

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> JUNE 2011 IN THE CHAPTER HOUSE, ST MARY'S CHURCH, PRINCES  
RISBOROUGH AT 7.15PM**

**PRESENT**

Cllr E Clifford (Chairman),  
Cllrs P Summerbell, P Williams, W Woolf, G Hall, B Bendyshe-Brown, R Orsler, A Rolfe, A Turner and W Streule.

Clerk to the Town Council – Susanne Griffiths  
6 members of the Public

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs S Swanson, J Coombs and D Green

**2. MINUTES**

The Minutes of the previous meeting of the Town Council, having been circulated and were approved by the Meeting and signed by the Chairman.

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

Cllr B Bendyshe-Brown arrived at 7.20pm

**4. TO RECEIVE A REPORT FROM REV DAVID WILLIAMS ON ST MARYS CHURCH**

A report on the progress of the renovation of St Marys Church was received. Rev D Williams informed the members that the first service to be held in the refurbished church would be in November.

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

Apologies were received from the police.

**6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

Cllr W Streule requested a progress report on the proposed meeting with B.C.C. concerning the parking consultation and the proposed changes concerning Chiltern Railways. The Clerk is requested to provide a progress report.

**7. COMMITTEE CHAIRMEN TO RECEIVE QUESTIONS FROM THE MEMBERS IN RESPECT OF RECENT MINUTES.**

None were received.

**8. CORRESPONDENCE RECEIVED**

**Letter re: Dogs in playing areas & Park**

Comments noted.

**Email from resident re: Delivery office public meeting**

Comments noted. An extra ordinary meeting is to be held by the Town Council to decide on the best way to proceed to support the opposition to the closure.

**Letter from Festival Committee re: grant**

Cllr R Orsler declared an interest.

**All present agreed** to request the Clerk to arrange a meeting with the Festival Committee to discuss the level of funding required for the next financial year. **SG**

**Letter from Princes Risborough School re: academy conversion consultation**

Cllr G Hall declared an interest.

The Princes Risborough School have taken the decision to initiate a consultation process regarding the acquisition of academy status. **One member abstained and all remaining present agreed** that the Town Council place full confidence in the Headmaster and the Governing body's ability to make the correct decision. **SG**

**Letter from WDC re: invite to Wycombe Planning Forum**

Cllrs W Streule, R Orsler and D Green will attend on behalf of Princes Risborough Town Council.

**RO/DG/WS**

**Email from WDC re: introduction of recycling litterbins**

Cllrs G Hall, B Bendyshe-Brown and A Turner declare an interest.

**All present agreed** to invite a representative from W.D.C. to give a presentation with a bin for inspection by the Maintenance Committee. The Maintenance Committee is requested to make a decision concerning the introduction of the bins and provide the necessary feedback to WDC. **SG**

**Email from Highways BCC re: VAS in Askett**

Comments noted.

**9. TO APPROVE THE ACCOUNTS AND THE ANNUAL GOVERNANCE STATEMENT FOR THE ANNUAL RETURN YEAR ENDING MARCH 31<sup>ST</sup> 2011**

Cllr R Orsler confirmed that the Accounts for the year ending 31<sup>st</sup> March 2011 were in order and proposed that the Town Council approve the Audit Return and the Annual Governance Statement.

Seconded by Cllr W Woolf. **All present agreed.**

Cllr R Orsler congratulated the Clerk on her good work.

