

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 27<sup>TH</sup> MARCH 2018 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs, A Ball, A Turner, D Knights, G Hall, J Roberts, J Coombs P Summerbell I Pearce and N Davis  
Susanne Griffiths - Clerk to the Town Council  
Jayne Mylchreest – Administration Officer  
No members of the public

**1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE**

The Clerk reported that apologies had been received from Councillors A Rolfe who was unwell and I McLauchlan who had work commitments

**RESOLVED:** To receive, note and accept the apologies from Councillors for non-attendance at the meeting.

**2. MINUTES**

**RESOLVED:** To agree and sign as a correct record the minutes of the Town Council meeting on the 30<sup>th</sup> January 2018

**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 D Knights, A Turner and G Hall declared an interest in agenda item number 22  
Cllr G Hall declared an interest in agenda item no 17

**4. TO RECEIVE AND ADOPT MINUTES FROM COMMITTEES HELD**

The following Committee Minutes were presented to the Council

Planning Committee 6<sup>th</sup> February 2018 and 6<sup>th</sup> March 2018

Town Committee 6<sup>th</sup> February 2018 and 6<sup>th</sup> March 2018

Finance Committee 13<sup>th</sup> February and 13<sup>th</sup> March 2018

Admin/HR Committee 6<sup>th</sup> and 21<sup>st</sup> February 2018

Public Relations Committee 9<sup>th</sup> January 2018

Events Committee January 2018

**Resolved: The Committee minutes listed above be received and adopted**

**5. A REPORT FROM THAMES VALLEY POLICE**

Sergeant James Benfield reported on the following; -

- The new Inspector will attend the Town Council meeting in July 2018 and is scheduled to visit Princes Risborough and may be able to visit the Town Council office with Sgt. Benfield on Monday the 16<sup>th</sup> April 2018
- Crime figures, year to date, are up in the Thames Valley area by 9%. Buckinghamshire up by 11% but Princes Risborough figures are stable. There was an increase in dwelling burglaries before Christmas but this has now ceased.
- The current Neighbourhood Policing operating model is under review with the new Inspector.
- The Police Station is up for sale which will be relocated at the Fire Station.

**6. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

**Cllr B Bendyshe-Brown was unable to attend the meeting but sent the following report:-**

**Parking Review - Phase 2.** The informal consultation event held on 7th March was very successful with well over 100 people attending. The responses are now being analysed by the Parking Sub Committee with a decision on what action should be taken in selected areas on 4th April. Once this decision has been agreed a formal request will be sent to TfB for costing and implementation. Timescales are not yet known

**Future Roads/Pavements.** I held my annual meeting with TfB recently to agree a 4 year forward programme of road and pavement repairs. We agreed Abbots Way, Crescent and Fairway as in need of future local roads. I am pressing for A4010 from Queens Street to Askett roundabout road to be completely resurfaced to be undertaken in FY 2019/20. For pavements we agreed Shortborough Avenue, Southfield Road and, in the future, Poppy Road Eastfield Road and remaining roads on the "fields" estate and Clifford Road.

**Local Budget.** I will have a £10k local budget next year for roads maintenance and have agreed that this will be put towards the paring implementation programme.

**Park Street.** There has been major flooding down the bottom end of Park Street adjacent to The Butts. I have secured funding to have major upgrade works to be undertaken on their drainage system from 9th April.

**High Street.** Another major flooding area is down bottom end of High Street to Dukes Street. We have determined this is caused by all the rooftops in the High Street, Market Square and Duke Street all disgorging the rainfall into these roads instead of into the storm drains. TfB are currently assessing what can be done under capital drainage works.

**Longwick Road Pavement.** The Churchill development has caused immense damage to the pavement opposite. I have asked TfB and BCC Highways to investigate what can be done to undertake remedial action by the developer. A similar situation exists outside Robinson Close which I have also asked to be investigated.

**Local Road Repairs.** I secured funding to have the road resurfaced outside Mount car park entrance which was completed last month. I have also secured funding to have Picts Lane from the entrance to Station Road back beyond Blanchfords, including the pavements to be resurfaced. This should be undertaken shortly, probably within the next month.

**Devolved Services.** I have secured agreement from BCC to extend the devolved services agreement to include Mill Lane and Peters Lane outside Monks Risborough School. BCC will be uplifting the budget to reflect this increase.

