

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 31<sup>ST</sup> JULY 2018 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman

Cllrs I McLauchlan, P Summerbell, J Roberts, Coombs, A Ball, A Turner, I Pearce, L Byrne, D Knights and N Davis

Kirsty Pope –Deputy Clerk to the Town Council

Jayne Mylchreest – Administration Officer

2 members of the public

Bucks County Councillor B Bendyshe- Brown

**THE TOWN COUNCIL PRAYER**

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

The Town Clerk reported that apologies had been received from Cllrs Hall and Rolfe who had previous commitments.

**RESOLVED:** To receive and note the following apologies from Councillors Hall and Rolfe for non-attendance at the meeting.

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 10<sup>TH</sup> JULY 2018**

**RESOLVED:** To agree and sign as a correct record the minutes of the Town Council meeting on the 10<sup>th</sup> July 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 and A Turner declared an interest in Agenda Item No 8 (1) and 10 as they are members of Wycombe District Council.**

**4. PUBLIC FORUM**

One member of the public advised that a new group is being formed called the Risborough Environmental Group to deal with issues such as litter and air pollution and that local residents have been litter picking in the town.

The pathway was highlighted as being overgrown from Gatensbury Place to the school. Cllr D Knights confirmed that he had reported the issue.

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

Thames Valley Police were unable to attend but sent the following report: -

The area remains low in both crime and antisocial behaviour but as the summer holidays are now here we will be patrolling the parks around the town to try to keep it this way.

There was a spate of 4 thefts from cars at beauty spots around Princes Risborough (Cadsden & Bledlow) at the beginning of July.

The biggest threat crime wise to the wealthy and ageing community of Princes Risborough is that of cybercrime.

Fraudsters are continuing to make lots of money from various online and email scams, some of which are very convincing. For information look at [www.cyberaware.gov.uk](http://www.cyberaware.gov.uk) for help and advice.

**All present agreed** to invite the Inspector to the September meeting as he was unable to attend this evening as previously arranged. **JM**

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

Cllr Bendyshe-Brown gave the following report: -

**Parking Review.** The request has been submitted and an inaugural meeting with the TfB team is awaited. The lead officer is currently on holiday.

**Whiteleaf Speed Review.** Work has been ongoing with the Whiteleaf Residents Association to determine speed and traffic volume on Peters Lane and Upper Icknield Way. A request has been submitted to TfB to assess these results and assess the best way forward.

**BCC Refuse Site, Bledlow.** Several meetings have been held recently about how to reduce costs in the BCC recycling centres. It has been agreed that due to the limited size of the Bledlow site that this could be closed. Interestingly, about 30% of the visitors to this site come from Oxfordshire. The intention is to seek a new site in Princes Risborough and pay for this through S106 agreements with the new developers. I have insisted that the Bledlow site must not close before the new site is in place and operating.

**Weed Spraying.** It has been agreed to pay for this out of the delegated budget at a cost of £1,500. This spraying is now being completed and the road sweeping is being planned to operate some 6 weeks later.

**Delegated Pothole Repairs.** BCC has been chased to provide PRTC with names of 2-man contractors who can undertake this proposed delegated activity

**High Street.** There is increasing awareness of the deteriorating state of the High/Duke Street roads. A site visit has been made with the Local Area Technician recently and had filled several areas which were considered dangerous. Additionally, some other areas were also marked for later fixing. These should be done shortly. (See next item).

**High/Duke Street Flooding Issues.** Complaints have been received from residents who get splashed by streams of water down both these roads in inclement weather. A site meeting with TfB teams last Wednesday and a plan is being developed to address this problem. The reason for this flooding is that all the roof areas have down pipes which discharge their waste water into these roads.

**Chiltern Conservation Board.** As a Board Member on the CCB it was agreed at the June meeting to apply for National Park status. The main benefit will be that there will be an integrated planning policy rather than the piecemeal approach currently in place. Nothing will happen for 5 to 6 years!

**Park Street.** The Park Street flooding problems had been completed. The problem was a blocked culvert in a private garden. This has now been cleared.

**HS2.** A meeting has been held with the BCC team heading up the implementation of the £480k HS2 money into road improvements on the A4010. As far as Risborough is concerned we expect to see the 3 VASs (Aylesbury/Wycombe/Longwick Roads) and the associated works completed by next January. The team is working closely with the Capital Maintenance Team who plan to renew the A4010 road from Queens Road to Askett roundabout as the pelican crossing outside Monks Risborough School will have a hardened red surface as part of this HS2 work.

