENANCE TEAM
COMMITTEE HELD ON TUESDAY 10th JANUARY 2012 AT 7.00PM
IN TOWER COURT, HORNS LANE, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr Coombs
Cllrs R Orsler, Mrs P Williams, W Streule and E Clifford
Clerk to the Town Council – Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted by Cllr Hall

2. MINUTES

The minutes of the previous meetings of the 15th November, having been previously circulated, were amended and approved by the Meeting and 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. CORRESPONDENCE

None.

5. LIGHTING MATTERS

Cllr E Clifford reported a loose head on a light in Kingsmead. Cllr J Coombs agreed to obtain the number of the post for the office. **JC**

Cllr P Williams joined the meeting at 7.20pm.

6. TOWN MATTERS

The Councillors identified areas that require action around the Parish. The Clerk is requested to action the following concerns. **SG**

- Request the police to visit the area around Princes Risborough Primary School to monitor illegal parking.
- Request a list of retailers from the Market Management Group.
- Advise Window flowers that the planting required for the beds in the town should consist of red and white geraniums and blue salvias planted closer together. The planting for the saddle bags are to consist of trailing blue lobelia, red geraniums and white alyssum.
- Advise Nigel the hanging baskets should consist of red, white and blue including petunias. A big display is required.
- The poppy cross flower bed needs raising. Cllr J Coombs agreed to produce a design. **JC**
- The back of the single sided notice board needs to be cleared of flyers.
- The grass verge around the seat opposite Clifford Road needs to be strimmed and tidied.
- Request that BCC prune the horse chestnut trees in Wycombe Road near Chiltern Close as they are becoming dangerous.
- Include on the Maintenance Schedule to inspect and water as necessary, the saddlebags and hanging baskets twice a week.

7. ON WHETHER TO OBTAIN A FULL STRUCTURAL SURVEY ON THE MARKET HOUSE

All present agreed to obtain quotations for a structural survey. **WS/SG**

Cllr W Streule informed the members that there is structural damage in the roof and it needs to be addressed urgently. The Market House will be need to be vacated and notice given to the Countryside Group to remove their property by the end of February. The locks will need to be changed to prevent access to the public for health and safety reasons. The Saturday and Thursday market stall holders will need to be given keys for them to have access to the cupboard under the stairs for power, and also enable to override the sensor controlled lights, so they can switch these on for the day. An override switch for the lights needs to be installed in this cupboard. The Clerk is requested to obtain a quotation for an additional lighting override switch to be installed **All present agreed** to recommend to the Town Council that these actions are taken. **SG**

Cllr W Streule agreed to meet with the Maintenance Team to remove Town Council property from the Market House in readiness for the work. **WS**

8. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

	NETT	VAT	TOTAL
Robertsons of Risborough - 'Free Parking' signs Dec	£218.98	43.80	£262.78
Network Leasing - vehicle monthly leasing, maintenance	£337.32	£67.47	£404.79
SEC Contracting- monthly maintenance charge	£766.77	£153.35	£920.12
E-ON Street Lighting charge	£1,515.23	£303.55	£1,818.28

9. TENDERS FOR CONSIDERATION

None received

10. AGENDA ITEMS FOR NEXT MEETING

To receive a progress report on the Market House.
To receive a progress report on the summer planting

11. NEXT MEETING

The date of the next meeting of the Committee is 14th February 2012 at 7.00pm and will be held in Tower Court, Horns Lane, Princes Risborough.

There being no further business the meeting closed at 8.00pm

Chairman.....

Date

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