

**MINUTES TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
Draft MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 9<sup>TH</sup> MAY 2017 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr. J Coombs,  
Cllrs M Walsh, P Summerbell, N Davis, A Ball, D Knights, I McLauchlan, G Hall and A Turner  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk to the Town Council – Kirsty Pope  
1 member of the public was in attendance.

**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.  
Cllr I Pearce sent his apologies as he had a previous commitment.

**2. MINUTES**

RESOLVED: To agree the minutes of the Town Committee meeting held on the 11<sup>th</sup> April 2017 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 11<sup>TH</sup> APRIL 2017 NOT OTHERWISE ON THE AGENDA**

Cllr Turner requested an update on the outstanding quote from Windowflowers for the planters. The office is requested to progress this and report back to the committee. **KP**  
Cllr Knights asked for clarification with regards to the benches outside the George & Dragon. Cllr Turner updated the members with the reasons for the change of refurbishment plans and confirmed that the existing benches just required a re-paint as structurally they are sound. All present agreed the re-painted benches are acceptable and these should be kept in situ. Cllr Walsh agreed to advise the George & Dragon that this work has **MW** been completed.

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

There were no priority items on the Risk Assessment Report.

The Scout Group flower bed at Mill Lane

The Scout Group has requested 30 box plants (permanent) and 12 boxes of white begonias and 12 boxes of red begonias at a cost of approx £108.00 to be ordered for the 16<sup>th</sup> May. All present agreed to order these plants. **JM**  
Cllr Davis raised his concern about the state of the flag at Duke Street gardens. Cllr Turner confirmed that a new flag has now been ordered.

Cllr Hall asked about the status of the telephone box. The Clerk advised the members that the telephone box had been delivered and that as it did not have a lock, the defibrillator box would need to be fitted with an appropriate lock accessible to the emergency services. The Clerk has contacted the Risborough Community Defibrillator Group requesting a locked cabinet and to arrange for the installation of the defibrillator and locked cabinet. **SG**

The office is requested to ask Cllr Bendyshe-Brown to arrange a meeting with BCC to discuss the issue with parking on the grass along New Road. **KP**

The office is requested to arrange a meeting with the County Fire Officer to discuss latest developments with the future of the service. **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 confirmed that the working group is meeting on Friday 12<sup>th</sup> May at 11am to discuss the LED tenders to make a recommendation for the preferred contractor at the next Town Council meeting.

The members requested an update on the out of service light at Kingsmead. **JM**

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

Cllr Ball advised the members that the work carried out on the stables roof has been completed to a satisfactory standard.

The members discussed their concerns with the incorrect shingle that has been supplied and the response from the supplier in relation to the complaint made.

The size of the pea shingle that was agreed in the work order appears to be much larger and is not suitable for use. The contractor disputes this and has confirmed that his supplier is happy with the product that they supplied.

Cllr Turner updated the members on his initial discussion with the contractor and disputed the comments made by the contractor in his email.

The members agreed that the supplier should supply and lay the shingle as per the original order. The office is requested to send a letter to the supplier, by recorded post confirming the member's decision. **SG**  
The office is also requested to obtain a sample of the required spec from another supplier and to obtain a quote for the removal of the incorrect shingle. The office is requested to purchase suitable signage to advise the paths are uneven. **KP**

An email has been received from a resident regarding the gates at the Stratton Memorial Garden

The resident is concerned that the timer on the gates is not working properly and that visitors may become trapped when the gates have closed and the warning signs have not been heeded and requested that the gates are left open.

The Clerk updated the members on the advice from the insurance company concerning the removal of the gates. Cllr Knights suggested that the gates are left in place and a manual override button is considered to resolve the issue. It was agreed that the SMG working group will meet to discuss the options and will subsequently arrange a meeting with the resident. **KP/AT/JC/AB**

**Cllr Knights made his apologies and left the meeting at 7.45pm**

**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.

Cllr Walsh made the members aware that two dog waste bins are in need of repair or possible replacement. The office is to ask TBS if they are repairable, if not, two new bins should be purchased. **JM**

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

**a) MARKET HOUSE –**

Cllr Walsh updated the members with the status of the project. The fitting of the staircase is currently holding up the project and this is being progressed with project manager, however the plan is for the staircase to be fitted before 8<sup>th</sup> July.