**Electric Bike Pump.** At the last LAF meeting a request from PRTC to install an electric bike pump was reviewed. Questions were asked about what security would be provided against vandalism and why didn't it also include an electric charging point for cars/vans.

**All present agreed** to discuss the issues raised at the Town Committee meeting on the 7<sup>th</sup> August 2018. **JM**

## **A REPORT FROM WYCOMBE DISTRICT CLLR D KNIGHTS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

### **Local Plan**

The local plan examination has been going for two weeks and will take a break for the summer recess. Matters discussed so far have centred on the overall structure and integrity of the plan rather than individual more detailed examinations. Members who have visited all have a different take on how successfully it is going, or what the Inspector (Nicola Gulley) is or isn't thinking. The more detailed matters relating to Princes Risborough will be heard on Wednesday 5 September.

### **Risborough Youth Club & Risborough Model Railway Club**

RYC meet at a purpose-built club house on the Princes Risborough School site. As part of their weekly activities they use a large piece of green land adjacent in their clubhouse as outdoor space. This space is not part of their lease from the school, and after nearly 40 years use, the school has decided to sign a lease with Risborough Model Railway Club to build a new two-storey modular building on this land to allow RMRC to relocate to new premises. This change will have a devastating effect on the land available for RYC to use.

Ward members have been working to provide support and find possible solutions to this loss of facilities for RYC. There are no easy solutions and unfortunately Risborough School did not consult RYC even though negotiations have been going on for 18 months. Together with the County Councillor and the Leader of the Town Council, we have asked for an urgent review with the school governors. Unfortunately, because of the holidays, this is unlikely to take place before September. RMRC plan to submit their planning application to WDC this month.

### **High Wycombe Master Plan**

The latest part of the HW master plan focusses on Queen Victoria Road and Eastern Street. The junction at the bottom of Amersham Hill will see a major rebuilding with two-way traffic returning to both streets. The work started three weeks ago and is extensive, taking around 40 weeks to complete. The implications of this work, and the latest status of the works can be found here:

<https://www.buckscc.gov.uk/services/transport-and-roads/strategic-economic-plan/high-wycombe-town-centre-masterplan/phase-5-queen-victoria-road-easton-street-junction/>

### **The National Planning Policy Framework NPPF)**

The new NPPF has been issued this week. The implications of this will be considered once the Local Plan has completed its examination by the Inspector (see 1 above).

## **7. TO RECEIVE AND NOTE MINUTES FROM COMMITTEES HELD**

[Planning Committee](#) 5<sup>th</sup> June 2018 [Planning Committee](#) 10<sup>th</sup> July 2018 (draft)

[Town Committee](#) 5<sup>th</sup> June 2018 [Town Committee](#) 10<sup>th</sup> July 2018 (draft)

[Finance Committee](#) 19<sup>th</sup> June 2018 [Finance Committee](#) 17<sup>th</sup> July 2018 (draft)

[Public Relations Committee](#) 26<sup>th</sup> June 2018 (draft)

[Admin/HR Committee](#) 9<sup>th</sup> July 2018 (draft)

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

## 8. CORRESPONDENCE RECEIVED

An email has been received from Bucks County Council regarding the Queens Award for Voluntary Service  
Bucks County Council are seeking nominations for any deserving voluntary groups to be submitted for the Queens Award for Voluntary Services by the 14<sup>th</sup> September 2018

**All present agreed** for the representatives of external groups to submit nominations.

**DK/AT/MW/JC**

### **Cllr D Knights and A Turner declared an interest in this item.**

A letter has been received from Wycombe District Council regarding the Gambling Act 2005 – Policy Statement Review

A requirement of the Gambling Act 2005 is that the policy is reviewed at least every three years. It is proposed that the policy will remain largely unchanged. The policy is available to consider on the WDC website at [www.wycombe.gov.uk](http://www.wycombe.gov.uk)  
The deadline for comments is the 16<sup>th</sup> September 2018

**Comments noted.**

A letter has been received from a resident concerning Wades Park

The resident is concerned by the young people who congregate at the park in the evenings and late at night and leave their litter behind including broken glass.

**All present agreed** to reply to the resident to thank them for highlighting their concerns and to report any crimes to Thames Valley Police on 101. **All present agreed** to discuss this at the next Town Committee meeting on August the 7<sup>th</sup> 2018.

**JM**

## 9. A RECOMMENDATION FROM THE WORKING GROUP TO ADOPT THE REVISED STANDING ORDERS

Cllr M Walsh proposed to approve the recommendation from the Working Group to adopt the revised Standing Orders. Seconded by Cllr I McLauchlan. All present agreed.

