

**Draft MINUTES TOWN COMMITTEE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 8TH NOVEMBER 2016 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs A Turner, M Walsh, A Ball, K Wilkins, G Hall and P Summerbell
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk to the Town Council – Kirsty Pope
No members of the public

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 Clerk reported that apologies had been received from Cllr McLauchlan.

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 Committee meeting on the 4th October 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 4TH OCTOBER 2016 NOT OTHERWISE ON THE AGENDA

The developer has advised that the base for the telephone box to house the defibrillator is about to be installed. Cllr Turner confirmed that he has tried to made contact with Thames Water regarding their drainage strategy plans but is still waiting to hear back.

5. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

There were no priority items on the Risk Assessment Report.

Cllr Turner asked the office to schedule in the collection of the rubbish collected from the recent Rag Pit clearance day. KP

Cllr Hall expressed his appreciation with the recent clean up exercise at the Whiteleaf Cross and requested that a letter of thanks is sent to the Chiltern Society, once work has been completed. KP

The office is requested to follow up the previously reported damaged A4010 directional sign behind the George & Dragon car park. KP

Cllr Hall reported that footpath PRR/9/1 and PRR/49/1 need clearing due to the amount of leaves. The office is requested to report this to BCC rights of way. KP

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

There were no priority items in the Risk Assessment Report.

A letter has been received from SSE regarding an unpaid invoice dated 2013

A letter has been received from SSE confirming that they had misplaced the work pack regarding a work order issued on 20th November 2013 to paint 44 brackets and that the work has been completed. The invoice has now been received for payment at £ 2222.88 + vat.

Resolved: To pay this invoice as the work was agreed and completed.

A letter has been received from Bucks County Council regarding Street Lighting Maintenance

B.C.C. advise that street lighting continues to move towards more energy efficient Light Emitting Diode (LED) lamps. BCC requests a meeting to discuss the options available to keep costs to a minimum.

Resolved: Agreed that BCC would be able to submit a proposal based upon our agreed tender contract that will be recommended by the Town Committee for approval at the next Town Council meeting. SG

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. Cllr Hall reported the lights by the MUGA are out. **JM**

St Dunstan's Park

There were no priority items in the Risk Assessment Report. Cllr Turner advised of some debris in the stream, including 2 large branches that need to be removed. **KP**

The Crescent Park

There were no priority items in the Risk Assessment Report. Cllr Coombs advised the members that the new play equipment is due to be installed this month.

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

King George V Park

There were no priority issues highlighted items in the Risk Assessment Report. Cllr Hall requested that the maintenance team plan a final cut of the hedge along the Aylesbury Road for the winter period. **KP**

9. A REPORT FROM THE FOLLOWING WORKING GROUPS:

- a) MARKET HOUSE – Cllr Walsh provided the members with a brief update on the project and confirmed that the next project meeting is Tuesday 15th November. The office is requested to email the project manager to confirm that requirements are in-place for Remembrance Day with regards to the electrics etc. **SG**
Cllr Walsh and Cllr Ball agreed to meet on-site on Thursday to check progress.
- b) DEVOLVED SERVICES – Cllr Walsh, Cllr Turner and the Town Clerk recently met with BCC. The office is waiting for a response to some outstanding questions but no further action to be reported at present.
- c) WADES PARK MASTER PLAN – work in progress but no further action to report at present.

10. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

A further email has been received from a resident regarding trees that overhang their property

Cllrs Walsh and Turner and the Maintenance Team Leader met with the resident to discuss the issues regarding the ivy management, thinning out of the elder trees and removal of the rubbish. The resident also requests that the sycamore tree next to the protected lime be felled as the seeds fall into their garden and the tree blocks out their light. The resident has offered to help move the debris to the bonfire pile.

The members agreed for the work to be planned into the maintenance team schedule for winter. The office is requested to advise the resident of this. **SG**

A further email from a resident has been received regarding Agenda Item No 12 October 4th 2016 Replacement Trees

Further to the above agenda item that was discussed in October, the office has recently been made aware that free replacement trees have been offered to the council. The members wished to thank the resident for their kind offer but to decline the offer. However, the resident's subsequent offer to replace the 2 hebe plants is gratefully accepted.

The office is requested to advise the resident of this. **SG**

Gates

A resident has requested that a sign be placed in a prominent area that will advise visitors how to exit the gardens after the gates have closed. No further action to replace any signage as the issue was due to the timer not being changed to reflect GMT. **The office is requested to advise the resident.** **KP**

An email has been received from a resident regarding Street Lights at Kingsmead

The resident is concerned that there are now 2 street lights not working in Kingsmead.

