

PRINCES RISBOROUGH TOWN COUNCIL
A MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 27th MARCH 2018 AT 7 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH
AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant Town matters on the following Agenda.

The public are welcome to stay and observe the rest of the meeting.

1. To accept apologies and consider approving reasons for absence
2. Acceptance of Minutes of Previous Meeting held on 30th January 2018
3. Declarations of Interest. To receive any pecuniary or non-pecuniary declarations of interest which members may have in any of the items under consideration at this meeting
4. To receive and adopt the minutes of –
Planning Committee 6th February 2018 and 6th March 2018
Town Committee 6th February 2018 and 6th March 2018
Finance Committee 13th February and 13th March 2018
Admin/HR Committee 8th and 21st February 2018
Public Relations Committee 9th January 2018
Events Committee 9th January 2018
5. To receive a report from Thames Valley Police
6. To receive a report from Cllr Bendyshe-Brown (BCC) and Wycombe District Councillors (WDC) on matters concerning Princes Risborough
7. To receive Matters Arising from minutes of the meeting dated 30th January 2018 – not otherwise on the agenda
8. To discuss and decide on the response to correspondence received at the Town Council
9. To receive a recommendation from the Finance Committee to approve the terms of reference for the Internal Auditor (Cllr A Turner)
10. To approve the use of variable Bankers Standing Orders as per the Financial Regulations
11. To approve the use of variable Bankers Direct Debits for Payments of utility supplies as per the Financial Regulations
12. To discuss and decide on action to be taken on the LED Lighting Project
13. To receive a recommendation from the Finance Committee to approve the amended Financial Regulations 2018
14. To establish a working group to review the Princes Risborough Town Council Standing Orders
15. To review and approve the following policies:- Grievance Procedure, Bullying and Harassment, Equal Opportunities, Sickness and absence Policy, Training Policy, Whistleblowing as recommended by the H/R Consultants (Cllr I McLauchlan)
16. To review and approve the LGPS Employer's discretions policy (Cllr M Walsh)
17. To discuss and decide on purchasing two additional free car parking dates
18. To discuss and decide on a recommendation from the Finance Committee regarding a Minor Grant application
19. To discuss and decide on flying the Commonwealth flag during the period of the Commonwealth Games (Cllr N Davis)
20. To discuss and decide on whether to purchase a defibrillator with a donation from the Rural Community Defibrillator Group

21. To consider an update from the Town Clerk in relation to year end projections, status of reserves and decide on potential ear marking of funds at year end
22. To discuss and decide on a response to the Secretary of State's consultation to a Unitary Authority (Cllr M Walsh)
23. To receive an update on the new Parking Review (Cllr A Ball)
24. To receive a report on the future of Devolved Services (Cllr M Walsh)
25. To review and adopt the Records Management Policy and Procedure
26. To decide on the preferred candidate for the vacancy of councillor by co-option.
27. To discuss and decide on appointing GDPR-Info Ltd as the Data Protection Officer
28. To discuss and decide on whether to suspend the Council's standing order Number 7 (Cllr G Hall)
29. Agenda items for next meeting.
30. 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 discuss and decide on the recipients of the Citizens Award and discuss staff matters
31. Date of next meeting

Susanne Griffiths

Clerk to the Town Council
21st March 2018

PRINCES RISBOROUGH TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD ON TUESDAY 6th FEBRUARY 2018 AT 6.00pm
IN THE MEETING ROOM, THE PRINCES CENTRE, CLIFFORD ROAD
PRINCES RISBOROUGH**

PRESENT

Chairman Cllr N Davis
Cllrs A Ball, I McLauchlan J Coombs, J Roberts, M Walsh
Administration Officer Jayne Mylchreest
No members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor I Pearce who was on holiday.

2. MINUTES

The minutes of the previous meeting were approved and signed by the Chairman.

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. CORRESPONDENCE

Tree preservation Order No 22/2017

Wycombe District Council has confirmed the TPO on trees located on land opposite 6-24 Ash Road Princes Risborough.

Noted.

Notification of New Development

Site Location : Land Between Railway and Ercol Furniture Summerleys Road Princes Risbrough Buckinghamshire
Development: Registration of 8 Commercial Units

Wycombe District Council has advised that they hold a new address.

Noted.

5. PLANNING APPLICATIONS CONSIDERED BY THE COMMITTEE:

17/08456/FUL

Address: 47 Poppy Road Princes Risborough Buckinghamshire HP27 9DB

Proposal: Householder application for construction of part single, part two storey rear extension

The Princes Risborough Town Council has no comment.

17/08264/FUL

Address: Icknield House Askett Village Lane Askett Buckinghamshire HP27 9LT

Proposal: Householder application for the removal of existing gates and replace with wood gates (retrospective)

The Princes Risborough Town Council has no comment.

17/08507/FUL

Address: 59 Eastfield Road Princes Risborough Buckinghamshire HP27 0HZ

Proposal: Householder application for construction of part two storey, part single storey rear extension and single storey front extension

The Princes Risborough Town Council has no comment.

18/05027/FUL

Address: 48 Wycombe Road Princes Risborough Buckinghamshire HP27 0EN

Proposal: Householder application for construction of rear conservatory

The Princes Risborough Town Council has no comment.

17/08278/FUL

Address: 28 High Street Princes Risborough Buckinghamshire HP27 0AX

Proposal: Change of use from SuiGeneris (Beauty Salon) to B1 (Solicitors Office) with removal of internal partition wall and insertion of door in existing opening to WC

The Princes Risborough Town Council is concerned that another retail premise is being lost and returned to office space.

17/08279/LBC

Address: 28 High Street Princes Risborough Buckinghamshire HP27 0AX

Proposal: Listed Building application for removal of internal partition wall and insertion of door in existing opening to WC & display of non-illuminated projecting sign

The Princes Risborough Town Council is concerned that another retail premise is being lost

17/08277/ADV

Address: 28 High Street Princes Risborough Buckinghamshire HP27 0AX

Proposal: Display of 1 x non-illuminated projecting sign

The Princes Risborough Town Council has no comment.

17/08503/FUL

Address: Land Fronting 84 to 106 Berryfield Road Princes Risborough Buckinghamshire

Proposal: Creation of hardstanding to provide 12 parking spaces

The Princes Risborough Town Council fully supports this application

17/08411/FUL

Address: Romborough Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LY

Proposal: Householder application for part two storey, part single storey rear and side extensions, alterations to existing roof, replacement of existing outbuilding roof and new glass roofed link to main house, new detached garage to front and 1.8 metre high sliding gates

The Princes Risborough Town Council has no comment.

18/05062/FUL

Address: Bramleys 1 Whiteleaf Way Whiteleaf Buckinghamshire HP27 0LN

Proposal: Householder application for construction of single storey side extension

The Princes Risborough Town Council has no comment.

17/08440/FUL

Address: The Old Rectory Mill Lane Monks Risborough Buckinghamshire HP27 9LG

Proposal: Householder application for construction of detached childrens playhouse to south east of & ancillary to main dwelling

The Princes Risborough Town Council has no comment.

17/08441/LBC

Address: The Old Rectory Mill Lane Monks Risborough Buckinghamshire HP27 9LG

Proposal: Householder application for construction of detached childrens playhouse to south east of & ancillary to main dwelling

The Princes Risborough Town Council has no comment.

18/05040/FUL

Address: 27 Dunsmore Avenue Monks Risborough Buckinghamshire HP27 9JX

Proposal: Householder application for construction of 1 x rear dormer window and 2 x roof lights to front in connection with loft conversion

The Princes Risborough Town Council has no comment.

