



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 6<sup>TH</sup> NOVEMBER 2018 AT 7.00PM  
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.**

**PRESENT**

Chairman - Cllr J Coombs

Cllrs, N Davis, L Byrne, A Turner, J Roberts, M Walsh, A Ball, G Hall and P Summerbell

**In attendance**

Clerk to the Town Council – Susanne Griffiths

Deputy Clerk to the Town Council – Kirsty Pope

1 member of the public was in attendance.

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

The Town Clerk reported that apologies had been received from Cllr I Pearce who was on holiday and Cllr D Knights and Cllr McLauchlan who both have work commitments

**RESOLVED:** To receive and note the following apologies from Councillors Pearce, McLauchlan and Knights.

**2. MINUTES**

**RESOLVED:** To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> October 2018 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. Cllr Turner declared a non-pecuniary interest under agenda item 7.

**4. PUBLIC FORUM**

County Councillor Bendyshe-Brown gave a report on matters relating to the town including an update on the road and path re-surfacing plans over the next 3 years. Cllr Bendyshe-Brown made the members aware that the surfacing work to Picts Lane has been delayed due to complications with the underground utilities.

The start of the formal Parking Review for "phase 2" will be started in this financial year. Plans are underway to progress a 20mph restriction in Whiteleaf. The members were made aware that The Paddocks Clinic will be closing at the end of November. The office is requested to communicate any winter project works to Cllr Bendyshe-Brown.

**5. PARISH MAINTENANCE**

A report was received from the the Maintenance Team Leader and comments noted. (Appendix 1)

**6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE**

An email has been received from Oxfordshire County Council regarding an additional fingerpost for the town centre signposts

OCC seek support/interest from the Town Council to attach a finger to existing fingerposts with the lettering "The Ridgeway National Trail".

**All present agreed to support this request and suggest they contact WDC to seek approval.** KP

An email has been received from a resident regarding Pyrtle Springs

The resident organised a litter pick and has concerns that large items of rubbish have not been removed from Pyrtle Springs.

**All present agreed for the office to make arrangements for these items to be removed. Cllr Walsh agreed to contact the owner to seek approval.** MW

An email has been received from local business regarding an advertising banner

The request is to place a banner advertising the business at the entrance to Wades Park

**All present agreed to decline the request due to it being a commercial advert.** KP

An email has been received from Risborough Rangers Junior Football Club regarding the use of St Dunstan's Park  
RRJFC have requested permission to use the park for training sessions on a regular basis, to mark out a pitch and if there is a lock up to store their mini goals.

**All present agreed to seek a firm proposal of the area Risborough Rangers wish to mark and to confirm that no storage facilities are available.** KP

An email has been received from Wycombe District Council regarding CIL monies  
WDC has advised that the Town Council application for Economic Regeneration has not been supported.  
Cllr Walsh advised the members that he will be organising a meeting with WDC to see if other funds are available.  
**All present agreed for Cllr Walsh to organise this meeting with WDC.**

MW

An email has been received from Bucks County Council regarding Electric Charging Points  
BCC has been awarded a grant to install electric car charging points for residents that do not have off street parking. The Town Council is requested to suggest suitable locations by the 12<sup>th</sup> November 2018.  
**All present agreed that a meeting is required in order to gain advice on exact locations as street locations have already been submitted.**

KP

An email has been received from St Teresa's School regarding the use of King George V Park  
The request is to use the KGV park on a regular basis to host football matches  
Cllr Hall advised the members that there is a covenant of the KGV for organised sporting activities.  
Cllr Walsh proposed to use the the pitch at St Dunstan.  
**All present agreed to offer the pitch at St Dunstan's.**

KP

## **7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

No high priority areas highlighted.  
Cllr Hall requested that the back of bus shelter by the Poppy Seed development is painted.  
Following a suggestion from the Maintenance Team Leader, it was agreed for the turf on the poppy cross to be replaced with artificial turf. Cllr A Turner declared a non-pecuniary interest as a member of the RBL and advised the members that the RBL were willing to contribute to the cost of the artificial turf up to a limit of £100.  
The office is requested to contact BT to complain about the state of the phone boxes in the town and to request that any empty boxes are removed.

