



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE TOWN COUNCIL (Councillors M Walsh, A Turner, G Hall, I Pearce, N Davis, J Coombs, I McLauchlan, J Roberts, D Knights, P Summerbell, A Ball and L Byrne)**

Dear Councillor,

You are summoned to attend the Annual Meeting of the **Town Council** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **Tuesday 28<sup>th</sup> May 2019 AT 7.00 PM** when the business set out in the following agenda will be transacted.

*Susanne Griffiths*

**Clerk to the Town Council  
21<sup>st</sup> May 2019**

## AGENDA

### The Town Council Prayer

1. **Election of Chairman/Town Mayor**
2. **To receive the Chairman's Declaration of Acceptance**
3. **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

4. **Acceptance of Minutes of Previous Meeting of the 26<sup>th</sup> March 2019**

To receive and approve as a correct record the [minutes](#) of the Town Council meeting held on the 26<sup>th</sup> March 2019

5. **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)

6. **Election of Vice Chairman/Deputy Town Mayor**
7. **Election of Chairman of Finance**
8. **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 stay and observe the rest of the meeting



# PRINCES RISBOROUGH TOWN COUNCIL



9. **Report from Thames Valley Police**

To receive a report from Thames Valley Police.
10. **Reports from District and County Councillors**

To receive a report from Cllr Bendyshe-Brown (BCC) and Wycombe District Councillors (WDC) on matters concerning Princes Risborough
11. **Council Committees**

(a) To receive and note the minutes of: -  
Planning Committee [2<sup>nd</sup> April 2019](#) Planning Committee [14<sup>th</sup> May 2019](#)(draft)  
Town Committee [2<sup>nd</sup> April 2019](#) Town Committee [14<sup>th</sup> May 2019](#) (draft)  
Finance Committee [18<sup>th</sup> March 2019](#) Finance Committee [15<sup>th</sup> April 2019](#)  
(draft)  
Events Committee [16<sup>th</sup> April 2019](#) (draft)  
Admin/H&R Committee [29<sup>th</sup> April 2019](#) (draft)  
Public Relations Committee [16<sup>th</sup> April 2019](#) (draft)
12. **Outside Bodies**

To nominate and approve the appointment of representatives on outside bodies
13. **Town Council Committees**

a) To establish an Economic Regeneration Committee  
b) To approve the merger of the Public Relations and Events Committees  
c) To agree membership of the Town Council Committees
14. **Financial Matters**

a) To note the Financial Report to 31<sup>st</sup> March 2019  
b) To receive the Annual Internal Audit report 2018/2019  
c) To approve the review of the Effectiveness of the Internal Audit (attached)  
d) To approve the updated Asset Register for 2019
15. **Audit 2018/2019**

a) Annual Governance Statement  
To agree the Annual Governance Statement 2018/2019. (Section 1 of the Annual Governance Accountability Return (AGAR))

b) Annual Governance Statement  
To agree the Annual Governance Statement 2018/2019 be signed by the Chairman and Clerk

c) Accounting Statements  
To agree the Accounting Statements 2018/2019. (Section 2 of the AGAR)

d) Accounting Statements  
To agree the Accounting Statements 2018/2019 be signed by the Chairman



# PRINCES RISBOROUGH TOWN COUNCIL



e) **Public Inspection Period**

To adopt the public inspection for the 2018/2019 accounts of the 10<sup>th</sup> June 2019 to 19<sup>th</sup> July 2019

**16. Correspondence**

To decide on the response to correspondence received at the Town Council

**17. Signatories for 2019/2020**

To approve the signatories for 2019/2020 to sign cheques on behalf of the Council

**18. Insurance Policy 2019/2020**

To receive a report from the Finance Committee on the review of the Insurance Policy and approve any recommendations and the premium to be paid for 2019/2020

**19. Minor Grant**

To consider and approve a recommendation from the Finance Committee regarding a Minor Grant application

**20. Finance Risk Assessment**

To receive a recommendation from the Finance Committee to approve the Princes Risborough Town Council Finance Risk Assessment and Management Schedule

**21. Risk Schedule**

To receive a recommendation from the Finance Committee to approve the Princes Risborough Town Council Risk Schedule

**22. Reserves**

To approve viring funds from General Reserves to install sprinklers at the Stratton Memorial Gardens

**23. Defibrillator**

To purchase a defibrillator for Askett Village

**24. Office Extension**

To approve a new 2-year contract with the Princes Centre for £7500 per annum to begin when the additional space to hire becomes available

**25. Tree Charter**

To receive a recommendation from the working group that the Town Council become a Tree Charter Branch and adopt the 10 Tree Charter principles aimed at protecting and enhancing trees and forests in the UK.