## **A REPORT FROM WYCOMBE DISTRICT CLLRS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

- Risborough Springs - Plans for the expansion of Risborough Springs are progressing well and it is hoped that work should start later this year.
- The Local Plan - The Local Plan is due to be submitted for inspection this Wednesday (the 28<sup>th</sup>) and could possibly be brought to examination as early as June. The "Plan" has been an incredibly complicated and exacting piece of work which, whilst it may not please everyone, will hopefully give us the best possible chance of fending off unplanned, speculative large-scale developments lacking credible infrastructure. The public examination by government inspector will be rigorous and there is no guarantee that he/she will agree with our housing numbers for Risborough, as developers will be arguing for much higher figures and over a greater spread of sites. Fingers crossed our proposals are accepted!
- Heathrow expansion - There has been further consultation with both District and County Councils regarding the planned expansion of Heathrow Airport's 3<sup>rd</sup> runway. The potential impact on the District, whilst it is very early days, could be significant given that flight paths are to be realigned and with more flights there might be increased noise/air pollution. There are certainly positives and negatives with the expansion. On the plus side, the large-scale business and employment opportunities that would arise could be beneficial to Risborough and High Wycombe, given our excellent transport links. On the other hand, large scale new housing (upwards of 50,000) will be required and developable land in close proximity to the airport is in very short supply, so I have no doubt we will face continuing housing pressures.
- Cambridge to Oxford Economic Corridor (CAMKOX) - This East/West National Infrastructure project which has been adopted by Government is vast in its overall vision and whilst we sit on the periphery of the broadly defined area it has the potential to have a massive impact on us, as we are also on the North/South transport interface with the "Corridor". The project includes the East West Rail and East West Expressway programs, these will both have a direct impact on Risborough. WDC has representatives on all of the relevant boards and takes a very active role throughout and are currently ensuring our interests are taken into account. Given that as well as major new infrastructure 1 million new houses are planned for the "Corridor" we really do need to be able to ensure our local priorities and concerns are understood. I have at various points represented WDC on all of these projects and currently do so on the East/West Rail Delivery Board.
- By far and away the current most pressing issue we face as a District is the recent "Minded to" decision of the Secretary of State for the creation of a single Unitary Authority as proposed by the County Council, as opposed to the combined Districts proposal for two Unitary Councils, one in the South and one in the North of the County. This decision, if confirmed, would have far reaching implications for the Town Council and indeed the District as a whole. As I am aware that the Town Council are due to debate the issue on Tuesday evening I will simply report that the District Councils are currently lobbying the Secretary of State with a view to reconsidering his decision.

**All present agreed** for the Clerk to arrange a meeting with the Local Area Technician and Cllr Bendyshe-Brown with Cllr D Knights, A Turner and M Walsh to discuss the current state of the road and pavement surfaces in the town. **SG**

## **7. MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

**None.**

## **8. CORRESPONDENCE RECEIVED**

An email has been received from Bucks County Council regarding the Buckinghamshire Minerals and Waste Local Plan Proposed Submission consultation

B.C.C. is in the process of reviewing its adopted minerals and waste planning policies and is preparing a new comprehensive Minerals and Waste Local Plan. Comments and observations are requested by the 19<sup>th</sup> April 2018

**Noted.**

A letter has been received from the Chilterns Conservation Board regarding the Beacons of the Past project  
The Conservation Board are seeking funding from local councils to support the project further.

**All present agreed** to advise the Chiltern Conservation Board to apply for a Minor Grant. **JM**

An email has been received from a resident regarding a wildlife area

The resident would like the Town Council to consider Molins field land for conservation as a wildlife area and to work with the Chilterns Landscape Partnership.

**All present agreed** to reply that the Town Council do not own the land and that the developer has refused to sell the land to the Town Council. The area has been identified in the Local Plan to be returned to sports field. **JM**

#### **9. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE TERMS OF REFERENCE FOR THE INTERNAL AUDITOR**

**All present agreed** to approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Auditor

**Resolved: To approve the Terms of Reference for the Internal Auditor**

#### **10. APPROVAL OF THE USE OF VARIABLE BANKERS STANDING ORDERS AS PER THE FINANCIAL REGULATIONS**

All present reviewed the use of variable Bankers standing orders as per the Financial Regulations

**Resolved: To approve the use of variable Bankers standing orders as per the Financial Regulations**

#### **11. APPROVAL OF THE USE OF VARIABLE BANKERS DIRECT DEBITS FOR PAYMENTS OF UTILITY SUPPLIES AS PER THE FINANCIAL REGULATIONS**

All present reviewed the use of variable bankers' direct debits for payments of utility supplies as per the financial regulations.

