

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

**PRESENT**

Chairman Cllr J Coombs,  
Cllrs M Walsh, A Ball, Cllr Wilkins, Cllr Summerbell, G Hall and I Churchill.  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council- Kirsty Pope.

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

RESOLVED: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting. The Deputy Clerk reported that apologies had been received from Cllr A Turner.

**2. MINUTES**

To receive and accept the draft Minutes:

RESOLVED: That the draft Minutes be duly received, accepted and agreed and that the minutes of the Town meeting on the 14<sup>th</sup> June 2016 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. None were declared

**4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 14<sup>TH</sup> JUNE 2016 NOT OTHERWISE ON THE AGENDA**

The Clerk confirmed that WE Blacks have dealt with the issue of overgrown vegetation outside the old sorting office and in addition Mr Gadsen is working with BCC with a view to tidying up the footpath.

**5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

There were no priority items on the Risk Assessment Report.

Cllr Hall raised his concerns about the condition of the road surface by the bus stop in the High Street. It was agreed for the office to contact BCC and request a site visit to evaluate the area. **JM**

**6. 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 on a recent meeting with SSE and confirmed that details will be forwarded to the members in due course. The members were also made aware that the agreed 10 trial lights have now been installed in Manor Park Avenue.

Cllr Hall suggested that in view of the forthcoming developments within the Town, the committee revisit their policy on their street lighting criteria. **MW/GH**

**7. 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.

**8. 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 Crescent Park**

There were no priority items in the Risk Assessment Report. The Deputy Clerk confirmed that a consultation meeting has been organised with the local primary school with regards to the new equipment for the park. **KP**

**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. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

### An email has been received from a contractor requesting the bus shelter to be moved

The contractor has been instructed by Red Kite Housing Association to renew an existing retaining wall at Bell Street the wall adjacent to Gatensbury Place Sheltered Housing. The bus shelter is blocking access to part of the wall. They have asked that the bus shelter be relocated by approximately 5 metres.

Resolved: to arrange an on-site meeting to discuss the request and to confirm with the contractor that they would be responsible for obtaining/covering any permissions/costs with the relocation and would need to ensure that they shelter is placed back in its original location.

**KP**

### Comments via the website regarding grass cutting in the town

The members confirmed that the office is in discussion with WDC regarding the scheduling of bin collections, in order to help with the scheduling of cuts.

The Clerk advised the members that following a meeting with the local area technician, it was brought to her attention that BCC are no longer providing weed spraying as part of their routine services. However, our own maintenance team has recently completed a weed spraying programme in the town but due to poor weather conditions the results have not been as successful as expected.

Resolved: to continue with weed spraying as part of the maintenance team schedule.

### An email has been received from local residents regarding dog fouling on Icknield Way

The residents of New Road have requested dog bin at the start of the Icknield and some signs about common dog mess law and the fines imposed.

Resolved: to send a letter to the dog warden asking for assistance with this issue and to post information on the Town Council website/Twitter feed regarding this unacceptable behaviour.

**KP**

### An email has been received from the Risborough Rangers Junior F. C. regarding the Earle Mitchell changing rooms

RRJFC would like permission like to enhance the good work already carried out to the refurbishment of this building and asked for permission to put a RRJFC badge on the outside of the building and paint the outside red and white.

Resolved: the members agreed that unfortunately they would be unable to agree to this request. However, Cllr Wilkins has agreed to lead a project relating to the refurbishment of the changing rooms and will be contacting them with details of how to be involved.

**SG**

### An email has been received from Bucks County Council regarding a Consultation for the Buckinghamshire County Council Local Flood Risk Management Strategy

The (LFRMS) has been completed and is on the BCC website.

<http://www.buckscc.gov.uk/environment/flooding/strategic-flood-management/flood-management-strategy/>

The council is encouraged to have a look at the revised strategy. The strategy is open for comment until the end of July, comments, via the website.

Resolved: for each councillor to look and comment as necessary.

**ALL**

### An email has been received from the Buckinghamshire Association of Local Councils regarding unitary authority

An invitation has been received from BMKALC to discuss and air views, comments and concerns regarding the development of a business case for unitary authority via the survey on survey monkey.

<https://www.research.net/r/Reviewoflocalgovernmentstructure>

The cut off date for the BCC Survey is 31 July 2016.

Resolved: for each councillor to look and comment as necessary.

**ALL**

### An email has been received from Wycombe District Council regarding a disputed invoice

WDC has invoiced the Town Council for legal fees relating to the License to locate a bench seat on The Mount. the Town Council feels aggrieved as it was unaware of the requirement to pay these fees until the agreement was received and the invoice raised.

WDC's in-house legal team routinely charges for legal work undertaken at the behest of external third parties because all in house legal departments are operating to an increasingly commercial model, and also to do otherwise would mean that the taxpayer as a whole would have to subsidise this. Similar PRTC applications for the siting of furniture on Highway land had not attracted a fee from the County Council. The need for a licence was justified because it was necessary to clarify the indemnity between the respective councils, which is an issue of good governance.

In an effort to reach a compromise on this matter so that the respective councils can continue to work together in a mutually supportive way, WDC would be prepared to accept payment of £250, i.e. a reduction of 50% in settlement of the invoice to bring the matter to an end. In the event of any similar request arising in the future, WDC would make sure that any associated legal and other fees were made abundantly clear prior to any work being undertaken.

Resolved: Cllr Hall agreed that he will contact WDC directly to discuss this situation and to report back to the committee.

**GH**

An email has been received from a resident regarding lorry deliveries

The resident is concerned that a local company has been taking deliveries at an inconsiderate time off 3.15 a.m. for an hour for the last 5 weeks and asks if they are any restrictions on times for deliveries.

