



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29TH SEPTEMBER 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, G Hall, S Baxter, and N Davis
Susanne Barter–Clerk to the Town Council
Kirsty Pope – Deputy Clerk to the Town Council
Jayne Mylchreest – Administration Officer
3 members 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 and L Byrne, who had work commitments.

Resolved: To receive and note the following apologies from Councillors Pearce, McLauchlan and Byrne

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 25TH AUGUST 2020

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 25th August 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.

Cllrs G Hall and A Turner declared a non-pecuniary interest in Agenda Item No 11 as Cllr Hall is a member of the Buckinghamshire Council (BC) Central Planning Committee and Cllr Turner is a BC Strategic Planning ward member.

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 pandemic continues to have an effect on policing both locally and nationally. Fortunately, most residents and businesses in the area are complying to guidelines but it is unavoidable that calls are received to check out certain gatherings or perceived breaches. Our intention is to engage, explain and encourage people to do the right thing before we look to enforce.

During August the NHPT noticed that some of the local youths were getting more boisterous, again probably linked to a lack of structure or routine brought about by lockdown and school closures. There were rumours that some were carrying knives culminating in disorder on the evening of 25/8/20 at King George V park before moving to the Fields estate. As a result of this the NHPT spoke to lots of youths to ascertain exactly what had happened and who was involved. There was no evidence that knives were being carried just claims but the NHPT did not want to take any chances. Letters were then delivered to all present via a visit to parents warning of the dangers of carrying knives. A female youth was identified as using threatening words and behaviour to a passing member of the public who tried to intervene, this was dealt with using a community resolution disposal whereby the girl was interviewed, admitted responsibility and apologised to the victim.

There were 2 thefts of catalytic converters from cars that were parked at Tesco on 3/9/20. There were also thefts of tools from cars parked in Longwick Road overnight 29-30/8/20. There was an attempted burglary in The Avenue between 11-14/9/20.

Overall Princes Risborough remains a low crime area although with the dark nights approaching, we can't afford to become complacent. The NHPT will be looking to conduct crime reduction patrols for burglaries in the coming weeks.

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

Cllr B Bendyshe-Brown sent the following report: -

1. After several years of pushing Transport for Bucks (TfB), confirmation has been received that the High St/Duke Street and Market Square will be resurfaced by night time closure from 30th September to 3rd October. This will not only please general users of these roads but particularly the occupants of the local bus services as the bus stop will have a completely new concrete base put in to stop the subsidence experienced over the past few years.
2. Whiteleaf Residents Association have been pushing for a 20mph speed limit along the top end of Peters Lane and around the junction with Upper Icknield Way but even after speed/volume statistics were produced TfB refused to support this. However, TfB did propose that a suitable alternative would be single white lines along the side of the roads around this junction. Their experience was that this resulted in drivers slowing down as the white lines made them realise the road narrowed. However, TfB would not fund such a scheme which would have to be funded by the Local Area Forum, now the North West Chilterns Community Board (NWCCB). New rules produced by Buckinghamshire Council require such schemes to be match funded by the local Parish/Town Council. The North West Chilterns Traffic and Road Issues sub group have supported the funding of this proposal subject to Princes Risborough Town Council agreeing to the match funding.
3. The continuing saga of the 3 cottages which burned down in Whiteleaf is ongoing. The 3 cottages went to auction recently but were not sold. Local residents wait in anticipation on what the outcome will be.
4. Rumours have been circulating about the disposal of the Paddocks Hospital. I have, once again, asked BMI Chiltern Hospital for a response and wait in anticipation.
5. The Bledlow Household Recycling Centre planning application should be coming up for hearing at the October BC Planning Committee. It was originally planned to be heard at the March meeting but due to lockdown, this was delayed. There have been lots of planning officer discussions with lawyers to ensure the officer's report is robust and would not be subject to being overturned at any Judicial Review, should it be taken there by potential local litigants. The planning officer has been advised that if it is not heard at the October meeting it will be going to appeal for non-determination.
6. A local developer wishes to build a children's burial ground opposite the fairground operators' site on the B4009. There is a lot of local support for this planning application but the Highways Officer report states that this is not an acceptable site. Planning history is that the developer originally wished to build a Chapel on this site which was turned down. An objection has been raised based on the Highways Officer report.
7. Gary Hall, Jim Stevens and others have been working on producing a 'shovel ready' proposal on developing the A4010 to meet its strategic highway designation. Greg Smith MP has intimated that the East/West Highway proposal may be dropped by government and if so, he would like to have a proposal ready to put in front of the Transport Minister to take up this available funding. To this end Gary Hall has taken Martin Tett together with others in his fire engine to review the proposal. We now have our 2 local MPs coming to take the same route in Cllr Hall's fire engine on 9th October.

