

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 20th July 2009** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. T. Bloomfield
Cllr. H. Cadd - Mayor
Cllr. Mrs. P. Desorgher
Cllr. P. Hirons
Cllr. D. Isham
Cllr. A. Mahi
Cllr. Ms. R. Newell
Cllr. R. Stuchbury - Chairman
Ms. T. Lightfoot – Buckingham Traders Association

Also present: Chris Wayman – Deputy Town Clerk
Mike Foster – Buckingham Traders Association
Cllr. H. Mordue

265/09 APOLOGIES FOR ABSENCE

Members **AGREED** to note apologies from Councillors Smith and Mrs. Stevens.

266/09 DECLARATIONS OF INTEREST

No declarations of interest were received.

267/09 MINUTES

Members **AGREED** to receive the minutes of the Town Centre and Events Committee meeting held on the 1st June 2009 and approved at Full Council on the 29th June 2009.

268/09 ACTION REPORT

648.2 & 710 (Fingerpost signs) Cllr. Stuchbury informed Members that there would be a meeting taking place shortly as the meeting which was scheduled was cancelled by Aylesbury Vale District Council (AVDC).

269/09 REPORTS FROM CLLR. MORDUE

269.1/09 Extended Services

Cllr. Mordue informed Members that there had been problems with contacting Nic Brennan. However, there is a group being set up provisionally called Swan Hub who will be invited to the Full Council meeting on the 5th October to talk about the work they wish to do in the town.

Members **AGREED** to help facilitate another stake-holder meeting with Nic Brennan regarding extended services; Cllrs. Newell, Mordue, Stuchbury and Cadd would like to attend.

ACTION DEPUTY TOWN CLERK

269.2/09 Armed Forces Day

Cllr. Mordue informed Members that £470 had been raised from the Freedom Parade and this would be split between Help the Heroes and the Army Bereavement Fund. Cllr. Mordue suggested the idea of an event for Armed Forces Day in 2010 with the Air and Army Cadets and the Cadet force from Stowe School possibly conducting a parade through the town. The event would just consist of a parade and not – as in the Freedom Parade - refreshments in the Community Centre.

Members discussed if this would be a Full Council matter as a civic event or a Town Centre and Events matter as possibly an annual town event.

Members **AGREED** that Cllr. Mordue could hold a preliminary meeting and that Cllrs. Mordue and Cadd would bring a proposal to a future meeting, with likely costs.

ACTION CLLRS. MORDUE AND CADD

Members **AGREED** to give a donation of £100 to the Air Cadets as they provided the first aid cover for the Freedom Parade from budget heading Freedom Parade budget under cost centre 131 Major Projects.

269.3/09 Twinning Visit 2010

No decision has been made by the Twinning Association regarding the 2010 visit to Buckingham from Mouvaux.

Members **AGREED** to contact the Twinning Association to ask them for their plans for 2010 as the Committee needs the information for its precept request.

ACTION DEPUTY TOWN CLERK

Moretonville Junior Football Club has been asked if it would like to host a return tournament similar to the one they attended in May. It is looking into holding the tournament next year.

270/09 EVENT REVIEWS

270.1/09 To receive a verbal review of the Best Dressed Bear (20th June)

Cllr. Bloomfield reported that five children entered the competition and that Cllr. Smith and himself had purchased another large prize so all entrants had a large prize not just the first four as originally intended.

270.2/09 To receive a report on the Teddy Bear's Picnic (21st June)

Members noted the report circulated with the agenda and that the event fell on Father's Day which did not help attendance.

Members **AGREED** to bring ideas for the event to the next meeting and to discuss improvements for next year's event.

ALL MEMBERS

270.3/09 To receive a verbal review of Buckingham Town Council (4th July – 19th July)

Members noted that this agenda item should have been "To receive a verbal review of Buckingham Festival Fortnight (4th July – 19th July)". The Deputy Town Clerk and the Chairman both apologised for the error on the agenda. Members had been previously circulated with all meeting minutes and budgets.

(a) To agree to arrange a meeting with Aylesbury Vale District Council regarding the budget for 2010

Proposed by Cllr. Newell, seconded by Cllr. Isham, and **AGREED** that a meeting should take place with AVDC regarding funding for the 2010 Festival Fortnight to help the Committee when preparing the precept

ACTION DEPUTY TOWN CLERK

Members felt that the Buckingham Summer Festival was an important event in the town and brought a number of people into the town. Members discussed ways to improve the events and cut costs including the possibility of only issuing one leaflet for the whole fortnight.

