



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 4th NOVEMBER 2025 AT 7.00 PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH



PRESENT

Chair of the Town Committee – Cllr A Ball
Cllrs J Biss, A Frost, S Coombs, M Walsh, S Davis, N Rawsthorne and A Turner
Susanne Barter – Clerk
Kirsty Pope – Deputy Clerk
No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr Churchill and McLauchlan who both had work commitments and Cllr Morgan who is unwell.

Resolved: To note apologies from Cllrs Churchill, McLauchlan & Morgan
No apologies were received from Cllr Hall

2. MINUTES

To agree the minutes of the Town Committee meeting held on the 7th October 2025 be signed as a true record.

RESOLVED: To agree the minutes of the Town Committee meeting held on the 7th October 2025 be signed as a true record.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations.

None were declared.

4. PUBLIC FORUM

No members of the public were present.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE.

Request to sell drinks and food from a Coffee trailer, within the Town

A request has been received from a local business to allow the sale of drinks and food from a coffee trailer. In particular, the vendor would like to use St Dunstan's Park regularly and has asked members to consider a pitch at the Market House on Saturdays and the Thursday Market.

All present agreed to invite the vendor to the next Town committee meeting to present further details on their business. KP

Email request for the preferred design of a memorial bench and plaque

Members had agreed at a previous meeting to accept the kind donation of a bench in memory of a local resident. The office requested that the members approve the proposed style of bench and plaque design, which had been previously circulated for consideration.

All present agreed to the proposed bench and memorial plaque. SB

6. MAINTENANCE TEAM REPORT

See Appendix 1.

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

a) There were no priority items in the Risk Assessment Report.

Cllr Coombs requested that the office contact the Road Safety Team at Buckinghamshire Council to enquire whether signage is available reminding pedestrians not to cross until the green man is fully illuminated.

b) Speed watch. Cllr Frost reported that he had met with the Local Area Technician from Buckinghamshire Council to gather information regarding equipment modifications to the current speed activation signs.

Cllr Frost confirmed that he has received contact details for the relevant department at Buckinghamshire Council, which may be able to provide archer strips to record traffic data in support of potential upgrades/changes to existing equipment. Cllr Walsh recommended that all suggested locations be included in the scope, specifically Wycombe Road and Aylesbury Road.

Cllr Frost proposed submitting a request to Estimates for the project. Seconded by Cllr Ball, and all present agreed.

8. A REPORT ON THE STRATTON MEMORIAL GARDEN INCLUDING A RISK ASSESSMENT REPORT

a. Nothing to report

The office advised members that a resident has donated several trees to the Council in memory of her late husband, who had a passion for growing trees. The resident wished to ensure the trees were put to good use. The trees will be planted in the SMG to fill gaps along the hedge line. With the family's permission, the office asked if it would be acceptable to place a small memorial plaque beside one of the trees to acknowledge the donation.

Cllr Turner proposed the purchase of a plaque, with the family's consent. Seconded by Cllr Walsh. All present agreed.

9. A REPORT ON THE PARKS, INCLUDING A RISK ASSESSMENT REPORT, AND A DECISION ON ACTIONS TO BE TAKEN.

One priority item was highlighted in the Risk Assessment Report, which has been dealt with by the Maintenance Team.

Members received an update on the timescales for the resurfacing works and installation of new play equipment, which had recently been approved.

The office also advised that the current Risk Assessment Officer will be retiring at the end of the year.

Cllr Frost, in collaboration with the Caretaker and supported by the Maintenance Team, will take on responsibility for the monthly risk assessment.

KP

10. A REPORT ON THE THURSDAY MARKET

Following a complaint from a resident on the High Street regarding market trader set-up times, traders were reminded of the regulations. One trader has responded, confirming that they are unable to adhere to the set-up time due to the amount of time required to prepare their pitch.

Cllr Turner proposed that a recommendation be made to the Town Council to grant a dispensation for this trader, and that the Traders Agreement policy be amended to allow setup from 0600 hours due to the volume of stock. Seconded by Cllr Davis.

Resolved: recommendation be made to the Town Council to grant a dispensation for this trader, and that the Traders Agreement policy be amended to allow setup from 0600 hours due to the volume of stock.

SB

Cllr Ball updated the members on his meeting with a trader regarding the set-up and the issue with his vehicle being left on the High Street during trading hours.

Cllr Turner proposed that the car should be removed, in line with the current Traders Agreement. Seconded by Cllr Ball.

Resolved: Cllr Ball to confirm with the trader that his car must be removed from the High Street during trading hours, as per the Traders Agreement.

AB

11. ROAD SAFETY SIGNAGE

Cllr Walsh withdrew this agenda item.

13. FUTURE AGENDA ITEMS

To be advised.

14. DATE OF NEXT MEETING

The date of the next meeting of the Town Committee will be held on the 2nd December 2025 at 7.00 pm and will be held at the Wades Centre, Princes Risborough, Buckinghamshire.

There being no further business, the meeting closed at 19:47 hrs

Chairman..... Date

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Maintenance Team Report – October 2025

The Maintenance Team has continued with regular grass cutting throughout the town and parks during October. Please note that the 7th Devolved Services cut was completed on the 16th October.

In addition to routine maintenance, the team has completed the following tasks this month:

- Continued regular mowing of all town parks.
- Final cut completed for the REG wildflower meadow at Earle Mitchell.
- Completed refurbishment of the town entry boards and installed the first set of advertising signage
- Hedge and shrub cutting carried out at Kite Meadows estate.
- Siding out work completed along Windsor Avenue.
- Preparatory work commenced for the installation of a memorial bench in honour of Cllr John Coombs.
- Provided on-site support to the Officer for the Halloween Trail event.
- Completed the first cut under the new grounds maintenance contract for Risborough Springs.
- Continued to monitor and respond to park risk assessments as part of ongoing safety commitments.

Just to let you know, the team has made me aware of an issue with human waste being found in both the Crescent & KGV Park. This has happened 3 times over the past 2 weeks.

The issue has been reported to Environmental Health at Buckinghamshire Council. Our local PSCO is also aware of the situation.