**Resolved: To approve the use of variable Bankers Direct Debits for payments of utility supplies as per the Financial Regulations**

#### **12. ACTION TO BE TAKEN ON THE LED LIGHTING PROJECT**

Cllr G Hall reported that a trial of five lights is to take place in Eastfield Road with DW Windsor lanterns

#### **13. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE AMENDED FINANCIAL REGULATIONS**

The Finance Committee recommended that the Town Council adopt the amended Financial Regulations.

**Resolved: To approve the recommendation from the Finance Committee to adopt the amended Financial Regulations.** **SG**

#### **14. ESTABLISHING A WORKING GROUP TO REVIEW THE PRINCES RISBOROUGH TOWN COUNCIL STANDING ORDERS**

**All present agreed** for Cllrs M Walsh, J Coombs, J Roberts and the Clerk to establish a Working Group to review the Princes Risborough Town Council's standing orders. **MW/JC/JR/SG**

#### **15. REVIEW AND APPROVAL OF THE FOLLOWING POLICIES: - GRIEVANCE PROCEDURE, BULLYING AND HARASSMENT, EQUAL OPPORTUNITIES, SICKNESS AND ABSENCE POLICY, TRAINING POLICY, WHISTLEBLOWING AS RECOMMENDED BY THE H/R CONSULTANTS**

The Clerk had previously circulated the policies below for the members' consideration

**Resolved: That the following amendments are made**

Grievance Procedure - No change

Bullying and Harassment -minor amendments to refer to the Equality Act 2010.

Equal Opportunities – slight amendments

Training policy – no change

Whistleblowing policy – There have been changes to the law relating to Whistleblowing. The requirement that the disclosure must be in good faith has been removed. Another change is that in order for a whistleblowing claim to succeed the disclosure must be made in the "public interest"

Sickness and absence policy – Staff whose employment commenced after the 27<sup>th</sup> March 2018 will require 12 months service before they are eligible for enhanced sick pay under this sick pay scheme. **SG**

## 16. REVIEW AND APPROVAL OF THE LGPS EMPLOYER'S DISCRETION'S POLICY

All present reviewed the LGPS Employer's Discretion's Policy adopted in 2015 and agreed it was still fit for purpose.

**Resolved: To readopt the LGPS Employer's Discretion's Policy**

**SG**

## 17. PURCHASING TWO ADDITIONAL FREE CAR PARKING DATES

Cllr G Hall declared an interest and took no further part in the discussion or vote in the following agenda item

A quotation has been received to purchase two additional days for Free Parking at

£ 529+vat on Saturday the 1<sup>st</sup> December 2018 and

£511+vat on Saturday the 8<sup>th</sup> December 2018

**Resolved: To purchase two additional free car parking days DK/KP**

## 18. A RECOMMENDATION FROM THE FINANCE COMMITTEE REGARDING A MINOR GRANT APPLICATION

The Finance Committee recommended to approve a grant of £250 to the Askett Society toward the costs of a Speed Watch campaign

**Resolved: To approve a grant of £250 to the Askett Society toward the costs of a Speed Watch campaign. JM**

## 19. FLYING THE COMMONWEALTH FLAG DURING THE PERIOD OF THE COMMONWEALTH GAMES

**Resolved: To fly the Commonwealth flag between the 4<sup>th</sup> and 21<sup>st</sup> April 2018**

## 20. PURCHASING A DEFIBRILLATOR WITH A DONATION FROM THE RURAL COMMUNITY DEFIBRILLATOR GROUP AT THE PRINCES RISBOROUGH RAILWAY STATION

The Rural Community Defibrillator Group would like to donate sufficient money to enable the Town Council to purchase a cabinet and maintenance package to house a donation of a Defibrillator to be located at the Princes Railway Station.

**Resolved: To accept a defibrillator from the RCDG and to accept the donation and purchase a cabinet and maintenance package for the defibrillator to be located at the Princes Risborough Railway Station. The Clerk is requested to arrange for the Town Council logo to be displayed on the cabinet**

**SG**

## 21. UPDATE FROM THE TOWN CLERK IN RELATION TO YEAR END PROJECTIONS, STATUS OF RESERVES AND DECIDE ON POTENTIAL EAR MARKING OF FUNDS AT YEAR END

Members noted the year end projections which include CIL funds of £72,138.06.