18/05072/FUL

Address: Vine House Church Street Princes Risborough Buckinghamshire HP27 9AA

Proposal: Crown reduce by about 2 metres to a Beech (T1)

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The Princes Risborough Town Council will abide by the decision of the Arboriculturalist.

18/05126/LBC

Address: Moss Rose Burton Lane monks Risborough Buckinghamshire HP27 9JF

Proposal: Listed building application for installation of woodburning stove in existing inglenook fireplace, lining existing chimney, extending stack and fitting chimney pot

The Princes Risborough Town Council will defer the decision to the Conservation Officer

18/05214/CTREE

Address: Penn Cottage Askett Lane Askett Buckinghamshire HP27 9LU

Proposal: Fell 1 x Cherry Tree

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist.

18/05245/CTREE

Address: Old Rose Cottage Akett Lane Askett Buckinghamshire HP27 9LU

Proposal: Remove 4 large overhanging branches to 1 x Ash tree

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist.

18/05159/FUL

Address: Dental Surgery 5-7 Duke Street Princes Risborough Bucks HP27 0AT

Proposal: Relocation of 4 x air-conditioning units from west elevation to internal gable at first floor level

The Princes Risborough Town Council has no comment.

18/05183/FUL

Address: 17&19 Duke Street Duke Street Princes Risborough Bucks HP27 0AT

Proposal: Change of use of 17 Duke Street from A1 (Retail) to A4 (Wine Bar) with alterations to front entrance & and boarding in connection with enlargement of existing wine bar at 19 Duke Street & internal alterations to both units

The Princes Risborough Town Council fully supports this application.

18/05143/FUL

Address: 36 Elmdale Gardens Princes Risborough Bucks HP27 0DL

Proposal: Householder application for erection of single storey rear extension & conversion of garage to workshop

The Princes Risborough Town Council has no comment.

APPLICATIONS PERMITTED

6.

17/08023/FUL

Address: 29

Decision Application Permitted

Fairway Princes Risborough Buckinghamshire HP27 9DH

Proposal: Householder

application for the construction of two storey side and part two storey part single storey rear extension

17/08446/MIN

Decision Application Permitted

Proposal:

Address: Princes Estate Summerleys Road Princes Risborough Buckinghamshire

Proposed non-material amendment to permission for erection of a storage and distribution facility (Class B8 use) with ancillary offices together with associated service yards, car parking and landscaping pursuant to Hybrid outline planning permission 16/06146/FUL granted under reserved matters application 17/06952/REM

17/08056/FUL

Decision Application Permitted

Address:

Farthings Crowbrook Road Monks Risborough Buckinghamshire HP27 9LW

Proposal:

Householder application for construction of single storey side extension and rear onservatory

17/08100/CLP

Decision Grant Certificate - Proposed Development

Address: 51 Place Farm Way Monks Risborough Buckinghamshire HP27 9JY

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Proposal: Certificate of lawfulness for proposed construction of 1 x rear dormer window and 2x roof lights to front in connection with loft conversion

17/07835/CLP

Decision Grant Certificate - Proposed Development

Address:

40 Woodfield Road Princes Risborough Buckinghamshire HP27 0HU

Proposal:

Certificate of lawfulness for proposed construction of single storey side extension and front porch

17/07836/FUL

Decision Application Permitted

Proposal:

Address: Brook Cottage Askett Lane Askett Buckinghamshire HP27 9LU

Address: 48

Householder application for construction of detached oak framed

Proposal:

Summerleys Road Princes Risborough Buckinghamshire HP27 9DT

Householder application for construction of single storey side extension

17/08022/FUL

Decision Application Permitted

Address:

2 Longwick Road Princes Risborough Buckinghamshire HP27 9HN

Proposal:

Householder application for construction of first floor front extension

17/07951/FUL

Decision Application Permitted

Address:

12 Park Street Princes Risborough Buckinghamshire HP27 9AH

Proposal: Householder application for erection of single storey front extension

17/07818/FUL *Decision* Application Permitted **Address:**
Greenways Golf Club Lane Whiteleaf Buckinghamshire HP27 0LY **Proposal:**
Householder application for demolition of existing garage and erection of single storey replacement garage and annex

17/08254/FUL *Decision* Application Permitted **Address:**
98 Wycombe Road Princes Risborough Buckinghamshire HP27 0EY **Proposal:**
Householder application for erection of part single/part two storey side extension and single storey rear extension including 3 rooflights

17/08170/TPO *Decision* Application Permitted **Address:**
Princes Risborough Lawn Tennis Club New Road Princes Risborough **Proposal:**
Reduce crown by 20% by removing up to 2.5 metres apical and lateral growth ensuring adequate clearance from tennis courts and crown lift to 5 metres from ground level & remove to source lowest large split limb to T1 (Large Sycamore)

17/08109/FUL *Decision* Application Permitted **Address:**
41 New Road Princes Risborough Buckinghamshire HP27 0JE **Proposal:**
Householder application for erection of single storey front extension

17/08180/FUL *Decision* Application Permitted **Address:**
81 The Retreat Princes Risborough Buckinghamshire HP27 0JQ **Proposal:** Householder application for construction of single storey side extension

17/08445/MIN *Decision* Application Permitted **Address:**
Princes Estate Summerleys Road Princes Risborough Buckinghamshire **Proposal:**
Proposed non-material amendment to permission for erection of an industrial/warehouse building with ancillary offices together with associated service yards, car parking and landscaping pursuant to Hybrid outline planning permission 16/06146/FUL granted under reserved matters application 17/07238/REM

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17/08095/FUL *Decision* Application Permitted **Address:**
41 New Road Princes Risborough Buckinghamshire HP27 0JE **Proposal:** Householder application for construction of single storey side / rear extension with raised area, steps and balustrades to rear following demolition of existing garage.

17/08502/MIN *Decision* Application Permitted **Address:**
Conifers Aylesbury Road Monks Risborough Buckinghamshire HP27 0JS **Proposal:** Proposed non-material amendment to permission for construction of hip to gable end roof extensions/alterations including new dormer windows to front and back roof slopes, alterations to flat roof to existing single storey rear extension, new front porch, fenestration alterations and solar panels to rear dormer granted under householder planning ref 17/06829/FUL

17/0915/FUL *Decision* Application Permitted **Address:**
Rear Of 51 High Street Princes Risborough Buckinghamshire HP27 0AE **Proposal:**
Demolition of existing workshop building and erection of a replacement studio/live-work unit

17/08299/FUL *Decision* Application Permitted **Address:**
Tamfour Hill Thorns Close Whiteleaf Buckinghamshire HP27 0LU **Proposal:**
Householder application for insertion of 2 x rear rooflights

7. PLANNING APPLICATIONS REFUSED

Decision Application Refused **Address:** 17/08432/HP
Risborough Buckinghamshire HP27 0JU **Proposal:** Notification of proposed single storey rear extension; Depth extending from the original rear wall of 6 metres, a maximum height of 3.35 metres and an eaves height of 2.3 metre

8. PLANNING APPEALS SUBMITTED

None.

9. NOTICE OF APPEAL DECISIONS

16/08473/FUL

APPEAL DISMISSED

Address: Land South of Tollymore Letter Box Lane Askett Buckinghamshire

Proposal: Erection of 5x2 bed and 4x3 bed dwellings and garages, new access to Letter Box Lane and closure of two existing accesses

10. NOTICE OF PUBLIC INQUIRY'

None.

11. DATE OF NEXT MEETING

The next meeting of the committee will take place at 6.00pm in the Princes Centre, Clifford Road, Princes Risborough, on Tuesday 6th March 2018 unless otherwise advised.

