



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 28<sup>TH</sup> MARCH 2023 AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH  
AT 7.00 PM**

**PRESENT**

Cllr A Ball – Chair  
Cllrs J Biss, C Campbell, A Frost, G Hall, I Parkinson, A Shipley, A Turner  
Susanne Barter – Clerk to the Town Council  
Kirsty Pope – Deputy Clerk  
Jayne Mylchreest- Administration Officer  
2 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 Cllrs J Coombs, S Coombs and Cllr Marshall who were on holiday, Cllr Rampin who had a work commitment and Cllr Cross who was unwell.

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 28<sup>TH</sup> FEBRUARY 2023**

**Resolved:** To agree and sign as a correct record the minutes of the Town Council meeting on the 28<sup>TH</sup> February 2023

**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.

Cllr Turner and Hall declared an interest in Agenda item Nos 13 and 16 as they are Buckinghamshire Councillors.

**4. PUBLIC FORUM**

No member of the public wished to speak.

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

Sgt Brixey sent his apologies that he was not able to attend.

**6. PRESENTATION ON COMMUNITY SAFETY FROM GIDEON SPRINGER BUCKINGHAMSHIRE COUNCIL**

Gideon Springer sent his apologies as he could not attend to make a presentation due to the outline brief being too wide and that he would be unable to cover it in the time allowed. He has offered to attend a virtual meeting via zoom or teams for Councillors.

**All present agreed** for Cllr Marshall to provide a more detailed brief before the meeting is arranged.

**SM/JM**

**7. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr Walsh sent his apologies as he was unable to attend due to other commitments.

Cllr Turner reported on

- Planning applications in the Princes Risborough Expansion Area
- Parking machines and charges

Cllr Hall reported on

- Road resurfacing

**8. COUNCIL COMMITTEES HELD**

To receive and note the minutes of: -

Finance Committee 28<sup>th</sup> February 2023 (draft)

Planning Committee 7<sup>th</sup> March 2023 (draft)

Town Committee 7<sup>th</sup> March 2023 (draft)

Events & PR Committee 14<sup>th</sup> March 2023 (draft)

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

## 9. CORRESPONDENCE

An email has been received from a local organisation regarding a clean rivers talk

The organisation wishes to know if the Town Council will host a clean rivers talk with Thames Water.

Cllr Ball proposed to provide a venue for the meeting but for the organisation to host and arrange.

Seconded by Cllr Turner.

**Resolved: To provide a venue for the meeting but for the organisation to host and arrange.**

**JM**

## 10. TASK & FINISH GROUPS

i) Reports from the Quarter 1 Task & Finish Groups

a) Wades Centre Phase 2

Cllr Turner informed the members that the start date is the 10<sup>th</sup> July. The first 2 weeks will be enabling work, to block exits from Sports Hall and Cherry Baker room in main foyer, place a lock on the doors into the Brushwood Suite (BWS), build new storage areas to move existing hirers equipment over.

The CDM has stated that the area outside of the Committee room will be needed to be cordoned off for H&S reasons.

A meeting with the Builder, Paul and office team is on Thursday to look at days for the enabling work to be carried out minimising any impact on our hirers.

Once the work is underway the Carrington entrance will be the main entrance for the use of the Sports Hall and Cherry Baker room. The Carrington room will be left empty to enable the hirers to use the BWS toilets. Any Carrington regular bookings will be transferred to the Sports Hall if possible or the BWS on the same rate.

Communication will take place on a regular basis with the hirers keeping them informed and in advance of any changes to their hire. The first communication will start after the meeting on Thursday when we have an understanding of the sequencing of the build and refurbishment works.

He advised that the recommendations to the Town Council, to be considered in the confidential session are:

- to appoint a project manager.
- to approve the JCT contract

b) Neighbourhood Plan

Cllr Shipley updated the members that the group were working on a Scoping Exercise specification to enable quotations to be sourced for recommendation to the Town Council.

c) Stratton Memorial Garden Phase 2

Cllr Turner gave an update on the plan and quotations for the next part of the landscaping phase.

### Task & Finish Groups for Quarter 2

ii) Cllr Ball proposed the Wades Centre Phase 2 Task & Finish Group for Quarter 2

Seconded by Cllr Turner.

**Resolved: The Wades Centre Phase 2 Task & Finish Group for Quarter 2**

Cllr Ball proposed the Stratton Memorial Garden Phase 2 Task & Finish Group for Quarter 2

Seconded by Cllr Biss.

**Resolved: The Stratton Memorial Garden Phase 2 Task & Finish Group for Quarter 2**

Cllr Frost proposed the Solar Panels Task & Finish Group for Quarter 2

Seconded by Cllr Hall.

