



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 20TH MAY 2025 AT 7.00PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH.

PRESENT

Chair of the Town Council - A Ball

Cllrs J Biss, I Churchill, S Coombs, S Davis, A Frost, G Hall, I McLauchlan, C Morgan, A Turner, M Walsh

In attendance

Susanne Barter - Clerk

Kirsty Pope – Deputy Clerk

Jayne Mylchreest – Administration Officer

No members of the public

The previous Chair and Vice Chair were not present. It was **agreed** by all present for Cllr M Walsh to take the Chair for the first item on the agenda.

Cllr M Walsh in the Chair

1.ELECTION OF CHAIR

Cllr Turner proposed Cllr Ball as Chair of the Town Committee.

Seconded by Cllr Biss.

Resolved: Cllr Ball as Chair of the Town Committee.

Cllr Ball in the Chair.

2. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllr Rawsthorne, who had a work commitment.

Cllrs Hall and Walsh advised that they would have to leave at 7.20 pm to attend another Parish Council meeting.

Resolved: To note apologies from Cllrs Rawsthorne, Hall, and Walsh.

3. ELECTION OF VICE CHAIR

Cllr Ball proposed Cllr Turner as Vice Chair of the Town Committee.

Seconded by Cllr Coombs.

Resolved: Cllr Turner as Vice Chair of the Town Committee.

4. MINUTES

To agree the minutes of the Town Committee meeting held on the 1st April 2025 be signed as a true record.

RESOLVED: To agree the minutes of the Town Committee meeting held on the 1st April 2025 be signed as a true record.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations.

Cllrs Ball, Biss, Turner and Walsh declared a non-pecuniary interest in Agenda item No. 7.1 as members of the Rotary Club.

6. PUBLIC FORUM

No members of the public were present.

7. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

Cllrs Ball, Biss, Turner and Walsh declared a non-pecuniary interest and took no part in the discussion or vote.

An email has been received regarding this year's Tree of Light Dedication Ceremony.

Approval is sought from the Town Council for the ceremony to take place on Sunday, the 23rd November 2025, and the Mayor has been asked to attend.

All present agreed to the request.

KP

An email has been received from Thames Valley Police (TVP) regarding the Earle Mitchell Park

TVP has advised that antisocial behaviour involving motorbikes is taking place in the park. They ask if the Town Council could consider placing some restrictions on the access routes that would block the entry of motorbikes.

All present agreed to reply that bollards have been recently installed, but could not install anything further as this would have an impact on disabled and pushchair users' access.

JM

An email has been received regarding the grass verge on Station Road

A resident has concerns regarding an area of the grass verge on Station Road opposite the Bird in Hand that has been marked out.

All present agreed for Buckinghamshire Councillor Cllr Hall to reply directly to the resident, as he has already been corresponding with residents on this issue, and it is the responsibility of Buckinghamshire Council. **GH**

Cllr Hall and Walsh left the meeting at 7.24 pm.

An email has been received regarding street lighting in Picts Lane

A resident requests that the Town Council install additional street lights throughout Picts Lane.

All present agreed to reply that, at present, funds are not available as the budget has already been set for the next financial year, and a consultation of all the residents in that area would have to be undertaken in order for the Town Committee to make a decision in the next financial year.

JM

An equipment loan request form has been received

A local school has requested to borrow 8 gazebos and weights from the 4th to -8th July 2025.

All present agreed.

KP

An email has been received regarding a donation for play equipment

A local group would like to make a donation to the Town Council to purchase a POD swing for the KGV park. They would like a plaque or similar acknowledging the donation

All present agreed to reply and thank them for the donation and advise that approval has been given to install a plaque.

KP

8. MAINTENANCE TEAM REPORT

The Deputy Clerk reported on the following:

1. Devolved Services Cuts

Second Cut:

The second cut of the devolved services was completed during the first week of May. This work was essential to maintain the standards of the grass verges under the devolved services agreement with Buckinghamshire Council.

Third Cut:

The third cut is scheduled to take place during the first week of June. This has been strategically planned to ensure that the former Wycombe District Council devolved areas and the Town Council's own grounds are mown in the preceding week.

Parks Maintenance:

Parks are currently scheduled to be mowed weekly. However, this frequency will be reviewed regularly based on the rate of grass growth, which is expected to slow as the season progresses.

2. Summer Operative

We are pleased to confirm that our seasonal summer operative has rejoined the team. His return is vital, as the delivery of devolved services is most effective with a three-person operational team.

3. External Contractor Engagement

To further support our grounds maintenance programme, we are currently engaging an external contractor on an as-needed basis. This additional resource is intended to enhance our operational capacity and ensure continuity of service, particularly during periods of staff absence or heightened workload.

9. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

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

b) Speed watch – Cllr Frost reported that the group is surviving but is in desperate need of volunteers.

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

Nothing to report.

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

The Clerk reported that the medium and high-risk issues highlighted in the Annual Risk Assessment report, which covers all the parks, continue to be addressed.

New equipment is due to be installed at the KGV park in June 2025.

12. A REPORT ON THE THURSDAY MARKET

Nothing to report.

13. THE SPINNEY DEVELOPMENT

Cllr Ball reported that he had visited the development and taken photographs for the other members, and explained the boundary dispute situation that has been ongoing.

All present agreed for the Clerk to write to the developer to chase for an installation date of the deer fence that was previously agreed with the Town Council. **SB**

14. 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.

15. TERMS OF REFERENCE

Cllr Turner proposed to approve the Terms of Reference for recommendation to the Town Council.

Seconded by Cllr Ball.

Resolved: to approve the Terms of Reference for recommendation to the Town Council.

JM

16. TREE IN DUKE STREET GARDENS

A local organisation has asked the Town Council to consider the action to be taken regarding the overgrown tree in Duke Street Gardens.

All present agreed that no action would be taken in the current financial year, as the necessary funds are not available and budgets have already been set. However, the office will investigate options for consideration in the next financial year. **KP**

Cllr Walsh rejoined the meeting at 7.56pm.

17. FUTURE AGENDA ITEMS

To be advised.

18. 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 AGENT TO ADVISE ON A BEACON INSTALLATION

Cllr Biss 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 Morgan.

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.

Preferred Agent to act on behalf of the Town Council for a replacement Telecommunications Beacon Installation lease

The Clerk presented 3 quotations

1.£2,000 + vat

2.£2,000 +vat

3.£2000-£3000 +vat

Cllr Turner proposed to approve quotation 1.

Seconded by Cllr Davis.

Resolved: to approve quotation 1.

SB

All present agreed to appoint Graeme Parker of Lightfoot's Solicitors to represent the Town Council in the legal matters relating to the replacement Telecommunications Beacon lease. The Clerk confirmed that all associated legal fees will be covered by the tenant.

SB

It was noted that the members are still waiting for Cllr Hall to report back as per the minute below from the Town Council meeting held on the 29th April 2025.

*"It was further **agreed** that Councillors who are also Buckinghamshire Council members will contact the Director of Communities for guidance on similar existing lease arrangements. **Bucks Cllrs**"*

GH, MW

19. DATE OF NEXT MEETING

The date of the next meeting of the Town Committee will be held on the 3rd June 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 8.10 pm.

Chairman.....

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