**All present agreed** the following:-

- Two existing ear marked reserves to be amended to reflect the unspent monies related to the following projects:-  
the Market House and LED Lighting.  
**Market House - £6,800**  
**LED Lighting - £74,156**
- To increase the **Elections reserves to £10,000** as the PRTC will need to fund the whole cost of the election due to the decision to postpone the District Council elections in 2019.
- Extra earmarked reserves are to be created for the following projects to reflect unspent monies related to the projects which will be spent in 2018/19 and the additional funds required for GDPR training and administration.  
**Legal/Planning costs (Capital projects budget) £1,640**  
**Office extension /refurbishment costs (Capital projects budget) £5,000**  
**MT Rest Facility (Capital projects budget) £10,000**  
**Projector (P/R budget) £800**  
**Festival (Events budget) £3,389**  
**Training(Admin) £2,500**

## 22. A RESPONSE TO THE SECRETARY OF STATE'S CONSULTATION TO A UNITARY AUTHORITY

Cllrs D Knights, A Turner and G Hall declared an interest and took no part in the vote for the following agenda item.

A draft response to the Secretary of State was circulated to the members for their consideration. The draft response supported the principle of an unitary authority but requested that the "minded to" decision is revisited. The response requests that the Rt Hon Sajid Javid supports the implementation of a two-unitary proposal. Minor amendments were proposed and agreed.

**Resolved: To respond to the written statement from the Secretary of State for Housing, Communities and Local Government with the agreed response and to send a copy to the Rt Hon John Bercow and the Rt Hon David Lidington. Due to the exceptional circumstances, it was further agreed to include a presentation on the proposals for an unitary authority at the Annual Town Meeting to keep the residents informed.**

**SG**

**23. UPDATE ON THE NEW PARKING REVIEW**

Cllr A Ball reported that from recent feedback there was no interest from the majority of the residents in further parking restrictions but the green swards are in need of protection. The next meeting review will take place on the 4<sup>th</sup> April 2018.

**24. REPORT ON THE FUTURE OF DEVOLVED SERVICES**

Cllr M Walsh reported that funding would continue at the current rate. £ 12,000 would be available to trial pot hole repairs on category 4B and 4C roads

**25. REVIEW AND ADOPTION OF THE RECORDS MANAGEMENT POLICY AND PROCEDURE**

The Clerk had previously circulated a revised copy of the Records and Management Policy and Procedure.

**Resolved:** to adopt the Records and Management Policy and Procedure.

**SG**

**26. THE PREFERRED CANDIDATE FOR THE VACANCY OF COUNCILLOR BY CO-OPTION**

Six candidates applied to fill the vacancy for a Councillor. The Councillors invited all the candidates to an informal interview to enable them to make an informed decision on the preferred candidate.

Cllr N Davis proposed that the council co-opt candidate No 6 to fill the vacancy for a Councillor. **All present agreed**

**Resolved: To co-opt candidate No 6 to fill the vacancy for a Councillor**

**SG**

**27. APPOINTING GDPR-INFO LTD AS THE DATA PROTECTION OFFICER**

GDPR-INFO LTD has provided a quotation to provide a service to manage the GDPR compliance process including a data audit, systems check, website check and Data Protection Impact Assessment together with providing a named individual as the Data Protection Officer. **All present agreed** that in order to comply with the requirement for the Data Protection Officer to be independent, that it would be prudent to appoint an independent organisation to conduct the audits required.

**Resolved: To appoint GDPR-INFO LTD as the Data Protection Officer**

**SG**

**28. SUSPENDING THE COUNCIL'S STANDING ORDER NUMBER 7**

Cllr G Hall proposed to suspend the Council's standing order No 7. Seconded by Cllr A Turner.

A vote was taken with 8 votes for, 1 against and 1 abstention.

**Resolved: To suspend the Council's standing order No 7**

**SG**

**29. AGENDA ITEMS FOR NEXT MEETING**

To be advised

**23. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DISCUSS AND DECIDE ON THE RECIPIENTS OF THE CITIZENS AWARD AND DISCUSS STAFF MATTERS**

Cllr M Walsh proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960. **All present agreed.**

**24. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 29<sup>th</sup> May 2018 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 9.05 pm

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