

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 7<sup>TH</sup> NOVEMBER 2017 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, M Walsh, I McLauchlan, A Turner and G Hall.  
Clerk to the Town Council – Susanne Griffiths  
Deputy Clerk – Kirsty Pope  
2 members of the public were in attendance.

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

Apologies were received and accepted from Cllr Roberts & Cllr Knights.

**2. MINUTES**

**RESOLVED:** To agree the minutes of the Town Committee meeting held on the 10<sup>th</sup> October 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.

**Cllr Turner & Cllr Walsh declared a non-pecuniary interest in item no. 14**

**4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 10<sup>TH</sup> OCTOBER 2017 NOT OTHERWISE ON THE AGENDA**

Cllr Ball requested an update on the EM changing rooms. The office confirmed that quotes were still to be sourced for this.

Cllr Summerbell confirmed that she had visited the Crescent park with Cllr Roberts and a maintenance team member regarding the revised location for the recently planted trees.

Cllr Turner raised the issue about providing a dog walking area for disabled people. It was agreed for the office to ascertain information on the process for amending the existing bye-laws and to circulate this to the members.

The office was also requested to contact BCC to obtain details on the number of registered disabled people in the town.

**KP**

**5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER**

**See attached report. Appendix 1**

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

An email has been received from a Market Trader regarding an illegally parked lorry and a collision with a bus

The Market Trader's stand and flag has been damaged by a bus as it tried to pass an illegally parked lorry and requests that this is investigated and suggests that the High St be closed on Market days from 8am-4pm

Cllr Walsh will speak at the next ShopWatch meeting regarding deliveries on a Thursday, however the members are unable to consider a road closure due to the cost and the implications to the other retailers.

**MW/KP**

An email has been received from Red Kite Community Housing regarding a development in High Wycombe

Red Kite Community Housing is to commence development in and around High Wycombe and request a meeting with The Town Council to discuss further. The members have agreed a meeting with Red Kite Housing for 14/11 at 2.30pm the following councillors will be attending

**AB/MW/JC/MW/ND.**

An email has been received from the Scout Leader regarding replanting the Scout Bed in Mill Lane

The Scout Leader requests a plan for the replanting of the Scout Bed.

It was agreed for the office to liaise with the Scouts and for the Maintenance Team to collect & deliver the plants to the scout bed as per previous years.

**JM**

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

The resident has reported that visitors are being caught inside the gardens because they do not see the opening and closing signs and the emergency release button. The resident also reports that the gates do not open fully when the emergency button is used or by a car. Comments noted.

An email has been received regarding a visit to the Market House by the Princes Risborough Beaver Cubs and Scout groups

The leader of the Princes Risborough Beaver, Cub and Scout groups would like to arrange to visit the Market House now that it has been refurbished.

It was agreed to ask Sandy Macfarlane if he would be happy to accompany them to provide some history on the building.

Cllr Walsh & Cllr Coombs agreed that they would also be in attendance. The office is to suggest a date in the New Year. **JM**

An email has been received from a resident regarding the entrance to St Dunstan's Park, Speed Awareness cameras, Mill Lane footpath and pavements

The resident writes that at the Public meeting in 2016 he reported the following:-

The poor state of the entrance to St Dunstan's Park from Mill Lane and that nothing has been done.

There is not a Speed Awareness camera in Princes Risborough

The footway on Mill Lane

**The office is requested to report the path to BCC. The members agreed that the office should source quotes for the repair to the entrance to park. The speed awareness issue will be passed to the NAG. KP**

A complaint has been received regarding the new trial LED lanterns installed in Ash Road

The resident is concerned that the light outside her home is white instead of orange she is unable to see the kerb and will be using a wheelchair.

**The office has advised the resident that this is a trial only.**

## **7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

A quotation has been received for artificial grass to be laid at the Poppy Cross

A quotation to supply and lay artificial grass on the Poppy Cross has been received at £ 357.51

The members felt this was too expensive and suggested a supply only quote and for the grass to be fitted by the MT. **JM**

Cllr Hall reported that the orange barrier o/s Gatensbury Place is still in situ and should have been replaced by now with the original steel barrier. The office is requested to report this to BCC **KP**

The "no entry" sign along Duke Street by TSB is still leaning. Office to report to BCC. **KP**

Cllr Hall advised that the two spots lights o/s Corals & Whiteleaf are still out of action. The office is requested to contact SEC. **JM**

Cllr Davis reported that the bench in the bus stop by the Elim Centre is in need of repair. **KP**

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

There were no priority items in the Risk Assessment Report.