There being no further business to discuss the meeting closed at 6.45 pm.

Signed:Chairman

Date:.....Page 08 /18

PRINCES RISBOROUGH TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD ON TUESDAY 6th MARCH 2018 AT 6.00pm
IN THE MEETING ROOM, THE PRINCES CENTRE, CLIFFORD ROAD
PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I Pearce Cllrs A Ball, J Coombs, J Roberts, N Davis

Administration Officer Jayne Mylchreest

No members of the public

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor I McLauchlan who was working and M Walsh who was unwell.

2. MINUTES

The minutes of the previous meeting were approved and signed by the Chairman.

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. CORRESPONDENCE

A letter has been received from Wycombe District Council regarding Planning Application 17/07568/FUL

Address: Land Rear of 24 Market Square Princes Risborough Buckinghamshire

Proposal: Construction of 2 x3 bed (semi-detached) dwellings with associated parking and alterations for existing car-park to form courtyard

The application is to be discussed at the Council's Planning Committee on the 7th March 2018.

As the Town Council objected to this application an invitation to speak at the meeting has been received. All present agreed to register an intent to speak. **Intent registered JM**

An email has been received from a resident regarding application No 17/07568/FUL

The resident has asked if the Town Council are to speak at the WDC Planning Committee meeting on March 7th 2018 as the Town Council objected to the application.

The resident has been informed that the Town Council has registered an intent to speak at the meeting.

5. PLANNING APPLICATIONS CONSIDERED BY THE COMMITTEE:

18/05255/FUL

Address: 1 Chiltern Close Princes Risborough Buckinghamshire HP27 0EA

Proposal: Householder application for erection of single storey rear extension (alternative scheme to PP/17/07295/FUL)

The Princes Risborough Town Council has no comment.

18/05254/FUL

Address: 2 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal: Householder application for construction of single storey side/rear extension following demolition of existing rear kitchen extension and reconstruction of boundary retaining wall (alternative scheme to proposal approved under PP/17/07414/FUL)

The Princes Risborough Town Council has no comment.

18/05040/FUL

Address: 27 Dunsmore Road Monks Risborough Buckinghamshire HP27 9JX

Proposal: Householder application for construction of 1 x rear dormer window and 2 x roof lights to front in connection with loft conversion

The Princes Risborough Town Council has no comment.

18/05428/TPO

Address: 1 Queens Road Princes Risborough Buckinghamshire HP27 0JR

Proposal: Reduce height and spread by 2-3 metres to 1 x Sycamore (T1) as branches are very close to house and excessive shading in the house and laterally reduce the over hang to 1 Queens road by 3-4 metres to 7 x Pines (T2 to T8) as there are some long heavily weighted branches and they are creating excessive shade

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist

18/05390/FUL

Address: The Malthouse Malthouse Square Princes Risborough Buckinghamshire HP27 9AB

Proposal: Change of use of ground floor from D1 (Dental Surgery) to C3 (Residential) & alterations to create 2 self-contained 1-bed flats, with associated cycle rack & part removal of existing wall & spiral staircase to allow laying out of 3 parking spaces to front

Cllr N Davis proposed No Comment. Seconded by Cllr J Coombs A vote was taken with 4 votes for and 1 against.

The Princes Risborough Town Council has no comment.

17/06133/OUT

Address: Sunnymede Longwick Road Princes Risborough Buckinghamshire HP27 9RS

Proposal: Outline application (including details of access) for residential development of up to 14 dwellings (amended description)

The Princes Risborough Town Council strongly objects to this application as it considers it to be an overdevelopment of the site and not in keeping with the proposed Local Plan and that there is insufficient detail in the application.

18/05290/FUL

Address: 28 Shortborough Avenue Princes Risborough Buckinghamshire HP27 9HT

Proposal: Householder application for construction of single storey side/rear extension

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist

18/05282/FUL

Address: Land West of Cornwall House Station Approach Princes Risborough Buckinghamshire

Proposal: Construction of a three storey block of 12 x 1 Bed flats together with creation of new access associated car parking, cycle and refuse storage and landscaping

Cllr N Davis proposed to support this application. Seconded by Cllr I Pearce. A vote was taken with 4 votes for and 1 against.

The Princes Risborough Town Council supports this application.

18/05343/TPO

Address: Penwood Thorns Close Whiteleaf Buckinghamshire HP27 0LU

Proposal: Fell and grind 2 x Yew trees (T1 & T2) as they have formed a hedge have become too large for their position and are inappropriate for the garden space and fell to ground level to 1 x Ash (T3) as poor specimen tree, leaning and shedding deadwood frequently
Poor amenity value.

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist

18/05356/CTREE

Address: Bell House Crowbrook Road Askett Buckinghamshire HP27 9LS

Proposal: Reduce over hanging limbs of various trees over swimming pool area to behind brick wall to prevent bird mess in seating area and fruit dropping in seating area

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist

18/05309/FUL

Address: Longacre Peters Lane Whiteleaf Buckinghamshire HP27 0LQ

Proposal: Householder application for conversion of existing garage, new detached garage, alterations to existing terracing and new garden studio

The Princes Risborough Town Council has no comment.

18/05401/TPO

Address: 4 Hogarth Mews Jasmine Crescent Princes Risborough Buckinghamshire HP27 0AB

Proposal: Crown reduction by 3-3.5 metres to 1 x Yew Tree to tidy up and re-shape and allow more light

The Princes Risborough Town Council will abide by the decision of the Arboriculturalist

18/05327/LBC

Address: Beech Cottage Askett Lane Askett Buckinghamshire HP27 9LU

Proposal: Listed building application to replace existing wheat thatch with water reed

The Princes Risborough Town Council has no comment.

18/05526/CTREE

Address: 7 Town Farm Barns Church Street Princes Risborough Buckinghamshire HP27 9AD

Proposal: Re-pollard to previous points to 1 x Horse Chestnut Tree(T1)

The Princes Risborough Town Council is very protective of the Horse Chestnuts trees as they form part of the historical context of the town but will abide by the decision of the Arboriculturalist

18/05444/FUL

Address: The Bungalow Well Lane Princes Risborough Buckinghamshire HP27 9LZ

Proposal: Householder application for construction of single storey side extension

The Princes Risborough Town Council has no comment.

6. APPLICATIONS PERMITTED

17/08361/FUL

Decision Application Permitted

Address:

Unit E3 Regent Park Summerleys Road Princes Risborough Buckinghamshire HP27 **Proposal:** Change of use from Use Class B1 (Business) to a Mixed B1 (office) and D1 (training clinic) Use

17/08368/FUL

Decision Application Permitted

Address:

75 Stratton Road Princes Risborough Buckinghamshire HP27 9AX

Proposal:

Householder application for construction of side and rear first floor extensions and associated alterations

18/05027/FUL

Decision Application Permitted

Address:

48 Wycombe Road Princes Risborough Buckinghamshire HP27 0EN

Proposal:

Householder application for construction of rear conservatory

17/08456/FUL

Decision Application Permitted

Address:

47 Poppy Road Princes Risborough Buckinghamshire HP27 9DB

Proposal:

Householder application for construction of part single, part two storey rear

18/05209/MIN

Decision Application Permitted

Address:

14 Little Ham Lane Princes Risborough Buckinghamshire HP27 9JW

Proposal:

Proposed non-material amendment to permission for construction of single storey extension and first floor side extension granted under householder planning ref: 17/05476/FUL

17/07148/OUT

Decision Application Permitted

Address:

