



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 25th AUGUST 2020 BY VIDEO LINK VIA ZOOM
AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs, A Ball, J Coombs, A Turner, D Knights, T Murali, L Byrne, G Hall, S Baxter, and N Davis
Susanne Barter–Clerk to the Town Council
Jayne Mylchreest – Administration Officer
1 member of the public

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Councillors I Pearce who had a previous commitment and I Mclauchlan who had a work commitment.

Resolved: To receive and note the following apologies from Councillors Pearce and Mclauchlan.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 28TH JULY 2020

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 28th July 2020

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.

Cllr G Hall declared a non-pecuniary interest in Agenda Item No 11 as he is a member of the Buckinghamshire Council Central Planning Committee.

Cllr D Knights declared a non-pecuniary interest in Agenda item No 7(c) as he has a family connection.

4. PUBLIC FORUM- No questions were raised by members of the public.

5. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police (TVP) sent the following report: -

The Neighbourhood Police team are planning some educational events to carry out at local schools in relation to social media misuse and carrying knives during the school terms ahead.

PCSO Gomes Da Costa is continuing to do some great work around vulnerable people living in the town whereby she visits those that are flagged to her from action fraud or other agencies relating to possible scams and educates them around ways to reduce or eliminate risk. Those that are considered most vulnerable are added to a list of people that she tries to visit on a regular basis to check on their welfare and ensure continued safeguarding.

There continues to be very little reported crime or anti-social behaviour in the town but there has been a slight increase since lockdown ceased.

There were two reports of indecent exposures in the town at the end of July. The investigation is continuing but a male suspect has been arrested and interviewed with no further reports since.

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

Reports were not received.

Cllr D Knights declared a non-pecuniary interest in Agenda item No 7(c) and took no part in the discussion or vote.

7. FINANCE

a) Income for July 2020 was noted.

b) Payments for August 2020 were noted

c) **All present approved** Invoice No 995 from B.E.P Contracting Ltd at £60,222.40 + vat
Invoice No 404 from Retail Revival £6,720.00 + vat

JM

8. RISBOROUGH BASKET

a) Report

Cllr M Walsh reported that Risborough Basket 2.0 would be launched on the 19th September 2020 the same day as the next Farmers Market. The van has been delivered and the livery is being arranged. Cllr D Knights and T Murali volunteered to help with the project.

DK/TM

Cllr M Walsh invited the members to join the Risborough Basket meeting on a Tuesday.

9. THURSDAY MARKET

a) Report

Cllr A Turner reported that the market continues to operate safely and that traders had reported better than expected sales. Some regular traders are hoping to return in September with new requests being received to attend.

Cllr A Turner proposed to invite the relevant Farmers market traders.

JM

Cllr D Knights proposed to promote the market on social media.

DK/KP

All present agreed.

b) Traders Agreements

Cllr M Walsh proposed to approve the recommendation from the Thursday Market Working Group to approve the reviewed and amended market Trader Agreements.

Seconded by Cllr T Murali

Resolved: To approve the recommendation from the Thursday Market Working Group to approve the reviewed and amended market Trader Agreements.

JM

10. CORRESPONDENCE

An email has been received from Buckinghamshire Council (BC) regarding the Devolved Service Agreement

BC has requested the Town Council to add an additional 550m2 of grass verge to the current agreement at £ 27.91 for the 2020-2022 years.

Cllr M Walsh proposed to defer this decision to later in the year.

Seconded by Cllr S Baxter

Resolved: To defer this decision to later in the year.

SB

An email has been received regarding the trees at the Stratton Memorial Garden

A resident has requested that the fir trees in the Garden be removed and fence panels replaced.

Councillors agreed to make provision in the 2021/2022 budget to replace the trees in poor health with native trees and to investigate the condition of the fence panels.

All present agreed.

JM/KP

Requests to attend the Thursday Market have been received

A trader who sells ethical plastic free products has requested to attend the Thursday Market

Cllr A Turner proposed to approve the request.

Seconded by Cllr J Coombs

Resolved: To approve the request.

JM

A trader that sells Italian style food products has requested to attend the Thursday Market

Cllr M Walsh proposed to approve the request.

