



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 25<sup>TH</sup> FEBRUARY 2020 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, G Hall, S Baxter and N Davis  
Kirsty Pope – Deputy Town Clerk  
Jayne Mylchreest - Administration Officer  
1 member 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 Cllrs I Pearce who was on holiday and L Byrne who had a family commitment and I McLauchlan who was working.

**RESOLVED:** To receive and note the following apologies from Cllrs I Pearce, L Byrne and I McLauchlan

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 28<sup>th</sup> January 2020**

**RESOLVED:** To agree and sign as a correct record the minutes of the Town Council meeting on the 28<sup>th</sup> January 2020

**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.

**4. PUBLIC FORUM**

No one wished to speak.

**5. A REPORT FROM THAMES VALLEY POLICE**

P.C. Andy Ralph gave an update on the following: -

- New Interim Area Commander
- Current Neighbourhood team consists of 2 PC's and 1 PCSO
- The demand on Neighbourhood resources- being continually sent to other counties
- Anti -social behaviour in the area – local team is aware
- Burglaries- ongoing investigations
- PCSO working with local schools and the elderly to educate regarding crime

7.09 Cllr S Baxter joined the meeting

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

Cllr Bendyshe-Brown gave a report (Appendix 1)

Also updated the members that a meeting has taken place with the PCP regarding the lack of Police Officers in the area

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

Planning Committee 4th February 2020 (draft)

Town Committee 14th January 2020 Town Committee 4<sup>th</sup> February 2020 (draft)

Finance Committee 20<sup>th</sup> January 2020 Finance Committee 17<sup>th</sup> February 2020 (draft)

Economic Regeneration Committee 11<sup>th</sup> February 2020(draft)

Commercial Services Committee 21<sup>st</sup> January 2020 Commercial Services Committee 11<sup>th</sup> February 2020 (draft)

Events Committee 21<sup>st</sup> January 2020 Events Committee 18<sup>th</sup> February 2020 (draft)

**Resolved: The Committee minutes listed above be received and noted**

## 8. CORRESPONDENCE RECEIVED

A petition has been received supporting the most sustainable Community Centre possible  
Cllr M Walsh proposed to refer this item to the Commercial Services Committee to consider.  
Seconded by Cllr T Murali  
**All present agreed**

## 9. HORNS LANE

Cllr M Walsh gave an update and proposed to allocate a further budget of £5000 for work on the Horns Lane development by Wilkinson Eyre  
Seconded by Cllr A Turner  
**Resolved: To allocate a further budget of £5000 for work on the Horns Lane development by Wilkinson Eyre**

## 10. VE DAY EVENT

Cllr J Coombs proposed that the event be held on May the 8<sup>th</sup> as a Bring Your Own Picnic street party with a road closure on Market Square and accept the offer from the RBL to help.  
Seconded by Cllr N Davis  
**Resolved:** That the event be held on May the 8<sup>th</sup> as a Bring Your Own Picnic street party with a road closure on Market Square and accept the offer from the RBL to help. **JC/ND**

## 11. ENCOURAGING CANDIDATES TO STAND FOR ELECTION IN MAY

Cllr N Davis proposed to defer this item to the Events & P/R committee  
Seconded by Cllr T Murali  
**All present agreed.**

## 12. STREETLIGHT MANAGEMENT SOFTWARE

A quotation has been received to provide user access to a software portal at £ 900 + vat  
Cllr M Walsh proposed to defer this item to the next agenda  
Seconded by Cllr A Turner  
**All present agreed**

## 13. MARKING THE DEATH OF A SENIOR NATIONAL FIGURE PROCEDURE

Cllr M Walsh proposed to defer this item to the next agenda  
Seconded by Cllr N Davis  
**All present agreed**

## 14. COUNCILLOR VACANCY

Wycombe District Council has advised that no residents have requested a by election and therefore the Town Council may consider co-opting a Councillor to fill the vacancy for a Councillor.  
Cllr M Walsh proposed that the Town Council does not co-opt as it is not bound to do so if the period of vacancy has less than 6 months to run  
Seconded by Cllr J Coombs  
**Resolved: That the Town Council does not co-opt as it is not bound to do so if the period of vacancy has less than 6 months to run** **SG**