Light no.457 Station Road and the light at the bottom of Clifford Road are out. The members agreed to ask SEC to change these to the LED lantern. **JM**

Cllr Walsh advised the members that a proposal relating to the LED lighting trial will be discussed at the next Town Council meeting.

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

The office circulated a letter received from the contractor regarding the incomplete work on the paths. The office confirmed that the shingle is still at the SMG but has been removed to the back on the garden.

The members agreed that a response should be sent to the supplier asking them to remove the shingle within the next 7days. **All present agreed** that a recommendation is made from the Town Committee to the full Town Council for the office to start legal proceedings against this supplier if the shingle is not removed and the deposit returned as the work has not been completed.

**SG**

## **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 Deputy Clerk confirmed that the repair work to the skatepark has been completed. Cllr Turner suggested that the BFP might be interested in this story regarding the vandalism and the costs involved in repairing it. **DK**

### **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.

Cllr McLauchlan left the meeting at 8.15pm

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

a) MARKET HOUSE- The clock is not working correctly and the office is requested to notify Smiths of Derby of the problem. Cllr Hall suggested that a quote is sourced for the annual service of the clock. **JM**

b) DEVOLVED SERVICES – Cllr Walsh updated the members on meeting with BCC on devolved services developments for the future.

c) WADES PARK MASTER PLAN – The w/g are meeting on the 8/11

**12. A REPORT FROM THE PARTICIPATING IN THE RIBBONS OF POPPIES PROJECT WORKING GROUP**

Cllr N Davis presented a report to the members and suggested certain areas of the town that poppies could be plants.

**Resolve: In principal the members agreed to support the project but asked for a completed list of locations that can be considered & agreed by the members.** **ND/IM**

**13. APPROVAL OF THE SOLICITORS COSTS FOR THE PREPERATION OF A LEASE AGREEMENT FOR A BUILDING**

A quotation has been received from a solicitor at £ 800.00 + vat to prepare a lease agreement

A quotation has been received from a solicitor at £800.00 + vat for a lease agreement between the Town Council and Risborough Rangers Junior Football Club for the storage facility.

**Resolved: To instruct the solicitor to proceed with the lease agreement at the agreed quotation of £800.**

**14. LEVEL OF THE TOWN COUNCILS INVOLVEMENT IN ARRANGING THE REMEMBRANCE DAY EVENTS**

Deferred to the next meeting.

**15. PREPARATION OF THE TOWN COMMITTEE BUDGET 2018/2019 FOR ESTIMATES**

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

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

To discuss and decide on the terms and conditions of hiring the Market House

To receive the Market Health report from NABMA and decide on any actions to be taken

**17. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 5<sup>th</sup> December 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 9.40pm.

Chairman.....

Date .....

## **Maintenance report Tuesday 7/11/2017 – APPENDIX 1**

Good evening everyone.

Moving into late autumn and we are nearing completion of the grass cutting season we have a couple of devolved service cuts outstanding in Bradenham / Lacey Green and Speen and possibly Bledlow. Due to the very soft verges and the likelihood of cutting them up we don't intend cutting Risborough again. The parks in Risborough were cut last week and may only need one more cut. Once we have completed the mowing, I will be obtaining quotes for service and repairs to both the Ransome Parkway and also the Kubota.

I aim to get those as early as possible to both take advantage of the discounted winter labour rates that are on offer from the service Centres we have used previously and also to ensure the mowers are operational from early spring without any delays.

We have acquired most of the tools and equipment requested in the past couple of years and other than service and repairs I don't foresee the need for any major purchases in the next 12 months.

There are accessories such as new harnesses that we need and also other items of PPE including high Vis Vests/ Jackets and helmets incorporating Visors.

The alterations and extension to the maintenance compound will hopefully go ahead soon and give us more storage space, and allow us loading and unloading without inconveniencing users of the roadway to Wades Park.

We have issues still with the electric supply to the container tripping which may be due to damp. This will need addressing.

Also the clock at the market house seems to be playing up again, I am going to ask Chris Dennis if he can have a look to see if there are any obvious problems but failing that it may need looking over by the firm who worked on it recently.