Seconded by Cllr T Murali

Resolved: To approve the request.

JM

A request has been received to use Wades Park

A request to use Wades park has been received from a children's' go kart company.

Cllr M Walsh proposed to request a more detailed proposal for the use of the indoor and outdoor space

Seconded by Cllr A Turner

Resolved: To request a more detailed proposal for the use of the indoor and outdoor space

CH

A trader has requested to attend the parish to provide a takeaway service

A pop-up bistro trader has requested to attend the parish once a month to provide a takeaway service specialising in homemade food products. He operates with an app for customers to preorder for collection.

Cllr D Knights proposed to support the initiative and to approach Buckinghamshire Council regarding the use of a car park in the town, for the trader to use on that evening.

Seconded by Cllr J Coombs

Resolved: To support the application

JM/DK

A request has been received to use one of the parks

A request from a fitness instructor has requested the use of one of the parks for 4 classes a week at 45 minutes each in September and October.

Cllr D Knights proposed to approve the request.

Seconded by Cllr T Murali

Resolved: To approve the request.

JM

An email has been received regarding the brook at the end of Brooke Road in Wades Park

A resident has requested that the brook is cleared and the trees are cut back and also requests that CCTV is installed to prevent littering and anti-social behaviour in Wades Park.

Cllr M Walsh proposed for the Maintenance Team Leader to produce a report of works required for the brook to be discussed at the next meeting and for the trees to be pollarded. The office is requested to reply to the resident that CCTV has already been budgeted for in the current building programme at the Community Centre and that other locations in the park will be investigated.

Seconded by Cllr A Ball

Resolved: For the Maintenance Team Leader to produce a report of works required for the brook and for the trees to be pollarded. To reply to the resident that CCTV has already been budgeted for in the current building programme at the Community Centre and that other locations in the park will be investigated.

JM/BH/SB/KP

A consultation regarding the removal of BT telephone boxes has been received

Buckinghamshire Council has been notified by BT of their proposal to permanently remove the following public call boxes in Station Road and New Road. BC has to decide on whether to consent or object to the proposal.

The Town Council is requested to submit any comments by the 25th September 2020.

Cllr M Walsh proposed to reply that the Town Council has no objection to the removal of the kiosks. The receiver at the Station Road kiosk has been damaged for some time and not repaired. Also, to request that the land is made good after the removal by removing the concrete base and to returf.

Seconded by Cllr A Turner

Resolved: To reply that the Town Council has no objection to the removal of the kiosks. The receiver at the Station Road kiosk has been damaged for some time and not repaired. Also, to request that the land is made good after the removal by removing the concrete base and to returf.

JM

Cllr Hall declared an interest in the next agenda item and took no part in the discussions or votes.

11. PLANNING

a) To consider new planning applications

20/06763/TPO

Address: Mayfield Thorns Close Whiteleaf Buckinghamshire HP27 0LU

Proposal: Shorten by 3 - 4 metres as growing as part of hedge x 3 Sycamore (G1), lift crown heights to clear 5-6m, thin remaining canopies by approx. 20% due to re-active growth x 2 Limes and x 1 Sycamore (G2), fell as not thriving in the position they are in x 2 Plums and x 1 Laburnum (G3) and lift, thin and reduce group by approx. 2 metres crown volume to re-reduce back to previous levels, lift trees to clear 3 metres for general maintenance group of x 1 Lime, x 1 Chestnut and x 1 Sycamore (G4)

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/06905/FUL

Address: 2 Upper Icknield Way Princes Risborough Buckinghamshire HP27 0EX

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

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/06760/TPO

Address: Unit 1 Kites Park Summerleys Road Princes Risborough Buckinghamshire HP27 9PX

Proposal: Fell as leaning over shipping container 1 x Ash tree, fell as heavily decayed 1x Cherry, cut back from building by 2m x 1 Sycamore (G2) and fell to ground level as sparse and nearly dead x 1 Pine (G3)

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.
All present agreed.