## 15. MARKET HOUSE

Cllr A Ball proposed to approve the recommendation from the Commercial Services Committee to approve the revised charges and the appointment of a caretaker for the evening sessions.  
Seconded by Cllr J Coombs  
**Resolved:** To approve the recommendation from the Commercial Services Committee to approve the revised charges and the appointment of a caretaker for the evening sessions.  
**All present agreed for Cllrs A Ball and J Coombs to write a job description for approval.** **CH/AB/JC**

## 16. WELLINGTON HOUSE PROPERTY

Cllr M Walsh proposed to defer an application for consent to assign the Wellington House property to the Administration Committee to investigate further and then report back at the next Town Council meeting  
Seconded by Cllr A Turner  
**Resolved: To defer an application for consent to assign the Wellington House property to the Administration Committee for further investigation. On receipt of this information, the application is to be considered for approval by the Town Council** **SG**

## 17. POLICIES

Cllr M Walsh proposed to accept a recommendation from the Admin & HR Committee to approve the revised Complaints Policy.

Seconded by Cllr T Murali

**Resolved: To approve the revised Complaints Policy.**

SG/JM

## 18. 39 HIGH ST

a) Cllr M Walsh proposed that the members approve an amendment to the Change of Use planning application for 39 High St to create additional space, as recommended by the Commercial Services Committee

Seconded by Cllr J Coombs

**Resolved: That the members approve an amendment to the Change of Use planning application for 39 High St to create additional space, as recommended by the Commercial Services Committee**

KP

b) Building alterations

Cllr M Walsh proposed that the Schedule of Work be placed on the Contract Finders website

Seconded by Cllr A Ball

**Resolved: That the Schedule of Work be placed on the Contract Finders website**

KP

c) Appointment of a Structural Engineer for the building alterations

The Deputy Clerk presented 3 quotations

1. £3500 + £250 + £85

2. £2400 + £95

3. £900

Cllr A Turner proposed to approve quotation 3 for the appointment of a Structural Engineer

Seconded by Cllr D Knights

**Resolved: To approve quotation 3 for the appointment of a Structural Engineer**

KP

## 19. AGENDA ITEMS FOR NEXT MEETING

To discuss and decide on Streetlight Management Software

To discuss and decide on Marking the Death of a Senior National Figure Procedure

## 20. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DISCUSS AND DECIDE ON THE RECIPIENTS FOR THE CITIZENS AWARDS, QUOTATIONS TO REFURSBISH THE TOWN NOTICEBOARDS AND STAFF MATTERS

Cllr D Knights proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960. Seconded by Cllr N Davis

**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 be transacted which involves the likely disclosure of exempt information.**

a) The recipients of the Citizens Awards

Young Citizen of the Year –

Citizen of the Year –

Business of the Year –

Community Group of the year-

**All present agreed** to defer this item to the next Town Council meeting on the 3<sup>rd</sup> March 2020

b) Quotations for the refurbishment of the town noticeboards

The Deputy Clerk presented 3 quotations

Quotation 1 £2,912 + vat

Quotation 2 Unable to quote

Quotation 3 £1,800 + vat

Cllr M Walsh proposed to approve quotation 1

Seconded by Cllr T Murali

**Resolved: To approve quotation 1**

KP

c) Staff matters

To approve the recommendation of the interview panel for the appointment of the new Events and Communications Assistant.

**All present agreed** to defer this item to the next Town Council agenda

To approve an increase in salary after completing the successful probation period for full time Maintenance Team Operatives

Cllr J Coombs proposed to approve the increase

Seconded by Cllr A Ball

**Resolved:** To approve the increase in salary after completing the successful probation period for full time Maintenance Team Operatives **SG**

Cllr J Coombs proposed that the Admin & HR Committee investigate an incentive package for staff

Seconded by Cllr A Ball

**Resolved: That the Admin & HR Committee investigate an incentive package for staff** **SG**

To approve the adverts for the vacancies for a full time Maintenance Team Operative, a Part time Gardener for the Stratton Memorial Garden and Maintenance Team apprentice including the closing date, interview date and decide on the Councillor to be on the interview panel.

Cllr S Baxter proposed to approve the adverts, the amended Stratton Memorial Garden Gardener job description and for Cllr A Ball to sit on the interview panel during the week commencing 30<sup>th</sup> March 2020.