**10. TO APPOINT REPRESENTATION TO OUTSIDE BODIES.**

**All present agreed** the following:-

Wycombe District Assoc of Local Councils – 3 members required - Cllrs A Turner, W Woolf and P Williams

RACA – 1 member required – Cllr B Bendyshe-Brown

Market Management Group – 3 members required – Cllrs A Turner, D Green and S Swanson

NW Chiltern Area Forum – 2 members required – Cllrs A Turner and A Rolfe

Youth Centre/Groups - 3 members required – Cllrs W Streule, P Summerbell and E Clifford

Neighbourhood Action Group – 1 member required – Cllr A Turner

Risborough Area Forum – 1 member required – Cllr B Bendyshe-Brown

**11. APPROPRIATE COURSE OF ACTION REGARDING ACCESS FOR MOBILITY SCOOTERS, WHEELCHAIRS AND PRAMS THROUGH THE AREA OF THE BUTTS.**

**All present agreed** to request that the B.C.C. advise of what alterations can be made to accommodate the mobility scooter, wheelchairs and prams whilst also restricting the use of bikes through this area. **SG**

**12. ACCEPTING THE NEW MANAGEMENT PLAN FROM THE RISBOROUGH COUNTRYSIDE GROUP.**

Cllr R Orsler proposed that the Town Council adopt the revised plan agreed with the Risborough Countryside Group to manage the unused area in the Memorial Ground to be known as the Stratton Wildlife Meadow. The aim is to develop a tranquil and peaceful wildlife meadow that compliments the adjacent Memorial Garden encouraging a wide variety of wild meadow flowers and mini habitats for small mammals, birds, insects and butterflies. Cllr P Williams wished for it to be recorded that she is concerned that the Risborough Countryside Group will adopt this land in the future as their own. The land is owned by the Princes Risborough Town Council and is to be used for burials and the interment of ashes as and when it is required. **All present agreed** to adopt the revised plan providing a statement making clear the ownership is to be included in the plan. **SG**

**13. THE RECOMMENDATIONS FOR REVISED REMITS FOR PARKS/GARDEN AND MAINTENANCE.**

Cllr R Orsler proposed that the Town Council approve the draft previously circulated to the members for the revised remits for the Parks and Garden and Maintenance Committees. Cllr A Turner requested a minor amendment. **All present agreed** to adopt the revised remit with the amendment. See appendix 1.

**14. THE MAXIMUM NUMBER OF MEMBERS ON ANY COMMITTEE.**

**All present agreed** to have a maximum of six members on any committee.

**15. A RECOMMENDATION TO BCC THAT THE OWNERSHIP OF THE WAR MEMORIAL OUTSIDE OF THE LIBRARY BE TRANSFERRED TO THE TOWN COUNCIL**

**All present agreed** to contact the B.C.C. to request that Princes Risborough Town Council take over the maintenance of the war memorial outside of the library. **SG**

**16. THE PREFERRED LOCATIONS OF THE 10 GRIT BINS AGREED UNDER THE DELEGATED BUDGET.**

After a long discussion, a vote was taken on the preferred locations of the 10 grit bins in the Parish at the following locations:-

Whiteleaf – 2

Askett – 1

Eastfield/Southfield – 2

Windmill Hill – 1  
New Road (Trees Estate) side – 1  
Clifford Road/Merton Road – 2  
Culverton Hill - 1

The motion was passed with 6 votes for the above locations, 3 against and 1 abstention.

**SG**

**17. ON HOLDING A RISBOROUGH'S GOT TALENT COMPETITION IN WADES PARK NEXT JUNE FOR THE QUEEN'S DIAMOND JUBILEE.**

Cllr G Hall proposed that the Town Council form a Working Group to explore the various possible celebrations to celebrate the Queen's Diamond Jubilee next year including a Risborough's Got Talent. **All present agreed.**

Cllrs G Hall, B Bendyshe-Brown, A Rolfe, W Streule, P Summerbell and W Woolf agreed to form the Working Group.

**GH/BBB/AR/WS/PS/WW**

**18. A RESPONSE TO BCC CLAIM THAT THE TOWN COUNCIL DID NOT SHOW ANY INTEREST IN THE DAY CENTRE.**

Cllr A Turner proposed that a letter is sent to the B.C.C. expressing the Town Council's dissatisfaction at the B.C.C.'s claim that the Princes Risborough Town Council had not shown any interest in the future of the Day Centre despite letters received from them confirming receipt of the Statement of Intent sent by the Town Council.

