

**MAINTENANCE COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE MAINTENANCE TEAM
COMMITTEE HELD ON TUESDAY 13th MARCH 2012 AT 7.00PM
IN TOWER COURT, HORNS LANE, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr Coombs
Cllrs R Orsler, Mrs P Williams and W Streule
Deputy Clerk to the Town Council – Kirsty Pope

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted by Cllr Hall and Cllr Clifford

2. MINUTES

The minutes of the previous meetings of the 10th January, 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

Un-official warning sign on skatepark

The maintenance team advised the office that during the weekend of the 9-10th March, the litter by the skatepark was unacceptable and took almost 1 ½ hrs both mornings to clear-up. On Tuesday morning the team found warning signs on the equipment relating to the litter and closing the skatepark down. The sign had a BCC logo printed on it. However it is not an official sign from BCC. **The Clerk is requested to forward this notice to BCC.**

Email from Jubilee working group re: use of PRTC vehicle

The committee agreed in principal to this request; however the office will need to confirm the work schedule for the maintenance team for these dates. The agreed maintenance team hire fees will apply.

5. LIGHTING MATTERS

BCC lights 5 & 13 out.

Old lighting column opposite Clifford road is still standing. The Clerk is to advise BCC to remove this.

6. TOWN MATTERS

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

- Cllr Streule thanked the Maintenance Team for the work to the seat and surrounding area along by Clifford Road.
- The Clerk is requested to chase up BCC re: pruning the horse chestnut trees in Wycombe Road near Chiltern Close as they are becoming dangerous.
- Cllr Coombs still working on plan for Poppy Cross.
- List of High Street retailers required.
- Refuge on the access road to Tesco – damaged light & signage.
- Buddleias at Wades Park need to be pruned back now.
- Elders along Station Road need pruning back.
- The Buddleia is overgrown in the entrance to Tower Court, letter to landlord to ask them to cut back.
- Cherry Trees along Station Road need maintenance work, however this would require a professional company to carry out this work. The clerk is requested to obtain some quotes for this work.
- Commuter parking issues are becoming a major problem. All present agreed to agenda this for the next main Town Council meeting.
- The clerk is requested to contact the local police with regards to a couple of cars that frequently park along Bell Street on the pavement by the bus shelter.

7. ON THE MAINTENANCE COMMITTEE TAKING OVER THE RESPONSIBILITY OF THE BEST KEPT VILLAGE COMPETITION.

All present agreed to defer this to the next meeting.

8. ON A REQUEST FROM THE RIZFEST COMMITTEE TO EMPLOY THE MAINTENANCE TEAM TO CLEAR LITTER AFTER THE MUSIC FESTIVAL IN JUNE 2012.

The committee agreed in principal to this request; however the office will need to confirm the work schedule for the maintenance team for these dates. The agreed maintenance team hire fees will apply.

9. TO RECEIVE A PROGRESS REPORT ON THE MARKET HOUSE.

Cllr Streule updated the members on the latest developments with the above and confirmed that the RCG have now vacated the building. The Clerk is requested to confirm with both the Country Market and the Saturday market that they are happy with new electrical arrangements as the locks for the main door will be changed in the next 2 weeks.

The office is awaiting quotes for structural survey. Cllr Streule confirmed that both the RCG and The Heritage Society are available to assist with finding funding for potential work to the structure. Cllr Streule will generate a report with the latest thoughts on the renovation needs for the building.

10. TO RECEIVE A PROGRESS REPORT ON THE SUMMER PLANTING.

All present agreed that the bedding plants need to be stripped out during mid-April to allow for all the beds to be topped up with soil. **The Clerk is requested to liaise with suppliers to ensure the summer planting is in for mid-May, in time for the Jubilee.**

11. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

	NETT	VAT	TOTAL
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

Replacement mower – all present agreed for the Clerk to order a replacement mower for the one that was stolen last year. Purchase price £780 nett.

Replacing wooden posts in Duke Street – all present agreed for the Clerk to order new wooden post for Duke Street gardens. Purchase price £241 nett.

10. AGENDA ITEMS FOR NEXT MEETING

On the maintenance committee taking over the responsibility of the Best Kept Village competition. Wades Park garage parking.

11. NEXT MEETING

The date of the next meeting of the Committee is TBA and will be held in Tower Court, Horns Lane, Princes Risborough.

There being no further business the meeting closed at 8.10pm

Chairman.....

Date

Page 04/12