Street Light No 157 currently has a major supply fault which requires investigations. Contractors have been contacted for quotations for the repairs. It was **resolved** at the meeting on the 9th August that no further action would be taken at present but to consider the issue at the Estimates meeting in November.

Street Light No 155 reported to the contractor to action a repair.

Also the resident is concerned regarding the overgrown hedges in Mill Lane, although these were cut back by TfB.

All present agreed that the issue with the hedge should be communicated to County Councillor Bendyshe-Brown and for the office to ask if this could be added to BCC's winter maintenance plan.

The members agreed that the work for the street lighting in Kingsmead should be brought forward and for the office to obtain further information to expedite the work. **KP/JM**

An email has been received from the National Childbirth Trust requesting to use Wades Park

The N.C.T .has requested permission to use Wades Park on Thursday the 13th April 2017 to host a bunny hunt.

Insurance and risk assessments can be supplied.

Resolved: All present agreed subject to usual park regulations. **KP**

An email from Wycombe District Council has been received regarding a consultation from British Telecom
W.D.C. has recently been notified by BT of their proposals to permanently remove 54 public call boxes in the District. The Town Council has to decide whether to consent or object to the removal of each individual kiosk. If the Town Council wish to make any comments about any of the sites, the Town Council can do so using Consultee Access and searching under the reference number 16/07915/CONBT. The documentation received from BT can also be viewed using Consultee Access.

Comments should be submitted by 28 November 2016

If the kiosk in question is a traditional red telephone phone box BT offer the local community, the opportunity to adopt the phone box for £1. Any parish / town / community council or registered charity organisation can apply to adopt their local phone box. If the Town Council are interested in adopting a traditional red phone box which is on the list the Town Council is asked to advise W.D.C., providing contact details, who will then advise BT.

Noted.

An email has been received from the 1st Monks Risborough Guides regarding planting bulbs

The Guides are taking part in a Baden Powell challenge and have requested permission and a suitable location to plant bulbs in the Town to benefit the community. Cllr Hall suggested that daffodil bulbs are planted in the grassed area between New Road and the trees estate. The office is requested to advise the Guide Leader. **KP**

An email has been received from a resident regarding dog walkers in the King George V and Wades Park

The resident has concerns regarding dog owners letting their dogs off their leads in the children's play area and fouling the area.

The members sympathised with the resident as this is a regular complaint and despite regular pleads in Crosstalk for owners to be more responsible, this problem still continues. **The office is requested to advise the resident that although the Town Council are unable to enforce any fines, the information has been passed on to the local police with a request to patrol these areas.** **SG**

11. A CHARGE FOR THE EXCLUSIVE RIGHT TO TRADE AT WADES PARK

It was resolved at the meeting of the Town Committee on Tuesday the 4th October Agenda item No 13 to charge £25.00 per weekend. The trader has requested that the charges be revisited, as £25.00 per weekend is unsustainable and suggest a fee of £ 25.00 per month instead.

Resolved: It was agreed that £20 per weekend would be the revised charge. The office is requested to advise the trader of this revised price. **SG**

12. THE SPECIFICATION FOR THE LED PROJECT IN ORDER TO PREPARE THE INVITATION FOR THE CONTRACT FINDERS WEBSITE.

The Lighting Working Group made the following recommendation.

There are 477 existing streetlight fittings to be replaced with LED and all are to have standard optic LED with all night controllers.

426 LED luminaires to be fitted to columns

10 LED luminaires to be fitted to Victorian lamp posts

41 LED luminaires to be fitted to wood poles including brackets

All-night controllers to have dimming at 50% from 00.00 to 06.00.

Additional requirements depending on budget constraints - Non-destructive testing to existing steel columns and some column replacement if serious structural defects are identified.

- S&F new Urbis Ampere Mini 16 neutral white LED luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding.
- S&F new DW Windsor Kirium Mini 15 neutral white LED luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding.
- S&F new luminaire to column after removing and disposing of existing fitting including new cabling, testing, signing and guarding. Luminaire Model suggested by the tenderer.

Resolved: To recommend to the Town Council to include the above specification in the invitation document for tenders for the supply and installation of the LED footway lighting project.

The tender is to include prices for the following

13. AGENDA ITEMS FOR NEXT MEETING.

To be confirmed

14. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 13th December 2016 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 8.10pm.

Chairman.....

Date