



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 5TH MARCH 2024 AT 7.00PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chair S Marshall, Cllrs A Ball, J Biss, S Coombs, A Frost, A Shipley

In attendance

Susanne Barter- Clerk

Jayne Mylchreest – Administration Officer

Mark Roberts – Estates Manager

No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr Rawsthorne as he was away and Cllr Cross who had a work commitment.

Resolved: To accept apologies from Cllrs Rawsthorne and Cross.

No apologies were received from Cllrs Hall and Turner.

2. MINUTES

To agree the minutes of the Town Committee meeting held on the 6th February 2024 be signed as a true record.

RESOLVED: To agree the amended minutes of the Town Committee meeting held on the 6th February 2024 be signed as a true record.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations.

None were declared.

4. PUBLIC FORUM

No members of the public were present.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

A request to borrow equipment has been received.

An Equipment Loan Agreement has been received from a local school to borrow 10 gazebos on the 19th July 2024.

Cllr Marshall proposed to approve the request.

Seconded by Cllr Ball.

Resolved: To approve the request.

S Boyle

A request has been received to use Wades Park for a run event

A school from outside the area has requested to use Wades Park for the run part of a Triathlon event on the 2nd May and 20th June 2024.

Cllr Ball proposed to approve the request at a concessional charge of £100 to show support for the school.

The fee is to cover the administration costs and maintenance of the park.

Seconded by Cllr Frost.

Resolved: To approve the request at a concessional charge of £100 to show support for the school.

The fee is to cover the administration costs and maintenance of the park. KP

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An email has been received from the headteacher from a local school

The headteacher of a new local school would like to introduce himself to the members by attending a meeting in person to establish links between the school and the Town Council.

All present agreed to refer the request to the Town Council.

JM

Correspondence regarding a Public Spaces Protection Order (PSPO) has been received

Buckinghamshire Council (BC) has sent correspondence relating to a PSPO

All present agreed for this matter to be referred to the Town Council as a recommendation that a Task and Finish Group be established to explore the options.

JM

6. REPORT FROM MARK ROBERTS ESTATES MANAGER

Please see the report attached. (Appendix 1)

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

a) No high-priority areas are highlighted in the Town Risk Assessment Report.

The Clerk informed the members that the Devolved Services agreement had been received from Buckinghamshire Council (BC). The grass cutting maps sent by BC are incorrect. The office has submitted amendments to BC requesting the grass cutting maps are updated before the 26th March 2024 when the Town Council will consider the Devolved Services proposal.

b) Speedwatch – Cllr Frost reported that they are still struggling for volunteers. An article is to be included in Crosstalk to promote the campaign and seek more volunteers.

8. A REPORT ON THE STRATTON MEMORIAL GARDEN INCLUDING A RISK ASSESSMENT REPORT

Nothing to report.

9. A REPORT ON THE PARKS, INCLUDING A RISK ASSESSMENT REPORT, AND A DECISION ON ACTIONS TO BE TAKEN.

a) Wades Park

There were no priority items in the Risk Assessment Report.

The Clerk reported that the parking enforcement is working well. Parking fines have been issued to offenders which has resulted in the disabled bays being available for Blue Badge holders to use.

St Dunstan's Park

There were no priority items in the Risk Assessment Report.

Nothing to report.

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

Nothing to report.

King George V Park

There were no priority items in the Risk Assessment Report.

Nothing to report.

The Crescent Park.

There were no priority items in the Risk Assessment Report.

Nothing to report.

Kite Meadows

There were no priority items in the Risk Assessment Report.

Nothing to report.

b) Playground equipment maintenance programme

The Estates Manager updated the members that all high-risk issues have been addressed and is working through the risk assessment to address the minor issues.

c) Cllr Biss proposed the KGV Park for new play equipment
Seconded by Cllr Coombs

Resolved: The KGV Park is the preferred park for new play equipment in 2024.

KP

10. A REPORT ON THE THURSDAY MARKET

a) Nothing to report

b) **All present agreed** to defer this item to the next meeting as Cllr Cross was not in attendance.

11. TOWN PLANTING

All present agreed for the office to arrange a video call between Councillors and the Deputy Clerk with a contractor to be chaired by Cllr Marshall to discuss town planting options. Cllrs are requested to prepare ideas and questions in advance of the meeting.

ALL/KP

12. SEVERE WEATHER POLICY

Cllr Marshall proposed to approve the revised Severe Weather Policy for the Thursday Market for recommendation to the Town Council

Seconded by Cllr Ball.

Resolved: To approve the revised Severe Weather Policy for the Thursday Market for recommendation to the Town Council.

JM

13. FUTURE AGENDA ITEMS

To discuss and decide on outsourcing the running of the Thursday Market to a Co-operative (Cllr Cross)

14. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO RECEIVE A REPORT ON THE DOVECOTE AND DECIDE ON ANY ACTIONS TO BE TAKEN AND TO DISCUSS AND DECIDE ON THE PREFERRED SUPPLIER FOR THE SWIFT MOWER REPAIRS

Cllr S Marshall proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960.

Seconded by Cllr A Shipley.

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.

Dovecote

The Estates Manager advised that quotations are being sourced for a complete roof repair and grants are being investigated to help with the cost. In the meantime, remedial action will be taken with existing materials, to make the roof water tight.

MR/CH

Swift Mower repairs

The Estates Manager presented 3 quotations

1. £ 867.62 + vat
2. £ 1,294.45 + vat
3. £ 1,323.62 + vat

Cllr Marshall proposed to approve quotation No 1

Seconded by Cllr Ball

Resolved: To approve quotation No 1

MR

15. DATE OF NEXT MEETING

The date of the next meeting of the Town Committee will be held on the 2nd April 2024 at 7.00 pm and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 7.58 pm.

Appendix 1 Estate Managers report 5/3/2024

The new member of the maintenance team is settling in nicely.

Our work on the winter schedule continues and we are making good progress through our list of jobs to be completed before the grass cutting season begins, this work has included;

- Clearing the debris from the two streams at St. Dunstan's and Wades parks, it was noted that small fish were seen in the stream. This is a good sign as it shows that wild life is happy to live there and the streams must be clean enough for it to do so.
- Fence repairs have been carried out in the Stratton Memorial Garden, this is in response to a complaint and also work that I have identified.
- We have also been working on laying a concrete slab for the installation of a memorial bench in the KGV park, the slab has been laid and the bench should be installed next week.

I have been working to ensure that the fire alarm at the Wades Centre is compliant using the risk assessment completed earlier in the year. This work continues but we are now testing the system regularly and staff will be completing a fire warden's course in April. Part of the compliance requirements require me to report to the Town Committee every three months so going forward I will ensure you are kept up to date with fire drills that have been completed and that the system is working.

Finally, I would like to make you all aware that we have received the new contract and maps for the devolved grass cutting in the town, this has been added to substantially with no extra money being provided. The Clerk and I have had a meeting to discuss this and returned the maps to Buckinghamshire Council with the new areas highlighted. We have indicated that some of these areas are outside of the 30MPH limit signs and are not safe for the maintenance team, we have also told them that we are happy to do some of the extra work indicated provided that we are paid for the extra work. I will keep you updated on this situation as it progresses.