**Resolved: The Solar Panels Task & Finish Group for Quarter 2**

## 11. FINANCE

a) There were no invoices over £5000.

b) Cllr Ball proposed to approve the recommendation from the Finance Committee to approve the Internal Audit Plan.

Seconded by Cllr Parkinson.

**Resolved: To approve the recommendation from the Finance Committee to approve the Internal Audit Plan JM**

c) Cllr Ball proposed to approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Audit.

Seconded by Cllr Turner.

**Resolved: To approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Audit.** JM

d) Cllr Ball proposed to approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management Plan.

Seconded by Cllr Biss.

**Resolved: To approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management Plan.** JM

e) The members had received detailed income and expenditure budget reports to date which were circulated to the members in advance of the meeting. Noted by the members.

## 12. YEAR END PROJECTIONS

The Clerk gave an update in relation to year end projections, the status of reserves and information for the members on potential ear marking of funds at the year end March 2023.

### CIL

A CIL balance of **£37,123.71** was brought forward from 2021/2022.

A CIL contribution of £29,245.36 received in 2022/2023 for the following developments

21/06716/FUL Land at Rear Jacobs Meadow, Princes Risborough, £3,623.61

18/05899/REM8 to 10 Wellington Avenue, Princes Risborough, £8,540.58

18/05899/REM8 to 10 Wellington Avenue, Princes Risborough, £17,081.17

From this balance there has been the following expenditure.

M&E consultants for Phase 2 Wades Centre Refurbishment and Extension £2,970.00

**Resulting in a balance of £63,399.07 less the following expenditure that has been committed from CIL.**

£3,200 Economic Regeneration of High St (24/19)

£2,365 for Democracy game in the schools (TC mins 25/19)

£5,000 for Christmas lights (TC mins 24/20)

£2,150 for initial plans for SMG phase 2 (Est mins 05/20)

£5,160 for Whiteleaf Road Marking match funding (TC mins 49/20)

£10,480 towards provision of Earle Mitchell changing rooms (TC mins 58/21)

£9,030 towards costs of the construction drawings, M&E and Structural engineers fees for the provision of new and additional toilets in the Wades Centre as part of the Phase 2 refurbishment (TC mins 29/22)

£25,000 towards building costs for the provision of new and additional toilets in the Wades Centre as part of the Phase 2 refurbishment (TC mins 29/22)

**Resulting in an available balance of £1,014.07**

Existing ear marked reserves would be amended to reflect the unspent monies related to the following: -

Members are requested to approve the recognised Earmarked Reserve requirements for the year 2023/24

Purpose / Description of EMR	EMR 2023/24
Community Centre Building Fund - reserved for retention payment and £10,000 for Phase 2	£ 23,582
Legal & Planning costs- reserved for projects identified in 22/23	£ 2,500
39 High Street - reserved for retention payment	£ 7,536
Civic & Democratic Refreshments-International women's day/ATM	£ 175
Wades Centre contractor costs- reserved for costs relating to specialist consultant fees relating to phase 2	£ 5,967
MT training courses booked not completed	£ 2,000
WDC Grant (Outdoor furniture)	£ 2,130
Local Market marketing	£ 750
Trees (new & maintenance of new)- reserved for Queens Green Canopy project	£ 5,465
Existing trees - reserved for the work arising from the survey undertaken in 2022	£ 4,000
Fencing repairs identified	£ 1,900
Lamp post stress testing /painting -reserved for work identified through stress testing as advised by contractors for H&S reasons	£ 25,000
Lighting - New installations- reserved for columns ordered for replacements due to RTCs exacerbated by long lead times	£ 19,521
Office Equipment- reserved for relocation	£ 1,348
Mower/tractor servicing - reserved to pay for delayed service	£ 1,523
Crosstalk	£ 1,620

Marketing for Wades /Brushwood Suite - for magazine adverts committed to	£ 789
CPT grant received from Heart of Bucks	£ 3,000
Kerbing in SMG committed to but not finished	£ 1,500
Farmers Market - Educational Mobile Farm committed to but not invoiced for	£ 1,000
Additional storage in Cherry Baker Room	£ 5,000
Brushwood Suite underfloor heating upgrade	£ 2,865
Blackout curtains/blinds for Brushwood Suite	£ 5,000
Repairs to the Wades Centre roof- wo issued	£ 2,158
Market House hand dryer	£ 455
CIL carry forward figure as per report to councillors March 23 meeting	£ 63,399
Contingency reserves- reserved to pay for damaged play equipment or lighting columns as not insured	£ 50,000
	£ 240,183

Cllr Ball proposed to approve the above recognised Earmarked Reserves.  
Secondly by Cllr Shipley.

