

**PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 6<sup>th</sup> FEBRUARY 2018 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr. J Coombs,  
Cllrs, N Davis, A Ball, J Roberts, M Walsh, G Hall, D Knights, and A Turner  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk – Kirsty Pope  
No members of the public were in attendance.

**1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor I Pearce who was on holiday, Councillor P Summerbell who was unwell and Cllr I McLauchlan due to work commitments.

**2. MINUTES**

**RESOLVED:** To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> January 2018 be signed as a true record.

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 2<sup>nd</sup> JANUARY 2018 NOT OTHERWISE ON THE AGENDA**

Cllr Davis provided the members with an update on the armistice Poppy planting event and confirmed that the scouts were interested in the being part of the event.

**5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER**

Kevin presented a report to the committee see appendix 1 attached for full details.

**6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE**

A complaint has been received from a resident regarding parking at the Earle Mitchell Park

The resident has complained that the footballers and their coaches are blocking the entrance to his drive and the turning circle at the end of the close when there is an access point via the Icknield Way.

**Resolved:** Letter has already been sent to the Chairman of Risborough Rangers asking them to be more considerate when parking in this area, to date a response has not been received. The members requested that should the club not respond then the office should send a follow up letter to advise that this issue will need to be communicated to the local police. **SG**

An email has been received from the sports development manager at Risborough Springs regarding the using the MUGA  
The manager requests permission to use the MUGA for a street football project in association with Active In and Places for People.

**Resolved:** the members would like a meeting in order to ascertain further information of the usage requirements and whether this is a chargeable project. Cllrs Turner/Coombs/Roberts agreed to attend the meeting. **KP**

An email has been received from St Mary's Church regarding "40 Community Acts of Kindness

St Mary's Church is to engage in the 40 Community Acts of Kindness project for Lent and requests the help of the Town Council .

**Resolved:** to suggest that they hang the eggs on the trees for the Easter event or alternatively litter picking in the parks. The members wished to congratulate them on this community act. **NM**

A letter has been received from Lloyds Bank regarding a disputed direct debit to Fulton Networks

Cllr M Walsh requested the office to dispute the final direct debit claimed by Fulton Networks regarding the condition of the Maintenance Team vehicle when it was returned to Fulton Networks. Lloyds Bank has confirmed that under the Direct Indemnity Insurance Scheme the sum of £ 2206.41 has been returned to the Town Council.

**Resolved:** the office is requested to negotiate the final claim. **KP**

An email has been received from the WI regarding a recently held litter pick

The WI recently held a litter pick of the town and sends their thanks for using the council owned litter pickers.

Another event is planned for the 25<sup>th</sup> Feb and 25 March and they request the use of litter pickers again and requested permission to submit an article for the Crosstalk magazine.

**Resolved:** the members were in full agreement of the WI using the litter pickers for future dates and would be happy to include a piece in a future issue of Crosstalk. **KP**

An email has been received from the Risborough Community Centre Managing Trustees regarding parking issues  
The Trustees of the Risborough Community Centre met with Risborough Springs to discuss the parking issues at the site. The Trustees and Risborough Springs request a meeting with the Town Council to seek resolutions.  
**Resolved:** Cllrs Walsh, Coombs and Turner agreed to meet with the trustees, in the meantime the office will investigate the idea of sharing a town warden with another parish. **MW/AT/JC/SG**

#### **7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

Cllr Hall raised his concern with the town entry sign along Summerleys Road which has been damaged. The office confirmed that this has been passed to BCC for further investigation. Cllr Davis raised his concern about a pot hole along Station Approach which has re-appeared. A photo of the pot hole will be sent to the office and this should be forwarded onto Chiltern Railway/Network Rail.

The Clerk presented a quote for an additional cabinet required for the Market House for storage of cups etc. The cost of the cabinet is £223.02. The members requested that the office place an order for this item. **NM**  
The members asked for an update on the Market house clock to ensure that it's now working correctly. **JM**  
The office is requested to report to BCC the state of the grass verge by the Crescent Park **KP**

#### **8. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT**

There were no priority items in the Risk Assessment Report.  
Cllr Hall advised the members that together with Cllr Walsh, he will be meeting with BCC on the 16<sup>th</sup> February to discuss the LED lighting requirements.  
The members requested that the Maintenance Team plan a week in the summer to re-paint the lighting columns and to start at no.1. **KP/KL**

#### **9. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT**

A letter from a resident has been received regarding the gates  
The resident has advised that they will no longer report any issues with the gates to the Town Council.  
Comments noted.