Resolved: The office is requested to contact the resident and suggest that they contact Noise Pollution at WDC. **KP**

An email has been received from a resident regarding the flower beds at the lay-by by Burton Lane

The resident has requested that the flower beds be adopted by the Monks Risborough Horticultural Society

Resolved: The members agreed that they wish to maintain this area for the long-term, however the members did suggest that the Horticultural Society possible identify an area of the town where a new bed could be created and maintained. **JM**

An email has been received from a resident regarding parking at the corner of Stratton Road

The resident is concerned about the parking in Stratton Road close to the corner of Manor Park Avenue and believes that there is a risk of an accident.

Resolved: Cllr Ball will respond with as part of the on-going parking review. **AT**

An email has been received from a resident regarding the trees and bushes at Wades Park

The resident has concerns regarding the trees and bushes on the service road to Wades Park.

Resolved: to schedule this work in as part of the maintenance plan for the community centre area in November. **KP/KL**

An email has been received from a resident offering to donate four trees

The resident has offered to donate 4 trees from their garden to replace some of those that were vandalised in the parks.

Resolved: the members were extremely grateful to receive this offer and agreed they should the trees not recover by the autumn, the members should discuss this offer with the resident again. **JM**

Letter from resident regarding damage to tree at the Crescent Park

The members were made aware that the perpetrator has been identified further to enquiries made by the local Police. The person identified has shown remorse for their actions and the members were in receipt of a sorry card for the damage and upset caused.

Resolve: To write to the parents with a request that they reimburse the Town Council for the cost of the tree and that the perpetrator assists the maintenance team with litter picking duties at the Crescent Park. **SG**

#### **10. A REPORT FROM THE FOLLOWING WORKING GROUPS:**

- a) MARKET HOUSE – nothing to report, however it was agreed that PR committee should discuss possible uses for the Market House once the restoration work has been completed. **KP**
- b) DEVOLVED SERVICES – Cllr Walsh updated the members on a recent meeting with the Head of Highways, and a report will be circulated to all in due course. Cllr Walsh expressed his concerns that parishes within the DS agreement are financially disadvantaged compared to the parishes that have remained with the BCC in terms of service delivery.  
Resolve: Cllr Walsh to contact BCC to discuss the Town Councils position with regards to devolved services for the future. **MW**

#### **11. CARRYING OUT AN INVENTORY CHECK ON THE TOWN COUNCIL STREET LIGHTS**

Cllr Hall proposed to carry out an inventory of the current lighting stock as there is a discrepancy between the councils and contractors records and that a photo of each light is held on file for our asset register.

Resolved: The office is requested to ask Keith Dobson our Risk Assessment officer for a quotation for this work. **JM**

#### **12. CREATING A WADES PARK MASTER PLAN**

Cllr Walsh advised the members of his concerns with this park in light of potential housing applications, together with the development of the Community Centre and Risborough Springs.

Resolved: To set-up a working group to review this park with the following members, Cllr Walsh, Cllr Ball, Cllr Turner and Cllr Coombs. The office is requested to obtain latest development plans from the Community Centre, WDC and Ash Hill regarding the underpass. **MW/AB/ATJC/KP**

#### **13. DELEGATING THE DECISION REGARDING THE ELECTRICAL SUPPLIERS TO THE LIGHTING WORKING GROUP FOR A RECOMMENDATION TO THE TOWN COUNCIL**

Resolved: all present agreed to this request.

#### **14 UPDATE RELATING TO THE EARLE MITCHELL CHANGING ROOMS**

Cllr Ball presented a report on the meeting held on site with regards to the recent repair works to the changing rooms. Cllr Wilkins asked the members if he could lead a project team to assist with the on-going refurbishment work required.

Resolved: For Cllr Wilkins to proceed with the project and to report back to the Committee at the next meeting in addition it was agreed for Maintenance Team to schedule in the cutting back of the trees at the back of the changing rooms. **KP**

**15. ACTION TO BE TAKEN CONCERNING THE DAMAGE TO THE KING GEORGE V PARK BY CIRCUS GINNETT**

Circus Ginnett has expressed their concern with the quote from the Town Council relating to the damage caused by their vehicles during their visit back in May. They feel that quote is excessive and believe that any such damage would be self-repairing. Therefore they are disputing our claim to repair the damage. Cllr Walsh advised the members that this should be taken to the small claims court and no further information is offered to Circus Ginnett. It was also discussed that in the future and in view of Circus Ginnett stopping the bond cheque, all future bond cheques should be banked prior to any visits and where possible, photos of the park are taken before and after.

Resolved: To pursue this claim via the small claims court.

**16. PURCHASE OF GRAVE PEGS FOR THE STRATTON MEMORIAL GARDEN**

The Clerk advised the members that the stock of the specialised tracking pegs, required for insertion into each grave/internment space, needs replenishing.

Resolution: A quote was submitted to the members and it was agreed to order 100 more pegs **SG**

**17. ACTION TO BE TAKEN ON THE IDENTIFIED CULPRITS RESPONSIBLE FOR THE DAMAGE TO THE TREE IN THE CRESCENT**

Refer to action point 9, correspondence pg 14/01

**18. AGENDA ITEMS FOR NEXT MEETING.**

- To receive and update on the Earle Mitchell changing rooms - Cllr Wilkins
- To discuss and decide Road names for future roads in the town - Cllr Hall
- To discuss and decide on a strategy for the forthcoming CIL money – Cllr Walsh
- To receive an update from the Wades Park Working Group- Cllr M Walsh

**19. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 9<sup>TH</sup> August 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

**20. 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 preferred contactor for preferred contactors for the telephone box to house the defibrillator and electrical works at Wades Park.**

Cllr M 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.**

There being no further business the meeting closed at 8.20pm

Chairman.....

Date .....