**Resolved: To approve the adverts, the amended Stratton Memorial Garden Gardener job description and for Cllr A Ball to sit on the interview panel during the week commencing 30<sup>th</sup> March 2020.** **SG/AB**

To extend the resignation date of the current Projects and Communications Assistant

Cllr M Walsh proposed to extend the resignation date for 4 weeks with 1 weeks' notice by both parties.

Seconded by Cllr D Knights

**Resolved: To extend the resignation date for 4 weeks with 1 weeks' notice by both parties**

The Clerk is requested to seek clarification from Ellis Whittam

**SG**

d) Preferred contractor for the Community Centre refurbishment

Cllr M Walsh informed the members that 4 tenders had been received and then presented the tender analysis for the Community Centre extension and refurbishment, for the members consideration. The replacement of the 2 existing boilers was included in the Phase 1 tender which will deliver a 35% reduction in comparison to existing usage.

Cllr A Ball proposed to appoint Contractor No 1

Seconded by Cllr A Turner

**Resolved: To appoint Contractor No 1**

**KP**

The office is requested to request that the Project Manager updates the details on the Contract Finders website and advises the unsuccessful applicants.

**KP**

e) The preferred consultant to deliver Town Centre activities in Princes Risborough

The Deputy Clerk had requested 3 quotations but one company had declined to quote.

Quotations from Retail Revival and People and Places were considered

Cllr S Baxter proposed to appoint Retail Revival for a fixed 12-month period

Seconded by Cllr A Turner

**Resolved: To appoint Retail Revival for a fixed 12-month period to deliver Town Centre activities in Princes Risborough**

f) Lease proposals with the chosen operator at 39 High St

Cllr M Walsh proposed to establish a working group consisting of Cllrs A Ball, M Walsh, The Clerk and Deputy Clerk to investigate revised lease proposals for consideration by the Town Council.

Seconded by Cllr N Davis

**Resolved: To establish a working group consisting of Cllrs A Ball, M Walsh, The Clerk and Deputy Clerk to investigate revised lease proposals for consideration by the Town Council.** **AB, MW, SG, KP**

**21. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 31<sup>ST</sup> March 2020 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough

There being no further business to discuss the Meeting closed at 8.50 pm

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

Page 9/20

## Appendix 1

- Parking Review. Phase 2 of the parking implementation has now been completed. A number of complaints have been received about incorrect signage or wrong lining but these have now all been addressed.
- Drainage. There are several schemes being taken up by TfB this coming financial year. The most important one is at Fairway. Hopefully this new scheme should avoid No 26 being flooded again!
- Flooding. There has been a lot of local flooding around the town during these winter months. TfB has been overwhelmed by calls to help. The outcome of the very wet winter is that there has been a huge increase in the number of potholes. The public and members are encouraged to use the Fixmystreet app to report any new ones as this allows TfB to prioritise their work load.
- High/Duke Streets and Market Square. Confirmation has been received from TfB that these streets are due for resurfacing this coming financial year. I am pressing to have them resurfaced early in the new period as the bus stop is currently in very poor state of health.
- Other Roads. Jasmine Crescent is also due to be resurfaced and the B4009 from the Longwick roundabout to Terrick is due surface dressing during the coming financial year.
- Picts Lane. This is an almost unsolvable problem trying to resurface and recover the footway. It is over 18 months now since TfB promised to have it completed but due to utilities being too close to the surface and overhead power lines preventing the road machinery from being able to operate there have been lengthy delays. I am pressing hard to obtain an early solution.
- HS2 Works. Jim Stevens has been a Trojan in making sure that BCC fulfils their contract in upgrading our local roads using the HS2 funds allocated. There are still some outstanding issues but we hope to have these bottomed out shortly.
- Whiteleaf white lining. I am working with Whiteleaf Residents Assn to try and slow the 'rat running traffic' down. A scheme TfB and it has been agreed that it requires some white lines along the narrowest part of the Upper Icknield Way and the top of Peters Lane. Costings information is awaited.
- Bledlow HRC. The planning application is currently in and we hope to receive confirmation of its agreement during March or early April. A contractor is lined up and are currently in negotiation with BCC Estates on agreeing Heads of Terms. It is hoped to reopen the site either in May or June.