# PRINCES RISBOROUGH TOWN COUNCIL



- 26. Annual Town Meeting Date 2020**  
To discuss and decide on the date for the Annual Town Meeting 2020
- 27. Monks Risborough Parochial Trustees**  
To appoint the Town Council representatives to the Monks Risborough Parochial Trustees Board
- 28. Charity Networking Event**  
To discuss and decide on hosting a Charity Networking Event (Cllr M Walsh)
- 29. Appointing a Valuer for the Acquisition of Land**  
To discuss and decide on appointing a valuer for the acquisition of land (Cllr M Walsh)
- 30. Future Agenda items**  
To receive items to be included in the next meeting
- 31. 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 discuss and decide on the preferred contractor for the shop front at 39 High Street and discuss a legal matter
- 32. Date of next meeting**  
To note the date of the next meeting

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

## Annual Internal Audit Report 2018/19

## PRINCES RISBOROUGH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			n/a.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

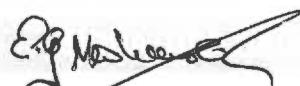
Date(s) internal audit undertaken

03/05/2019

Name of person who carried out the internal audit

ERNEST NEWHOUSE

Signature of person who carried out the internal audit



Date

03/05/2019

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Princes Risborough Town Council Internal Audit Review 2019

Agreed 28<sup>th</sup> May 2019

Agenda Item NO 14(c)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Scope of internal audit	Terms of reference for internal audit were reapproved by the Council.	Yes	Reviewed and approved 26 <sup>th</sup> March 2019, as per Financial Regulations 27 <sup>th</sup> March 2018	Review Annually
	Letter of engagement	Yes	Issued 04.02.2019	
	Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.	Yes	Covered in our Finance Risk Assessment & Management Document 2019	
2. Independence	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	Covered in our Finance Risk Assessment & Management Document 2019	Existing procedure good
	Internal audit has direct access to those charged with governance.	Yes	As per Financial Regulations 27 <sup>th</sup> March 2018	
	Reports are made in own name to management.	Yes	Internal auditors report dated 3 <sup>rd</sup> May 2019	
3. Competence	Internal auditor does not have any other role within the council or involvement in the authority's financial controls and procedures.	Yes	Appointed an independent auditor on 29 <sup>th</sup> January 2019	Existing procedure good
	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	Internal auditor report dated 3 <sup>rd</sup> May 2019, as per Financial Regulations 27 <sup>th</sup> March 2018	
4. Relationships	The Clerk/RFO is consulted on the internal audit plan.	Yes	Audit plan approved by Council 26 <sup>th</sup> March 2019	As above and offer training
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description & engagement letter)	Yes	Within council policy documents/standing orders/financial regs. forms part of financial regs. & Finance Risk Assessment and Management document 2019.	
	The responsibilities of council members are understood; training of members is carried out as necessary.	Yes	Within council policy documents/standing orders/financial regs. Induction training carried out by Chairman and Clerk. Training delivered by BALC	
5. Audit planning & reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council.	Yes	Audit plan approved 26/03/19 – forms part of Financial Regs 2018 & Finance Risk Assessment and Management document 2019	Existing procedure good
	Internal audit has reported in accordance with the plan.	Yes	As per Financial Regulations approved by Council 27 <sup>th</sup> March 2018.	