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

An email has been received from a contractor regarding ROSPA guidelines regarding latches on gates  
The ROSPA guidelines states that latches should not be put on gates to the entrance to children's play areas in case the children need to exit the area quickly. The members noted the advice and agreed not to place any latches in these areas.  
Cllr Turner advised the members of his concern with an area of fencing in St Dunstan's Park which is prone to wind damage (near to the Mill Lane end) and to be aware of the issue for discussion for the 19/20 estimates.

#### Best Kept Village Competition

The members agreed not to enter the competition this year.

#### 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.

**Cllr Hall requested for the office to contact BCC to see if they** would be able to replace the old road name plate along the Upper Icknield Way and if a new sign could include "leads to the Earle Mitchell Playing Field" **KP**

#### King George V Park

There were no priority items in the Risk Assessment Report.

#### **11. A REPORT FROM THE WADES STORAGE WORKING GROUP AND DECIDE ON ANY ACTIONS TO BE TAKEN**

Cllr Walsh updated the members on the status of the project and suggested an alternative location for the welfare unit for the Maintenance Team due to issues with the utilities required for the unit.

#### **12. INSTALLING A RESTROOM FACILITY AT STRATTON MEMORIAL GARDEN**

**Resolved:** for the office to apply for planning permission to include a restroom in the existing stable block. **KP**

**13. LOCATIONS REGARDING A BUCKS COUNTY COUNCIL BID FOR ON-STREET PARKING CHARGING POINTS FOR ELECTRIC VEHICLES**

The government is currently offering a grant to local authorities to support the wider use of electric and hybrid vehicles via the Office of Low Emission Vehicles (OLEV). The Scheme gives Local Authorities access to grant funding which can be used to fund the procurement and installation of on-street electric vehicle charge point infrastructure, to meet residential needs, in line with the minimum technical specifications.

The purpose of the Scheme is to increase the availability of on-street charging points in residential streets where off-street parking is not available, thereby ensuring that off-street parking is not a pre-requisite for realising the benefits of owning a plug-in electric vehicle.

B.C.C. requests any data that can be provided to support the bid and request locations that would benefit from the scheme and would like to work with the Town Council to undertake market research

**Resolved: Cllrs Knights/Walsh and Ball would like to be part of any market research meeting. The members suggested the following roads Station Road/Poppy Road and the Town Centre as potential charging point but these would need to be in addition to any existing parking spaces. KP**

**14. PROJECTS FOR HISTORIC S106 AGREEMENT FUNDS HELD BY WDC**

Wycombe District has advised that they have some historic S106 monies from S106 Agreements signed in the Princes Risborough that W.D.C. would like to allocate to projects.

**Resolved;** to investigate costs for a youth shelter for the KGV park, adult fitness equipment in St Dunstan’s park, to refurbish the Earle Mitchell changing room, computerised notice board in the Town. The members also requested a meeting with Mark Averill at BCC to look at the possibility of installing a bus shelter in the High Street. **KP**

**15. 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 AND DECIDE ON THE PREFERRED CONTRACTOR FOR THE WADES STORAGE PROJECT AND THE PREFERRED SUPPLIER OF EQUIPMENT AT THE EARLE MITCHELL PARK**

Cllr Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960. **All present agreed.**

**16. AGENDA ITEMS FOR NEXT MEETING.**

**To discuss and decide on investigating the idea of a shared Town Warden.**

**17. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 5<sup>th</sup> March 2018 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 8.30pm.

Chairman.....

Date .....

**Maintenance Report Feb 6th 2018**  
**By Kevin Locke Maintenance Team Leader**

The Maintenance Team has had a very busy month. Some of the tasks we have carried out include.

- Installation of the electric supply box at the maintenance compound.
- Replacing of missing verge posts alongside the KGV on Aylesbury Road.
- Repainting of the ramp panels at the skate park.
- Clearing of debris build up in the stream culverts.
- Removal of epicormic growth to trees in Manor Park Avenue and road verges around town.
- Removal and installation of benches at Lacey Green. Renovation to benches around Risborough.
- Fallen tree removal at St Dunstan's.
- Installation of new dog waste bins.
- Bus shelter repairs including re-felting.
- Replaced guttering on the Earle Mitchell