7. FINANCE

- a) Income for August 2020 was noted.
- b) Payments for September 2020 were noted
- c) **All present approved** Invoice No 1004 from B.E.P Contracting Ltd at £33,598.65 + vat

JM

8. RISBOROUGH BASKET

- a) Report

Cllr M Walsh reported that work continues on the 2.0 version and it is hope to be launched in late October. The delivery van has been leased and available for use. Deliveries continue on the 1.5 version.

9. THURSDAY MARKET

- a) Report

Cllr A Turner advised that there was nothing to report.

All present agreed for the P/R Working Group to meet to discuss how to promote the Thursday Market.

NP/JC/IP/MW/SB/DK/ KP

- b) Request for a pitch

A request has been received for a pitch at the Thursday market from a trader selling dried foods (refill station) and zero waste products

Cllr A Turner proposed to approve the request.

Seconded by Cllr T Murali

Resolved: To approve the request for a pitch at the Thursday market.

JM

10. CORRESPONDENCE

A complaint has been received regarding vehicles using a local company

A local company has asked for the Town Council's advice regarding big lorries, trucks and vans that are blocking their car park whilst waiting to access another company's premises.

Cllr A Ball confirmed that another entrance has been opened to resolve the situation.

A complaint has been received regarding the footpath at a new development

It has been reported that the footpath at Kites Meadow is full of glass and in a poor state.

All present agreed that the complaint should be forwarded to Buckinghamshire Council Rights of Way department as this footpath is maintained by them. **JM**

An email has been received from Buckinghamshire Council (BC) regarding the Transport for Schemes for the 2021/22 budget

BC has advised that the deadline for submitting transport schemes for next year's budget is the 31st October 2020.

All present agreed to defer this item to the next Town Council meeting on October the 27th 2020.

A request to volunteer in the community has been received

A resident has volunteered her services as part of her company's volunteering initiative and suggests that she could help with litter picking for a day.

All present agreed to approve the request. **SB**

An email has been received from Risborough Environmental Group (REG) regarding the Community Garden at the Stratton Memorial Garden

REG has offered to maintain the flowering lawn for 2021.

All present agreed to defer this item to the Town Council meeting on October the 27th 2020 and to arrange a site visit for all the Councillors and Maintenance Team Leader **BH/JM/ALL**

A request has been received regarding 100th birthday banners

A request has been received to place a birthday banner on the Tesco roundabout and in Duke St Gardens.

Cllr M Walsh proposed to approve the request to use Duke St gardens and to send a gift on behalf of the Town Council. Seconded by Cllr D Knights.

Resolved: To approve the request to use Duke St gardens and send a gift on behalf of the Town Council. **JM**

Cllrs Hall and Turner 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

20/07112/FUL

Address: 1 Bardolphi Close Princes Risborough Buckinghamshire HP27 0XA

Proposal: Householder application for construction of single storey detached rear garden room

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

All present agreed.