CHARACTERISTICS OF EFFECTIVENESS	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	Financial Regulations approved by council 27th March 2018 Covered in our Finance Risk Assessment & Management Document 2019. Internal auditor reviews annually	Review the Finance Risk Assessment and Management document minimum every two years
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the Council's annual governance statement	Yes	Financial Regulations approved by council 27th March 2018 Finance Risk Assessment & Management 2019	Review the Finance Risk Assessment and Management document minimum every two years Existing procedure good
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community	Yes	Internal auditors report of annual return dated 03.05.2019 presented to the Council in May annually.	Council to action if required
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audits recommendations and follows up with action where this is called for.	Yes	Internal auditors report is reviewed by Council and actioned as appropriate.	Council to action if required
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes	Audit plan approved 26/03/19 - forms part of Financial Regs. & Finance Risk Assessment and management 2019	Review Audit Plan annually
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations.	Yes	Internal audit involved when facing new challenges or risks identified	Report to council
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the Council and the legal and corporate framework in which it operates.	Yes	Internal auditor visits the Council office to inspect documents relating to internal audit. Internal auditor provides evidence.	Existing procedure good



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
 Authority web address



## Section 2 – Accounting Statements 2018/19 for

15 C

### PRINCES RISBOROUGH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	505,417	539,911	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	345,702	354,151	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	218,072	569,964	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	176,858	192,969	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	34,888	34,817	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	317,534	658,722	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	539,911	577,518	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	530,808	558,013	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,102,562	1,596,838	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	256,143	230,905	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

20/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Agenda Item No 16

10<sup>th</sup> May 2019

Dear Sirs

The Parish Council are consulting on our Pre-submission Neighbourhood Plan.

We launched the consultation on Wednesday 8<sup>th</sup> May 2019 and it runs for 6 weeks until Thursday 20<sup>th</sup> June 2019 at 11pm.

Please could you review our plan, all the documentation can be found at <https://www.kimbleplan.org/> and send your comments to [consultation@kimbleplan.org](mailto:consultation@kimbleplan.org) by 20th June 2019.

Yours sincerely

Today I went to above named shop to get a pint of milk and noticed that it is £1 for the day. As I stood there at the machine, two other motorists were there. We thought it strange that to buy a pint of milk in the week cost 50 p parking but £1 on a Sunday.

We all left and went elsewhere. Also we all noticed how empty the car park was. Over the last few weeks we have spoken to staff at M and S and other local shops and they all agree that trade is down.

Are the lunatics running the asylum ?

Regards



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

Minor Grants up to £250  
Application Form

To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy

1. Name of Organisation	PRINCES RISBOROUGH LAWN TENNIS CLUB (PRLTC)
2. Name, Address and Position of Contact in Organisation	[REDACTED] [REDACTED] [REDACTED] "PRLTC COMMITTEE SUPPORT"
3. Telephone Number and/or Email Address of Contact	[REDACTED] [REDACTED]
4. Is the Organisation a Registered Charity? If yes, Charity Number	YES/NO WE ARE A MUTUAL SOCIETY, NOT FOR PROFIT, GOVERNED BY A SET OF RULES
5. Amount of grant requested?	£ 250
6. For what purpose or project is the grant requested?	TO ADD WHEELCHAIR ACCESS TO THE CLUBHOUSE PROVIDING EASY ACCESS TO THE KITCHEN AND TOILET FACILITIES
7. What will be the total cost? If applying for other grants/matched funds for the project please provide details.	£ 10,000 FOR THE RAISED PATIO, RAMP, COVER AND OPENING DOORS SUITABLE FOR WHEELCHAIRS
8. When will the money be spent?	EXPECTED BY JUNE 2019
9. Who will benefit from the project? Give details of age groups catered for (if applicable).	ALL MEMBERS WILL BENEFIT (200+) BUT SPECIFICALLY 1 WHEELCHAIR PLAYER AND ANY VISITOR WHO REQUIRES EASY ACCESS. THIS WORK WILL ENABLE US TO BE MORE INCLUSIVE.