**Resolved: To approve the above recognised Earmarked Reserves.**

**SB**

**Cllrs Turner and Hall declared an interest and took no part in the discussion or vote.**

### **13. SOLAR PANELS GRANT**

Cllr Ball proposed that the Town Council apply for a grant of £10,000 to the Buckinghamshire Council North West Chilterns Community Board towards the installation of solar panels at the Wades Centre as part of the Wades Centre Phase 2 refurbishment project.

Seconded by Cllr Campbell.

**Resolved: That the Town Council apply for a grant of £10,000 to the Buckinghamshire Council North West Chilterns Community Board towards the installation of solar panels at the Wades Centre as part of the Wades Centre Phase 2 refurbishment project.**

**CH**

### **14. PLANNING APPLICATION 23/05325/VCDN SUNSET COURT HIGH STREET PRINCES RISBOROUGH**

Cllr Ball proposed that no comment should be made on this application.

Seconded by Cllr Biss.

**Resolved: That no comment should be made on this application.**

### **15. BUCKINGHAMSHIRE COUNCIL LOCAL COUNCIL DEVOLUTION AGREEMENT VARIATION**

Cllr Ball proposed that the Town Council does not sign the agreement until written confirmation has been received from Buckinghamshire Council that working on the highways is not included.

Seconded by Cllr Biss.

**Resolved: That the Town Council does not sign the agreement until written confirmation has been received from Buckinghamshire Council that working on the highways is not included.**

**SB**

**Cllrs Turner and Hall declared an interest and took no part in the discussion or vote.**

### **16. LOCAL PLAN FOR BUCKINGHAMSHIRE – INFRASTRUCTURE BASELINE**

Cllr Ball proposed to approve the recommendation from the Planning Committee on the response to the Infrastructure Baseline questionnaire.

Seconded by Cllr Frost.

**Resolved: To approve the recommendation from the Planning Committee on the response to the Infrastructure Baseline questionnaire.**

**JM**

### **17. 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**

**a) DISCUSS LEGAL MATTERS**

**b) DECIDE ON NOMINATIONS FOR THE YOUNG CITIZENS AWARD**

**c) DISCUSS AND DECIDE ON THE PREFERRED PROJECT MANAGER FOR THE ADMINISTRATION OF THE WADES CENTRE REFURBISHMENT AND EXTENSION CONTRACT**

**d) TO APPROVE SIGNING THE JCT DESIGN AND BUILD CONTRACT WITH THE PREFERRED CONTRACTOR FOR THE WADES CENTRE REFURBISHMENT AND EXTENSION**

**e) THE PREFERRED CONTRACTOR TO INSTALL BUNTING IN THE HIGH STREET**

Cllr Turner 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 Campbell.

**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) Legal Matters

A signed declaration is required to confirm Princes Risborough Town Council's ownership of The Ragpit.

Cllr Ball proposed for Cllr Turner to sign the statutory declaration on behalf of the Risborough Town Council.

Seconded by Cllr Biss.

**Resolved: For Cllr Turner to sign the statutory declaration on behalf of the Risborough Town Council. AT/CH**

b) Young Citizen of the Year Award

Cllr Campbell proposed candidate A.

Seconded by Cllr Ball.

**Resolved: To award Citizen of the Year to candidate A.**

**S Boyle**

c) The preferred Project Manager for the administration of the Wades Centre Refurbishment and Extension contract

The Clerk presented 4 quotations

1. £900 per month based on a 6-month contract.
2. £5225 per month until project is completed.
3. RCL Cost & Construction Management have declined to price for the project.
4. Ridge have declined to quote as they don't have enough resources.

Cllr Ball proposed to approve quotation No 1.

Seconded by Cllr Shipley.

**Resolved: To approve Project Manager No 1.**

**SB**

d) The JCT Design and Build Contract with the preferred contractor for the Wades Centre Refurbishment and Extension project

A copy of the draft contract was circulated to the members for consideration ahead of the meeting.

Cllr Ball proposed to sign the contract.

Seconded by Cllr Biss.

**Resolved: To sign the contract with the preferred contractor for the Wades Centre Refurbishment and Extension project.**

**SB**

e) The preferred contractor to install bunting in the High St

The Clerk presented 2 quotations as the 3<sup>rd</sup> contractor was unable to provide one.

1. £ 1450.00
- 2.£ 1990.80

Cllr Ball proposed to approve quotation No 1 on condition that the bunting is fit for purpose.

Seconded by Cllr Shipley.

**Resolved: To approve quotation No 1 on condition that the bunting is fit for purpose.**

**KP**

**18. FUTURE AGENDA ITEMS**

To be advised.

**19. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 25th April 2023 at 7.00pm. to be held at The Princes Centre, Princes Risborough. The Meeting closed at 8.19 pm.