(b) To agree to arrange a meeting with the participants of the Festival Fortnight to take place after the meeting with AVDC

Members **AGREED** that Cllrs. Stuchbury and Newell, and a representative from Buckingham Traders Association, would meet with the participants of the Festival Fortnight after the meeting regarding funding with AVDC

ACTION DEPUTY TOWN CLERK

(c) To agree the cost of £300 to sponsor "Caledon" as part of Buckingham Festival Fortnight

Cllr. Stuchbury gave the background to the situation, in that the Town Council normally sponsors an event, however, the request for the sponsorship came in late due to circumstances outside of anyone's control.

Proposed by Cllr. Newell, seconded by Cllr. Isham, and **AGREED** to pay the £300 from the Buckingham Summer Festival Budget (301/4213).

Buckingham Traders Association said they would like to be more involved and may be able to sponsor a small event next year.

271/09 MUSIC IN THE MARKET

Members discussed the concerns of the Town Clerk and agreed that those concerns would be addressed in the lead-up to next year's event. Cllr. Mordue also highlighted problems with the lighting towers around the stage and had seen that one of them was not completely stable.

272/09 EVENTS

272.1/09 Buckingham in Bloom

Cllr. Newell explained that she had visited the schools and taken photographs, Cllr. Cadd had had a prior engagement and was unable to attend but would be viewing the photographs and a decision would be made; the winners would be announced in September when the schools have returned from holiday.

Members **AGREED** that Cllr. Newell would conduct the publicity and the Mayor would give out the prizes.

ACTION CLLRS. NEWELL AND CADD

272.2/09 Band Jam

Cllr. Stuchbury reported that the line up was nearly finalised. Ms. Lightfoot enquired as to why the event was on the Sunday and not the Monday. Cllr. Stuchbury explained that the event could go on very late into the night and many of the performers and attendees would have to return to work the next morning which was not ideal; by having it on the Sunday it gave people the chance to rest.

Members **AGREED** that once the line up was completed then a press release would be issued about Band Jam. Members were asked to contact the office if they would be available on the day.

ACTION DEPUTY TOWN CLERK

272.3/09 River Rinse

Cllr. Newell and Cllr. Bloomfield reported that they had decided an area of the river in Bourton Park would be the subject of the River Rinse on the 13th September and on the 11th October the area worked on will be from the skate park to Berties' Walk.

Members **AGREED** that once Cllr. Newell has decided on meeting points that letters would be written to groups and to publicise the event.

ACTION CLLR. NEWELL AND CLLR. BLOOMFIELD

Cllr. Mordue left the meeting.

272.4/09 Charter Fair

A discussion took place with regard to the time of the Charter Fair starting. The representatives of the Buckingham Traders Association said that it greatly affected the trade in the town on the Friday. Members discussed if the Charter Fair could set up on the Saturday for the start on the night. Cllr. Stuchbury said that there were many problems with that idea including problems with health and safety, policing, and the Charter.

(a) To receive a report of the meeting with the Nichols Amusements

Members noted the report which was circulated with the agenda.

(b) To agree to arrange a meeting with Nichols Amusements and the Police to discuss the Charter Fair

Members **AGREED** that a meeting would be arranged and that Cllrs. Isham and Bloomfield would attend the meeting.

ACTION DEPUTY TOWN CLERK

272.5/09 Fireworks Display

(a) To discuss if the Best Dressed Guy Competition should be Halloween themed

Members **AGREED** that this years Best Dressed Guy Competition should be Halloween themed.

(b) To receive the quotation from Pa-Boom for carrying out the Fireworks Display

Members **AGREED** the quotation from Pa-Boom for a 10 minute show for a cost of £2,600. This would be taken from the Fireworks Display budget (301/4202).

ACTION DEPUTY TOWN CLERK

(c) To receive the quotation from Paragon Tool Hire for the generator and lights for the display

Members were advised that the actual price would be lower than the price quoted as Cllr. Try would be returning the equipment as opposed to the quotation where Paragon would be picking up the equipment. Members **AGREED** the quotation. This would be taken from the Fireworks Display budget (301/4202).

ACTION DEPUTY TOWN CLERK

272.6/09 Remembrance Parade

Members noted the attached report.