20/07205/CTREE

Address: Woodcote The Holloway Whiteleaf Buckinghamshire HP27 0LR

Proposal: Sever Ivy at the base of each tree, remove lower growth to raise the crowns to approximately 5 meters over the garden/drive side, reduce the spread over the garden/drive side of the 5 trees that overhang at the top of the drive by approximately 2 metres to G1 (Lime x17). Reduce the lateral crown spread towards and over the house roof by approximately 3 meters to G2 (Lime and Horse Chestnut). Remove lower growth to raise crowns to approximately 7 metres over the garden. Tip reduce the lateral crown spread over the garden by 1-2 metres to G3 (7 x Horse Chestnut & 1 x Beech). Thin crown by approximately 10% to remove dead, weak and crossing growth to T4 (Silver Birch) and remove lower growth to raise crown to proximately 4.5

metres over the ground to T5 (Cherry). The proposed works are in order to maintain the trees in a good, safe and attractive condition without excessive overhang and shading to garden and property.

The Planning Working Group recommend that The Princes Risborough Town Council is very protective of the Horse Chestnuts trees in the parish but will abide by the decision of the Arboriculturalist.

All present agreed.

20/07174/VCDN

Address: 8-10 Wellington Avenue Princes Risborough Buckinghamshire HP27 9HY

Proposal: Variation of condition 1 (approved plans) attached to PP 18/05899/REM (Reserved matters application for approval of appearance, landscaping and scale pursuant to outline planning permission 17/07148/OUT 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) to allow for approval of alternative drawings
The Planning Working Group recommend that The Princes Risborough Town Council has no comment
All present agreed.

20/07039/FUL

Address: Beechcroft Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LX
Proposal: Demolition of existing dwelling and associated buildings, erection of 2 x 5-bedroom detached dwellings and alterations to access to create new access highway
The Planning Working Group recommend that The Princes Risborough Town Council objects to this application as it considers the proposal to be an overdevelopment of the site in a conservation area.
All present agreed.

20/07288/FUL

Address: Meadow Rise Peters Lane Monks Risborough Buckinghamshire HP27 0LQ
Proposal: Householder application for construction of single storey side extension
The Planning Working Group recommend that The Princes Risborough Town Council has no comment
All present agreed.

20/07281/FUL

Address: White Cottage Askett Village Lane Askett Buckinghamshire HP27 9LT
Proposal: Householder application for construction of first floor extension, alterations to fenestrations and removal of chimneys
The Planning Working Group recommend that The Princes Risborough Town Council will refer the decision to the Conservation Officer.
All present agreed.

20/07306/TPO

Address: 20 Chiltern Close Avenue Princes Risborough Buckinghamshire HP27 0EA
Proposal: Crown reduce tree by 3 m to maintain x 2 Ash (T1 & T2) and fell as poor specimen x 1 Holly (T3)
The Planning Working Group recommend that The Princes Risborough Town Council being a signatory of the Tree Charter, is dedicated to protecting the trees in the parish and would encourage those that are felling trees to replace them with a new tree native to the local area but will abide by the decision of the Arboriculturalist.
All present agreed.

20/07301/FUL

Address: 40 Stratton Road Princes Risborough Buckinghamshire HP27 9AX
Proposal: Householder application for construction of single storey front and side extension, new roof to existing front extension, fenestration, external and internal alterations
The Planning Working Group recommend that The Princes Risborough Town Council has no comment
All present agreed.

20/07312/CTREE

Address: The Old Rectory Mill Lane Monks Risborough Buckinghamshire HP27 9LG
Proposal: Shorten the regrowth by 1.5m x 1 Sycamore, dismantle and remove to ground level x 1 Hawthorn (T2), Elm (T3), Sycamore (T5) and prune partly failed limb to the next entire and undamaged lateral x 1 Box
The Planning Working Group recommend that The Princes Risborough Town Council being a signatory of the Tree Charter, is dedicated to protecting the trees in the parish and would encourage those that are felling trees to replace them with a new tree native to the local area but will abide by the decision of the Arboriculturalist.
All present agreed.

20/07337/CTREE

Address: 7 Town Farm Barns Princes Risborough Buckinghamshire HP27 9AD
Proposal: Fell x 1 Holly (T1) and re-pollard x 1 Horse Chestnut (T2)
The Planning Working Group recommend that The Princes Risborough Town Council being a signatory of the Tree Charter, is dedicated to protecting the trees in the parish and would encourage those that are felling trees to replace them with a new tree native to the local area but will abide by the decision of the Arboriculturalist.
All present agreed.

