



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 28th OCTOBER 2025 AT THE BRUSHWOOD SUITE, WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr Ian Churchill – Chair
Cllrs A Ball, S Coombs, G Hall, J Biss, S Davis, I McLauchlan, C Morgan, I Parkinson, N Rawsthorne, A Frost.
Susanne Barter – Clerk
Kirsty Pope – Deputy Clerk
1 member of the public

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr M Walsh and Cllr Turner, who are both away on holiday.

Resolved: To note apologies from Cllr M Walsh & Cllr Turner

2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 30th SEPTEMBER 2025.

Resolved: To agree and sign as a correct record the minutes of the 30th September 2025.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

None were declared.

4. PUBLIC FORUM

No members of the public addressed the council members.

5. A REPORT FROM THAMES VALLEY POLICE

PSCO Alex Cabbage attended the meeting and provided members with an update on several local matters. The CCTV camera on Eastfield Road remains in place and will continue to operate for the foreseeable future to help address ongoing anti-social behaviour in the area. The recent shoplifting issue on the High Street has been resolved, and support was provided to a homeless gentleman who had been staying at the local church.

The Police will be involved in several upcoming events, including Remembrance Sunday, the Christmas Lights Switch-On, and two “Have Your Say” sessions scheduled for 7th November and 3rd December, both to be held by the Market Square. During the meeting, Cllr Parkinson raised concerns about parking issues along Stratton Road, particularly during large gatherings at the Wades Centre. The members were asked to inform the Police of any forthcoming events that may require additional attention.

6. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Hall provided members with a local infrastructure and transport update. The fire tower is scheduled to be replaced, and installation of a 5G mast is currently underway at the top of New Road. Lorry movements from the former Molins site have noticeably slowed, and Buckinghamshire Council is investigating the possibility of implementing a 7.5-tonne weight limit on Poppy Road.

A review of road surfacing priorities for the upcoming financial year is currently underway. Members were also informed that Buckinghamshire Council has been advised by central government that, following the Fair Funding Review, it could potentially be £42 million worse off.

7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee [30th September](#) (draft)

Planning Committee [7th October 2025](#) (draft)

Town Committee [7th October 2025](#) (draft)

Commercial Services Committee [20th October](#) (draft)

Events & PR Committee [14th October](#) (draft)

Admin + HR Committee [20th October](#) (draft)

Resolved: The Committee minutes listed above be received and noted.

8. CORRESPONDENCE

E-mail received from the Campaign for Real Ale (CAMRA)

An email has been received from CAMRA, forwarding their submission to Buckinghamshire Council, which sets out the changes Buckinghamshire Council needs to make to its Reg 18 draft Local Plan to protect and promote pubs.

Noted.

An e-mail has been received advising that the Three Crowns, Askett has been nominated as an asset of community value.

An e-mail from Buckinghamshire Council advising that the Three Crowns, Askett has been nominated as an asset of community value by the Askett Society. It requests that any comments regarding the nomination be submitted before 5th November 2025.

Cllr Ball proposed to send a letter of support for the nomination

Seconded by Cllr Rawsthorne

Resolved: The Town Council sends a letter of support for the nomination of the Three Crowns, Askett as an asset of community value. **SB**

9. A REPORT FROM THE DEPUTY MAYOR

The Deputy Mayor informed the members that he had not attended any events this month.

10. TASK & FINISH GROUPS

Reports from the quarter 3 Task & Finish Groups.

a. (i) Wades Centre Review

It was reported that the group had not met.

(ii) Review of the Business Plan

It was reported that the group had not met. Cllr Biss requested to join this Task & Finish Group. **All present agreed.**

b. Creation of a Task & Finish Group in Q1 2026

Cllr A Frost proposed to create a Task & Finish Group to address Speed Management within Princes Risborough and environs.

Seconded by Cllr Ball

Resolved: To create a Speed Management Task & Finish Group for Q1 2026 .

Cllr Ball/Frost/Churchill agreed to be part of the task & finish group.

AB/IC/AF/SB

11. FINANCE

a) There were no payments over £5000.

b) The members had received detailed income and expenditure reports to date, which were circulated to the members in advance of the meeting. **Noted**

c) Virement of funds

Cllr Frost proposed to approve the recommendation from the Events and PR Committee to vire £1,500.00 from the Town Maps budget to the Christmas Lights budget to cover the cost of purchasing and installing new lights for the Christmas Tree.

Seconded by Cllr I McLauchlan

Resolved: To approve the recommendation from the Events and PR Committee to vire £1,500.00 from the Town Maps budget to the Christmas Lights budget to cover the cost of purchasing and installing new lights for the Christmas Tree. KP

12. Minor Grant Applications

(a) Cllr Biss proposed to approve the recommendation from the Finance Committee to approve the minor grant application from Lighthouse for £250.00

Seconded by Cllr Frost

Resolved: To approve the recommendation from the Finance Committee to approve the minor grant application from Lighthouse for £250.00 SB

(b) Cllr Frost proposed to approve the minor grant application from the Princes Risborough Baptist Church for £250.00 towards the creation of a Community Quiet Space.

