



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 1ST JULY 2025 AT 7.00PM AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH.

PRESENT

Chair of the Town Committee – Cllr A Ball

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

In attendance

Jayne Mylchreest – Administration Officer

Cate Holloway – Administration Support Officer

No members of the public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllrs Davis and Rawsthorne who were on holiday and Cllr McLauchlan who had a work commitment.

Resolved: To note apologies from Cllrs Davis, Rawsthorne and McLauchlan.

2. 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.

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 letter has been received regarding the Stratton Memorial Garden

A resident has requested that a relative's ashes be interred outside of the Stratton Memorial Garden Policy.

All present agreed for Cllrs Ball, Walsh and Turner to meet with the resident at the Stratton Memorial Garden to discuss the request further and in more detail.

The Councillors will report back to the next Town Committee meeting in September. **JM AB/MW/AT**

An email has been received regarding the Stratton Memorial Garden

A resident has suggested that a volunteer group be set up to help maintain the Gardens.

All present agreed to approve the request on condition that the office administers the group with clear guidelines and close monitoring.

The office is requested to arrange the relevant insurance, training and risk assessment. **KP**

An email has been received regarding the Town Entry Boards

The resident who voluntarily manages and installs the Town Entry Boards has advised that he will be discontinuing this year.

All present agreed that the Town Council would administer and install the Town Entry Boards which would be for local non-commercial organisations only.

The office is requested to make a proposal at the next Events & PR Committee for the members to consider. **KP**

6. MAINTENANCE TEAM REPORT

- **Painting and Refurbishment:**
 - Youth shelters at Wades Park and King George V (KGV)
 - The existing swing frame in KGV
 - Perimeter fencing in various locations repainted
- **Grounds Maintenance:**
 - **Parks Grass Cutting:** regular grass cutting in all parks and play areas
 - **Stratton Memorial Garden (SMG):** Continued maintenance of flower beds, hedge trimming, and tree management.
 - **Town Mow:** Regular mowing completed across key town locations.
 - **Devolved Services Cuts:** Week commencing 30th June – old Wycombe District Council - managed green spaces cut scheduled. Week commencing 7th July – Buckinghamshire Council's Devolved Services cut scheduled.
- **Additional Works and Support carried out by the MT:**
 - Farmers Market:** Provided setup assistance for the market held on 21st June.
 - Wades Centre:** Repaired damaged paving slabs near the main entrance and refreshed flower displays
 - Town Mow:** Regular mowing completed across town locations.
 - Festival Preparation:** Supported preparation work for the Town Festival and will be assisting on the event day (12th July).

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

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

Cllr Hall reported that a street light in Mill Lane is working but has not been upgraded with an LED lantern.

Cllr Churchill to identify the light and advise the office.

IC

Cllr Coombs reported that there are estate agents advertising boards on green swards.

Cllr Ball to take photos and advise the office.

AB

b) Speed watch – Cllr Frost reported that several of the members are away on holiday but is still ongoing.

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

Nothing to report.

9. 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.

Cllr Hall reported that the footpath is overgrown between Dunsmore Avenue and St Dunstan's church.

The office is requested to investigate.

KP

Cllr Coombs reported that residents had made her aware of anti-social behaviour at the Earle Mitchell playing field.

Thames Valley Police had highlighted this issue to the members of the Town Council at the last Town Council meeting.

Cllr Hall requested that the office investigates installing temporary CCTV.

All present agreed.

KP

10. A REPORT ON THE THURSDAY MARKET

Nothing to report.

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 discuss and decide on an interment request outside of the Stratton Memorial Garden policy.

To discuss and decide on road safety signage (Cllr Walsh)

13. DATE OF NEXT MEETING

The date of the next meeting of the Town Committee will be held on the 2nd September 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 7.28 pm.

Chairman.....

Date **Page21 /25**