20/07296/FUL

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

Proposal: Householder application for construction of Pigato veranda to rear

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

All present agreed.

20/07314/TPO

Address: Sobalym Manor Road Princes Risborough Buckinghamshire HP27 9DJ

Proposal: Fell x 1 Lime tree due to poor condition

The Planning Working Group recommend that The Princes Risborough Town Council being a signatory of the Tree Charter, is dedicated to protecting the trees in the parish and would encourage those that are felling trees to replace them with a new tree native to the local area but will abide by the decision of the Arboriculturalist.

All present agreed.

20/07412/TPO

Address: Penwood Thorns Close Whiteleaf Buckinghamshire HP27 0LU

Proposal: High pollard to leave 10 / 12 m standing as wound at base of tree, to retain and reduce as a precaution x 1 Sycamore (T1) and tidy snags from a failed limb for maintenance works x Lime (T2)

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

All present agreed.

20/07416/CTREE

Address: Whiteleaf House Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LL

Proposal: Reduce limbs over road by 4m x 2 Horse Chestnut (T1 & T4), reduce limbs over road by 3 m x 4 Horse Chestnut (T2, T8, T9 & T10) and reduce the height and spread of the tree by up to 5 metres x 1 Horse Chestnut (T6)

The Planning Working Group recommend that The Princes Risborough Town Council is very protective of the Horse Chestnuts trees in the parish but will abide by the decision of the Arboriculturalist.

All present agreed.

20/07430/FUL

Address: 11 Poppy Road Princes Risborough Bucks HP27 9DA

Proposal: Householder application for construction of single storey rear extension, creation of raised area with balustrading and steps to rear

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

All present agreed.

b) To note planning application decisions

Address: Meadow Rise Peters Lane Monks Risborough Buckinghamshire HP27 0LQ

Proposal Householder application for construction of single storey side extension and single storey side and rear extension to detached garage

Decision: Application Refused

20/06539/FUL

Address: 6 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal Householder application for construction of canopy roof over bay window and door to front elevation

Decision: Application Permitted

20/06804/CTREE

Address: Alscot Lodge Alscot Lane Princes Risborough Buckinghamshire HP27 9RU

Proposal Proposed tree works as per schedule

Decision: Not to make a Tree Preservation

20/06146/FUL

Address: 19 Station Road Princes Risborough Buckinghamshire HP27 9DE

Proposal Householder application for second storey side extension and conversion of the existing garage to a habitable accommodation

Decision: Application Permitted

20/06389/FUL

Address: Wedgehurst Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LX

Proposal Householder application for construction of two storey side extension following demolition of existing detached garages, removal of rear veranda and front porch and associated external alterations

Decision: Application Permitted

20/06501/FUL

Address: 5 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal Householder application for construction of roof over front bay window and door

Decision: Application Permitted

20/06670/FUL

Address: 12 Little Park Princes Risborough Buckinghamshire HP27 0HS

Proposal Householder application for construction of proposed two storey rear extension replacing existing conservatory and proposed single storey front infill extension

Decision: Application Refused

20/06416/FUL

Address: 55 Wycombe Road Princes Risborough Buckinghamshire HP27 0EY

Proposal Householder application for construction of two storey double detached garage

Decision: Application Permitted

20/06661/FUL

Address: Plots 2 & 3 Askett Village Lane Askett Buckinghamshire

Proposal Change of use of land (unauthorised traveller site) for creation and retention of single Gypsy/Traveller pitch comprising siting of 1 x mobile home, 2 x touring caravans, alterations to hardstanding, oil/gas and septic tanks and the erection of utility building (part retrospective)

Decision: Decline to Determine

20/06688/FUL

Address: Independent Living Consultants New Road Princes Risborough Buckinghamshire HP27 0JN

