

**MAINTENANCE TEAM  
PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF A MEETING OF THE MAINTENANCE TEAM  
COMMITTEE HELD ON TUESDAY 4<sup>th</sup> OCTOBER 2011 AT 7.00PM  
IN TOWER COURT, HORNS LANE, PRINCES RISBOROUGH**

**PRESENT**

Vice - Chairman W Streule  
Cllrs R Orsler, Mrs P Williams, E Clifford and G Hall  
Clerk to the Town Council - Susanne Griffiths.

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Coombs

**2. MINUTES**

The minutes of the previous meetings of the 12<sup>th</sup> July, having been previously circulated, were amended and 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 in which they may have in any of the items under consideration. None were declared.

**4. CORRESPONDENCE**

Letter from resident enclosing a donation to purchase a tree

A donation has been received to purchase a tree in the Station Road area of the town. A suggestion is the land in front of the Old British School. The Clerk is requested to thank the resident and to contact the Highways Dept for permission to plant a tree on that land.

SG

**5. LIGHTING MATTERS**

The Councillors identified areas that require action around the Parish.

Cllr Hall informed the members that B.C.C. Cllr Etholen had not responded to his concern with the inconsistency of the lighting columns along the Wycombe Road as they do not look aesthetically pleasing due to the shorter columns installed. The Clerk is requested to contact Cllr Etholen

SG

Cllr W Streule reported that no lights were on under the Market Square in the evenings. Lamp 272 is out.

**6. TOWN MATTERS**

Tree belonging to 20 Highfield Road is obstructing the passage of pedestrians. Section 154 notice to be sent.

The bench removed from Berryfield Road for Health & Safety reasons has not been replaced.

The grass verge on the corner of Manor Park Avenue and Station Road needs to be reinstated following work undertaken by EDF.

Obtain advice from Windowflowers on the frequency of watering the containers during the winter months.

Obtain a price for 3ft lights for a footpath further to the PCSOs request for additional lighting in the Clifford Road footpath leading to the school.

Obtain quotations for improvements to the lighting systems in the Market House.

**7. INVOICES FOR CONFIRMATION**

3 Business Services - mobile phone contract	£45.97 + VAT £9.19 total £55.16
E-ON - monthly electricity charge, street lighting	£842.30 + VAT £168.46 total £1,010.76
Network Leasing - vehicle monthly leasing charge	£337.32 + VAT £67.47 total £404.79

**8. TENDERS FOR CONSIDERATION**

Quote for weed & feed programme

A quote has been obtained for a weed and feed programme for all the parks at a cost of £1815.00.

**All present agreed** to discuss this at the Estimates meeting in November for the next financial year.

Quote for establishing a flower bed at the library.

A quote has been received for £580.00 to dig out and concrete a footing following the edge of existing block paving, lay 2 courses of 9" brickwork and 1 course of brickwork on the edge to top to form coping.

The Clerk is requested to clarify with the B.C.C. that permission is granted from them to establish the flower bed as opposed to construct one. A vote was taken and passed with a majority of 3-2 to recommend to the Town Council that this work is progressed if agreed by BCC.

SG

**9. TO REVIEW THE 2011/2012 BUDGET.**

The budget and amount spent to date against the budget was reviewed and considered to be satisfactory.

**SG**

**10. THE TOWN PLANTING REQUIREMENTS FOR WINTER.**

**All present agreed** to accept the recommendation of Windowflowers to plant pansies and polyanthuses.

**11. PREFERRED CONTRACTOR TO RAISE THE BRICK WALL WAR MEMORIAL OUTSIDE THE LIBRARY.**

As agreed under item 8, this agenda item will be discussed by the Town Council.

**12. RESPONSE TO THE REQUEST FOR A SURVEY OF THE MARKET HOUSE AND ACTIONS REQUIRED**

Cllr W Streule agreed to provide the office with a list of contractors' names to obtain quotations for work to the Market House canopy.

**WS**

**13. AGENDA ITEMS FOR NEXT MEETING.**

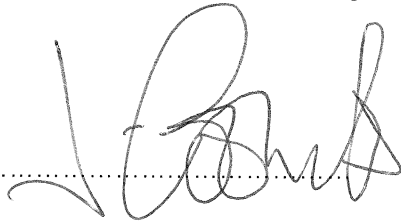
To prepare the estimated budget for Maintenance Team/Lighting Committee for 2012/2013

**14. NEXT MEETING**

The date of the next meeting of the Committee is 15<sup>th</sup> November 2011 and will be held in Tower Court, Horns Lane, Princes Risborough.

There being no further business the meeting closed at 9.30pm

Chairman.....



Date.....

15 / 11 / 11

**Page 09/11**