

**Draft MINUTES TOWN COMMITTEE  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 4<sup>th</sup> OCTOBER 2016 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman Cllr. J Coombs,  
Cllrs. A Turner M Walsh, A Ball, 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. I McLauchlan & K Wilkins who both have work commitments.

**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 6<sup>th</sup> September 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 6<sup>TH</sup> SEPTEMBER 2016 NOT OTHERWISE ON THE AGENDA**

Item 5 – the office confirmed that plants have been ordered for the flowerbed in Mill Lane.

Cllr Turner confirmed that he has spoken to WDC regarding the report from Thames Water. Cllr Turner requested for the office to contact Thames Water to advise that he will be contacting them directly to discuss the report. **KP**

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

There were no priority items on the Risk Assessment Report.

Street Light No 424

Street Light Column No 424 outside Bell St. has been damaged. Thames Valley Police has confirmed that they have not received a report that it has been involved in a road traffic collision. SSE have attended and removed the column down to the base. UK Power Networks has disconnected the supply and sent an invoice for £980+vat. The Princes Risborough Maintenance team has placed warning signs and a cone in the area. A quotation has been received from SSE to remove the damaged column and replace for £ 1091.12+vat. All present agreed to replace the damaged post. **JM**

Benches outside the George and Dragon

A contractor has made a site visit to assess the repairs required to the benches and requests guidance on the extent of the repairs the members would like to enable a quotation to be prepared. The office is requested to obtain a quote for the work. **JM**

Cllr Hall advised that a road sign by the roundabout near Horns Lane has been damaged. The office is requested to report this directly to TfB. **KP**

The office is requested to ask the Maintenance team to check that the bus shelter along Bell Street has been secured properly following the recent work carried out to the retainer wall. It was also requested for the team to look at the current condition of the roof as it potentially needs repairing. **KP**

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

There were no priority items in the Risk Assessment Report.

Nothing to report from the working group

**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.

An email has been received from a resident regarding trees which overhang their property.

The resident has requested a meeting with a member of the Council to discuss their concerns relating to the elder trees and ivy in the Stratton Memorial Garden which are encroaching on their property. Cllr Walsh, Cllr Ball & Cllr Coombs agreed to meet the resident. **KP**

## **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 Dovecote is being used as goal posts. All present agreed to install a "No ball games" sign on the posts next to the Dovecote.

### **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 issues highlighted items in the Risk Assessment Report.

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

- a) MARKET HOUSE – work is due to commence this week on the restoration. Cllr Turner advised that the RBL would like to store the poppies in the RBL chapel in St Marys. The office is requested to advise Rev. Williams and a notice to be placed on the war memorial to confirm location of the poppies.
- b) DEVOLVED SERVICES –. Cllr Walsh confirmed that a meeting is planned for 13<sup>th</sup> Oct with BCC to discuss the existing contract.
- c) WADES PARK MASTER PLAN – W/G have met and agreed a list of action points that are currently being progressed.

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

The Britain in Bloom competition results have been received

The marks received in all 3 sections have improved on last year in the Town category and a silver medal was awarded. The Stratton Memorial Garden also improved in the Parks category and a silver gilt medal was awarded. The members discussed the possibility of asking Monks Risborough Horticultural Society if they would be interested in taking this over next year or reducing the entry level to just Stratton Memorial Garden.

## **11. THE LOCATION TO RE-SITE THE NOTICE BOARD AT THE MARKET HOUSE**

The notice board at the Market House has been removed because of the restoration works taking place.

**Resolved: To re-site the notice board and place it on the wall of the library. The office is to contact BCC for permission.** KP

## **12. THE REPLACEMENT TREES IN THE STRATTON MEMORIAL GARDEN**

The 2 Cedrus Deodora Aurea trees in the Stratton Memorial Garden are possibly diseased and need to be removed.

**Resolved: To replace with Calocedrus – incense cedar as recommended by the local arboriculturalist and for the Clerk to advise the resident of this recommendation.** SG

## **13. A CHARGE FOR THE EXCLUSIVE RIGHT TO TRADE AT WADES PARK**

A request has been received from the owners of the Potting Shed mobile coffee van to trade at Wades Park

**Resolved: Agreed to charge £25 per weekend.** SG

## **14. QUOTATIONS FOR TREE WORKS IN WADES PARK**

The Clerk presented 3 quotations for tree works in Wades Park

1. Take top out of cherry tree and fell 1 Norwegian spruce overhanging a property in Church Lane and clear away £ 250.00+vat
2. Grind 2 large limes tree stumps out at the entrance £ 250.00+vat
3. Fell 2 large trees and clear wood at the storage area £ 580.00+vat

**Resolved: Agreed to accept quotation number 1 but the office is requested to advise the resident that this is a one-off cut. Quotes 2 & 3 will need to be part of the planning application for phase 2 of the storage project.** SG

## **15. AN APPLICATION FOR A MEMORIAL AT THE STRATTON MEMORIAL GARDEN**

An application for a memorial stone to be placed in the Stratton Memorial Garden has been received with a raised image of a book.

**Resolved: To refuse the application as it does not conform to the existing regulations.** JM

## **16. PREPARATION OF ESTIMATES BUDGET FOR THE TOWN COMMITTEE FOR 2017/18**

**Resolved: Estimates for the next financial year were agreed for submission to the Finance Committee.**

**17. AGENDA ITEMS FOR NEXT MEETING.  
To be confirmed.**

**18. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 8<sup>th</sup> Nov 2016 at 7.00 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

**19. 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 the preferred contractor for the tree works in Station Road**

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 8.50pm.

Chairman.....

Date .....

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