8 - 10 Wellington Avenue Princes Risborough Buckinghamshire HP27 9HY

Proposal:

Outline application (including details of access and layout) for demolition of existing buildings and erection of 9 x 2 bed apartments and 1 no 2 bed bungalow with associated external works and new access

18/05072/CTR

Decision Not to make a Tree Preservation Order

Proposal:

Address: Vine House Church Street Princes Risborough Buckinghamshire HP27 9AA

Crown reduce by about 2 metres to a Beech (T1)

17/08405/TPO

Decision Application Permitted

Address:

Site Of Ker Maria The Retreat Princes Risborough Buckinghamshire

Proposal:

Tree works as per schedule

17/08312/FUL *Decision* Application Permitted
67 Manor Park Avenue Princes Risborough Buckinghamshire HP27 9AS
Householder application for construction of rear conservatory

Address:
Proposal:

7. PLANNING APPLICATIONS REFUSED

17/08163/FUL *Decision* Application Refused

Address: Flint Cottage Picts Lane Princes Risborough Buckinghamshire HP27 9DX

Proposal: Full application for the demolition of existing garage and construction of replacement garage/workshop and store

17/07748/FUL *Decision* Application Refused
The Bungalow Well Lane Monks Risborough Buckinghamshire HP27 9LZ
Erection of 1 x 2 bed semi detached bungalow

Address:
Proposal:

8. PLANNING APPEALS SUBMITTED

None.

9. NOTICE OF APPEAL DECISIONS

None.

10. NOTICE OF PUBLIC INQUIRY'

None.

11. DATE OF NEXT MEETING

The next meeting of the committee will take place at 6.00pm in the Princes Centre, Clifford Road, Princes Risborough, on Tuesday 3rd April 2018 unless otherwise advised.

There being no further business to discuss the meeting closed at pm.

Signed:Chairman **Date:**.....Page /18

**PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 6th FEBRUARY 2018 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs, N Davis, A Ball, J Roberts, M Walsh, G Hall, D Knights, and A Turner
Clerk to the Town Council – Susanne Griffiths
Deputy Clerk – Kirsty Pope
No members of the public were in attendance.

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor I Pearce who was on holiday, Councillor P Summerbell who was unwell and Cllr I McLauchlan due to work commitments.

2. MINUTES

RESOLVED: To agree the minutes of the Town Committee meeting held on the 2nd January 2018 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.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 2nd JANUARY 2018 NOT OTHERWISE ON THE AGENDA

Cllr Davis provided the members with an update on the armistice Poppy planting event and confirmed that the scouts were interested in the being part of the event.

5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER

Kevin presented a report to the committee see appendix 1 attached for full details.

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

A complaint has been received from a resident regarding parking at the Earle Mitchell Park

The resident has complained that the footballers and their coaches are blocking the entrance to his drive and the turning circle at the end of the close when there is an access point via the Icknield Way.

Resolved: Letter has already been sent to the Chairman of Risborough Rangers asking them to be more considerate when parking in this area, to date a response has not been received. The members requested that should the club not respond then the office should send a follow up letter to advise that this issue will need to be communicated to the local police. **SG**

An email has been received from the sports development manager at Risborough Springs regarding the using the MUGA

The manager requests permission to use the MUGA for a street football project in association with Active In and Places for People.

Resolved: the members would like a meeting in order to ascertain further information of the usage requirements and whether this is a chargeable project. Cllrs Turner/Coombs/Roberts agreed to attend the meeting. **KP**

An email has been received from St Mary's Church regarding ""40 Community Acts of Kindness

St Mary's Church is to engage in the 40 Community Acts of Kindness project for Lent and requests the help of the Town Council .

Resolved: to suggest that they hang the eggs on the trees for the Easter event or alternatively litter picking in the parks. The members wished to congratulate them on this community act. **NM**

A letter has been received from Lloyds Bank regarding a disputed direct debit to Fulton Networks

Cllr M Walsh requested the office to dispute the final direct debit claimed by Fulton Networks regarding the condition of the Maintenance Team vehicle when it was returned to Fulton Networks. Lloyds Bank has confirmed that under the Direct Indemnity Insurance Scheme the sum of £ 2206.41 has been returned to the Town Council.

Resolved: the office is requested to negotiate the final claim. **KP**

An email has been received from the WI regarding a recently held litter pick

The WI recently held a litter pick of the town and sends their thanks for using the council owned litter pickers.

Another event is planned for the 25th Feb and 25 March and they request the use of litter pickers again and requested permission to submit an article for the Crosstalk magazine.

Resolved: the members were in full agreement of the WI using the litter pickers for future dates and would be happy to include a piece in a future issue of Crosstalk. **KP**

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An email has been received from the Risborough Community Centre Managing Trustees regarding parking issues

The Trustees of the Risborough Community Centre met with Risborough Springs to discuss the parking issues at the site. The Trustees and Risborough Springs request a meeting with the Town Council to seek resolutions.

Resolved: Cllrs Walsh, Coombs and Turner agreed to meet with the trustees, in the meantime the office will investigate the idea of sharing a town warden with another parish. **MW/AT/JC/SG**

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

Cllr Hall raised his concern with the town entry sign along Summerleys Road which has been damaged. The office confirmed that this has been passed to BCC for further investigation. Cllr Davis raised his concern about a pot hole along Station Approach which has re-appeared. A photo of the pot hole will be sent to the office and this should be forwarded onto Chiltern Railway/Network Rail.

The Clerk presented a quote for an additional cabinet required for the Market House for storage of cups etc. The cost of the cabinet is £223.02. The members requested that the office place an order for this item. **NM** The

members asked for an update on the Market house clock to ensure that it's now working correctly. **JM**

The office is requested to report to BCC the state of the grass verge by the Crescent Park **KP**

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

There were no priority items in the Risk Assessment Report.

Cllr Hall advised the members that together with Cllr Walsh, he will be meeting with BCC on the 16th February to discuss the LED lighting requirements.

The members requested that the Maintenance Team plan a week in the summer to re-paint the lighting columns and to start at no.1. **KP/KL**

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

A letter from a resident has been received regarding the gates

The resident has advised that they will no longer report any issues with the gates to the Town Council. Comments noted.

10. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.

An email has been received from a contractor regarding ROSPA guidelines regarding latches on gates

The ROSPA guidelines states that latches should not be put on gates to the entrance to children's play areas in case the children need to exit the area quickly. The members noted the advice and agreed not to place any latches in these areas.

Cllr Turner advised the members of his concern with an area of fencing in St Dunstan's Park which is prone to wind damage (near to the Mill Lane end) and to be aware of the issue for discussion for the 19/20 estimates.

Best Kept Village Competition

The members agreed not to enter the competition this year.

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 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.

Cllr Hall requested for the office to contact BCC to see if they would be able to replace the old road name plate along the Upper Icknield Way and if a new sign could include "leads to the Earle Mitchell Playing Field" **KP**

King George V Park

There were no priority items in the Risk Assessment Report.

11. A REPORT FROM THE WADES STORAGE WORKING GROUP AND DECIDE ON ANY ACTIONS TO BE TAKEN

Cllr Walsh updated the members on the status of the project and suggested an alternative location for the welfare unit for the Maintenance Team due to issues with the utilities required for the unit.

12. INSTALLING A RESTROOM FACILITY AT STRATTON MEMORIAL GARDEN

Resolved: for the office to apply for planning permission to include a restroom in the existing stable block. **KP**

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13. LOCATIONS REGARDING A BUCKS COUNTY COUNCIL BID FOR ON-STREET PARKING CHARGING POINTS FOR ELECTRIC VEHICLES

The government is currently offering a grant to local authorities to support the wider use of electric and hybrid vehicles via the Office of Low Emission Vehicles (OLEV). The Scheme gives Local Authorities access to grant funding which can be used to fund the procurement and installation of on-street electric vehicle charge point infrastructure, to meet residential needs, in line with the minimum technical specifications.