KL

KL

KP

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

A quotation has been received for the repairs of Columns 480 and 481 at a minimum £ 2,786.05 + vat  
Cllr Hall proposed that the quote is accepted, seconded by Cllr Walsh. All present agreed.

JM

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

Noted. No actions required.

## **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.  
Agreed to replace the damaged lock & handle at the Risborough Rangers storage facility.

KP

### **St Dunstan's Park**

There were no priority items in the Risk Assessment Report.  
A quotation for the replacement of the remaining damaged fence panels has been received at £ 280.00 + vat  
Cllr Turner proposed to approve the quotation from MJW Fencing Ltd. Seconded by Cllr Coombs.  
**Resolved: to accept the quotation from MJW Fencing Ltd to replace the damaged fence panels in St Dunstan's Park.**

The Clerk is requested to issue a work order.

JM

### **Work at St Dunstan's**

Quotations were presented to the members for the resurfacing to the entrance to St Dunstan's. Cllr J Coombs proposed that the quotation from Collins Groundworks and Construction Ltd is approved. Seconded by Cllr A Ball.  
**Resolved: To approve the quotation to resurface the entrance to St. Dunstan's Park from Collins Groundworks and Construction Ltd.**

The Clerk is requested to issue a work order.

KP

### **Earle Mitchell Park**

There were no priority items in the Risk Assessment Report.

### **King George V Park**

There were no priority items in the Risk Assessment Report.

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

A request has been received for a pitch at the Market selling fresh cut flowers  
The vendor has requested a pitch selling fresh cut flowers.  
Cllr Turner proposed that this request is declined in support of the two existing florist retailers.  
Seconded by Cllr Walsh.

**Resolved: To decline this request.**

#### Recommendation to the Town Council to adopt a severe weather policy

The Clerk had previously circulated a severe weather policy to the members for their consideration.

Cllr Turner proposed to recommend to the Town Council to adopt a severe weather policy

Seconded by Cllr Ball

**Resolved: To recommend to the Town Council to adopt a severe weather policy.**

**JM**

#### **12. LIGHTING IN THE PARKS**

Cllr Walsh proposed that for a 6-week trial period, the light in the KGV Park is switched off. Seconded by Cllr Hall

**Resolved: for the office to contact the lighting contractor and arrange for the light to be switched off.**

**JM**

#### **13. TREE SURVEY**

Cllr Turner proposed that a tree survey is conducted for all PRTC owned trees. Seconded by Cllr Walsh

**Resolved: for the office to contact Wycombe District Council to arrange for the survey to be completed.**

**KP**

#### **14. CCTV REQUIREMENTS FOR THE TOWN**

Cllr Hall proposed that additional CCTV cameras are installed in the town.

**Resolved: Cllrs Hall/Ball/Byrne agreed to be part of a working group to research the project and to report back to the committee.**

**GH/AB/LB**

#### **15. COMMITTEE BUDGET**

The Committee received a detailed income and expenditure budget update.

**Resolved: that spending in respect of the 2018/19 budget be noted.**

#### **16. PREPARATION OF THE TOWN COMMITTEE BUDGET 2019/2020 FOR ESTIMATES**

Estimates for the next financial year were agreed for submission to the Finance Committee.

Cllr Coombs proposed to submit the agreed budget to the Estimates committee. Seconded by Cllr Walsh. All present agreed.

#### **17. FUTURE AGENDA ITEMS**

**To be confirmed**

#### **18. A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was agreed to discuss and decide on the Maintenance Team members salaries for 2019/20 at the Finance Estimates meeting.

#### **19. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 3<sup>rd</sup> December 2018 at 7pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 9.45pm.

Chairman.....

Date .....

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