



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 24th SEPTEMBER 2019 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs, A Ball, J Coombs, A Turner, D Knights, T Murali, L Byrne, J Roberts, and N Davis
Kirsty Pope– Deputy Clerk to the Town Council
Cate Holloway - Bookings Officer
4 members of the public

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr I McLauchlan who was working, I Pearce who was unavoidably delayed, Cllr Bendyshe-Brown who is recovering from a recent operation.

RESOLVED: To receive and note the following apologies from Councillors MacLauchlan, Pearce and Bendyshe-Brown for non-attendance at the meeting

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 3rd September 2019

RESOLVED: To agree and sign as a correct record the minutes of the Town Council meeting on the 3RD September 2019

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.

None were received.

4. PUBLIC FORUM

Two Climate Action Now representatives provided an update and progress on their work drawing attention to their forthcoming Zero Carbon Cafes to be held at the Community Centre, open to everyone. They also reminded councillors about the 'Top Ten Green Initiatives' as compiled from visitors at the 2019 Summer Festival and made a request to raise these issues at future Bucks CC meetings for action. A request was made for a reduced hire charge at the Community Centre but Cllr M Walsh advised that as no discounts were available they may wish to apply for a Minor Grants award.

5. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police sent their apologies but were unable to attend.

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

Cllr Bendyshe-Brown was unable to attend but had provided a written report in his absence. (Appendix 1)

**A REPORT FROM WYCOMBE DISTRICT CLLR (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH
REPORT NOT RECEIVED**

7.a) TO RECEIVE AND NOTE MINUTES FROM COMMITTEES HELD

Planning Committee 6th August 2019 and 3rd September 2019 (draft)

Town Committee 6th August 2019 and 3rd September 2019 (draft)

Finance Committee 15th July 2019 and 19th August 2019 (draft)

Events/Public Relations Committee 20th August 2019 (draft)

Admin/HR Committee 19th August 2019 (draft)

Economic Regeneration Committee 23rd July 2019 (draft) and 10th September 2019 (draft)

Commercial Services Committee 23rd July 2019 (draft) and 10th September 2019 (draft)

Resolved: The Committee minutes listed above be received and noted

8. CORRESPONDENCE RECEIVED

An email has been received regarding the Ridgeway National Trail

A resident has concerns at the reduction in the width of sections of the Ridgeway footpath between Princes Risborough and Brush Hill. Cllr M Walsh proposed that the farmer with land adjoining the path should be contacted by the Ridgeway Partnership to address the issue. Seconded by Cllr J Coombs

Resolved: to write to the Ridgeway Partnership to address the issue with the farmer concerned. KP

A complaint has been received from a Thursday market trader

The trader has made complaints that another trader is selling items that he is not contracted to sell. Concerns were expressed about the need to act in a fair and measured manner for the sake of all stall holders whilst protecting the integrity of vendors' contractual responsibilities. Cllr A Turner proposed that another warning letter be sent to the trader concerned giving a date for compliance with the contractual terms. Seconded by Cllr L Byrne

Resolved: to issue a final warning letter to the trader concerned setting a date for full compliance with the contractual terms and conditions. KP/JM

A proposal for playground equipment has been received from a developer

Cllr L Byrne proposed to approve the developer's proposal to install the Town Council's preferred equipment
Seconded by Cllr T Murali

Resolved: All agreed to accept the developer's proposal for playground equipment. KP

9. LOCAL COUNCIL DEVOLUTION CONTRACT 2020/2022

An offer from The Shadow Executive for Buckinghamshire Council has been received to extend all existing Devolved Service Agreements for a maximum of two years up until 31st March 2022. Cllr M Walsh proposed to accept the offer seconded by J Coombs.

Resolved: All agreed to extend all existing Devolved Service Agreements. SG

10. TOWN COUNCIL POLICIES

Health & Safety Policy

Cllr M Walsh proposed to approve a recommendation from the Admin & HR Committee to approve the revised Health and Safety Policy

Seconded by Cllr A Ball

Resolved: To approve the revised Health and Safety Policy

Equipment Loan Agreement Policy

Cllr L Byrne suggested that it may be appropriate to include a penalty clause in the event of failure to return borrowed equipment. **All agreed** to set up a working group consisting of Cllr D Knights, Cllr M Walsh and the Clerk to review the policy and consider penalty charges.