The purpose of the Scheme is to increase the availability of on-street charging points in residential streets where off-street parking is not available, thereby ensuring that off-street parking is not a pre-requisite for realising the benefits of owning a plug-in electric vehicle.

B.C.C. requests any data that can be provided to support the bid and request locations that would benefit from the scheme and would like to work with the Town Council to undertake market research

Resolved: Cllrs Knights/Walsh and Ball would like to be part of any market research meeting. The members suggested the following roads Station Road/Poppy Road and the Town Centre as potential charging point but these would need to be in addition to any existing parking spaces. KP

14. PROJECTS FOR HISTORIC S106 AGREEMENT FUNDS HELD BY WDC

Wycombe District has advised that they have some historic S106 monies from S106 Agreements signed in the Princes Risborough that W.D.C. would like to allocate to projects.

Resolved; to investigate costs for a youth shelter for the KGV park, adult fitness equipment in St Dunstan's park, to refurbish the Earle Mitchell changing room, computerised notice board in the Town. The members also requested a meeting with Mark Averill at BCC to look at the possibility of installing a bus shelter in the High Street. **KP**

15. 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 DISCUSS AND DECIDE ON THE PREFERRED CONTRACTOR FOR THE WADES STORAGE PROJECT AND THE PREFERRED SUPPLIER OF EQUIPMENT AT THE EARLE MITCHELL PARK

Cllr 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.**

16. AGENDA ITEMS FOR NEXT MEETING.

To discuss and decide on investigating the idea of a shared Town Warden.

17. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 5th March 2018 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 8.30pm.

Chairman.....

Date

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**Maintenance Report Feb 6th 2018
By Kevin Locke Maintenance Team Leader**

The Maintenance Team has had a very busy month. Some of the tasks we have carried out include.

- Installation of the electric supply box at the maintenance compound.
- Replacing of missing verge posts alongside the KGV on Aylesbury Road.
- Repainting of the ramp panels at the skate park.
- Clearing of debris build up in the stream culverts.
- Removal of epicormic growth to trees in Manor Park Avenue and road verges around town.
- Removal and installation of benches at Lacey Green. Renovation to benches around Risborough.
- Fallen tree removal at St Dunstan's.
- Installation of new dog waste bins.
- Bus shelter repairs including re-felting.
- Replaced guttering on the Earle Mitchell

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 6th MARCH 2018 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs, N Davis, A Ball, J Roberts, M Walsh, G Hall, D Knights, I Pearce, P Summerbell and A Turner

Clerk to the Town Council – Susanne Griffiths
Kevin Locke – Maintenance Team Leader
Deputy Clerk – Kirsty Pope
No members of the public were in attendance.

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

Apologies were received and accepted from I McLauchlan who had work commitments.

2. MINUTES

RESOLVED: To agree the minutes of the Town Committee meeting held on the 6th February 2018 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.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 6th FEBRUARY 2018 NOT OTHERWISE ON THE AGENDA

Projects for Historic S106 Agreement Funds Held By WDC

WDC has confirmed that the monies cannot be used to improve a community building.

Cllr Turner asked for the office to forward the email to him in order for him to address this with issue with WDC, in the meantime the office is requested to agenda this for the March Town Council meeting. **AT/JM**

5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER

It has been a very busy month for the Maintenance Team carryout many jobs ahead of the forthcoming grass cutting season. Some of the jobs include: - Installation of Benches at Lacey Green, renovation of metal benches at Lacey Green, ivy clearance of trees around the town, clearing of vegetation and ivy from trees and cutting back of trees at Wades Park, maintenance of flowerbeds, clearance and chipping of waste material at SMG, cutting back of plants and shrubs at SMG, barking beds at SMG, redecoration of Maintenance Restroom and council offices during last week's bad weather.

Kevin asked if the office would be able to send a letter to the exclusive right of burial holders to remind them of the rules & regulations with dressing of the graves.

Cllr Turner suggested that in order to continue with making improvements to the flow of the stream at Wades, a mini digger is hired to remove the silt that has built up. Cllr Hall suggested contacting Red Kite to see if they would be prepared to work with us on this maintenance issue. The office is requested to progress this work. **KP**

Cllr Walsh would like to inspect the two vehicles prior to the next Town meeting. **KL**

Kevin confirmed that the painting of the bus shelters should be completed in the next 2 weeks. **KL**

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

An email has been received from a resident that would like to become a volunteer

The resident would like to find out more about being involved with the Town Council

The members were unable to suggest a suitable project but suggested that any help with light weeding in the SMG is always welcome. It was also suggested to give the resident contact details for Monks Risborough Horticultural Society or to ask the resident if they might be able to suggest a possible project. **KP**

An email has been received regarding the Arriva bus service timetable changes

There are concerns that the last bus from Princes Risborough to High Wycombe is now 9.25pm instead of 11.25pm and the Aylesbury bus finishes at Market Square at 10.25pm.

The office is requested to arrange a meeting with Arriva Bus Company. Cllrs Walsh/Ball both agreed to represent the Council. **KP**

An email has been received regarding the Silent Soldier Campaign across Buckinghamshire

The Lieutenancy Office is working with the Royal British Legion and other organisations on commemorative events that will bring an end to the 100th Anniversary of World War One. The Town Council is requested to donate and display the Silent Soldier in the Parish.

Cllr Turner advised the members that he will liaise directly with the RBL on this campaign. **AT**

An email has been received from a resident regarding dog fouling

The resident is concerned about dog fouling in the area and on the High Street and the field at the end of Salisbury Close. Requests that the CCTV is used to name and shame irresponsible dog owners.

The members agreed to cover this issue again in the next issue of Crosstalk and to look at setting up a working group to ascertain the viability of a shared warden for the Town.

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

Cllr Turner reported that 3 drains in Courtmoor Close have sunk. The office to report to Highways. **JM**
Cllr Knights reported that there is an issue again with the George & Dragon watering the hanging baskets over the benches in the High Street. Cllr Walsh agreed to speak to the George & Dragon. **MW**
Cllr Ball raised his concern with the presence of the homeless person sleeping under the Market House, Cllr Knights agreed to contact Wycombe Homeless Connection to see if they could assist. **DK**
A number of cans have been placed on trees along Kop Hill, Cllr Knights agreed to report this to WDC Waste Team. **DK**

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

There were no priority items in the Risk Assessment Report.
Cllr Hall gave the members an update on the LED lighting project. Cllr Hall confirmed that the trial lights installed in Ash Road have not been particular successful and the light coverage is not sufficient, however the lights being trialed in Manor Park Avenue seem to meet the required standards. Cllr Hall therefore proposed that this same spec is used as a trial in Eastfield Road, approx. 6 lights by house numbers 1 to 37, each light cost £179 fitted.
All present agreed to the lighting trial along Eastfield Road. **JM/GH**
Cllr Walsh advised the members that BCC is in the process of changing 16,000 lights county wide and the county model now is to "dim down" as part of a 4 phase process, which the Town Council should also follow.