Proposal Creation of new personnel door opening to north-east/front elevation

Decision: Application Permitted

20/06788/PNP3Q

Address: Poultry House Rear of Sunnymede Longwick Road Princes Risborough Buckinghamshire

Proposal Prior notification application (Part 3, Class Q) for change of use and conversion of 2 x existing poultry barns building to create 5 x dwellinghouses and associated operational development

Decision: Application Refused

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)

Decision: Not to make a Tree Preservation

20/06746/FUL

Address: 20 Kingsmead Monks Risborough Buckinghamshire HP27 9LN

Proposal Householder application for construction of rear detached summer house

Decision: Application Permitted

20/06920/TPO

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

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

Decision: Application Permitted

c) To receive notice of Planning Appeals

19/08050/FUL **Appeal Ref:** 20/00064/REF

Proposal Erection of 1 x detached two storey dwelling with parking, vehicular sliding gate and amenity

Address: Land at Rear Jacobs Meadow Princes Risborough Buckinghamshire

Application Decision: Application

Appeal Type: Refusal of permission

d) To receive notice of Appeal decisions
None.

e) To receive notice of Public Inquiries
None.

Cllrs Hall and Turner rejoined the meeting.

12. RISBOROUGH COMMUNITY CENTRE

Cllr M Walsh reported that due to the latest Covid-19 restrictions limiting groups of no more than 6 people, regular hirers have indicated that they may not be able to return in 2020. Therefore, the Working Group are considering only opening the Centre for 3 days per week.

All present agreed for the Community Centre Working Group to meet to review the current situation and report back to the next Town Council meeting on October the 27th 2020.

13. STRATTON MEMORIAL GARDEN

a) Grave dressings

It has been reported that the rules and regulations regarding grave dressings are not being adhered to.

Cllr A Turner proposed for the office to prepare a standard letter to be sent out to remind the holders of the Exclusive Right of Burial who are not adhering, of the rules and regulations. Also, for the Town Committee Working Group to discuss purchasing signage to be placed in the Gardens regarding the rules and regulations.

Seconded by Cllr D Knights

Resolved: For the office to prepare a standard letter to be sent out to the holders of the Exclusive Right of Burial who are not adhering, to remind them of the rules and regulations.

CH/KQ

It was agreed by all present, for the Town Committee Working Group to discuss purchasing signage to be placed in the Gardens regarding the rules and regulations.

b) Exclusive Right of Burial

A letter has been received advising that a plot purchased in 2012 is no longer required. The Exclusive Right of Burial is a legal document for a 50-year period.

All present agreed that the matter would be deferred to the next Town Council meeting at the end of October to enable the Town Committee Working Group to further investigate and make a recommendation to the full Town Council regarding a policy for this unprecedented request.

JM

14. COMMITTEE BUDGETS

The Councilor's received a detailed income and expenditure budget update.

Resolved: To note spending in respect of the 2020/2021 budget.

15. CONTRIBUTION TOWARDS WHITE LINING AT THE PETERS LANE JUNCTION

Cllr M Walsh proposed in principle, to make a 50% contribution of the total cost of £ 5,160, to be funded by CIL monies, towards the white lining of the junction at Peters Lane and Whiteleaf, subject to match funding from the North West Chiltern Area Community Board.

Seconded by Cllr S Baxter.

Resolved: In principle, to make a 50% contribution of the total cost of £ 5,160, to be funded by CIL monies, towards the white lining of the junction at Peters Lane and Whiteleaf subject to match funding from the North West Chiltern Area Community Board.

All present agreed all applications for part funding are to be reviewed and agreed on an individual basis.

16. REMEMBRANCE SUNDAY

Cllr A Turner gave an update from the Remembrance Sunday Working Group.

Cllr A Turner proposed that in view of the current Covid-19 situation 2 scenarios have been planned.

Scenario 1 – Current guidelines

The format to be similar to the VE Day celebrations. A small brief simple socially distanced service to be live streamed.

This to be publicised as much as possible to encourage the general public not to attend and to watch at home.

