



## PRINCES RISBOROUGH TOWN COUNCIL



### MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 4<sup>th</sup> FEBRUARY 2020 AT 7.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

#### PRESENT

Chairman - Cllr J Coombs  
Cllrs M Walsh, A Turner, T Murali, L Byrne, N Davis and A Ball

#### In attendance

Deputy Clerk- Kirsty Pope  
Clerk to the Town Council – Susanne Griffiths  
Bookings Officer - Cate Holloway  
Maintenance Deputy Team Leader – Barney Heffernan  
1 member of the Public

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

The Town Clerk reported that apologies had been received from Cllr I Pearce who was away & Cllr McLauchlan who has work commitments.

**RESOLVED:** To receive and note the apologies from Cllr I Pearce & Cllr I McLauchlan

**2. MINUTES RESOLVED:** To agree the minutes of the Town Committee meeting held on the 14<sup>th</sup> January 2020 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.

None were declared.

#### 4. PUBLIC FORUM

No issues raised.

#### 5. REPORT FROM BARNEY HEFFERNAN DEPUTY MAINTENANCE TEAM LEADER

A report was presented by Barney Heffernan (Appendix 1)

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

An email has been received regarding the grass verges

A resident has concerns regarding the damage to the grass verges made by parked cars

**Agreed** to advise the resident to contact Bucks County Council who have responsibility for this . **KP**

An email has been received regarding bio-diversity initiatives

A resident has requested that the Town Council consider bio-diversity initiatives in the town

**Agreed** to advise the resident of the Community Garden Project underway in the Stratton Memorial Garden.

**KP**

A request has been received to hire the Town Council's water bowser for the weekend of the 19<sup>th</sup> /20<sup>th</sup> September 2020

A local organisation would like to hire the water bowser for an event.

**Agreed** to hire out the water bowser on the understanding that it is not suitable for drinking water and to make a charge of £50.00.

**KP**

A complaint has been received regarding the pedestrian crossing at the Wellington Avenue and Longwick Road junction

A resident has concerns regarding speeding motorists at the pedestrian crossing

**Agreed** to refer the resident to the Highways Department at BCC and to Cllr Bendyshe-Brown.

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An email has been received regarding the position of a memorial stone  
There is a concern that the spacing of the headstones in an area look wrong  
**Agreed** that staff should visit the resident to explain the known alignment issue.

**RP/JM**

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

No high priority areas highlighted on the Town Risk Assessment Report  
The maintenance team were thanked for their work in removing graffiti over the weekend of 2-3 February 2020.

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

A number of lights were reported to be out of order:

123 Mill Lane, 8 & 141 Crowbrook Road

**JM**

Cllr M Walsh reported that at his meeting with the Risborough Community Association he had received positive feedback about the new lighting, acknowledging that glare had been significantly reduced.

Cllr J Coombs agreed to visit the resident in Park Meadow who had complained of light spillage to discuss the situation further.

**JC**

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

An update was received from the working group on the Community Garden Project. The ground needs to be prepared and it was **agreed** to hire a Kubota for one week for the purpose and to purchase 10 x 2 year old trees and 500 plug plants.

**JM**

## **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.

To approve the work order for the groundwork prior to the installation of a Water Station at £580.00

To approve a work order for the installation of a drain gully and associated pipework for the Water Station at £555.00.

Cllr M Walsh proposed to accept both quotations, seconded by Cllr N Davis

**Resolved** to accept the quotation for groundworks at £580.00 and installation of a drain gully and associated pipework at £555.00.

**KP**

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

There were no priority items in the Risk Assessment Report.

### **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.

### **Crescent Park.**

There were no priority items in the Risk Assessment Report.

## **11. COMMITTEE BUDGET**

The Committee received a detailed income and expenditure budget update.

**Resolved: that spending in respect of the 2019/20 budget update be referred to the Town Council for approval.**

**KP/JM**

## **12. ENVIRONMENTAL AUDIT**

Cllr M Walsh proposed that an impartial contractor be approached to conduct an evaluation of the council's environmental impact and offset activities to provide a benchmark on which to plan in future. This was seconded by Cllr N Davis.

**Resolved:** to obtain 3 quotations from contractors and to refer the audit report to the Town Council for consideration.

**KP/MW**

**13. FUTURE AGENDA ITEMS**

To be advised

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

Cllr N Davis proposed to pass a resolution to exclude the public and press to discuss and decide on the preferred supplier contractor for the plumbing for the water fountain and replacement mower and red diesel tank,.

Seconded by Cllr L Byrne. **All present agreed.**

**Resolved:** in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to discuss and decide on: -

a) The preferred contractor for plumbing in and connecting the water station at Wades park  
The Clerk presented 3 quotations

- 1. Unable to quote
- 2. £ 895.00 + vat
- 3. Unable to quote

Cllr J Coombs proposed to approve quotation 2.

Seconded by Cllr A Turner

**Resolved: To approve quotation 2**

**KP**

b) The preferred supplier for a replacement Hayter mower  
The Clerk presented 3 quotations

- 1.£ 813.33 + vat
- 2.£ 812.50 + vat
- 3.£ 766.25 + vat

Cllr J Coombs proposed to approve quotation 3

Seconded by Cllr A Turner

**Resolved: To approve quotation 3**

**KP**

c) The preferred contractor for the electrical work at Wades park compound  
The Clerk presented 3 quotations

- 1 Unable to quote
- 2 £950.00 + vat
- 3 Quote not received

Cllr J Coombs proposed to approve quotation 2

Seconded by Cllr A Ball

**Resolved: to approve quotation 2**

**KP**

d) The preferred supplier of a Red diesel tank  
The Clerk presented 3 quotations

- 1 £1290 + VAT
- 2 £1195 +VAT
- 3 £1160 + VAT

Cllr M Walsh proposed to approve quotation 3

Seconded by Cllr A Turner

**Resolved: To approve quotation 3**

**KP**

**15. DATE OF NEXT MEETING**

The date of the next meeting of the Committee is to be on 2<sup>nd</sup> March 2020 at 7pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 8.02pm

## Appendix 1

Maintenance Report Tuesday 4<sup>th</sup> February 2020

Works carried out by maintenance team in January 2020

Removal of fallen tree in Wades Park  
Removal of fallen tree in St Dunstan's park  
Clearing of the stream in Wades park  
Cutting back of the hedge in St Dunstan's park  
Cut back hedge Mill Lane on the frontage to St Dunstan's park  
Clear moss from the bus shelters  
Repair chain at Dukes St garden  
Festival containers cleaned out and tidied  
Painting of the office  
Weed tidying of the town flower beds  
Replace bin in The Crescent park  
Equipment taken to Brians for servicing  
Sorting of green waste at the SMG