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

Numerous plots at the Stratton Memorial Garden are in breach of the rules and regulations. The regulations state that "**No dressing of the graves** is permitted. This includes scarves, ribbons, soft toys, garden ornaments, tinsel etc. The Council will only allow the placing of small mementoes where this involves children, with the prior consent of the Council".
The members agreed for the office to send out a letter to the ERB holders. **JM**
A memorial application has been received that is outside of the regulations
A memorial application has been received for a red granite stone with gold font which is outside of the regulations
The members agreed to approve this request. **JM**
It was agreed for the working group to look at the regulations to reflect any changes to memorials and to make a recommendation to the members at the Town Council meeting. **SG/AT/IM**

10. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.

There are several fence panels that have been damaged at St Dunstan's.
The members asked the office to look at quotes to replace the wooden posts with concrete posts and feather board/close board fencing. **KP**
Cllr Turner raised his concerns with the increase level of dog fouling and suggest that the signage in the parks should be revised and improved, in addition Cllr Turner has been approached by a resident who has offered to pull a group of volunteers together to police dog fouling and to issue leaflets. The members agreed to discuss this under agenda item no. 12.
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 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.

11. A REPORT ON THE THURSDAY MARKET AND DECIDE ON ACTIONS TO BE TAKEN

A meeting was held with the Market Traders to discuss various issues.

Cllr Walsh updated the members on the meeting held with the Market Traders. A list of action points were raised and the relevant actions taken. Overall it was a very positive meeting and one that the traders were happy to be involved with.

Cllr Knights suggested a trip to Waddesdon Manor to review their market stalls.

The working group agreed to report back at the next meeting with ideas for incentives for new traders. **SG/MW/AT/IP**

An email has been received from a market trader who was advised that a pitch would not be available due to unpaid invoices and non-attendance at the Market.

The members agreed to terminate the contract of this trader.

JM

An email has been received from a trader who requests a regular pitch that sells street food

The members agreed to offer a pitch based on a 4-week trial.

JM

A formal contract for Country Markets

The members agreed for the working group to meet with a representation from the Country Market and report back at next meeting.

AT/MW/IP/SG

A request has been received from a trader to attend the Thursday Market

The trader would like to attend the weekly market as a stallholder selling pet food, wild bird food, local produce etc.

The members agreed to this request.

JM

12. INVESTIGATING THE IDEA OF A SHARED WARDEN

Cllr Hall expressed his views on the need for a shared warden within the town to help manage and police the issues relating to the dog fouling. It was agreed to set up a working group to look review this idea. The following members agreed to be part of this group, **Cllrs Hall/Walsh/Ball and Turner.**

13. DATES FOR THE FREE PARKING DAYS FOR 2018

The Town Committee agreed on the following dates as a recommendation to the Town Council, Saturday 7th July, Saturday 8th December and Saturday 15th December. It was agreed and requested for the office to obtain a quote from WDC for free parking in the two car parks for Saturday 1st & Saturday 22nd December.

KP

14. AGENDA ITEMS FOR NEXT MEETING.

TBA

15. 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 DISCUSS A LEGAL MATTER

Cllr 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.**

16. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 3rd April 2018 at 7.15 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 8.30pm.

Chairman.....

Date

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**FINANCE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD
ON TUESDAY 13th FEBRUARY 2018 AT 6.30 PM,
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman - Cllr A Turner,
Cllrs, J Coombs, and I McLauchlan
Clerk to the Town Council – Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs D Knights and A Ball who had previous commitments and I Pearce who was on holiday.

2. MINUTES

The accounts and minutes from the meetings from the previous month, having been previously circulated, were approved by the Meeting and signed by the Chairman.

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. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income and expenditure for February were examined by the Committee.

Cllr J Coombs proposed and Cllr I McLauchlan seconded that the accounts be recommended to the Council and the necessary cheques signed. **All present agreed.**

Further to the Code of recommended practice for local authorities on data transparency, the items of expenditure are attached.

In accordance with the Financial Regulations adopted March 2016, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised and / or made.

5. CORRESPONDENCE

None.

6. THE REPORT ON THE FINANCIAL REGULATIONS FROM THE WORKING GROUP FOR RECOMMENDATION TO THE TOWN COUNCIL

The Working Group circulated their recommendation for the amendments to the Financial Regulations to the councillors for their consideration.

All present agreed to make a recommendation to the Town Council to adopt the amended Financial Regulations. **SG**

7. A REPORT FROM THE CLERK AND DECISION ON ACTIONS TO BE TAKEN

The Clerk informed the members that the following invoices were outstanding due to being issued in error for the Summer and Winter Festivals for stall holders that did not attend.

10370, 10047, 10048, 10223, 10274, 10311, 10363, 10328, 10329 and 10330.

Further invoices were outstanding which had been duplicated in error due to the transfer of the Finance system to a new software package.

10012, ,10023, 10377,10049, 10050, 10064and 10065.

All present agreed that the above invoices could be cancelled from the Sales Ledger. **JM**

The Clerk confirmed that there were no outstanding invoices on the Purchase Ledger.

8. AGENDA ITEMS FOR NEXT MEETING

To receive a report from the Old British School Foundation trustees. (AT/MW/JC)

To approve the Internal Audit Terms of Reference.

9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on the 13th March 2018.

There being no further business the meeting closed at 6.45pm.

Chairman.....

Date

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Princes Risborough Town Council

PAYMENTS Feb 2018

Payment	Payee	Net	VAT	Gross
1483	BALC - GDPR training	43.71		43.71
1484	Blanchfords- Maintenance	247.54	49.51	297.05
1485	Briants - Maintenance supplies	877.96	175.53	1,053.49
1486	Expenses	4.50		4.50
1487	D McClenaghan	100.00		100.00

1488	Earth Anchors	719.55	143.91	863.46
1489	Halogen- Economic Regeneration Consultant	3,200.00	640.00	3,840.00
1490	Helpful hirings	1.29	0.26	1.55
1491	Jinca- computer	230.00	46.00	
1491	Jinca -Computer	220.00	44.00	540.00
1492	Expenses	38.70		38.70
1493	Lightfoots- Legal fees	800.00	160.00	960.00
1494	McDonald motors	147.54	29.50	
1494	McDonald motors	117.31	23.46	317.81
1495	Miles Shepherd - Stationery	12.68	2.54	15.22
1496	EPE Cox- deposit stage for Festival	297.50		297.50
1497	Travel Expenses	82.24		82.24
1498	RBS - Finance Package training	270.00	54.00	324.00
1499	Safe and Sound -Playground repairs	395.00	79.00	474.00
1500	Expenses	72.45		72.45
1501	SLCC	85.00	17.00	102.00
1502	South East Donkeys deposit - Festival	100.00		100.00
1503	SSE- Lighting	1,603.20	320.64	1,923.84
1504	TBS Hygiene- Dog waste collection	360.00	72.00	432.00
1505	Turney	5.58	1.12	6.70
1506	Visionict- website	800.00	160.00	960.00
1507	Duplicate chq to Greig and Stephenson			
1508	BALC - Procurement course	63.11		63.11
1509	Travel Expenses	44.50		44.50
1510	SLCC	150.00		150.00
1511	HMRC - paye	2,427.68		2,427.68
DD	CastleWater 23/9/2017	3.38	0.67	4.05
DD	Alphabet GB LTD Mt vehicle	339.99	68.00	407.99
DD	SSE - energy street lighting	1,837.15	360.95	2,198.10
DD	Lex Autolease - Ford transit - Mt Vehicle	334.99	67.00	401.99
DD	BT wi-fi in Market House	51.90	10.38	62.28
DD	Channel Telecom -office phones	41.40	8.28	49.68
DD	Esso - MT fuel	138.52	27.70	166.22
DD	Esso - MT fuel	70.86	14.17	85.03
DD	Grundon Waste Management	76.08	15.22	91.30
DD	Frontier Voice - broadband and office phone	42.50	8.50	51.00
DD	Nest pension	27.00		27.00
SO	Prudential pension	100.00		100.00
SO	Total salaries	9259.72		9259.72
DD	Total pensions	1,944.61		1,944.61
SO	SSE Contracting - lighting maintenance	379.84	75.97	455.81
SO	Princes Centre- refreshments	20.00		20.00
SO	Princes Centre- office rent	500.00		500.00
SO	Keith Dobson- risk assessment	135.40		135.40
CC	Jacksons Fencing	49.95	9.99	59.94
CC	Amazon projector	76.74		76.74
CC	Amazon fist aid kit	13.37	2.68	16.05
CC	Technoworld laptop	467.00	93.40	560.40
CC	Paypal GDPR	84.00		84.00
CC	Esso - screen wash	2.99		2.99
CC	Amazon HDMI	19.74		19.74
CC	Amazon scissors	4.99		4.99
CC	Adobe	42.14		42.14
CC	Amazon projector	43.89	8.78	52.67