Scenario 2 –In the event of a national or local lockdown, only a broadcast would be appropriate.

Resolved: Scenario 1 to be followed unless further restrictions/lockdown measures are introduced when Scenario 2 will be implemented. All costs to be allocated to the Events Budget.

CH

17. CHRISTMAS LIGHTS SWITCH ON

Cllr M Walsh proposed to hold a socially distanced Christmas Market event similar to the Farmers market format at the KGV park on November 28th 2020, without a stage to prevent crowds gathering. The lights to be switched on at 5pm. The Christmas lights would be put up earlier this year in view of the current Covid-19 situation.

Resolved: To hold a socially distanced Christmas Market event similar to the Farmers market format at the KGV park on November 28th 2020, without a stage to prevent crowds gathering. The lights to be switched on at 5pm.

18. BROOK IN WADES PARK

The Deputy Clerk gave an update regarding the works required to the brook as it is jointly owned by the Town Council and Red Kite.

A site visit has been arranged for the 8th October 2020 between the Town Council, Chiltern Rangers and Red Kite to discuss a way forward. A report is to be presented to the next Town Council meeting on October the 27th 2020. **KP**

19. FREE PARKING 2021

Buckinghamshire Council has offered free parking in Princes Risborough on Saturdays and Sundays during 2021 at the Horns Lane car park and The Mount car park at a cost of £ 32,410 to the Town Council.

Cllr M Walsh proposed to accept this offer.

Seconded by Cllr A Turner

Resolved: To purchase free parking in Princes Risborough on Saturdays and Sundays during 2021 at the Horns Lane car park and The Mount car park for 2021, at a cost of £ 32,410.00. **KP**

20. VACANCY OF A COUNCILLOR BY CO-OPTION

Cllr N Davis proposed to hold the Councillor vacancy interviews on the 20th October 2020 via Zoom

Seconded by Cllr A Turner

Resolved: To hold the Councillor vacancy interviews on the 20th October 2020 via Zoom

All Cllrs/SB

21. AGENDA ITEMS FOR NEXT MEETING

To discuss and decide on submitting transport schemes to Buckinghamshire Council regarding the Transport for Schemes budget 2021/2022

To discuss and decide on whether to move the fruit trees at the Stratton Memorial Garden to replace the fir trees at the boundary edge (Cllr A Turner)

To discuss and decide on whether to remove the wildflower garden and restore the area to its former state. (Cllr A Turner)

To receive a report from the Community Centre Working Group and decide on any actions to be taken (Cllr M Walsh)

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

22. 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 preferred supplier for the office kitchenette
2. Staff Matters
3. The preferred proposal received in respect of a lease for 39 High Street
4. The progression of Risborough Basket
5. The preferred supplier for the AV system at the Community Centre
6. The preferred contractor to reposition the basket ball posts at St Dunstan's Park
7. The preferred contractor to pollard the trees at Wades Park

Cllr M Walsh 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 A Turner.

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. The preferred supplier for the office kitchenette

The Clerk presented 3 quotations

- a) £ 1,874.22 including vat
- b) £ 2,016.23 including vat
- c) £ 1,418.00 including vat

Cllr G Hall proposed to approve quotation (a) but with a less expensive worktop.

Seconded by Cllr M Walsh

Resolved: To approve quotation (a) but with a less expensive worktop

CH

2. Staff Matters

Covid-19 office restrictions

All present agreed that due to the current Covid-19 situation, the public will not be allowed to enter the office to protect the staff who continue to work there. **SB**

Maintenance Team Report

All present agreed that a hamper would be awarded in recognition of the Deputy Team leader's dedication to duty in the recent challenging circumstances. **CH**

Maintenance Team structure and revised salaries

A new structure for the Maintenance team and a recommendation for revised salaries was circulated to the members prior to the meeting. **All present agreed** to approve the new structure and revised salaries. **SB**

Appointment of a new Maintenance Team Leader

The Clerk had previously circulated a recommendation for the promotion of the Deputy Team Leader to be the new Maintenance Team Leader

