

**TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 12th APRIL 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman: Cllr J Coombs
Cllrs I McLauchlan, G Hall, A Turner, M Walsh, A Ball, I Churchill
Deputy Clerk to the Town Council- Kirsty Pope.

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D Roper, Cllr Rolfe, M West, Cllr Woolf, Cllr Wilkins and Cllr Summerbell

2. MINUTES

The minutes of the previous meeting of the Town Committee on 8th March 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. None were declared.

4. A REPORT FROM, PHIL OGLEY OF OXLEY CONSERVATION ON THE REFURBISHMENT OF THE MARKET HOUSE.

Phil informed the members with the progress made to date with the refurbishment and the tender process for the Market House refurbishment. Phil suggests that listed buildings consent is applied for now and the members agreed for Phil to pursue this. Cllr Walsh raised his concern with the increase of the staircase quote and it was agreed by all for Phil to source alternative quote(s). Phil gave the members an overview of the process taken with preparing the contingency budget. The members thanked Phil for the update.

Cllr A Ball joined the meeting at 7.21pm.

5. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 8th MARCH 2016 NOT OTHERWISE ON THE AGENDA.

Prior to the meeting, the office circulated an email from WDC confirming that they were unable to commit to the collection of dog waste from a potential new bin by Monks Risborough School. The members agreed that as this location is not under the ownership of the Town Council, no further action could be taken with this request. **CP**
Cllr Coombs agreed to send to the office an example of a light for the new storage area in order for the office to progress with WDC Planning Department. **KP**

6. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report
Cllr Hall raised his concerns with the appearance of the area around the old Sorting office. The office is requested to report this to BCC. **CP**

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

There were no priority items in the Risk Assessment Report. Cllr Walsh updated the members with regards to a meeting with a local LED expert and that he had invited him to join the next working group meeting.

8. 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. The Clerk circulate an application form and design for a new memorial wedge (plot E:37) and asked them to approve the design on the wedge. **All present agreed** to this application.

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

Wades Park

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

St Dunstan's Park

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

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

A number of priority 1 items were highlighted on the report and these were discussed under the confidential section to approve the quotation to resolve the issues.

10. INVOICES FOR CONFIRMATION

Payment was agreed for the following invoices:

			Nett	VAT	Total
915	Town	ABA (Construction) Ltd - qrtly inspection re play areas	164.80	32.96	197.76
924	Town	SSE Contracting Ltd - rechargeable qrtly repairs	1,491.03	298.21	1,789.24
926	Town	BES Ltd - electrical works storage containers Wades PK	340.00	68.00	408.00
927	Town	Rigby Taylor - Roundup weedkiller	118.50	23.70	142.20
928	Town	Briants of Risborough Ltd - Larch helmet	38.50		38.50
929	Town	Briants of Risborough Ltd - grease cartridge	3.36	0.67	4.03
DD	Town	Crown Oil Red diesel	112.50	8.25	120.75
DD	Town	3 Mobile - Mt mobiles -	25.31	5.06	30.37
DD	Town	Esso - MT fuel	124.05	24.81	148.86
DD	Town	Fulton Network Ltd - Mt vehicle	291.99	58.40	350.39
DD	Town	Grundon Waste Management	68.92	13.78	82.70
DD	Town	Southern Electric - Street Lighting energy cost	1,778.68	349.51	2,128.19
SO	Town	SSE Contracting - lighting maintenance	379.84	75.97	455.81

11. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COUNCIL

Email dated 9th March 2016 from resident regarding cyclists using the footpath in Wades Park.

The members agreed for this to be referred to Red Kite as they are responsible for this area of land. KP

Email dated 21st March 2016 from resident regarding outdoor gym equipment.

The Deputy Clerk is requested to advise the resident that a selection of outdoor gym equipment is available for residents use in Wades Park. KP

Email dated 22nd March 2016 from the Neighbourhood Action Group regarding VAS equipment.

The Clerk confirmed that this has now been dealt with directly with the Neighbourhood Action Group.

Email dated 28th March 2016 from resident on various Town matters.

The member's agreed to respond to the resident to confirm the action taken concerning the areas highlighted. KP

Email dated 12th April 2016 from BCC regarding review of Town Council assets

All present agreed that the Assets working group (JC/AT/IC) should meet to review the Town Council assets and insurance valuations and provide this information to BCC. The Clerk is requested to ask BCC for a copy of the review once completed. SG

Email dated 12th April 2016 from resident asking for vehicular access to the KGV park to allow work to be carried out on his property

The Deputy Clerk is requested to ask the resident for further details regarding the size of the vehicle. The Clerk confirmed that the gate could be opened in line with the working hours of the maintenance team. KP

12. A REPORT FROM THE FOLLOWING WORKING GROUPS:

- a) MARKET HOUSE – update covered by Phil Ogley at the start of the meeting.
- b) DEVOLVED SERVICES – Cllr Hall raised his concerns with the time taken with the grass cut of the Town. The Clerk agreed to discuss this with the Maintenance Team Leader. It was agreed for the office to email the weekly MT work schedule to the Town members. Cllr Churchill advised the members that the Askett Society have identified a couple of areas that they would like the Town Committee to consider taking on under devolved services. Cllr Churchill will ascertain further information for the committee to consider. IC

13. CARRYING OUT A PUBLIC CONSULTATION FOR THE NEW PARK EQUIPMENT IN THE CRESCENT PARK.

It was agreed for the Parks working group (JC/AT/AB) to meet to discuss a consultation with the local primary schools and local residents regarding this new equipment. Cllr Turner asked for the working group to make the relevant housing association aware of the work. The members agreed to meet on Wednesday 20th April at 2.30.

JC/AT/AB

14. AGENDA ITEMS FOR NEXT MEETING.

To discuss and decide on the contract for the energy supply for the council owned street lights. (Cllr Walsh)

15. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 10th May 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 decide on the preferred supplier for 5 LED lanterns to existing lighting columns and 5 LED lanterns to existing pole mounted brackets & the preferred supplier for the repair of the play equipment listed in the Risk Assessment as priority 1 requiring urgent attention. All present agreed.

There being no further business the meeting closed at 8.21pm

Chairman..... Date