Cllr D Knights left the meeting at 8.15pm

20/06929/CTREE

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

Proposal: Reducing the height and spread of the tree by up to 2 metres x 1 Yew and x 1 Mountain Ash (T1 and T2), Trim height by maximum of 1m reduction x 1 Box, Portuguese laurel (T3) and fell x 1 Horse Chestnut (T4)

The Planning Working Group recommend that the Princes Risborough Town Council objects to the felling of the healthy Horse Chestnut tree as it is very protective of these indigenous trees in the parish which add character and lies within a conservation area.

All present agreed.

20/06760/TPO

Address: 12 St Teresas Close Princes Risborough Buckinghamshire HP27 0JH

Proposal: Fell as poor form and 80% dead x 1 Horse Chestnut(T1)

The Planning Working Group recommend that the Princes Risborough Town Council would object to the felling of this tree unless there is a condition that it would be replaced with another Horse Chestnut tree.

All present agreed.

20/07001/FUL

Address: 28 Brooke Road Princes Risborough Buckinghamshire HP27 9HJ

Proposal: Householder application for construction of single storey rear extension and first floor front extension

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/06974/TPO

Address: 1 Rectory Court Princes Risborough Buckinghamshire HP27 0DN

Proposal: Cut back to boundary by trimming back one branch to allow more light x 1 Sycamore (A2)

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/06997/FUL

Address: Paxton Cottage Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LL

Proposal: Householder application for construction of replacement retaining walls (Retrospective)

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/07035/VCDN

Address: Park Mill Stables Park Mill Princes Risborough Buckinghamshire HP27 9QB

Proposal: Variation of condition 4 (accommodation) attached to PP 17/06363/FUL

(Householder application for conversion of ground floor storage area to enlarge existing annex accommodation used ancillary to main dwelling, re-location of door, fenestration alterations and re-clad end gable (alternative scheme to pp 14/06250/FUL)) to allow for removal of condition

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/07082/FUL

Address: Whitecroft Aylesbury Road Monks Risborough Buckinghamshire HP27 0JT

Proposal: Householder application for construction of single storey side extension, garage conversion with insertion of 4 x rooflights and alterations to fenestrations

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/06940/FUL

Address: Thorley Westfields Whiteleaf Buckinghamshire HP27 0LH

Proposal: Householder application for construction of single storey front porch extension, single side extension, fenestration alterations and insertion of 2 x roof lights to rear roof

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.
All present agreed.

Cllr D Knights re-joined the meeting at 8.20pm

20/07055/FUL

Address: Hirschen Crowbrook Road Monks Risborough Buckinghamshire HP279LP

Proposal: Householder application for construction of 2 x hip to gable roof extensions, insertion of 2 x dormer to front and 1 x box dormer to rear with insertion of 1 x roof light on connection with loft conversion

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/07069/CTREE

Address: Bell House Crowbrook Road Askett Buckinghamshire HP27 9LS

Proposal: Remove to ground level x 4 Leylandii (T1-T4)

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/07088/CTREE

Address: Corner Cottage Askett Lane Askett Buckinghamshire HP27 9LU

Proposal: Crown lift to allow a 4.0 metre ground clearance and thin the crown by 15% x 1 Beech Tree

The Planning Working Group recommend that the Princes Risborough Town Council has no comment.

All present agreed.

20/07108/FUL

Address: Westfield Crowbrook Road Askett Buckinghamshire HP27 9LS

Proposal: Householder application for construction of single storey front extension, roof alterations in connection with loft conversion and construction of detached garage.

The Planning Working Group recommend that the Princes Risborough Town Council is unable to comment on this application as the documents are not available to view. The office is requested to contact the Planning Officer to ask for an extension for comments to be submitted when the documents are available to view. **JM**

b) To note planning application decisions

20/06040/FUL

Address: Mulberry House Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LX

Proposal Householder application for construction of single storey double detached garage

Decision: Application Permitted

20/06048/CLP

Address: 18 Clifford Road Princes Risborough Buckinghamshire HP27 0DU

Proposal Certificate of lawfulness for proposed hip to gable roof extension, rear box dormer with Juliet balcony, insertion of 1 x rooflight to front roof elevation in connection with loft conversion

Decision: Grant Certificate

20/06074/FUL

Address: 4 Wycombe Road Princes Risborough Buckinghamshire HP27 0DH

Proposal Householder application for single storey rear extension and first floor rear infill extension

