

**MAINTENANCE TEAM
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE MAINTENANCE TEAM
COMMITTEE HELD ON TUESDAY 15th NOVEMBER 2011 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
Deputy Clerk to the Town Council – Kirsty Pope

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The minutes of the previous meetings of the 4th October, having been previously circulated, were amended and approved by the Meeting and signed by the Chairman. Cllr Orsler questioned point 8. Flower bed at the library and point 11. The Deputy Clerk confirmed that the office has the information required and will include these as agenda items for the November Town Council meeting.

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

Tree donation request

Cllr Streule confirmed that the resident is happy for the donation to be used as part of the town planting programme.

5. LIGHTING MATTERS

The following lights were reported as being out: 222 & 162 Place Farm Way.
The Clerk is requested to chase BCC as the light by the pedestrian crossing in New Road is still out.
The Clerk is requested to speak to SEC about light opposite the entrance to the Wades that has previously been reported as this light is still not working correctly.

6. TOWN MATTERS

Further to a the parks minutes reference 4.07/11, Cllr Orsler and Cllr Clifford met with the residents to discuss their concerns. **The Clerk is requested to action the following points:**

Weeding of the flower beds and the lawns

The lawn grass has encroached flower beds and need edging

Shrubs need to be clipped back or to be restrained from overgrowing the paths and lawns.

Lawn areas need cutting and rolling and large spreading weeds removed.

Lawn edges need cutting back to their original positions.

Any dead plants need removing and any existing plants need attention to remove dead growth

Plants, such as Pelargoniums, need removing before frosts start.

Possibility of relocating the waste bins out of Stratton Memorial Garden.

The Deputy Clerk advised the members that the bins were initially located at Wades Park but due to them being used by other parties, the bins were relocated to the Memorial Garden. The Deputy Clerk asked the members for their suggestions on an alternative location for the bin.

Comments were made regarding the number of times the PRTC lorry drives in and out of the SMG. The Deputy Clerk asked for this to be quantified in order for this point to be raised with the team.

Cllr Orsler notes (of the meeting with the Wynns') also raised concern that the bereaved cannot bring dogs into the SMG. The Deputy Clerk confirmed that the office had not received any requests for this rule to be reviewed. All agreed that it was not practical to amend the rule to allow dogs on leads and therefore the rule will remain.

Cllr Orsler notes also raised concern regarding the enormous Leylandii trees to the left of the gates is potentially dangerous and darkly overpowering. They occupy the 'Ransom strip'. Cllr Orsler asked the members of the meeting on their thoughts to seek costings for their removal and seek permission from the owners of the strip? As this land belongs to the developers and is not Town Council property or responsibility, this decision must be referred to the Town Council for a decision.

Cllr Streule also had a list of potential jobs for the Maintenance Team. The Deputy Clerk is waiting for the list in order to schedule the work.

Cllr Coombs proposed that prior to the next meeting of the Maintenance Committee that the Clerk emails all members for any maintenance jobs/issues that the committee needs to address. **All present agreed. The Clerk also agreed to copy the maintenance committee on the weekly schedule.**

7. INVOICES FOR CONFIRMATION

3 Business Services - mobile phone contract	£45.97 + VAT £9.19 total £55.16
Network Leasing - vehicle monthly leasing charge	£337.32 + VAT £67.47 total £404.79

8. TENDERS FOR CONSIDERATION

None received

9. ACTION TO BE TAKEN FURTHER TO THE SURVEY ON THE MARKET HOUSE

Cllr Streule confirmed that he has produced a tender document for the office to use to obtain quotations. **The Deputy Clerk is requested to update the members once quotes have been received.**

10. ESTIMATED BUDGET FOR MAINTENANCE COMMITTEE FOR 2012/2013

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

11. AGENDA ITEMS FOR NEXT MEETING

TBA

12. NEXT MEETING

The date of the next meeting of the Committee is December 20th at 7.00pm and will be held in Tower Court, Horns Lane, Princes Risborough.

There being no further business the meeting closed at 8.25pm

Chairman.....

Date