



## PRINCES RISBOROUGH TOWN COUNCIL

**MINUTES OF A MEETING OF THE TOWN COMMITTEE  
HELD ON TUESDAY 7<sup>th</sup> OCTOBER 2025 AT 7.00PM  
AT THE WADES CENTRE, STRATTON ROAD, PRINCES RISBOROUGH**



### PRESENT

Chair of the Town Committee – Cllr A Ball  
Cllrs J Biss, A Frost, S Coombs and C Morgan  
Susanne Barter – Clerk  
Kirsty Pope – Deputy Clerk  
1 member of the public

### 1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received from Cllrs Hall, Walsh, & Cllr Davis, who have work commitments, and Cllr Turner, who is unwell.

**Resolved: To note apologies from Cllrs Hall, Walsh, Davis and Turner**

**No apologies were received from Cllr Rawsthorne, Churchill or McLauchlan**

### 2. MINUTES

To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> September 2025 be signed as a true record.

**RESOLVED: To agree the minutes of the Town Committee meeting held on the 2<sup>nd</sup> September 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

Local Neighbourhood Police Officer, Briony, attended the meeting to invite members to raise any issues of concern.

Members were updated on the installation of the CCTV camera in relation to ongoing anti-social behaviour issues at Earle Mitchell Park.

Briony was also made aware of reports of dangerous speeding along Stratton Road following functions held at the Brushwood Suite. She advised that residents witnessing this behaviour should report it immediately by calling 999.

### 5. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE.

Quote request from Places Leisure for the grass & hedge cutting at Wades Park

The manager of Places Leisure has contacted the office to inquire whether the Town Council would like to provide a quotation for their grass and hedge cutting requirements at Risborough Springs. The maintenance team has already visited the site and confirmed the details of the work involved, which can be incorporated into their existing work schedule. The Deputy Clerk has advised that the hourly rate for this work would be £26.30.

**Cllr Ball proposed that the office send a formal quotation to the manager, seconded by Cllr Biss. All present agreed.**

KP

### 6. MAINTENANCE TEAM REPORT

See Appendix 1.

The Maintenance Team was asked to inspect the column (formerly the Black Prince sign) as it may require repair. The office was requested to contact Rights of Way to ask if they could cut back the vegetation along the Upper Icknield Way, which is currently blocking access to the noticeboard.

KP

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KP

## **7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT**

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

No matters were raised; however, the members were informed prior to the meeting that the current Risk Assessment contractor is retiring at the end of this year and therefore alternative arrangements would need to be made. The office is making the necessary arrangements for this.

KP

b) Speed watch. Cllr Frost reported that the members are still low and will be looking at providing an estimate for the purchase of equipment for the Town Council to consider at the Estimates meeting.

AF

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

a. Nothing to report

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

Cllr Ball met with Eldridge Electrical in Wades Park regarding lighting alongside the path. A quote has been received and is to be considered under agenda item 12.

## **10. A REPORT ON THE THURSDAY MARKET**

A request from a trader who would like to sell homemade cakes. Hygiene certificate and PLI has been received.

Cllr Ball proposed to approve the request.

SBoyle

Seconded by Cllr Morgan

**Resolved**

**To approve the request.**

Cllr Ball raised concerns about a trader who is still not complying with the regulations and agreed to attend the market with Cllr Morgan to speak directly to the trader.

AB/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. ESTIMATES PROJECTS 2026/2027**

Committee members considered detailed income and expenditure budget proposals for the next financial year. Estimates for the next financial year 2026/2027 were agreed for submission to the Finance Estimates Committee.

**All present agreed**

KP/SB

## **13. ROAD SAFETY SIGNAGE**

Cllr Walsh was not present; therefore, all present agreed to defer this agenda item to the next meeting.

## **14. FUTURE AGENDA ITEMS**

To discuss and decide on quotations for the play surface and equipment.

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

## **16. DATE OF NEXT MEETING**

The date of the next meeting of the Town Committee will be held on the 4<sup>th</sup> November 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 8pm

Chairman.....

Date .....

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## **Maintenance Team Report – September 2025**

The Maintenance Team has continued with regular grass cutting throughout the town and parks during September. Please note that the 7th Devolved Services cut is scheduled to take place next week.

In addition to routine maintenance, the team has completed the following tasks this month:

- Repaired the bus shelter at Peters Lane.
- Fixed the brackets on the Dovecote.
- Assisted with the final Farmers Market of the year.
- Installed the new town maps.
- Completed fence repairs at St Dunstan's.
- Installed new signage as part of the park's risk assessment actions.
- Installed a new Union Flag in the Duke Street Garden.
- Removed the flags from the High Street as agreed at the recent Town Council meeting.
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Please note that Harry, our part-time operative, has now left the team. If required, we will look to bring in external contractor support to ensure work continues without disruption.

The team has secured a free water tank, which will be used to maintain the town flower beds for the 2026/27 season. A pump will need to be purchased to accompany the tank; however, this is not expected to be a significant cost, and it can be considered from the 2025/26 budget.

Members are asked to notify the office of any winter works they would like the team to consider adding to the upcoming schedule..