**Resolved: To adopt the revised Standing Orders**

**Cllr D Knights and A Turner declared an interest in this agenda item as they are members of Wycombe District Council**

## 10. THE TOWN COUNCIL REPRESENTATION TO THE PLANNING INSPECTORATE ON THE WYCOMBE DISTRICT COUNCIL LOCAL PLAN

Cllr M Walsh informed the members that he would be attending the Local Plan hearing. Matters concerning Princes Risborough must be submitted to the Planning Inspector by the 15<sup>th</sup> August 2018.

Cllr M Walsh proposed to circulate suggested comments to the members for their consideration. All present agreed to delegate the final decision on the comments to Cllr M Walsh and for the Office to submit. The members are requested to send their comments to Cllr Walsh by the 7<sup>th</sup> August 2018.

**ALL/MW**

## 11. THE TOWN COUNCIL OFFICE ELECTRICAL INSTALLATION CONDITION REPORT AND DECIDE ON ANY ACTIONS TO BE TAKEN

The office Electrical Installation Condition Report has been received. Three observations have been highlighted and recommended for improvement,

The office is requested to check with the contractor if the 50% test is sufficient for the year.

**JM**

Cllr M Walsh proposed Cllr A Turner's temporary solution regarding the lack of space in the office by moving the current desks and therefore resolving the issue with leads across the floor.

Seconded by Cllr A Ball. All present agreed.

**Resolved: Cllr Turner to discuss his solution with the office and to review possible new office furniture.**

## 12. THE LOCATION OF THE YOUTH SHELTER IN THE KGV PARK

Cllr P Summerbell proposed to site the shelter on the existing concrete base subject to planning regulations. **JM**

Seconded by Cllr N Davis. A vote was taken with 7 votes for 1 against and 1 abstention.

**Resolved: To site the shelter on the existing concrete base subject to planning regulations.**

## 13. GDPR BREACH NOTIFICATION POLICY

The Clerk had previously circulated the policy for the members consideration.

Cllr M Walsh proposed to adopt the policy. Seconded by Cllr I McLauchlan. All present agreed.

**Resolved: To adopt the GDPR Breach Notification Policy Appendix 1**

## 14. GDPR SUBJECT ACCESS REQUEST POLICY

The Clerk had previously circulated the policy for the members consideration.

Cllr M Walsh proposed to adopt the policy. Seconded by Cllr I McLauchlan. All present agreed.

**Resolved: To adopt the GDPR Subject Access Request Policy Appendix 2**

## 15. GDPR DATA AUDIT

The Clerk circulated copies of the GDPR Data Audit carried out on the 17<sup>th</sup> May 2018 by GDPR-info Ltd. No major issues were found during the audit but some areas of weakness had been identified which have been addressed and will now meet GDPR requirements. **Noted.**

**16. THE PREFERRED STREET ASSOCIATION COMMUNITY PROJECTS FOR THE LOCAL AREA FORUM FUNDING**  
Bucks County Council have received funding from the Police and Crime Commissioner to run two community projects one called Street Association. Bucks County Council would like the Town Council ideas on how the initiative might work best in Princes Risborough.

**All present agreed** that the Town Council supports the initiative and to invite Bucks County Council to attend the next Town Committee meeting to give a brief presentation. **JM**

## 17. BUCKS COUNTY COUNCIL DEVOLVED SERVICES CONTRACT PROPOSAL FOR 2019-2023

Bucks County Council is offering a further four-year contract for 2019-2023 and an enhanced devolved service. Cllr M Walsh proposed to establish a Working Group to review the Devolved Services proposals from Bucks County Council.

Seconded by Cllr J Coombs. All present agreed.

**Resolved: To establish a Devolved Services Working Group with Cllrs Coombs, Turner, Walsh and Ball JC/AT/MW/AB**

## 18. AGENDA ITEMS FOR NEXT MEETING

To be advised.

## 19. 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 DECIDE ON STAFF MATTERS, INVESTMENT MATTERS AND LEGAL 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.**

### a) TO DISCUSS AND DECIDE ON THE CANDIDATE FOR THE DEPUTY TEAM LEADER ROLE

Cllr A Ball proposed to appoint candidate b. Seconded by Cllr I McLauchlan. All present agreed.

**Resolved: To appoint candidate b**

### b) INVESTMENT MATTERS

Purchase of an Investment property with CIL monies.

