



## PRINCES RISBOROUGH TOWN COUNCIL

### MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 13th JANUARY 2026 AT 7.30PM 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, G Hall, I Churchill, S Davis and A Turner .

Susanne Barter – Clerk

Kirsty Pope – Deputy Clerk

3 members of the public

#### 1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr N Rawsthorne and Cllr McLauchlan who have work commitments and Cllr Morgan who is on holiday.

**Resolved: To note apologies from Cllr Rawsthorne and Cllr McLauchlan, who have work commitments and Cllr Morgan who is on holiday.**

#### 2. MINUTES

To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> December 2025 be signed as a true record.

**RESOLVED: To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> December 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

A resident presented a business proposal to the members regarding a coffee trailer and the potential locations where it could operate within the parish and town events.

#### 5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE.

Request from resident to cut back overhanging trees into their property.

The resident has previously contacted the council last year with concerns about trees from Wades Park overhanging onto their property. A councillor and officer visited the location with a tree surgeon, and it was felt that no immediate work was required. However, members agreed to reconsider the matter when budgets for 2026/27 are set.

**The members agreed that this request will be reviewed following completion of the next Tree Risk Assessment report, which is due November 2026 and to remind the resident that they can remove any overhanging branches.**

Email request to consider a business proposal for a coffee trailer within the town and attend the town events

An email has been received asking councillors to consider a request for a coffee trailer to trade at a potential locations within the town, particularly at town events & parks,

**The members agreed to encourage the business to apply through the standard application process for town events, including the Farmers' Markets. Should the business wish to discuss trading from a park, the Council would require a separate application containing full details of the proposal.**

**The members further agreed that there is no additional space under the Market House on Thursdays or Saturdays for an extra trader.**

**The office is requested to send the trader information on the application process for events and markets.**

Email request from Chiltern Vales Scouts to hold a fete at Wades Park

An email has been received from Chiltern Vale Scouts asking whether, as part of the St George's Day parade, Wades Park could be used to hold a fete. The event is expected to attract approximately 400 people and would run for around 2–3 hours. The organiser has provided the required insurance and risk assessments, along with a sketch of the area they would like to use.

**The members were fully supportive of the proposal, subject to the standard terms & conditions of using the park, including the removal of any rubbish from the event.**

KP

Email request from a resident to expand the skate park

The members agreed that the Council does not currently have the funding required to progress such a project. However, once future Town Council Community Infrastructure Levy payments are received, the request may be considered as part of longer-term planning.

**The members requested that the office thank the resident for their suggestion, which will be noted for future consideration.**

KP

Email from Buckinghamshire Council requesting permission to site a deployable camera in Brooke Road

An email has been received from Buckinghamshire Council requesting permission to site a deployable CCTV camera on a Town Council-owned lamppost in Brooke Road, to assist with reducing anti-social behaviour in the area.

**All present agreed**

KP

## 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

**The members requested that the overgrown bed along Mill Lane be cleared out and re-turfed.** KP

**The members requested that a letter be sent to Tesco with a request for them to cut back the overgrown vegetation by the steps to the entrance of the car park.**

**Cllr Hall reported that some of the street lights along Summerleys Road are not working, and one of the lights has not been replaced with an LED light. The office is requested to investigate.** KP

b) Speed watch.

Cllr Frost updated the members on the Speedwatch plan and the installation of budgeted archer strips.

**The office is requested to obtain a quote from Buckinghamshire Council, as the Highways authority, for the installation of the archer strips, for the members to agree at the next Town meeting, together with the location of the strips.** KP

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

Nothing to report.

## 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 an external contractor. **The office is requested to schedule the annual stream clearance at St Dunstan's, together with the removal of ivy from the trees. In addition, the office is required to arrange weed spraying and a general tidy-up of the entrance to the Wades Centre, by the Maintenance Team depot.** KP

## 10. A REPORT ON THE THURSDAY MARKET

A new vendor request has been received for the sale of honey and associated products

**The request was declined due to an existing trader offering similar goods. However, the members agreed to reconsider if circumstances change.** SBoyle

An email has been received from an ex-trader who has shared his concerns about people ignoring the no-parking rule and the behaviour of one of the traders.

The members agreed that the Events & PR Committee should consider an article in Crosstalk explaining why the current Thursday Market restrictions are in place.

**Cllr Walsh requested that an item be added to the next Town Council agenda to discuss and decide on reviewing the current parking time restrictions, as traders typically leave by 2:30 pm.** KP

## **11. COMMITTEE BUDGETS**

**Noted**

## **12. MARKET HOUSE**

The officers updated members on an issue at the Market House, where water is leaking from the clock tower into the roof. Officers have already met with a contractor, who confirmed that scaffolding will be required to investigate the problem and carry out the necessary checks.

Cllr Walsh proposed that the office obtain a quote for scaffolding high enough to allow access to the bell, as the maintenance team has reported issues when attempting to ring it. Seconded by Cllr Davis.

Cllr Walsh also raised concerns about the lime mortar crumbling from the brickwork, and this needs to be investigated

**Resolved: That the office obtain a quote for scaffolding high enough to access the bell, for the issue to be investigated, and to receive some professional advice on the lime mortar concern.** SBoyle

## **13. FUTURE AGENDA ITEMS**

**To discuss & decide on a quote for the scaffolding at the Market House**

**To discuss & decide on the quote for the Archer strips and to agree on the proposed locations.**

## **14. DATE OF NEXT MEETING**

The date of the next meeting of the Town Committee will be held on 3<sup>rd</sup> February 2026 at 7.00 pm and will be held at the Wades Centre, Princes Risborough, Buckinghamshire.

There being no further business, the meeting closed at 20.28 hrs.

Chairman..... Date .....

## Appendix 1

### Maintenance Team Report – December/Jan

#### Work Completed

- Installation of bench along New Road
- Painting works inside the Brushwood Suite
- Cutting back the hedge along Aylesbury Road / Wellington Avenue
- Tree work along the hedge line in Wades Park
- Continued work on park risk assessments
- Installation of entry board signs
- Gritting at SMG and the Wades Centre
- Removal of graffiti
- Support with Devolved Services – hedges/footpath complaints.
- Completion of training refresher courses