Cllr A Turner proposed that the Deputy Team Leader is promoted to the position of Maintenance Team Leader with effect from 1st October 2020"

Seconded by Cllr D Knights

Resolved: That the Deputy Team Leader is promoted to the position of Maintenance Team Leader with effect from 1st October 2020" **SB**

Interview panel for a Maintenance Team operative

All present agreed that Cllrs A Ball, The Clerk and Deputy Clerk would sit on the interview panel and that the Maintenance Team Leader would give the candidates a short tour around the depot. **AB/SB/KP/BH**

3. 39 High Street

The preferred proposal received in respect of a lease for 39 High Street

The agent's analysis of the two similar proposals received in respect of 39 High Street, Princes Risborough and his recommendation on a purely financial basis, had been circulated to the Councillors prior to the meeting.

Cllr Walsh proposed that the Town Council proceed with the offer that gives the best financial return for the Council and residents of Princes Risborough and enter into exclusive negotiations with this potential tenant.

Seconded by Cllr A Turner.

Resolved: To proceed with the offer that gives the best financial return for the Council and residents of Princes Risborough and enter into exclusive negotiations with this potential tenant. **SB**

Tender for the work required for 39 High St

Cllr M Walsh proposed to go out for tender for the work required for 39 High Street, to enable the Town Council to proceed to sign a contract with the preferred tenant.

Seconded by Cllr A Turner.

All present agreed to go out for tender for the work required to 39 High street to enable the Town Council to proceed to sign a contract with the preferred tenant. **SB**

All present further agreed to approve the closing date for the tender applications as the 13th October 2020 and that the Clerk, Deputy Clerk, Chairman and Project Manager open the tenders and provide an evaluation for the consideration of the Town Council at the October meeting. **MW/SB/KP/PM**

4. Risborough Basket

Cllr M Walsh proposed that Princes Risborough Town Council (PRTC) set up a (CIC), a not for profit company, to implement Risborough Basket appointing the Chairman and Deputy Clerk as the two directors. The Clerk will be the signatory on behalf of PRTC, the legal owner of the CIC and PRTC will be responsible for any costs incurred by the CIC.

Seconded by Cllr A Turner.

Resolved: That Princes Risborough Town Council set up a Community Interest Company to implement Risborough Basket, appointing the Chairman and Deputy Clerk as the two directors. The Clerk will be the signatory on behalf of Princes Risborough Town Council, the legal owner of the Community Interest Company and Princes Risborough Town Council will be responsible for any costs incurred by the Community Interest Company.

Cllr M Walsh proposed appointing DCK Accounting Solutions to advise the Council on financial matters and the VAT implications in relation to the Risborough Basket CIC.

Seconded by Cllr A Ball.

Resolved: To appoint DCK Accounting Solutions to advise the Council on financial matters and the VAT implications in relation to the Risborough Basket Community Interest Company. **SB**

5. The preferred supplier for the AV system at the Community Centre

The Clerk presented 3 quotations

a) £ 7,153.52 + vat

b) £ 11,695.83 + vat

c) £ 13,018.85 + vat

Cllr A Turner proposed to approve quotation (a)

Seconded by Cllr A Ball.

Resolved: To approve quotation (a)

KP

6. The preferred contractor to reposition the basketball posts at St Dunstan's Park

The Clerk presented 3 quotations

a) £ 1,750.00 + vat

b) £ 691.00 + vat

c) £ 1,164.00 +vat

Cllr M Walsh proposed to approve quotation (b)

Seconded by Cllr D Knights

Resolved: To approve quotation (b)

KP

7. The preferred contractor to pollard the trees at Wades Park

a) £ 1,200 + vat

b) £ 1,400 + vat

c) Unable to quote

Cllr A Turner proposed to approve quotation (a)

Seconded by Cllr M Walsh

Resolved: To approve quotation (a)

KP

23. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 27th October 2020 at 7.00pm by video link via Zoom.

There being no further business to discuss the Meeting closed at 10.15 pm.