CC	Tesco towels	10.00		10.00
CC	Amazon mice	27.96		27.96
CC	Total			
	TOTAL	29,663.15	2,790.16	32,453.31

**FINANCE
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD
ON TUESDAY 13th MARCH 2018 AT 6.30 PM,
IN THE MEETING ROOM, PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman - Cllr M Walsh.
Cllrs, J Coombs, A Ball and I Pearce
Clerk to the Town Council – Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs I MacLauchlan who had work commitments, A Turner and D Knights who were attending other council meetings.

2. MINUTES

The accounts and minutes from the meetings from the previous month, having been previously circulated, were approved by the Meeting and signed by the Chairman.

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. ACCOUNTS FOR PAYMENTS AND NOTE ITEMS OF INCOME

The income and expenditure for March were examined by the Committee.

Cllr J Coombs proposed and Cllr A Ball seconded that the accounts be recommended to the Council and the necessary cheques signed. **All present agreed.**

Further to the Code of recommended practice for local authorities on data transparency, the items of expenditure are attached.

In accordance with the Financial Regulations adopted March 2016, records of regular payments made were signed by two members thus controlling the risk of duplicated payments being authorised and / or made.

5. CORRESPONDENCE

A grant application from the Askett Society

A grant application has been received from the Askett Society for £250 towards a community speed watch equipment. **All present agreed** to recommend to the Town Council that the grant application is approved.

SG

An e-mail from Fultons

An e-mail has been received from Fultons offering a reduction in the invoice for damage caused to a leased vehicle as a gesture of goodwill. **All present agreed** to accept the reduced invoice.

SG

6. A REPORT FROM THE OLD BRITISH SCHOOL FOUNDATION TRUSTEES

The Old British School Foundation Trustees met in February and gave the following report:-

The Clerk had presented the Accounts for the year and confirmation that the Accounts for 2016/17 had been submitted to the Charity Commission and the trustees had agreed that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

Confirmation of the organisations tax residency self-certification for Entities been received by TSB and Schroder Unit Trusts Ltd.

It was proposed that the Town Council advertise that three grants of £100 would be awarded from this charity a year providing the applicants meet the criteria.

The Public Relations Committee will be requested to create a new page on the website to include the history of the charity, a photo of the building and an application form with the criteria to apply for a grant.

The office is requested to research other charities in the parish including the Old Blue Coats School charity. Once the research has been done, the Public Relations Committee will be requested to issue a special Crosstalk edition on charities in Princes Risborough.

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7. APPROVAL OF THE INTERNAL AUDIT TERMS OF REFERENCE FOR RECOMMENDATION TO THE TOWN COUNCIL

The Clerk had previously circulated the Internal Audit Terms of Reference to the members for their consideration. **All present agreed** to recommend to the Town Council to approve.

SG

8. AGENDA ITEMS FOR NEXT MEETING

To be advised.

9. NEXT MEETING

The date of the next monthly meeting of the Finance Committee will be on the 10th April 2018. There being no further business the meeting closed at 6.50pm.

Chairman.....

Date

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**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 8th FEBRUARY AT 2.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors, A Turner, M Walsh and J Coombs
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Summerbell who was unwell and Cllr A Ball who was unable to make the meeting due to work commitments.

2. MINUTES

The minutes of the previous meeting on the 9th January 2018 having been circulated were approved by the Meeting and signed by the Chairman.

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. CORRESPONDENCE

A holiday request from a member of staff has been received that was outside the policy.

All present agreed to grant the request for leave on the 2nd and 3rd of August as an exception.
E-mail advising that applications for the 2018 Community Governance course close on the 15th February 2018.

Community Governance is an advanced qualification for local council officers who work with local communities. It was previously agreed for the Clerk to study for this qualification and the tuition fee has been included in the budget. **All present agreed** for the Clerk to enrol on the course to start in March 2018.

SG

5. REVIEW OF THE TOIL POLICY FOR RECOMMENDATION TO TOWN COUNCIL

A

member of staff had requested a meeting with the Chairman of Admin/HR and the Chairman of the Council to express concerns over the TOIL policy adopted by the Town Council in November which has resulted in serious consequences on them being able to maintain a satisfactory home/work balance.

Cllr M Walsh reminded the Councillors of the business case for the Town Council adopting the TOIL policy was due to the number of staff now being employed which had increased and therefore the potential for all staff to take unrestricted TOIL could cause operational difficulties.

The Clerk informed the Councillors that the member of staff had requested an amendment to the policy to allow for a minimum of three weeks TOIL.

Cllr A Turner proposed that the Councillors consider alternative solutions to resolve the issue with the member of staff. **All present agreed.**

SG

8. AGENDA ITEMS FOR NEXT MEETING

To be advised.

9. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.45pm.

Chairman **Date** **PAGE 02/18**

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
WEDNESDAY 21st FEBRUARY AT 2.15 PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors, A Turner, M Walsh, A Ball and J Coombs
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Summerbell who was unwell.

2. MINUTES

The minutes of the previous meeting on the 6th February 2018 having been circulated were approved by the Meeting and signed by the Chairman.

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. CORRESPONDENCE

None.

5. ADVERT FOR AN APPRENTICE

The Clerk is requested to contact the HR Consultants to ascertain whether it is possible to have a 2-year fixed contract for an apprentice.

SG

All present agreed to advertise after Easter for an apprentice for a 2-year fixed contract if possible, starting in September 2018 at the rate of £4 per hour. **SG**

6. ADVERT FOR A PROJECTS & COMMUNICATIONS OFFICER

The Clerk circulated an advert for the members consideration. **All present agreed** to the advert with a closing date of 15th March 2018 and interviews to be held on the 20th March 2018.

7. INTERVIEW PANELS

It was **agreed** that the interview panel for the Projects & Communications Officer will consist of the Clerk, Deputy Clerk and the Chairman. **KP/SG/MW**

It was **agreed** that the interview panel for the Summer Maintenance Operative will consist of the Clerk, Maintenance Team Leader and Cllr A Ball, with interviews being held on the 21st March 2018.

SG/KL/AB

It was **agreed** that the interview panel for the Apprentice will consist of the Clerk, Maintenance Team Leader and Cllr A Ball. The date is to be decided. **SG/KL/AB**

8. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr A Ball 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 to discuss staff matters. **All present agreed.**

9. AGENDA ITEMS FOR NEXT MEETING

advised.

To be

10. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 2.45pm.