Princes Risborough Town Council Risk Schedule	Frequency	Last Reviewed	Comments/Actions
Town Council Insurance			
Including Public & Employers Liability	Annual	May-19	£15 Million for PIL
Money & Fidelity Guarantee	Annual	May-19	No change
Personal Accident	Annual	May-19	No change
Building Cover for Parish Owned Property/Community assets	Annual	May-19	changes approved at TC meeting May 2018
Safety Check/Fire/Electrical - Market House	Annual	May-19	No change
		Oct-18	Inspected by Interserve
Safety Check/Fire/Electrical - Office	Annual	May-19	Inspected by PSA Electrical Contractors
Inspection of Playground equipment by qualified Inspector - ARD	Quarterly	Mar-19	All high risk items actioned
by Risk Inspection Officer	Monthly	May-19	All high risk items actioned
by Maintenance Team	Weekly	May-19	
Other Inspections/Maintenance:			
Tree Survey by WDC Arboriculturalist	As required	Apr-19	To be reviewed 2022/23
Goalpost bar - bolts fitted to make secure HHMC	start & finish of Season (stored)		
Tree maintenance	Annually - ongoing		
Financial Matters:			
Finance Risk & Management Review		Mar-19	Satisfactory
Banking Arrangements	Annual	Mar-19	Satisfactory
Insurance Providers	Every three years	Apr-18	Satisfactory
VAT return completed/submitted	Quarterly	Apr-19	Satisfactory
Annual Salary Review	Annual	Nov - estimates	Satisfactory
Bye-Elections	Annual	Nov - estimates	Satisfactory
Other	Annual	Nov - estimates	Satisfactory
Budget agreed, monitored and reported	Monthly	May-19	Satisfactory
Precept requested	Annual	Jan-19	Satisfactory
Payments approval procedure	Monthly	May-19	Satisfactory
Bank reconciliations overseen by Finance committee	Monthly	May-19	Satisfactory
Members' allowance reviewed and agreed	Annual	Nov - estimates	Satisfactory
Internal Audit	Annual	May-19	Satisfactory
External Audit	Annual	May-18	Satisfactory
Internal check of financial records	Monthly	May-19	Satisfactory

Record Keeping:					
Minutes properly numbered etc	on-going			Yes	
Asset register available/updated	on-going		Apr-19	Yes	
Financial Regulations available/updated	on-going		Mar-18	Yes	
Backups taken of computer records	Daily		Daily		
Archived computer records	Periodically		Auto archive		
Employees & Contractors:					
Contracts of employment	on-going			Satisfactory	
Contractor' Indemnity Insurance	on-going			Satisfactory	
Written arrangements with contractors	on-going			Satisfactory	
Members' Responsibilities:					
New code of conduct adopted	on-going			Yes	
Register of interests completed & updated	on-going			Yes	
Register of Gifts/Hospitality	on-going			Yes	
Declarations of interests minuted	on-going			Yes	
<b>The information given above was agreed at the Town Council Meeting held on the</b>					
<b>as being a correct record.</b>					
<b>Signed:</b>	<b>Date:</b>				
<b>Chairman</b>					
<b>Clerk</b>					



**Charter**  
for Trees, Woods  
and People

**PRINCES RISBOROUGH TOWN COUNCIL  
CHARTER FOR TREES, WOODS AND PEOPLE**

***Proposal: The working group recommend that Princes Risborough Town Council become a 'Tree Charter Branch' and duly adopt and abide by the 10 Tree Charter principles aimed at protecting and enhancing trees and forests in the UK.***

**Overview**

Princes Risborough is widely acknowledged as 'The Historic Gateway to the Chilterns', an Area of Outstanding Natural Beauty (AONB) renowned for its rolling chalk hills, streams and grasslands and generous tree coverage. The Chilterns remains one of the most wooded parts of England with over one fifth covered by woodland. Ash, cherry, oak, lime and beech trees are widespread and their importance and value to the local area in terms of contributing to the health, wellbeing and biodiversity of our town, as well as the sense of identity which they help provide for our community is immeasurable. In the Risborough area, the primary concentration of notable trees, as defined by The Woodland Trust are towards the parish boundary at Pulpit Hill and Green Hailey, but we also have several Tree Protection Orders (TPOs) in place in the Stratton Memorial Garden and King George V Park (see Princes Risborough Town Council Tree Survey Report – May 2019).

Princes Risborough Town Council has an important role to play with regards to the careful management of trees and woodlands for which we are responsible, but also for conveying this value to our residents and businesses, so that our natural environment is not overlooked or devalued when decisions are made. In their strategy to 2020 the Natural Environment Partnership for Buckinghamshire and Milton Keynes identified that:

*'This value that we draw from the natural environment is often taken for granted, and is not always well recognised in decision making.'*

*(Forward to 2020: Buckinghamshire and Milton Keynes Biodiversity Action Plan p. 17)*

The Town Council already meets our statutory obligations under section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, which apply to all levels of local authorities and impose on us a statutory duty to consider biodiversity while undertaking all of our functions (see Princes Risborough Town Council Biodiversity Policy for further details).