Decision: Application Permitted

20/06113/CLP

Address: 19 Lime Road Princes Risborough Buckinghamshire HP27 0BL

Proposal Certificate of lawfulness for proposed single storey side extension

Decision: Grant Certificate

20/06217/CLP

Address: 5 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal Certificate of lawfulness for proposed construction of boxed dormer to rear and insertion of 2 x rooflights to front roof elevation in connection with loft conversion

Decision: Grant Certificate

20/06220/CLP

Address: 6 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal Certificate of lawfulness for proposed boxed dormer to rear and insertion of 2 x rooflights to front elevation in connection with loft conversion

Decision: Grant Certificate

20/06109/FUL

Address: 4 Chestnut Close Monks Risborough Buckinghamshire HP27 0JU

Proposal Householder application for construction of single storey side extension including 4 x rooflights

Decision: Application Permitted

20/06138/FUL

Address: Chiltern Ridge Golf Club Lane Whiteleaf Buckinghamshire HP27 0LY

Proposal Householder application for construction of part single/part two storey extension over existing garage, extension to entrance lobby to side elevation and alterations to fenestrations

Decision: Application Permitted

20/06435/MINAMD

Address: 2 Upper Icknield Way Princes Risborough Buckinghamshire HP27 0EX

Proposal Proposed non-material amendment to permission for application for construction of single storey front & two storey rear extensions granted under householder planning ref: 19/06599/FUL

Decision: Application Refused

20/06488/CTREE

Address: Paxton Cottage Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LL

Proposal Fell and poison stump as self set x 1 Sycamore (T2), crown lift to allow 2.0m ground clearance x 1 Mulberry (T3)

Decision: Not to make a Tree Preservation

20/05800/FUL

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

Proposal Demolition of existing shed and erection of new single storey structure containing commercial kitchen and outside bar with extract system and erection of fence surround

Decision: Application Permitted

20/06271/FUL

Address: 88 Westmead Princes Risborough Buckinghamshire HP27 9JG

Proposal Householder application for construction of single storey rear extension and garage conversion

Decision: Application Permitted

20/06356/TPO

Address: Tamfour Hill Thorns Close Whiteleaf Buckinghamshire HP27 0LU

Proposal Proposed tree works as per schedule

Decision: Application Permitted

20/06309/TPO

Address: 16 St Teresas Close Princes Risborough Buckinghamshire HP27 0JH

Proposal Reducing the height and spread of the trees by up to 3 metres, trunk epicormic to be removed, to support a management/maintenance plan for the trees to ensure they can stay viable at their location x 4 Horse Chestnuts (T1, T2, T3, T4) The most northerly tree has an extensive amount of Deadwood which needs to be removed.

Decision: Application Permitted

20/06331/FUL

Address: Lane End Westfields Whiteleaf Buckinghamshire HP27 0LH

Proposal Erection of 1 x replacement 3-bed dwelling with detached garage, retaining wall and dropped kerb to front

Decision: Application Refused

20/06368/FUL

Address: Newlands New Road Princes Risborough Buckinghamshire HP27 0JN

Proposal Householder application for construction of rear conservatory

Decision: Application Permitted

20/06446/FUL

Address: 47 Westmead Princes Risborough Buckinghamshire HP27 9HP

Proposal Householder application for construction of single storey rear extension following demolition of existing conservatory

Decision: Application Permitted

20/06637/TPO

Address: Paxton Cottage Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LL

Proposal Cut back overhanging limbs to boundary line x 1 Ash (T1)

Decision: Application Permitted

c) To receive notice of Planning Appeals

20/05283/FUL

Address: 6 Pilgrims Close Princes Risborough Buckinghamshire HP27 9JP

Proposal: Householder application for construction of habitable rooms in roofspace with rear dormer and front roof light (part retrospective)

An appeal against Refusal of Permission

Noted.

d) To receive notice of Appeal decisions

None.

e) To receive notice of Public Inquiries

None.

Cllr G Hall rejoined the meeting.