A vote was taken and the **motion carried** by 9 votes to 1, that Cllr Turner would draft a copy for consideration and agreement by the members.

**AT**

**19. ON THE PLAN TO IMPROVE THE APPEARANCE OF THE WHITELEAF CROSS**

The Clerk is requested to approach B.C.C. to ascertain the future plans for the Whiteleaf Cross and request a meeting with the portfolio holder to discuss the plans and ensure they are acceptable to the residents of Princes Risborough.

**SG**

**20. PROVIDING A MEMBER ONLY SECTION ON LINE IN ORDER TO REDUCE THE AMOUNT OF EMAILS BEING SENT FROM THE OFFICE.**

**All present agreed** to request the Clerk to investigate the cost of providing a member- only section on line.

**SG**

**21. ON EXPLORING VARIOUS AVENUES FOR FUNDING TO PROVIDE FREE PARKING FOR UP TO ONE HOUR IN HORNS LANE AND THE MOUNT CAR PARKS.**

Cllr G Hall proposed that the Town Council approach W.D.C. concerning free parking for one hour. A vote was held. One member abstained and the remaining present **agreed** for the Clerk to arrange a meeting with the Cabinet and include this item on the agenda.

**SG**

**22. ON WHETHER TO ADOPT A COMMUNITY CONTINGENCY PLAN AS RECOMMENDED BY CLLRS A TURNER & J COOMBS.**

**All present agreed** to defer this agenda item until the next meeting.

**23. AGENDA ITEMS FOR NEXT MEETING.**

To discuss and decide on whether to adopt a community contingency plan as recommended by Cllrs A Turner & J Coombs.

To discuss and decide on meeting with RACA/RAP to explore common ground for the joint projects.

**24. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 28<sup>th</sup> July 2010 at 7.15pm at in the Chapter House, St Mary's Church, Princes Risborough.

**All present agreed** to pass a resolution to exclude the public and press in accordance with Section 12 of the Public Bodies (Admissions to meetings) Act 1960.

a) *To discuss and decide on a 3<sup>rd</sup> Maintenance Operative.*

There being no further business to discuss the Meeting closed at 9.03pm

Chairman.....

Date.....

## **Appendix 1 (June 2011 minutes)**

### **Responsibilities of Town Council Committees and Working Groups.**

**All committees and working groups** shall ensure that the annual budget agreed by the Town Council for the committee or working group is not exceeded and is disbursed as laid down under the various sub-headings in the precept document. Any deviation from the budgets as laid down in the precept document can only be made with the agreement of the Town Council. Capital items within budgets are to be developed by committee and brought to the Town Council for final approval (See also Standing Instructions on invitations to tender, acceptance of quotations and issuing of works orders). It should be noted that working groups cannot take major decisions without referring to their parent committee or the full council.

**The Parks and Gardens Committee** shall be responsible for the town's open spaces (i.e. the Stratton Memorial Garden and the Town's parkland, being Wade's Park, The Crescent, King George V, St Dunstan's and The Earle Mitchell recreation grounds) and the buildings, equipment and streams within their perimeters. The work required to maintain the said open spaces shall be carried out by the Maintenance staff under the control of the TC Clerk following recommendations by the Parks and Gardens Committee.

**The Maintenance Committee** shall be responsible for (i) all matters relating to the lighting of footways within the town (ii) the maintenance of and improvements to all street furniture including war memorials and bus shelters, (iii) the upkeep in an attractive and pleasing fashion of all grassed areas and flower beds that are the responsibility of the Town Council. For those areas within the responsibility of the Parks and Gardens Committee the Maintenance Committee shall take instructions from the Parks and Gardens Committee before taking action. It shall ensure that the Market House is maintained in a safe and cost-effective manner. It shall be responsible for the general management and Princes Risborough expenditure of CCTV coverage within the town.

All matters not included in the above responsibilities shall be considered by the full Town Council before action.