

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 30TH JANUARY 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, I McLauchlan, J Coombs and N Davis

Susanne Griffiths - Clerk to the Town Council

Jayne Mylchreest – Administration Officer

2 members of the public

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Councillor I Pearce who was on holiday, Councillor P Summerbell who was unwell and Councillor A Rolfe who had family 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 9th 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.

Councillors D Knights, A Turner and G Hall declared a non-pecuniary interest in Agenda item no 17.

4. A REPORT FROM THAMES VALLEY POLICE

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

The team consists of PS James BENFIELD - 3 Full time PC's RALPH, CHURCHILL & LOGAN – 2-part time PC's MCKINNEY & BLAKE – PCSO Roger BROOKS. PCSO Stuart BURT retired on 24/12, there is no replacement as yet but PCSO recruitment is ongoing so we shall see what transpires.

The main roles of the neighbourhood policing team are to engage with the local community. Be Visible. To problem solve issues that are causing concern & to help build community resilience.

The first two are mostly achieved by patrolling the High street & schools at drop off/collection times.

A number of problem solving issues are ongoing mostly involving minor antisocial behaviour.

We also safeguard a lot of vulnerable people that we identify through our role and by working with other agencies (eg social services, Mental health teams, housing associations, charities, schools etc) we are often able to provide vital assistance at times of crisis.

It was mentioned at the last meeting about a number of courier scams that had taken place locally during November. This involves a cold caller claiming they are from the Police and after various trust building processes asking the victim to withdraw cash claiming it to be counterfeit before collecting it. Investigations are ongoing but I am pleased to say there have been no more incidents since.

There have been two overnight burglaries to shops within the high street since the new year that are currently being investigated. As a result, we are carrying out patrols of the High street and the backs of the shops when on late shifts.

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

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

Parking Review. Cllr A Ball can give an update but we met yesterday and agreed a forward programme for consultation with Risborough residents on 9th March. I have produced a draft input for Cllr A Ball for Crosstalk. I have secured some funding so far but until we have a fully costed proposal from Transport for Bucks following our informal consultation we will not know the funding requirements.

1. **Lighting.** I met with Cllr G Hall and Stuart Labross(BCC) and we agreed the need for existing BCC street light replacement programme. Cllr G Hall can give an update. I have also met with Mark Averill and he has agreed to fund the upgrade of the High Street lights during the Financial Year. Details are currently being worked out.
2. **Devolved Services.** Following a meeting with Mark Averill and following my review with the Princes Risborough Town Council of existing grass cutting areas, Mark is going to discuss this with the PRTC to include Mill Lane to the Railway Bridge and Peters Lane to just past the school entrance into the existing contract.

3. **Weed killing on pavement areas.** I will have a Members allowance of £10k for roadworks within and around the town. I have agreed with Mark Averill that I can use part or all of this to carry out a weed killing programme in May. I will be working with TfB to employ an approved contractor to undertake this task.
4. **Flooding issues.** I have escorted TfB around the existing known flooding issues in Risborough of High Street, Duke Street, Market Square, New Road between Tesco and Horns Lane roundabouts and they will be producing a programme for upgrading the existing storm drainage. We also went to the bottom end of Park Street near The Butts, and again, a programme for upgrade will be produced. Hopefully all these works will be undertaken within this Financial Year.
5. **Regular foot path clearances.** I will be setting up a meeting with TfB in February to work out a programme for maintenance of Mill Lane and the B4009 by the railway bridge footpaths so we do not get a recurrence of issues we experienced this year.
6. **Roads.** I have held my biannual meeting with the Capital Maintenance Team to agree a programme for road maintenance during the following 4-year period. I am pressing for Aylesbury Road from Queens Road and the Askett roundabout to be completely re-laid during the Financial Year 2019/20. I have also put into the forward programme for Abbots Way, Jasmine Crescent, Fairway.
7. **Other Roads.** Out of my £4k roads maintenance programme for this Financial Year I have agreed the repair/replacement of the area outside Mount car park from Church Street to Stratton Road and Picts Lane from Station Road to just past Blanchfords. This latter area will also include repair of the pavement.
8. **Pavements.** Southfield Road will be undertaken this Financial Year. We have worked out a programme for other roads within the town but this will have to be spread over the next 4 years.

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

No report was submitted.

6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Agenda item no 11 page 37/17 The Local Plan

Cllr A Turner informed the members that the 12th March 2018 is the estimated date of submission with a possible hearing in June 2018.

