



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE COMMERCIAL SERVICES COMMITTEE HELD ON TUESDAY 15TH OCTOBER 2019 AT 6.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Chairman Cllr A Ball

Cllrs N Davies, I Pearce, J Coombs, N Davis, M Walsh, A Turner

Clerk to the Town Council – Susanne Griffiths

Deputy Clerk to the Town Council – Kirsty Pope

Bookings Officer – Cate Holloway

No members of the public were in attendance.

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

None received

2. MINUTES

The minutes of the previous meeting on the 10th September 2019 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations. None were declared.

4. PUBLIC FORUM

No members of the public were present.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE COMMERCIAL SERVICES COMMITTEE

Email from resident re hire charges.

A query had been raised about discounted charges for use of the Carrington Room on Saturdays for particular regular hirers. **All present agreed** to confirm their decision to apply standard charges to all hirers as published and to write to the resident to advise this.

CH

6. 39 HIGH STREET

a) Telecomms Report

Cllr Coombs advised that a number of incoming lines are live but are not being charged for at present, the computer lines are inactive however. **All noted the report and agreed** that the position should continue unchanged until further notice.

7. COMMUNITY CENTRE

a) Redevelopment of the Community Centre The Deputy Clerk reported that she and Cllr M Walsh had met the architect that day to review the plans and discuss any queries arising. A number of reports for costings were awaited to inform the on-going planning process.

The Deputy Clerk advised that responses were coming in from the consultation questionnaires that were generally positive about the proposed redevelopment plans.

b) Energy Feasibility Report The report from Ingleton Wood identified a range of options to reduce energy consumption and carbon emissions for the community centre. **All agreed** the report was helpful and that the alternatives should be considered as part of the overall redevelopment of the building.

c) Drainage Survey A report from Sandy's Plumbing Ltd about the continuing problems with the toilet facilities recommended significant works costing in the region of £1495 + VAT. **All agreed** to include this work as part of the overall refurbishment project.

d) Hire Charges Following discussions it was decided to recommend a modest increase of 1% in room hire charges with effect from April 2020 and to refer this recommendation to the Town Council. Proposed by Cllr I Pearce, Seconded by Cllr J Coombs.

Resolved: to recommend to the Town Council an increase in room hire charges of 1% with effect from April 2020.

e) Minor Amendment to the Planning Application The Deputy Clerk advised that the proposed Royal British Legion wing will not be included in the revised plan and parking space allocation is also being looked at. The Deputy Clerk advised the members that Cllr Walsh will provide a further update when he joins the meeting.

Cllr M Walsh confirmed that the revisions to the planning application were minor but will need to be referred to the Town Council for approval. Proposed by Cllr M Walsh, Seconded by Cllr N Davis

Resolved: to refer the amended planning application to the Town Council for approval. SG/KP/MW

8. ESTIMATES

Cllr A Turner joined the meeting at 6.30pm

To receive estimates for the 2020-21 budgets Estimates for future income and expenditure for commercial activities including weekly and Farmers Markets, Market House, 39 High Street and Community Centre were agreed for submission to the Finance Estimates Committee. These include a recommendation to increase Country Market pitch rent by £1.00 per week to keep pace with inflation and Mr Broomhead's rent by 3%.

A quotation has been received from A C Roofing and Building Services for repairs to the roof of the Community Centre at £500.00. **All agreed** this should be included in the overall project plan and budget.

Cllr M Walsh joined the meeting at 6.44pm and updated the members on agenda item 7e.

9. FUTURE AGENDA ITEMS

a) Update on the expansion of the Community Centre planning process

b) Results of the community consultation on the Community Centre expansion project.

10. DATE OF NEXT MEETING

The date of the next meeting of the Committee is TBC and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 6.57pm.

Chairman.....

Date

Page 14/19