The Clerk had circulated a report to enable the Councillors to make an informed decision.

Cllr M Walsh proposed to proceed with the purchasing of an investment property.

Seconded by Cllr A Turner. All present agreed.

**Resolved: To proceed with the purchasing of an investment property.**

Appointment of a Land Agent for the above purchase

Cllr M Walsh proposed to appoint Neil Hockin as the Land Agent for the above purchase.

Seconded by Cllr A Turner. All present agreed

**Resolved: To appoint Neil Hockin as the Land Agent for the above purchase.**

### c) LEGAL MATTERS

The Councillors considered correspondence from a contractor.

Cllr M Walsh proposed to approve the requested amount. Seconded by Cllr J Roberts. All present agreed.

**Resolved: To pay the contractor the amount requested.**

## 20. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 25<sup>th</sup> September 2018 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.35 pm

## PRINCES RISBOROUGH TOWN COUNCIL BREACH NOTIFICATION POLICY

### 1. SCOPE

- 1.1. This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2. The GDPR draws a distinction between a ‘data controller’ and a ‘data processor’ in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

### 2. Responsibility

- 2.1. All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) of Princes Risborough Town Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

### 3. Procedure – Breach Notification Data processor to Data Controller

- 3.1. Princes Risborough Town Council shall report any personal data breach to the data controller without undue delay.
- 3.2. GDPR-info notifies their contact within the data controller, which is recorded in the Internal Breach Register.
- 3.3. Notification is made by email.
- 3.4. Confirmation of receipt of this information is made by email

### 4. Procedure – Breach Notification Data Controller to Supervisory Authority

- 4.1. Princes Risborough Town Council shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.
- 4.2. GDPR-info assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3. If a risk to the aforementioned is likely, Princes Risborough Town Council shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than **72 hours**. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.4. The data controller shall provide the following information to the supervisory authority on a Breach Notification Form:
  - 4.5. A description of the nature of the breach
  - 4.6. The categories of personal data affected
  - 4.7. Approximate number of data subjects affected
  - 4.8. Approximate number of personal data records affected

- 4.9. Name and contact details of GDPR-info
- 4.10. Likely consequences of the breach
- 4.11. Any measures that have been or will be taken to address the breach, including mitigation
- 4.12. The information relating to the data breach, which may be provided in phases.
- 4.13. GDPR-info notifies their contact within the supervisory authority, which is recorded the Internal Breach Register
- 4.14. Notification is made by email.
- 4.15. Confirmation of receipt of this information is made by email.

## 5. Procedure – Breach Notification Data Controller to Data Subject

- 5.1. Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject, Princes Risborough Town Council shall notify the affected data subjects without undue delay, in accordance with GDPR-info Ltd.'s recommendations.
- 5.2. The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 4.4 above.
- 5.3. Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4. The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5. It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subjects are informed in an equally effective manner.
- 5.6. The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

### Appendix 2

#### PRINCES RISBOROUGH TOWN COUNCIL Subject Access Request Policy

##### 1. Scope

All personal data processed by Princes Risborough Town Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Princes Risborough Town Council is processing any personal data about that individual and, if so, to be given:
  - a description of the personal data;
  - the purposes for which it is being processed; and,
  - details of who will be allowed to see the personal data.

- To be given a copy of the information and to be told about the sources from which Princes Risborough Town Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

## 2. Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Town Clerk on Subject Access Requests (SARs). GDPR-*info* Ltd is responsible for handling all SARs.

## 3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that Princes Risborough Town Council holds, without specifying that data.
- 3.4 The date by which the identification checks and the specification of the data sought must be recorded; Princes Risborough Town Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.
- 3.5 The SAR application is immediately forwarded to GDPR-info Ltd, who will ensure that the requested data is collected within the time frame. Collection will entail either:
  - 3.5.1 Collecting the data specified by the data subject, or
  - 3.5.2 Searching all databases and all relevant filing systems (manual files) in Princes Risborough Town Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Town Clerk maintains a data map that identifies where all data in Princes Risborough Town Council is stored.
- 3.6 GDPR-info Ltd maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 GDPR-info Ltd is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.

3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:

3.8.1 Crime prevention and detection.

3.8.2 Negotiations with the requester.

3.8.3 Management forecasts.

3.8.4 Confidential references given by Princes Risborough Town Council (not ones given to Princes Risborough Town Council).

3.8.5 Information used for research, historical or statistical purposes.

3.8.6 Information covered by legal professional privilege.

3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.

3.10 The electronic formats used for responses to SARs are:

3.10.1 .CSV file