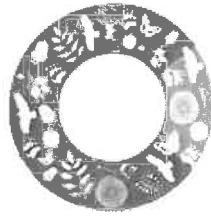
Furthermore, Princes Risborough and the surrounding area faces a significant amount of development in the next 15 years following the expansion outlined in the Local Plan. This could have a detrimental impact upon biodiversity in the area unless steps are taken to actively manage the situation. Even without this additional development, wildlife and plant species are already in decline in chalkland areas around the Chilterns and have been accompanied by the devastation resulting from ash die back, so there has never been a more important time for the Town Council to take action.

Andrew Whitaker, planning director at the Home Builders Federation (HBF) recently stated:

*'As we build the homes the country needs, the industry is committed to supporting and enhancing bio-diversity, proactively protecting wildlife and providing an overall increase in the number of trees.'*

This commitment, combined with the pre-existing national planning guidance, which makes it clear to local authorities that policies and decisions should contribute to and enhance the natural and local environment by minimising the impacts on and providing net gains for biodiversity, will be strengthened further by the forthcoming Environment Bill, which is likely to require developers to deliver a net gain for biodiversity following any new developments.





# Charter

for Trees, Woods  
and People

It is within this context that Princes Risborough Town Council members are asked to approve the signature of the Tree Charter by the Town Council and the adoption of the following principles, informed by the Charter for Trees, Woods and People and building on our biodiversity commitment. This will help to ensure our town retains its character and continues to value the environmental and health benefits which our local trees afford to our residents and visitors. These principles will guide our approach to the management of trees and woodlands across our parish and provide a source of reference when making decisions which impact upon our local wooded landscapes.

## Princes Risborough Town Council pledges to:

1. Support local tree diversity through planting projects and sound management;
2. Replace every tree which is felled on Princes Risborough Town Council managed land to a ratio of at least 1:1;
3. Promote local tree heritage and celebrate National Tree Charter Day;
4. Ensure that local community publications (e.g. Crosstalk) and street furniture installations use materials from certified sources (e.g. FSC – Forest Stewardship Certification);
5. Monitor Tree Preservation Orders (TPOs) across Princes Risborough Town to prevent any further loss of our precious ancient woodland and important trees;
6. Consider the future of local trees when making planning decisions, adopting a guiding principle to increase tree cover in new developments and to prevent wanton felling;
7. Promote the physical and mental health benefits of trees;
8. Identify and look for opportunities to address the barriers to local people accessing and benefitting from woodland or green spaces with trees;
9. Monitor our trees and woods and be vigilant of potential problems facing trees such as increasing threats from pests, diseases and climate change;
10. Encourage council members to learn about the benefits of trees and work to promote them to landowners in order to influence their decisions around planting and management.

## Reference List

*'Forward to 2020: Buckinghamshire and Milton Keynes Biodiversity Action Plan'*

[https://www.aylesburyvaledc.gov.uk/sites/default/files/page\\_downloads/CD.SLB\\_004%20Bucks%20and%20Milton%20Keynes%20Biodiversity%20Action%20Plan%20Forward%20to%202020%20%28B%20MKNEP%20Jan%202015%29.pdf](https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/CD.SLB_004%20Bucks%20and%20Milton%20Keynes%20Biodiversity%20Action%20Plan%20Forward%20to%202020%20%28B%20MKNEP%20Jan%202015%29.pdf)

Communities Secretary James Brokenshire – Environment Bill and biodiversity comments

[https://www.gov.uk/government/news/protect-birds-when-building-says-james-brokenshire?utm\\_source=c16c13be-f440-44d6-a6ae-fb0f7fa69479&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#content](https://www.gov.uk/government/news/protect-birds-when-building-says-james-brokenshire?utm_source=c16c13be-f440-44d6-a6ae-fb0f7fa69479&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#content)

Tree Charter Ten Principles (available from <https://treecharter.uk/>)

- 1) Sustain landscapes rich in wildlife
- 2) Plant for the future
- 3) Celebrate the power of trees to inspire
- 4) Grow forests of opportunity and innovation
- 5) Protect irreplaceable trees and woods
- 6) Plan greener local landscapes
- 7) Recover health, hope and wellbeing with the help of trees
- 8) Make trees accessible to all
- 9) Combat the threats to our habitats
- 10) Strengthen our landscapes with trees