

**TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 9th FEBRUARY 2016 AT 7.15PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman: Cllr J Coombs

Cllrs I McLauchlan, P Summerbell, K Wilkins, A Ball, A Turner, Ian Churchill & M Walsh

Clerk to the Town Council – Susanne Griffiths

Deputy Clerk to the Town Council- Kirsty Pope.

Clerical Assistant – Jayne Mylchreest

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr West, Cllr Roper

2. MINUTES

The minutes of the previous meeting of the Town Committee on the 12th January 2016, having been previously circulated, were approved by the Meeting and were 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.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 12th JANUARY 2016 NOT OTHERWISE ON THE AGENDA.

Nothing raised.

5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

The Deputy Clerk updated the members that a new waste bin for St Dunstan's park has been ordered as one of the existing bins has been highlighted as a risk on the latest report.

6. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.

There were no priority items in the Risk Assessment Report.

Following a resident complain at the January meeting, a discussion took place concerning remedial action on a Victorian style LED light in Park Street, which has been reported as being too bright. It was suggested that as this is a new installation and a non-standard design, the back panel of the light should be blacked out. A vote was taken with 6 in favour and 2 against.

JM

The motion was therefore carried. The office is requested to instruct SEC to do this work

Cllr Walsh updated the members with regards to the LED street lighting project. Cllr Walsh & Cllr Hall have now identified 10 lights within the town that should be replaced with this new light, in addition a rolling replacement program will be set-up in line with the LED budget. Cllr Walsh proposed that a recommendation is made at the next Town Council meeting as quotations will be available for discussion, Seconded by Cllr Churchill. **All present agreed.**

7. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.

There were no priority items in the Risk assessment Report.

8. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECIDE ON ANY ACTIONS.

There were no priority items in the Risk assessment Report.

Wades Park

There were no priority items in the Risk assessment Report.

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 items in the Risk assessment Report.

9. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

Supplier	Nett	VAT	Total
Town Blanchford Building Supplies - Padlock	78.28	15.66	93.94
Town Blanchford Building Supplies - shingle	21.00	4.20	25.20
Town ABA (Construction) Ltd - quarterly risk inspection	164.80	32.96	197.76
Town Blanchford Building Supplies - nails	3.55	0.71	4.26
Town DS RTM Machinery Ltd - mower repairs	400.00	80.00	
Town RTM Machinery Ltd - mower repairs	271.29	54.25	805.54
Town P Wynn - keys for Earle Mitchell changing rooms and gates	14.85		
Town Briants of Risborough Ltd - padlock/ washers / staple/bolt	20.32	4.06	24.38
Town Thames Water - Salisbury Close	8.79		8.79
Town Thames Water – SMG	39.99	8.00	47.99
Town 3 Mobile - Mt mobiles -	25.31	5.06	
Town DS 3 Mobile - Mt mobiles -	10.00	2.00	42.37
Town DS Esso - MT fuel	72.87		72.87
Town Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
Town Grundon Waste Management	68.92	13.78	82.70
Town Southern Electric - Street Lighting energy cost	1,607.00	315.73	1,922.73
Town DS Lex Autolease - Berlingo - Mt Vehicle	198.60	39.72	238.32
Town SSE Contracting - lighting maintenance	379.84	75.97	455.81
Town Mr Box- storage container rent	39.00	7.80	46.80
Town Mr Box- storage 2nd container rent	39.00	7.80	46.80
Town MJH Services- keys for containers	20.00		
Town Safety Signs 4 Less - cctv signage for containers Wades Park	11.85	2.37	14.22

A discussion took place concerning an invoice which has been received from Wycombe District Council for legal costs and Estates Services associated with preparation and completion of a licence to locate a bench on the Mount, Princes Risborough. Cllr Walsh proposed that we do not pay this as no advice was ever given that costs would be incurred. It was also agreed to remind WDC that the Town Council regularly deal with enquires relating to WDC issues from residents etc. Seconded by Cllr Wilkins. All present agreed. The Clerk is requested to notify WDC. **SG**

10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COUNCIL

Email dated 14th January 2016 from resident concerning drainage in St Dunstons and a request for a dog waste bin by the end of the footpath alongside Monks Risborough School.

The office confirmed that the Maintenance Team has already dealt with the flooding issue. It was agreed by all that a new dog bin could be purchased from the 2016/2017 budget. The office is requested to contact WDC to request permission to site a new bin and for an additional collection. **All present agreed.** **CP**

Email dated 20th January 2016 from resident/NCT requesting permission to hold an Easter Bunny hunt in Wades Park on Monday 4th April 2016.

All present agreed to this request and that the organisation adhere to the rules & regulations of using the park. **CP**

Email dated 31st January 2016 from resident concerning bicycle traffic on Station Road and Summerleys Road.

Comments noted and this email will be passed to Bucks County Council as it's a highways issue. **CP**

Email dated 2nd February 2016 from Risborough Rangers requesting permission to store a wheelbarrow between the new storage area at Wades Park and their old lock-up.

It was agreed by all that the Town Council may still need this area for additional storage, in addition due to insurance requirements, we are not able to issue keys for the new storage containers to other parties. **KP**

Email dated 27th January 2016 from BCC Rights of Way Team regarding a dead tree behind a property in Woodfield Road and fly tipping on the footpath behind Woodfield Road.

It was agreed by the members that although we would not be able to assist with the actual litter pick, we would offer our services to remove any full bags of rubbish. **KP**

11. A REPORT FROM THE FOLLOWING WORKING GROUPS:

- a) MARKET HOUSE – not met
- b) DEVOLVED SERVICES – report of informal minutes of Working Group 2nd February 2016 was shared with the members. The members also discussed a request from WDC for a temporary contract for devolved services for Stokenchurch. It was agreed for Cllr Walsh and Maintenance Team Leader, Kevin Locke to look at the areas involved and to make a recommendation at the next Town Council meeting. **MW**

12. ON TOWN PLANTING IN 2016

It was requested that a red/white & blue theme is followed for this year's summer planting and that quotes are sourced for the winter planting for 2016 (to use primulas and that they should be a mixture of colours). The office is requested to source winter bedding quotes. Cllr Walsh suggested that a trial is undertaken with using a mixture of wildflowers in certain areas of the town. It was agreed by the members to trial these flowers in the new flowerbed along Mill Lane and the town entry boxes. The office is requested to order one bag for planting in April. **KP**

13. ON THE ACTION TO BE TAKEN FOR THE ADDITIONAL PLANNING REQUIREMENTS FOR THE STORAGE AREA AT WADES PARK.

Cllr Coombs updated the members with regards to the issue with the existing height of the fence. A discussion took place and it was proposed by Cllr Walsh that due to planning enforcement, the existing fence should be replaced. In addition, the Clerk is requested to contact the Planning Officer to request that a minor amendment to the planning application is made for only 1 gate. Seconded by Cllr Churchill. **All present agreed.**

Cllr Walsh also suggested that a working group is set up to discuss the additional requirements for this storage area. **SG/MW**

14. AGENDA ITEMS FOR NEXT MEETING.

To be confirmed.

15. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 8th March 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

16. 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 discuss quotes for summer bedding and amendments to the fence at the new storage area at Wades Park.

All present agreed.

There being no further business the meeting closed at 8.15pm

Chairman..... Date