Agenda item no 13 page 37/17 Local Area Forum application

Cllr A Turner informed the members that he had met with Mark Averill from B.C.C. to discuss the possibility of a lay-by but the project is too complicated and expensive and other options were being considered.

Agenda item no 7 page 36/17 Churchill Retirement Living

Cllr M Walsh informed the members that a productive meeting had taken place and the Regional General Manager confirmed that they are committed to improving relations with the Town Council and are investigating ideas to help the town. The members will be invited to tour the development in due course.

7. CORRESPONDENCE RECEIVED

An email has been received from Wycombe District Council regarding protecting trees in the Wycombe District

A study is being carried out by the Arboriculturalist Officer at W.D.C. to examine the main drivers behind requests made to local authority for tree protection. The Town Council members are requested to complete a survey via the following link <https://www.surveymonkey.co.uk.co.uk/r/6KYNQR6>

Cllr A Turner raised concerns over the Wycombe District Council Tree Preservation Order recently made on trees in Ash Road.

ALL

A letter has been received from Network Rail regarding the East West Rail Western Section Phase 2 – Round 3 Consultation

Network Rail have been directed to evaluate whether the capital costs of the project could be reduced whilst maintaining all of the benefits for local connectivity within the Oxford-Milton Keynes corridor. Round Three Consultation will be available until the 9th February 2018 and members of the Town Council are asked for their feedback.

Cllr A Turner informed the members that the consultation does not affect the Risborough area therefore no comments to be submitted.

An email has been received from a local church regarding the World War One Commemoration on the 11th November 2018

The church has arranged various events on the 11th November 2018 to commemorate the end of World War One. The Town Council has been asked if these events will coincide with any events the members may have planned.

All present agreed to reply that the Town Council is keen to be involved and be represented across various events in the town which are organised by local organisations including the Royal British Legion.

JM

A letter has been received from the Risborough Youth Club regarding a grant approval

The Risborough Youth Club sends their thanks for the grant that has been approved for the next financial year and invites council members to attend the Club on any Monday evening to meet the people that attend.

Comments noted and **all present agreed** that the Chairman would visit the club later in the year.

MW/JM

An email has been received from Bucks County Council regarding the Commonwealth Day Celebrations

The Town Council is requested to get involved in various activities to support the Commonwealth Day Celebrations

All present agreed to ask Rupert Carrington to raise the flag on Commonwealth Day on the 12th March 2018 for one day and fly the flag for the week beginning 15th April 2018.

JM

Cllr N Davis proposed purchasing a Commonwealth flag and for the event to be publicised on the website and Twitter
Seconded by Cllr J Coombs.

Resolved: To purchase a commonwealth flag and for the event to be publicised on the website and Twitter. **KP**

Cllr A Turner proposed that the Chairman and Mayor host a Big Lunch to be funded from the Events budget up to £300.
Seconded by Cllr J Coombs.

Resolved: That the Mayor and Committee Chairman host a Big Lunch to be funded from the Events budget up to £300. **KP/NM**

An email has been received from a resident regarding the street lights that have a major supply fault in Woodfield Road

The resident appreciates that the Town Council is not directly responsible for the failure of these lights and suggests that not enough is being or seen to be done. He suggests the use of social media to update the residents regarding the issue.

All present agreed for the office to arrange a meeting with SSE and UK Power Networks with Councillors M Walsh, G Hall, and J Coombs to express disappointment and raise concerns over the length of time the repairs are taking and to progress the repairs. The office is requested to advise the resident accordingly.

JM

Resolved: For the office to arrange a meeting with SSE and UK Power Networks with Councillors M Walsh, G Hall, and J Coombs **JM/MW/JC/GH**

An email has been received from a trader that would like a stall at the Thursday Market

A trader selling bread has requested a stall at the Thursday Market.

Cllr A Turner proposed to thank the trader for their interest but to decline the request at present due to an existing stall holder already selling bread. However, as the Market evolves, this request can be reconsidered in the future.

Seconded by Cllr G Hall. A vote was taken with 8 votes for and 1 against.

Resolved: To thank the trader for their interest but to decline the request.

JM

An email has been received from Bucks County Council regarding Armed Forces Day

Bucks County Council has advised that due to a reduction in staff numbers and limited financial resources they will not be holding an Armed Forces Day in 2018. The Town Council is requested to organise an event.

Cllr M Walsh proposed to liaise directly with the R.A.F to organise a small-scale event.

Resolved: To liaise directly with the R.A.F to organise a small-scale event.

KP/NM

8. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE INTERNAL AUDIT PLAN

Cllr A Turner proposed to approve the recommendation from the Finance Committee to approve the Internal Audit Plan previously circulated to the members. Seconded by Cllr J Coombs.

SG

Resolved: To approve the Internal Audit Plan

9. PROJECTS FOR HISTORIC S106 AGREEMENTS FUNDS HELD BY WYCOMBE DISTRICT COUNCIL

Wycombe District has advised that they have some historic S106 monies from S106 Agreements signed in Princes Risborough that W.D.C. would like to allocate to projects under the headings Open Spaces and Environmental Improvements

Cllr G Hall proposed to upgrade the Earle Mitchell changing rooms as an Open Space project. Seconded by Cllr D Knights.

Resolved: To upgrade the Earle Mitchell changing rooms as an Open Space project.

SG

The Clerk is requested to seek clarification from W.D.C. which projects can be included under Environmental Improvements. All present agreed to delegate this agenda item to the Town Committee for it to investigate and cost projects after receiving clarification from W.D.C.

SG

10. APPLYING FOR A PROJECT FOR THE LOCAL AREA FORUM FUNDING 2018/19

Local Area Forum members are reminded of the opportunity for funding in 2018/19. The L.A.F. has local priorities around road safety, community health and wellbeing and economy and environment, there are a number of potential projects that could address these priorities that would be suitable for L.A.F. funding.

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Cllr I McLauchlan proposed to apply for funding for an electric bike pump. A vote was taken with 5 votes for the proposal.
Resolved: to apply for funding for an electric bicycle pump. JM

11.A REQUEST FROM BUCKS COUNTY COUNCIL TO PROVIDE DATA TO SUPPORT AN OFFICE OF LOW EMISSION VEHICLES BID REGARDING ON-STREET CHARGING POINTS FOR ELECTRIC VEHICLES

The government is currently offering a grant to local authorities to support the wider use of electric and hybrid vehicles via the Office of Low Emission Vehicles (OLEV). The Scheme gives Local Authorities access to grant funding which can be used to fund the procurement and installation of on-street electric vehicle charge point infrastructure, to meet residential needs, in line with the minimum technical specifications.

The purpose of the Scheme is to increase the availability of on-street charging points in residential streets where off-street parking is not available, thereby ensuring that off-street parking is not a pre-requisite for realising the benefits of owning a plug-in electric vehicle.

B.C.C. requests any data that can be provided to support the bid and request locations that would benefit from the scheme and would like to work with the Town Council to undertake market research.

All present agreed to support the bid and to discuss the locations at the next Town Committee meeting. JM

12. REPORT ON THE NEW GENERAL DATA PROTECTION REGULATION

The Clerk presented a report on the background, financial implications and considerations for the Town Council concerning the introduction of the new General Data Protection Regulations to be introduced in May 2018.

The Clerk is requested to ensure that the new webmaster is aware of the requirements of the regulations and to ensure that the contact forms include the necessary authority. SG

13. A RECOMMENDATION FROM THE MARKET HOUSE WORKING GROUP REGARDING THE TERMS AND CONDITIONS OF HIRING THE MARKET HOUSE

The terms and conditions of hiring the Market House recommended by the Market House Working Group had previously been circulated to the members.

An amendment was requested to point number 11 concerning a cable protector.

Cllr J Coombs proposed the following motions which were seconded by Cllr J Roberts.

To approve the recommendation from the Market House Working Group and approve the terms and conditions including the amendment.

To give a free session to groups making a block booking for 10 weeks.

To give a 50% discount to councilors hiring the room for meetings concerning Princes Risborough, but not on Town Council business.

Resolved:

To approve the terms and conditions of hiring the Market House.

To give a free session to groups making a block booking for 10 weeks.

To give a 50% discount to councilors hiring the room for meetings concerning Princes Risborough, but not on Town Council business. SG

14. ACTION TO BE TAKEN REGARDING THE LED LIGHTING PROJECT

All present agreed to defer this agenda item until the next meeting to allow time for a meeting with B.C.C. to take place.

15. A RECOMMENDATION FROM THE PR COMMITTEE TO CHANGE THE TOWN COUNCIL WEBSITE ADDRESS FROM .COM TO.GOV.UK

Cllr D Knights proposed to approve the recommendation from the PR committee to change the Town Council website address from .com to.gov.uk

Seconded by Cllr Nathan Davis.

Resolved: To change the Town Council website address from .com to.gov.uk

KP

16 TO HOLD PRAYERS BEFORE THE PUBLIC SESSION

Further to the action point from minute 22. Page 39/17, the Clerk was requested to obtain advice from BALC concerning what actions should be taken if a councilor refuses to stand for the prayer at the start of the meeting when requested.

To resolve the issue, it was suggested that the Town Council hold prayers before the public session which will enable councilors who wish to take part and stand for prayers to do so and for those councillors who do not wish to take part in the prayers to join the table after the prayers have been said.

Cllr M Walsh proposed that the Council follow BALC's suggestion. Seconded by Cllr D Knights The motion was carried by 7 votes for the proposal, 1 abstention and 1 objection.

Resolved: To move the prayers to take place before the public session.

Cllr A Turner wished it to be recorded that he strongly opposed the decision to remove the traditional prayer from the opening of the meeting.

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17. A REPORT ON THE RISBOROUGH SPRINGS EXTENSION PLANS AND APPROVAL OF ACTIONS TO BE TAKEN

Councillors D Knights, A Turner and G Hall declared a non-pecuniary interest and took no further part in the discussion or vote.

Cllr M Walsh informed the members that a meeting had taken place with Wycombe District Council and the plans are progressing with a few points still to be clarified.

The budget is £1,200,000.00 to enable Risborough Springs Swim and Fitness Centre to carry out an extension project. The project works is the provision of an enlarged gym and dedicated fitness studio. This includes a new dedicated fitness studio within the existing gym area of the centre; an extension to accommodate a larger gym and improved dry changing facilities.

Parking issues were raised by the Town Council and WDC will investigate various options to reduce the impact.

Cllr M Walsh proposed to increase the ground rent to £900 per annum and to sign a Deed of Variation to vary the ground rent and the alterations clause in the current lease,

Cllr Walsh further proposed to sign a Licence for Alterations to enable the £1,200,000.00 Risborough Springs Swim and Fitness Centre extension project to proceed.

W.D.C. has agreed to pay the solicitors costs based on three quotations to be provided by the Clerk.

Resolved:

To increase the ground rent to £900 per annum and to sign a Deed of Variation to vary the ground rent and the alterations clause in the current lease,

To sign a Licence for Alterations to enable the £1,200,000.00 Risborough Springs Swim and Fitness Centre extension project to proceed.

SG

18. A REPORT ON THE PARKING REVIEW

Cllr A Ball informed the members that meetings had taken place with Bucks County Council but at present these were exploratory discussions as there was no guarantee that funding would be available for a second review.

All present agreed for Cllr Ball to write an article for the Crosstalk magazine.

AB

19. ESTABLISHING A WORKING GROUP TO REVIEW THE STRATTON MEMORIAL GARDEN REGULATIONS

Cllr A Turner proposed to establish a working group consisting of Cllrs A Turner, I McLauchlan and the Clerk to review the Stratton Memorial Garden Regulations.

Seconded by Cllr I McLauchlan.

Resolved: To establish a working group consisting of Councillors Turner, McLauchlan and the Clerk. AT/IM/SG

20. APPOINTMENT OF AN INTERNAL AUDITOR FOR THE AUDIT YEAR 2018/2019

The Clerk presented three quotations from Internal Auditors.

Cllr A Turner proposed to appoint Ernest Newhouse as the Internal Auditor for the year 2018/2019.

Seconded by Cllr J Coombs.

Resolved: To appoint Ernest Newhouse as the Internal Auditor for the year 2018/2019.

SG

21. THE OFFER FROM DEVELOPERS FOR THE ADOPTION OF THE PUBLIC OPEN SPACE ON THE NEW HOUSING DEVELOPMENT AT LONGWICK ROAD

Further to previous discussion (minute number 14.37/17) the developer has confirmed that the freehold title of the land will be transferred to the Town Council.

Cllr M Walsh proposed to request an increased one off commuted sum of £84,000 based on the current costs of the Maintenance Team.

Seconded by Cllr A Turner.

Resolved: To accept the offer from the developers for the adoption of the public open space on the new housing development at Longwick Road with a request for a one off commuted sum of £84,000.

SG

22. AGENDA ITEMS FOR NEXT MEETING

To approve the terms of reference for the Internal Auditor (Cllr A Turner)

To approve the use of variable Bankers Standing Orders

To approve the use of variable Bankers Direct Debits for Payments

To review the Asset Register

To discuss and decide on action to be taken on the LED Lighting Project

To receive the recommendation from the Finance Committee to approve the amended Financial Regulations

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 PREFERRED CONTRACTOR FOR THE SERVICE AND PURCHASE OF MAINTENANCE EQUIPMENT

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 27th March 2018 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.50 pm

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

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