**b) DEVOLVED SERVICES –.**

Cllr Walsh advised the members that the fourth grass cut is now in progress.

**c) WADES PARK MASTER PLAN**

Nothing to report.

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

An email has been received from a resident requesting that the grass is not cut so often

The resident requests that the grass is not cut so often and so early on the island between the main road and the lay by in Monks Risborough and suggests a proper path from the bus stop is designed.

The office is requested to reply that in previous years the area was not well maintained and this is now part of the town grass cutting schedule, however it will ask BCC to investigate the suggestion of a proper path. **KP**

An email has been received from a resident regarding a litter bin in Park Street

The resident is concerned that the litter bin on Park Street is being misused and there appears to be trade and commercial waste being deposited.

All agreed to direct this complaint to the waste team at WDC. **JM**

Emails have been received regarding parking in the disabled bays at the Community Centre

Residents are concerned that the disabled parking bays are being used by non Blue Badge holders and ask who polices parking at the Community Centre.

The office is requested to let the resident know that we are aware of situation and this area is currently being monitored by CCTV for further action to be taken. **KP**

An email has been received from a resident regarding the zip wire at the Crescent play area

The resident has reported that children are climbing the metal frame at the end of the zip wire and asks if she should contact the police regarding this issue

The office confirmed that this has been reported to the police and they have agreed to increase their patrols in this area. The office is requested to ask Safe & Sound for any recommendation to resolve this issue. **KP**

An email has been received regarding a memorial bench at Wades Park

The Town Council is requested to purchase a bench in memory of a family member to be installed at Wades Park. The office is requested to thank the resident for their offer and to confirm the spec of the memorial bench that is approved for this park, together with the costs involved. **JM**

An email has been received from a resident regarding the surface surrounding the slide at The Crescent play area

The resident has advised that one of her children tripped onto the ground at the Crescent play area. The Clerk advised the members that the last risk assessment report indicated that there are no issues with this equipment or surface. All present agreed for an accident report form and a copy of the risk assessment to be sent to the resident. **KP**

**11. APPROVAL OF A MEMORIAL APPLICATION AT THE STRATTON MEMORIAL GARDEN**

An application for a memorial wedge has been received to use gold leaf lettering which is not permitted within the current regulations.

**Resolved: To approve the application. Cllr McLauchlan abstained from the vote.**

**JM**

**12. THE MAINTENANCE OF THE POPPY CROSS IN DUKE ST GARDENS**

The maintenance team leader asked the members to consider replacing the existing grass with a possible alternative option as the existing design takes excessive time to maintain.

**Resolved; for the office to source quotes for artificial grass and also granite for the cross design.**

**KP**

**13. PURCHASE OF A LITTER BIN FOR THE KGV PARK**

**Resolved; Due to the recent spate of vandalism of bins in various parks, the budget will need to be used to replace the existing bins and this would not allow for any new bins for 17/18.**

**14. ACTION TO BE TAKEN REGARDING THE TREES AT THE CRESCENT PARK**

The members were in receipt of an email sent by a resident regarding an historic issue with the location of the newly planted trees and requesting that they are removed.

**Resolved: Due to the firm & clear evidence received and circulated to the members prior to the meeting, it was agreed that these trees should be relocated at the end of the flowering season as per advice taken from WDC. The office is requested to advise the resident of this decision.**

**SG**

**15. THE USE OF THE ASKETT FIELD**

Cllr G Hall proposed that the Town Council investigate the possibility and costs of leasing the field at Askett.

**Resolved: To contact the land owner to investigate the possibility of renting this field and to report back to the committee. Cllr Davis voted against this decision and Cllr McLauchlan abstained.**

**KP**

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

To be advised.

**17. 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 RESPONSE TO A COMPLAINT AND TO DISCUSS AND DECIDE ON SUBMITTING A QUOTATION FOR A PRIVATE GRASS CUTTING CONTRACT.** 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.**

**18. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 13<sup>th</sup> June 2017 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 8.40pm.

Chairman.....

Date .....

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