Chairman

Date

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**PUBLIC RELATIONS
PRINCES RISBOROUGH TOWN COUNCIL
DRAFT MINUTES OF THE PUBLIC RELATIONS COMMITTEE HELD ON
TUESDAY 9th January 2018 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Cllr. Ball, Cllr. Davis, Cllr. Walsh, Cllr. Coombs, Cllr. Knights, Cllr. Roberts Cllr. Roberts Kirsty Pope (Deputy Clerk), Nicola Mackinnon (Events and Communications Assistant)

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. Apologies received from Cllr. McLauchlan due to work commitments.

2. MINUTES

Resolved: To agree the minutes of the PR Committee meeting held on the 3rd October. 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. RESPONSES TO CORRESPONDENCE RECEIVED AT THE PR COMMITTEE

None received

5. CONTENT OF CROSSTALKS NEXT ISSUE

The following articles were agreed to be included in the next issue:

Thursday market promotion, Councillor vacancy, Springtime in the town, Update on lighting

Precept 2018/19, meeting room hire at the Market House, update on local plan, parking review phase 2 update, Christmas Lights Switch On, Risborough Rangers garage, advert for new Maintenance Team member. The Deputy Clerk is requested to circulate dates in order for the newsletter to be distributed mid February.

KP

6. ON NABMA HEALTH CHECK FOR THURSDAYS MARKET

The document was circulated prior to the meeting and Cllr.Turner summarised the points made. Cllr Turner expressed his disappointment that they had suggested things that the members had already expressed to them that were difficult or impossible to do. For example unable to change the day or location of the market due to too much disruption and financial implications. However, the point made on the balance of trade policy is eminently sensible. The following ideas were discussed;

Banner to be placed in the Town to advertise the market, the office should actively promote the market on the Town Council Twitter feed and other social media platforms. The market should have a prominent place on the new Town Council website and we should try to encourage the benefits of shopping locally. Details about the market to be included in the next Crosstalk. It was agreed that we should contact Arriva with a view to advertising.

Cllr Coombs suggested bringing in an activity that would appeal to families ie, animal attractions during school holidays

Cllr Davis suggested that the committee try to create a brand/campaign for the Market.

Cllr Coombs suggested that we create a flyer that we could give to the traders for them to hand out at other events.

NM/KP

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7. ON PROMOTING THE MARKET HOUSE MEETING ROOM

Resolved: for an email to be sent out to local organisations with details on hiring the meeting room. Cllr Davis agreed to take some action shot photos of the meeting room in use; it was suggested that Councillors and friends stand in for the photos to be taken one Saturday. The office is requested to pull together a list of possible organisations for the mailing. **NM/ND**

8. ON MERGING THE PR COMMITTEE WITH THE EVENTS COMMITTEE

Resolved: it was agreed not to merge the committees.

It was agreed that the events meeting should take place first, followed by the P/R meeting.

9. TO DISCUSS AND DECIDE ON A HERITAGE TRAIL

The councillors discussed and agreed that with the possible expansion of the town we should take steps to protect the heritage.

Resolved: for a working group to be set up, lead by Cllr Knights.

It was agreed that if it was possible, the trail would be launched at the Chiltern Heritage Festival (22 Sept – 7 Oct).

DK

10. AGENDA ITEMS FOR NEXT MEETING

TBA

11. 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 DISCUSS AND DECIDE ON A NEW WEBSITE SUPPLIER

Cllr 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.**

12. DATE OF NEXT MEETING

The next meeting of the Committee is TBA.

There being no further business to discuss, the meeting closed at 8.35pm

Chairman Date

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**TUESDAY 9th JANUARY 2018 AT 7:45PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman – Cllr. A.Ball
Cllr. Coombs, Cllr. Knights, Cllr. Davis, Cllr. Walsh, Cllr. Summerbell Cllr. Roberts
Deputy Clerk - Kirsty Pope
Projects and Communications Assistant – Nicola Mackinnon

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. Apologies received from Iain McLauchlan due to working commitments.

2. MINUTES

Resolved: To agree the minutes of the Events Committee meeting held on the 3rd October 2017 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. CORRESPONDENCE

Email from Michael Graham Estate Agents regarding sponsorship

Michael Graham emailed the council to offer to be the main sponsors of the town events for 2018.

Resolved: the councillors would like to thank Michael Graham for their kind offer and wish to continue the sponsorship as per 2017. The councillors would like to accept an offer of £1500 +VAT for sponsorship of both Christmas and Summer events. However, it was agreed for the office to advise Michael Graham of the additional marketing exposure over & above the current agreement.

KP

Email from resident regarding Billy Pettigrove funfair incident at the Christmas light switch on event 2017

The council received an email regarding an incident whereby a child walked into the towbar between rides and got injured. When her father approached Billy Pettigrove he was said to have become verbally abusive. The resident wanted the council to be aware of the incident.

Resolved: The councillors agreed that for the office to write to the complainant to express our apologies for the incident. In addition for the office to contact Pettigrove Funfair to invite them to a meeting to discuss the complaint and plans for Summer 2018.

NM

Email regarding a commonwealth lunch.

The councillors agreed that a Commonwealth Lunch should mark Commonwealth week (12th until 22nd March) and that local groups should be contacted with a view to facilitating such an event. It was agreed that a town councillor should be present at each event.

All councillors agreed to purchase a Commonwealth flag and to approach the Lord Lieutenant to raise it. It was proposed that a board be erected to inform residents why the flag is being flown. Cllr. Davis agreed to prepare a piece for Crosstalk.

NM/ND

5. REPORT ON THE CHRISTMAS LIGHT SWITCH ON 2017

All councillors agreed that the Christmas Light Switch on was a good evening out, with the greatest number of people we have ever had in attendance. We had more stalls and more entertainment.

The following suggestions were made to improve the event for 2018:

To arrange to meet with the sound engineer with a view to improving the speakers and possibility of speakers down the High Street.

KP

To have a list of helpers that is adhered to, improved signage should we wish to run the ice rink again as people were confused as to where to purchase tickets. Helpers turning on the lights to be councillors and briefed well in advance of their role.

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A meeting with lamps and tubes to be arranged.

KP

It was agreed that we should be mindful of the pinch point in the High Street where the slide and puppet stall went. We should not put anything large in this area in the future.

It was agreed that we would obtain quotes for a company to set up the stalls on the day. **NM**

Cllr Davis to have help when greeting stall holders in Duke Street.

Rotarians should be asked to stay until the end of the event and be aware on who cannot be given entry at road closures (confirmation of this to be obtained by County) Rotarian should be in attendance at our festival briefing meeting.

Thank you event with sponsors to be help half an hour before the start of the festival.

Fleeces to be handed out in advance.

Review prices for summer and winter pitch hire.

It was agreed not to do the fireworks in 2018 as logistically it was very difficult to manage on the night. It was suggested that we have a security company to manage entrance to the market house due to people using the facility without agreement. It was agreed that we should arrange the street closure from 11 am until 10 pm or until we deem it safe.

6. ON MERGING THE EVENTS AND PR COMMITTEE

Resolved: it was agreed not to merge the committees.

7. ON A DATE FOR THE SUMMER FESTIVAL 2018

Resolved: to hold the summer festival on Saturday 7th July 1pm to 6pm.

8. ON A DATE FOR THE CHRISTMAS LIGHTS SWITCH ON 2018

Resolved: to hold the Christmas Lights Switch On Saturday 1st December.

9. AGENDA ITEMS FOR NEXT MEETING

- a) To discuss and decide on Easter events
- b) To discuss and decide on whether to mark the Royal Wedding Celebration in May.

10. DATE OF NEXT MEETING

TBA

There being no further business to discuss, the meeting closed at 20:30

Chairman Date