



PRINCES RISBOROUGH TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 14TH JANUARY 2025 AT 7.30PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH

PRESENT

Chair S Marshall, Cllrs J Biss, S Coombs, A Frost, C Morgan, N Rawsthorne

In attendance

Susanne Barter - Clerk

Kirsty Pope- Deputy Clerk

Jayne Mylchreest- Administration Officer

No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllrs Ball and Shipley who were unwell. Cllrs Turner and Hall gave their apologies and did not attend.

Resolved: To note apologies from Cllrs Ball, Shipley, Turner and Hall.

2. MINUTES

To agree the minutes of the Town Committee meeting held on the 5th November 2024 be signed as a true record.

RESOLVED: To agree the minutes of the Town Committee meeting held on the 5th November 2024 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 members of the public were present.

5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

A social media post has been received regarding installing a cycle pump track.

All present agreed to reply that a track has been investigated but a suitable location or funds are not available at present.

S Boyle

An email has been received by a resident regarding access to the Earle Mitchell Playing Field

A resident has requested access to the park to enable a tree surgeon to use a cherry picker for tree works on her property and in return has offered for the tree surgeon to cut back the Ash tree in the park that is showing signs of Ash die back at no charge to the council.

All present agreed to approve the request on condition that the contractor provides a Risk Assessment and a copy of their Public Liability Insurance. The contractor is to leave the site as it is found and bear in mind the weather conditions to ensure that any equipment and vehicles do not damage the field or get stuck. **JM**

Email have been received regarding the tree at Duke Street Gardens

Complaints have been received regarding the tree works recently carried out on the Duke Street Garden tree.

All present agreed to reply that as the tree could not be saved the plan was to top the tree at this time to allow for the hanging of the Christmas Lights and now quotations are being sought to remove and replace the existing tree. **JM**

An email has been received regarding a street light in Peters Lane

A resident has refused access to her property, preventing the repair of a street light outside her home. The second closest power supply is located more than 40 metres away, making the repair unfeasible due to the high costs, which would exceed the entire annual street lighting budget.

The resident has now written again, demanding that the light be repaired. She has stated that, if the issue is not resolved, she will escalate the matter by contacting her Member of Parliament.

All present agreed to reply that a decision that was resolved cannot be revisited for 6 months therefore the members cannot make any comment at this time. **JM**

6. MAINTENANCE TEAM REPORT

See appendix 1

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

a) There were no priority items in the Risk Assessment Report.

Nothing to report.

b) Speed watch – Cllr Frost reported that the group has reconvened after the Christmas break with 3 new members.

8. A REPORT ON THE STRATTON MEMORIAL GARDEN INCLUDING A RISK ASSESSMENT REPORT

The Deputy Clerk reported that the Maintenance Team are currently working on a number of areas to improve the site, including the repairs to the compost area and maintenance of the flowerbeds and shrubs.

9. A REPORT ON THE PARKS, INCLUDING A RISK ASSESSMENT REPORT, AND A DECISION ON ACTIONS TO BE TAKEN.

Wades Park

There were no priority items in the Risk Assessment Report.

Nothing to report.

St Dunstan's Park.

The Deputy Clerk advised the members that there are priority items in the Risk Assessment Report that need to be addressed including an item of equipment that is at the end of its serviceable life **KP**

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

Nothing to report.

King George V Park

The Deputy Clerk advised the members that there are priority items in the Risk Assessment Report that need to be addressed including three items of equipment that are at the end of their serviceable life **KP**

The Crescent Park.

There were no priority items in the Risk Assessment Report.

Nothing to report.

Kite Meadows

There were no priority items in the Risk Assessment Report.

Nothing to report.

10. A REPORT ON THE THURSDAY MARKET

Further complaints have been received regarding a weekend market trader setting up before the agreed time and causing a disturbance.

All present agreed to reply that Cllrs Marshall and Morgan would once again visit the trader to further encourage acceptable behaviour in order to prevent more serious actions being taken. **JM/SM/CM**

11. COMMITTEE BUDGET

The Committee members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

Noted.

12. FUTURE AGENDA ITEMS

To be advised.

13. 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 PREFERRED CONTRACTOR FOR TREE WORKS AS IDENTIFIED IN THE TREE AND FENCING AT THE STRATTON MEMORIAL GARDEN

Cllr Cross 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 Coombs.

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.

Tree Works

The Clerk presented 2 quotations as two other contractors did not respond

1.£1090 + VAT

2.£2,415 + VAT

Cllr Marshall proposed to approve quotation No. 1

Seconded by Cllr Cross.

Resolved: to approve quotation No.1

KP

Fencing at the Stratton Memorial Garden

The Clerk presented 4 quotations

1. £ 3,960

2. £ 3,112

3. £ 4,980

4. £ 2,655

Cllr Marshall proposed to approve quotation No. 4

Seconded by Cllr Biss.

Resolved: to approve quotation No.4

KP

14. DATE OF NEXT MEETING

The date of the next meeting of the Town Committee will be held on the 4th February 2025 at 7.00 pm and will be held at the Wades Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 8.21pm.

Chairman.....

Date **Page 03/25**

Appendix 1

Maintenance Report

There is currently a team of 2 managing the winter schedule.

During the last month the following has been completed:-

Asset Register update

Servicing of equipment

Parks Risk assessments

Stratton Memorial Garden maintenance, this is ongoing due to the amount of work, including repairing the compost bays, chipping, clearing the 2 overgrown beds, general tidying, fencing quotes

Clearing of the town summer planting and baskets

Tidying the grass area at the Wades Centre.

Additional staff training.

Work scheduled to include the following: -

Hedge cutting at the Stratton Memorial Garden, Wades Park and the KGV Park.

Gully work and ivy clearance St Dunstan's Park.