



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors A Ball, J Biss, S Coombs, S Davis, A Frost, G Hall, I Churchill, I McLauchlan, C Morgan, I Parkinson, N Rawsthorne, A Turner, M Walsh)

Dear Councillor,

You are summoned to attend a **Meeting of the Town Council** to be held at the **Brushwood Suite, Wades Centre, Stratton Road, Princes Risborough** on **Tuesday, 25th November 2025 AT 7.00 PM** when the business set out in the following agenda will be transacted.

Susanne Barter

**Clerk to the Town Council
18th November 2025**

AGENDA

The Town Council Prayer

1. **Welcome and Apologies for Absence**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk
2. **Acceptance of Minutes of the Previous Meeting of 4th November 2025**
To receive and approve as a correct record the minutes of the Town Council meeting held on the 28th October 2025
3. **Declarations of Interest and Dispensations**
To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations
 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure)
 - iii) Register of Disclosable Pecuniary Interest and other Registerable Interests
4. **Public Forum**
Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 e-k. The public are welcome to observe the rest of the meeting. Applications to speak must be received by the Town Clerk no later than 5pm on the last working day preceding the meeting.



PRINCES RISBOROUGH TOWN COUNCIL



5. **Report from Thames Valley Police**
6. **Reports from Buckinghamshire Councillors**
To receive written reports from Cllrs Gary Hall and Matthew Walsh
7. **Council Committees**
To receive and note the minutes of: -
Finance Committee [28th October 2025](#) (draft)
Planning Committee [4th November 2025](#) (draft)
Town Committee [4th November 2025](#) (draft)
8. **Correspondence**
To decide on the response to correspondence received at the Town Council
9. **Report from the Mayor/Deputy Mayor**
To receive a report from the Mayor/Deputy Mayor on functions that they have attended
10. **Task & Finish Groups**
a) To receive reports from the quarter 3 Task & Finish Groups and decide on any actions to be taken
b) To decide on the Task and Finish Groups for Q1.2026
11. **Finance**
a) To approve payments over £5000
b) To note the income and expenditure to date
12. **Minor Grant Applications**
To approve the recommendation from the Finance Committee for the following minor grant applications
a) The Princes Risborough Charity for Christmas Hampers
b) The Volunteer Driver Service
c) Chiltern Arts Festival
13. **White Ribbon Initiative.**
To discuss and decide on whether Princes Risborough Town Council registers and is involved with the White Ribbon initiative. (Cllr J Biss).
14. **Allocation of CIL Funds**
To discuss and decide on the most appropriate project for the allocation of Community Infrastructure Levy (CIL) funds totalling £1,988.64, received in May 2025.
15. **Planning Application**
To consider and comment on New Planning applications

a) [25/3956/FA](#) Linnets Summerleys Road Princes Risborough
Householder application for the demolition of an existing rear conservatory and detached garage and the erection of a front porch and single storey side/rear extension with side rooflights together with the relocation of an existing oil tank.

b) [25/3904/FA](#) Centre Parade Place Farm Way Monks Risborough
Change of use of part of existing retail unit (Use Class E (a)) to form an estate agents (Use Class E (c)) together with associated internal and external alterations, including installation of shop front and shutter.



PRINCES RISBOROUGH TOWN COUNCIL



16. Local Market

To consider and approve the recommendation from the Town Committee to grant a dispensation for a trader, and to amend the Traders Agreement policy to permit setup from 06:00 hours, in recognition of the volume of stock involved.

17. Festival Dates

To decide on the dates for the Summer and Christmas Lights Switch-on events in 2026

18. Future Agenda Items

To receive items to be included in the next meeting

19. Exclusion of Press and Public

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 decide on preferred suppliers for Play Equipment, Bat License Support and consultants for the Brushwood Suite

20. Date of next meeting

To note the date of the next meeting

Distribution – all Councillors and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND