

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COMMITTEE
HELD ON TUESDAY 1ST MAY 2018 AT 7.00PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

PRESENT

Chairman Cllr. J Coombs,
Cllrs, N Davis, A Ball, J Roberts, M Walsh, G Hall, A Turner, D Knights, Ian Pearce and P Summerbell
Clerk to the Town Council – Susanne Griffiths
Kevin Locke – Maintenance Team Leader
Deputy Clerk – Kirsty Pope
No members of the public were in attendance.

1. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr I McLauchlan who was on holiday.

2. MINUTES

RESOLVED: To agree the minutes of the Town Committee meeting held on the 3rd April 2018 be signed as a true record.

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.

4. MATTERS ARISING FROM MINUTES OF THE PREVIOUS MEETING OF 3RD APRIL 2018 NOT OTHERWISE ON THE AGENDA

Nothing noted

5. REPORT FROM KEVIN LOCKE MAINTENANCE TEAM LEADER

Confirmation that the second devolved services cut in Risborough and surrounding parishes has been completed. In addition the town mowing and park mowing is now in progress. Kevin advised that the team are one member short at the moment due to recent resignation. The members inspected the town vehicle prior to the meeting and Cllr Walsh expressed his disappointment with the damage to the vehicle. The MT leader acknowledged this and confirmed that he has discussed this with his team.

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

An email has been received regarding the Dulux Trade London Revolution 2018 Pit Stop

Permission is sought to use Wades Park to set up the pit stop tables and food tables under gazebos for the Dulux Trade London Revolution 2018.

All present agreed to this request.

An email has been received regarding the Hillforts Project

Volunteers are requested to become involved in many activities over the course of the three- year project. Training will be provided and more information will be available shortly.

Comments noted and an application for a grant has been received and will be discussed at the next Finance Meeting.

An email has been received regarding a mobile screening unit at the Community Centre car park

Permission is sought to site the mobile screening unit at the Community Centre car park from the 8th May 2018-mid Oct 2018. **All present agreed to this request.**

An email has been received regarding permission to use Wades Park for barbeques

Risborough Runners seek permission to use Wades Park for a barbecue after some of their runs this summer

In principal the members agreed to this request, subject to the normal risk assessment but requested dates for the planned barbeques and that only the paved areas must be used and disposable bbq are not permitted. KP

An email has been received regarding a memorial bench in the town

The request is to donate a memorial bench with a plaque at Duke Street Gardens.

All present agreed to this request and that the new bench is sited near to the existing bench next to the bin. JM

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

No high priority areas highlighted

The office is requested to report a blocked drain along Mill Lane by Long Meadow.

KP

The members agreed for the Union Flags to be displayed along the High Street for the Royal Wedding. The MT are requested to schedule this for the w/c 14th May and for the flags to be removed after the wedding. Cllrs Ball & Davis agreed to assist with the installation.

AB/ND

The office is requested to report that the footpath that leads to Clifford Road/Ash Road from Bell Street needs clearing as some areas are not easily passable. **KP**

The office is to report to TfB the state of the pavement along Duke Street by the dry cleaners as its breaking up. **KP**

The entry sign along Summerleys Road still hasn't been repaired, the office is requested to chase this up. **KP**

The office to report the state of the footpath that runs behind the Crescent play area to Woodfield Road, which is an ongoing issue. **KP**

The members asked Cllr Hall to progress a request with WDC for a bin along Manor Park Avenue near Willow Road. **GH**

8. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT

There were no priority items in the Risk Assessment Report.

Cllr Hall provided an update on the trial along Eastfield Road and BCC trial along A4010.

UK Power Networks has advised that Street lights numbers 480 and 481 at Longwick Road have been identified as a private feed issue and they will not be able to action the repairs until these lights are included in the ICP agreement between the Town Council and SSE and a quotation requested. **JM**

9. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT

Cllr Turner requested that contact is made with suppliers regarding the design of Phase II. **KP**

A quotation has been received regarding kerbing works

A quotation has been received regarding kerbing works at £ 589.00+vat

Resolved: to raise a work order for the kerbing. **KP**

10. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.

Wades Park

There were no priority items in the Risk Assessment Report

A quotation has been received for an entrance sign

A quotation has been received for an entrance sign at £ 574.45 + vat

Resolved: to raise a work order for this sign. **KP**

St Dunstan's Park

There were no priority items in the Risk Assessment Report.

The office is to source quotes for the area of path leading into the park that needs resurfacing. **KP**

The Crescent Park

There were no priority items in the Risk Assessment Report.

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

The office is requested to obtain quotes for picnic tables for 19/20 estimates. **KP**

King George V Park

There were no priority items in the Risk Assessment Report.

Cllr Summerbell asked the office to progress the Youth Shelter. **KP**

11. A REPORT ON THE THURSDAY MARKET AND DECIDE ON ACTIONS TO BE TAKEN

An email has been received from the Community Bus organisation regarding advertising

The Community Bus organisation ask if the Town Council would like to advertise on the back of the bus for 12 months at a cost of £500.

Cllr Knights declared an interest and took no part in the discussion or vote.

Resolved: to go ahead with an advert but for the advert to include the Town Council logo. **KP**

12. PURCHASING ADDITIONAL MARKET GAZEBOS

Resolved: the office is requested to obtain a quotation for the purchase of 8 new market gazebos and to circulate to the committee. **KP**

13. PURCHASING A SILENT SOLDIER

Cllr Davis provided the members with an update on the Silent Soldier project.

AT/MW/GH Declared an interest and took no part in the discussion or vote.

Resolved: for the office to purchase a Silent Soldier, with the PRTC logo at a cost of £250. The members agreed that the soldier should be placed at various location throughout town ie schools, landmarks and the MT agreed to assist with this. **KP**

14. THE SUMMER TOWN PLANTING REQUIREMENTS

Resolved; Cllrs Turner/Walsh and Roberts agreed to visit Windowflowers to discuss requirements for this summer with a view to having an orange theme this year. The office to arrange a visit. **KP**

Agreed to purchase trailing begonias and surfina petunias for the hanging baskets & saddlebags. **JM**

15. PURCHASING GRAVEL AND PLANTS FOR WADES STREAM

Resolved; Cllr Knights agreed to discuss with the Chiltern Society but the work is to be scheduled at the end of summer once the last amount of silt is removed. **DK**

16. UPDATE ON THE TOWN COUNCIL WARDEN

The Clerk confirmed that she has made contact with local parishes and confirmed that currently no one employs such a warden. The Clerk gave the members a brief overview of the role and an idea of salary, in addition the Clerk confirmed that she has made contact with an external company to see if they would be interested in quoting for the work. Any response will be circulated to the committee.

17. UPDATE ON THE PARKING REVIEW

Cllr Ball updated the members on the latest situation with Parking Review phase 2. The formal consultation is still outstanding and is currently with TFB for costing.

18. STREET NAMES FOR THE LEO LABORATORIES SITE DEVELOPMENT

Notice from a developer has been received regarding street names for the Leo Laboratories site as follows:-

1. Chiverton Avenue Cheverton
2. Chiverton Mews Cheverton
3. Chiverton Gardens Cheverton
4. Laidler Crescent OK
5. Laidler Gardens OK
6. Laing Way OK
7. Leo Crescent OK

If the names are opposed reasons why have to be provided and any alternative suggestions supplied with supporting background information. Incorrect spelling of Cheverton.

Resolved: to contact WDC to confirm that Chiverton should read Cheverton as per the historic business that was once present in the Town. **JM**

19. AGENDA ITEMS FOR NEXT MEETING.

TBA

20. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on 5th June 2018 at 7 pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 835 pm.

Chairman.....

Date

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