DK/MW/SG

11. BRITISH SCHOOL FOUNDATION

Cllr A Turner proposed to approve the recommendation from the Finance Committee to approve the accounts for British School Foundation for 2018/2019

Seconded by Cllr A Ball

Resolved: To approve the British School Foundation account 2018-19.

12. DEFIBRILLATOR

A quotation has been received to purchase a defibrillator for Princes Risborough Lawn Tennis Club at £1645 + vat. All agreed to the purchase and Cllr D Knights suggested that the Lawn Tennis Club might consider posting a notice at the end of their drive to advise the defibrillator's installation.

Cllr M Walsh proposed to approve the quotation at £1645+vat

Seconded by Cllr J Roberts.

Resolved: To purchase a defibrillator for Princes Risborough Lawn Tennis Club at £1645 + vat

KP

13. MINOR GRANT APPLICATIONS

Princes Risborough & District Neighbourhood Watch Association

Cllr A Turner proposed to approve the recommendation from the Finance Committee to approve the grant application of £250 to the Princes Risborough & District Neighbourhood Watch Association for the purchase of personal security products for sale and street signs.

Seconded by Cllr T Murali

Resolved: To approve a grant of £250 to the Princes Risborough & District Neighbourhood Watch Association.

SG/KP

The Chilterns Dial-a-Ride

Cllr A Turner proposed to approve the recommendation from the Finance Committee to decline the grant application of £250 as a contribution to the net cost of providing the service to Princes Risborough users.

Seconded by Cllr T Murali

Resolved: To decline the grant application of £250 for Chiltern Dial-a-Ride

SG/KP

14. COMMUNITY CENTRE

1) Cllr M Walsh proposed to appoint Morgan Architectural Designs as the Project Manager for the extension of the Community Centre

Seconded by Cllr J Coombs

Resolved: To appoint Morgan Architectural Designs as the Project Manager for the extension of the Community Centre.

2) A fee quotation has been received at £5,400 for project management of the Phase 1 of the extension to the Community Centre. Cllr M Walsh proposed to approve the quotation at £5,400.

Seconded by Cllr J Coombs

Resolved: to accept the fee quotation of £5,400.00 for Phase 1 of the project.

3) Cllr M Walsh advised that a number of drop-in sessions for residents have been set up in the Community Centre during October to show plans for the Community Centre extension. Cllr M Walsh will be in attendance to answer questions and explain the plans at most sessions, other councilors will be in attendance. Cllr M Walsh proposed that residents have an opportunity to comment on the plans in an on-line survey and in person at the drop-in sessions. The consultation will run from 1st Oct – 31st October. Details will also be published on Town banners and in the latest issue of Crosstalk. Seconded by Cllr A Turner.

Resolved: To provide an opportunity for residents to comment on the Community Centre extension plans either via a survey or at a drop-in session at the Community Centre.

15. COMMUNITY BOARD CONSULTATION

Cllr A Turner advised that he had been a member of the working group for the Community Board Constitution and experience in other regions showed that success of Community Boards depended on the number of boards by area and the funding available. Cllr T Murali reported that she understood that a larger number of boards in our area like ours might mean that Princes Risborough might be overshadowed by larger towns' interests.

Cllr M Walsh proposed to respond to the consultation with the following recommendations:

a maximum of 14 Community Boards, that the budgets are increased substantially, future population growth should be reviewed and funding should reflect this.

Resolved: To send the above response to BCC

SG

16. SINGLE USE PLASTICS POLICY

Cllr T Murali proposed the introduction of a Single Use Plastics Policy

Seconded: N Davis

Resolved: To adopt a Single Use Plastics Policy

SG/KP

17. 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 ROOF REPAIRS AT 39 HIGH ST

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.**

Cllr M Walsh advised that 2 quotations had been received for repairs to the roof at 39 High Street:

1) Quote 1 @ £1050.00 + VAT

2) Quote 2 @ £690.00 + VAT

3) A 3rd quote was not submitted

Cllr A Turner proposed to accept quotation 2) @ £690.00 + VAT

Seconded: T Murali

Resolved: to accept quotation 2

18. AGENDA ITEMS FOR NEXT MEETING

To be advised.

19. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 26th November 2019 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.30pm.

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