Seconded by Cllr Morgan

Resolved: To approve the minor grant application from the Princes Risborough Baptist Church for £250.00 towards the creation of a Community Quiet Space.

SB

13. WHITE RIBBON INITIATIVE

Cllr J Biss proposed that Princes Risborough Town Council register and be involved with the White Ribbon.

Cllr Churchill proposed that the item be deferred to the next meeting, to allow members more time to gather information about the initiative before making a decision. Seconded by Cllr McLauchlan

Resolved: For the item to be deferred to the November meeting.

SB

14. Old British School Foundation

Cllr Coombs proposed to approve the accounts of the Old British School Foundation.

Seconded by Cllr Davis

Resolved: To approve the accounts of the Old British School Foundation.

SB

15. Planning Application

A new Planning application PL/25/4405/PIP_ Permission in principle for the erection of a minimum of three and a maximum of three self-build or custom housebuilding dwellings in a phased manner. 1 Queens Road Princes Risborough Buckinghamshire, HP27 0JR has been received, which requires a response by the 30th October 2025.

Cllr Hall proposed to object to this application as he believes that the site may be located within the Green Belt, and if so, the proposal would represent inappropriate development that would harm the openness and character of the area. Even if the site is not within the Green Belt, he considers that the proposal would result in unwarranted development in open countryside, contrary to the principles of sustainable development and the established character of the area.

Seconded by Cllr Ball

Resolved: To send the following response to the Planning Department: It is believed that the site may be located within the Green Belt, and if so, the proposal would represent inappropriate development that would harm the openness and character of the area. Even if the site is not within the Green Belt, the Town Council considers that the proposal would result in unwarranted development in open countryside, contrary to the principles of sustainable development and the established character of the area. The Council can identify no overriding justification for new dwellings in this location. KP

16. Policies relating to the Brushwood Suite

(a) Cllr Parkinson proposed to withdraw the recommendation from the Commercial Services Committee to adopt a policy that limits residents to one discounted private booking of the Brushwood Suite per calendar year.

Seconded by Cllr McLauchlan

Resolved: To withdraw the proposal to approve the recommendation from the Commercial Services Committee to adopt a policy that limits residents to one discounted private booking of the Brushwood Suite per calendar year.

(b) Cllr Parkinson proposed to approve the recommendation from the Commercial Services Committee to adopt a policy extending the Brushwood Suite drinks policy to the Sports Hall whenever it is booked as a single venue.

Seconded by Cllr I McLauchlan.

Resolved: To approve the recommendation from the Commercial Services Committee to adopt a policy extending the Brushwood Suite drinks policy to the Sports Hall whenever it is booked as a single venue. S Boyle/KD

17. FUTURE AGENDA ITEMS

To discuss and decide on which project to allocate the CIL funds of £1,988.64, received in October 2025.

To discuss and decide on whether Princes Risborough Town Council registers and is involved with the White Ribbon initiative. (Cllr J Biss)

18. 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 DISCUSS AND DECIDE ON ACTIONS TO BE TAKEN CONCERNING TOWN COUNCIL LEASES AND STAFF MATTERS.

Cllr McLauchlan 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 Rawsthorne

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.

Resurfacing at Wades Park and the Crescent

The Clerk presented three quotations for resurfacing at Wades Park and the Crescent

1. £6,899
2. £7,342
3. £7,960

Cllr Ball proposed to approve and proceed with quotation number 1.

Seconded by Cllr Davis

Resolved: To approve and proceed with quotation number 1

KP

Installation of new toddler equipment at KGV park

The Clerk presented three quotations for the installation of new toddler equipment at KGV Park.

1. £6,895
2. £8696
3. £7652.50

Cllr Ball proposed to approve and proceed with quotation number 1.

Seconded by Cllr Biss

Resolved: To approve and proceed with quotation number 1

KP

400 printed bags for the High Street Trail Loyalty Art Card initiative

The Clerk presented three quotations

1. £716.00
2. £1,256.00
3. £642.58

Cllr McLauchlan proposed to approve and proceed with quotation number 3.

Seconded by Cllr Rawsthorne

Resolved: To approve and proceed with quotation number 3

KP

Staff Matters

Cllr Ball proposed to appoint candidate number 1 for the position of Finance and Administration Officer role

Seconded by Cllr Rawsthorne

Resolved: To appoint candidate number 1 for the position of Finance and Administration Officer role.

SB

Licence to Underlet the Surgery, Wades Park.

Further to minute 47/24, a formal licence to underlet has been entered into, and the Town Council's solicitor's fees have been paid as requested. Therefore, Cllr Davis proposed that the Town Council gives its consent to this underlease being granted.

Seconded by Cllr Biss

Resolved: to give consent to the underlease being granted to Whitehawk VI Care Ltd.

SB

19. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday, 25th November 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.21pm.

Chairman..... Date.....

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