12. RISBOROUGH COMMUNITY CENTRE

a) Report

Cllr M Walsh reported that the building work continues and that some time had been made up but was still behind schedule due to the archaeological dig. A tour is being arranged for members to view the progress so far. The agent is arranging the advertising for the café. Security issues are being investigated. The historic toilet drainage issue has been solved.

Cllr A Ball left the meeting at 8.26pm.

13. WAR MEMORIAL TRUST TRUSTEE

Cllr M Walsh proposed to approve the re-election of Sandy Macfarlane as the Town Council nominated Trustee of the War Memorial Trust.

Seconded by Cllr A Turner

Resolved: To approve the re-election of Sandy Macfarlane as the Town Council nominated Trustee of the War Memorial Trust.

JM

Cllr A Ball rejoined the meeting at 8.27pm.

14. STRATTON MEMORIAL GARDEN COMMUNITY GARDEN

A maintenance schedule for the Town Council Maintenance Team has been received from REG for the Community Garden at the Stratton Memorial Garden

Cllr M Walsh proposed to establish a Community Garden Working Group consisting of Cllrs JC/AB/LB/TM/MW to determine the actions to be taken.

Seconded by Cllr L Byrne

Resolved: To establish a Community Garden Working Group consisting of Cllrs JC/AB/LB/TM/MW

JC/AB/LB/TM/MW/JM

15. AGENDA ITEMS FOR NEXT MEETING

To receive a report of works required to the brook at Wades Park and decide on any actions to be taken.

16. 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

1. The recipients for Covid:19 awards
2. The preferred contractor for the basketball court at St Dunstan's
3. The preferred contractor for street light repairs
4. Legal matters
5. Tender for the marking out of the lines for football pitches
6. The preferred contractor for internal redecorations
7. Staff matters

Cllr N Davis proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960. Seconded by Cllr D Knights.

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

1. Recipients for A Covid-19 Citizens Award

All present agreed for Cllr D Knights to write an article in the Crosstalk newsletter to promote the awards **DK**

2. Contractor for the basketball court at St Dunstan's

The Clerk presented 3 quotations

1. £ 19,900.00 +vat
2. £ 25,946.00 +vat
3. £ 20,315.00 +vat

Cllr M Walsh proposed to approve quotation 1. at £ 19,900.00 +vat

Seconded by Cllr D Knights

Resolved: To approve quotation 1. at £ 19,900.00 +vat

KP

3. Contractor for street light repairs

The Clerk presented 3 quotations

1. 1 operative £ 63.55 2 operatives £ 103.02 per call out
2. £36 per call out
3. £90 per call out

Cllr M Walsh proposed to approve quotation 2. at £36 per call out

Seconded by Cllr A Turner

Resolved: To approve quotation 2. at £36 per call out

JM

4. Legal Matters

Land at Longwick Road

Cllr M Walsh proposed to approve the management plan for the land at Longwick Road.

Seconded by Cllr J Coombs.

Resolved: To approve the management plan for the land at Longwick Road.

SB

Termination of a Contract

Cllr M Walsh proposed to place the matter in the hands of a solicitor and for them to respond directly to the trader.

Seconded by Cllr L Byrne.

Resolved: To place the matter in the hands of a solicitor and for them to respond directly to the trader. **SB**

Contracts at 39 High St

Cllr M Walsh updated the members on the proposed tenants and the different contracts to consider.

5. Tender for marking out the lines for football pitches

Cllr M Walsh proposed a charge per annum to mark out the lines and cut the grass for football pitches from September to May.

Seconded by Cllr T Murali

Resolved: To tender for the work at the agreed amount to mark out the lines and cut the grass for football pitches between September and May.

SB

6. Contractor for internal redecorations

The Clerk presented 3 quotations

1. £ 1800.00
2. £ 1595.00
3. £ 1070.00

Cllr M Walsh proposed to approve quotation 3. at £1070.00

Seconded by Cllr J Coombs

Resolved: To approve quotation 3. at £ 1070.00

JM

7. Staff Matters

All present agreed to terminate the probation of a staff member.

SB

19. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 29th September 2020 at 7.00pm by video link via Zoom.
There being no further business to discuss the Meeting closed at 9.15 pm.