

**PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 2nd JANUARY 2018 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs, P Summerbell, N Davis, A Ball, I Pearce, 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 McLauchlan who was working.

2. MINUTES

RESOLVED: To agree the minutes of the Town Committee meeting held on the 5th December 2017 be signed as a true record.

3. DECLARATIONS OF INTEREST

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 5TH DECEMBER 2017 NOT OTHERWISE ON THE AGENDA

No matters were raised.

5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER

Kevin presented a report to the committee see appendix 1 attached for full details.
Cllr Knights thanked the team for their assistance during the Christmas Lights Switch On.
Cllr Hall highlighted an issue with the builders' vans that are currently parked on the grass verge along New Road. The office is requested to send a letter to the builder, together with photographic evidence, to express the members concerns with the damage to the verge and to request that the area is made good. **KP/KL**

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

The Street Lighting Design Guidance for a Developer to use for a new housing development at Longwick Road
Agenda Item No 21 page 39/1 lighting columns to be adopted

Further to the above minute an email has been received from the developer to advise that there are 27 lighting columns to be adopted. All present agreed to adopt these 27 lights and the relevant invoice is to be sent. **JM**

An email has been received from a market trader regarding the fees for January and February 2018

The market trader is requesting that the fees are reduced for January and February in view of the low footfall as the fees were reduced to half price last year.

All present agreed to offer a 50% reduction in fees for January only. **JM**

An email has been received from a resident regarding the entrance to St Dunstan's Park

The resident has requested that the poor state of the entrance to the park is repaired.

All present agreed for the Maintenance Team to investigate making a temporary repair to assist with the drainage of this area until the work is carried out to resolve this issue in the next financial year. **KL**

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

Cllr Pearce expressed his concern with the state of a footpath from the back of Courtmoor Close to Askett. The office identified that this footpath is reference PRR35/1 which is not part of the current BCC devolved services agreement. It was therefore agreed to bring this matter to the attention of BCC Rights of Way. **JM**

Cllr Hall requested that footpath from Eastfield Road to Earle Mitchell footpath (PRR/9/1) needs reporting to BCC Rights of Way as it's very slippery. The office is requested to contact RCDG to see if they may be able to assist with the lighting in the Phone Box as it's not working. **JM**

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

There were no priority items in the Risk Assessment Report.

Cllr Hall recently met with BCC for an update on their LED lighting upgrade programme and confirmed that the office should expect an email with details on prices for LED lights for Town Council owned street lights.

Street light along Longwick Road is leaning and needs repair. **JM**

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

Nothing to report.

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

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 office is requested to progress the work to improve the gate latches. KP

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 Ball updated the members of meeting with supplier to repair the guttering in the EM changing room. Awaiting quote. KP

An email has been received from Thames Water who require access to the field

Thames Water need to carry out a non-excavation sahara leakage survey and require access to the field. All present agreed to the access requirements. SG

King George V Park

There were no priority items in the Risk Assessment Report.

11. REPORT FROM THE MARKET HOUSE TERMS AND CONDITIONS WORKING GROUP AND DECIDE ON ANY ACTIONS TO BE TAKEN

Cllr Pearce updated the members of the meeting of the working group and the minutes were circulated.

The office requested clarification on a number of other points relating to the initial draft of the hiring agreement.

The working group agreed to meet to update the agreement for circulation to the members prior to the next Town Council meeting with a view to making a recommendation to the Town Council. SG/IP/JC

Resolved; a recommendation from the Town Committee to the Town Council to accept the hiring agreement.

12. THE ENGINEERS REPORT ON THE MARKET HOUSE CLOCK AND DECIDE ON ANY ACTIONS TO BE TAKEN

The report revealed that the clock was behaving erratically due to the bracket work that supports the clock being slightly loose which has been rectified.

There is a need to wind the clock twice a week and advise that other equipment can be installed to eliminate this and have sent the following quotes

Quotation 1 – Auto wind system at £ 2,768.00 + vat

Quotation 2 – Regular Unit at £ 1,646.00 + vat in addition to quote 1

Quotation 3 – self start synchronous movement shaft at £ 2,760.00 + vat

Quotations valid until the 31/12/2017

Cllr Turner advised the members that he met with the project manager about this issue and it was suggested that a small amendment is made that should resolve the issue and hopefully eliminate the need for an automatic system.

Resolved: for the office to contact Oxley Conservation to confirm that the instructions to make this change have been communicated. KP

13. AN UPDATE ON PARTICIPATING IN THE RIBBONS OF POPPIES PROJECT WORKING GROUP

Cllr Davis updated the members and suggested that poppy seeds are planted in the following areas; flowerbeds in Monks Risborough, SMG and by the Welcome to Princes Risborough signs. The members were concerned with the flowerbeds due to the potential difficulties with the summer planting, therefore this area should not be included.

However, it was agreed to plant seeds behind the flowerbed in Mill Lane and also the small tree area in the corner of Wades Park. Cllr Knights advised the members that part of this project involved the scouts & guides on a national basis.

Resolved; to contact the Scouts & Guides to see if they would like to be involved and to ascertain if any funding is available for this project. ND/IM

14. THE NAME OF A NEW DEVELOPMENT IN THE PARISH

A developer has proposed the name "Summerleys Business Centre"

Resolved; to accept this proposed name. JM

15. ACTION TO BE TAKEN TO RE-ADDRESS THE REMOVAL OF THE TWO CARDBOARD RECYCLING BINS AT HORNS LANE CAR PARK

(Cllrs Hall, Turner & Knights declared a non- pecuniary interest)

Cllr Ball proposed that a letter is sent to WDC asking them to reinstate the bins. No one seconded the proposal, therefore the motion was not carried.

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 AND DECIDE ON A RECOMMENDATION TO THE TOWN COUNCIL ON AN APPROPRIATE AMOUNT FOR THE ADOPTION OF THE OPEN SPACE ON A NEW DEVELOPMENT

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.**

17. AGENDA ITEMS FOR NEXT MEETING.

To be advised.

17. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 5th February 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 8.20pm.

Chairman.....

Date

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Appendix 1

Maintenance Report 02/01/2018

Good Evening and Happy New Year.

Prior to the Christmas break I met with service engineers to obtain quotes for service and repairs to both of our ride on mowers. We have received quotes from Turneys who carried out the work to the Kubota last year. We are waiting on quotes from RT Machinery. Once the council agree on which supplier, we can get the servicing done in good time so both machines are ready without delay for the upcoming grass cutting season.

The maintenance team recently received compliments on the work we carried out on the clearance of the stream down at St Dunstan's Park. We will continue our program of maintenance of all the parks over the coming months to assist in keeping boundary hedges and trees in check and to keep clear walkways and footpaths through the parks. We recently had some vandalism to the bus shelter outside the Elim Centre which we repaired, unfortunately the damage was repeated again. I believe this has been reported to both the police and the top school so hopefully there will be no further need for more repairs. I did schedule in the painting of all the bus shelters prior to Christmas but unfortunately due to unfavourable weather conditions this didn't go ahead, but will be a job we can hopefully get done in the coming weeks.

We did manage recently to get the gates at the SMG painted as they were looking rather scruffy. Other jobs we have been going include road sign cleaning in Risborough and also for the surrounding parishes. We have also been siding out footpaths for Lacey Green and will shortly be installing a number of benches for them.

Thank you for your time.

Kevin Locke – Maintenance Team Leader