272.7/09 Christmas Lights

(a) To receive a verbal report on the feeder pillar

The Deputy Town Clerk informed Members that after repeated requests for help with no reply from Transport for Buckinghamshire, he had contacted two private companies who were unable to help and felt it would be best to conduct businesses through another branch of the E-on company which deals with the technical side.

Members **AGREED** that the Deputy Town Clerk and the Chairman would progress this matter up to the earmarked reserve total of £6,500. This is to ensure that if it is possible it can go ahead this year. This would be paid for from the Christmas Lights budget (301/4201)

ACTION DEPUTY TOWN CLERK

(b) To discuss future provision of Christmas Lights

Members discussed possible light provision including providing more pealights for the town.

Members **AGREED** that if the feeder pillar looked as though it would not be resolved in a suitable time then recommendations would be brought to the Committee to extend the existing Christmas Lights.

ACTION DEPUTY TOWN CLERK

(c) To confirm the installation date for this year and the costs for the annual safety check of stored lights

The final confirmation of installation had not been received; however, it should take place the week of the 23rd November.

Members discussed the request of the Traders to see if it is possible to turn the Christmas Lights on at 4 pm on the 28th November.

Proposed by Cllr. Hirons, seconded by Cllr. Newell, to move the switch-on of the Christmas Lights to 4 pm on the 28th November 2009.

Cllr. Mahi proposed an amendment that the event only be moved if all the groups taking part in the event are in agreement and if this is not possible to investigate an earlier event for 2010.

The amendment was agreed by Cllr. Hirons and Cllr. Newell and then **AGREED** by the Members.

ACTION DEPUTY TOWN CLERK

272.8 Christmas Parade

(a) To discuss the committee's representation on the Christmas Parade Committee

Cllr. Hirons volunteered to represent the Town Centre and Events Committee on the Christmas Parade Committee; this was subsequently **AGREED** by Members.

(b) To discuss ways of marking the 25th Anniversary

Cllr. Stuchbury informed Members that he had been approached regarding the duties of the Carnival Queen; the assumption was that these duties had been agreed by the Council, which had not been the case.

Members **AGREED** that the Christmas Parade Committee be contacted to ascertain which duties they believe have already been agreed. It would then be decided on an event by event basis as to what participation the Carnival Queen would have.

ACTION DEPUTY TOWN CLERK

(c) To agree to request contact details of participants for the Christmas Parade

Members **AGREED** that we would contact the Christmas Parade Committee to request contact and information details of participants so that our records are up to date and will comply with insurance requirements.

ACTION DEPUTY TOWN CLERK

272.9/09 Councillor Cover

Members discussed Councillor cover for the Christmas Parade, which is not needed as there is marshalling for the parade; some Councillors take part in the Parade and others Councillors are in the Community Centre preparing for the Community Fair.

273/09 PARKING

273.1/09 To receive an update on coach parking signage

There was no update on the coach parking and it will be raised at the Buckingham Partnership Meeting on Thursday 23rd July.

273.2/09 To receive an update on car parking in the town

There was no update from AVDC regarding changes to the car parking in the town. The Buckingham Traders Association confirmed that they have been in discussions with AVDC over changes to car parking in the town.

273.3/09 To discuss the lack of response from AVDC on parking charges for Cornwall's Meadow Car Park and recommend a way forward.

A response had been received to the letter requested to be sent at the last meeting, this was circulated at the meeting.

Members **AGREED** to write to Jon McGinty, Cllr. McPartland, Andrew Grant and Cllr. Cartwright to arrange a meeting as soon as possible to discuss car parking charges for Cornwall's Meadow.

ACTION DEPUTY CLERK

274/09 LITERARY PRIZE

There was no update on the Literary Prize.

Cllr. Isham left the meeting

275/09 HANGING BASKETS AND PLANTERS

Cllr. Newell praised the way the hanging baskets and planters looked this year and Cllr. Bloomfield and herself would report back to the next meeting on their ideas for 2010.

ACTION CLLRS. NEWELL AND BLOOMFIELD

276/09 STAFFING AT EVENTS

Members noted the report circulated with the agenda.

277/09 TRADERS ASSOCIATION

277.1/09 To receive an update from the Traders' Association

The Traders' Association is helping arrange a training day for retailers run by a local company which will be held in September and will be free. The training will be to help them during the recession.

Proposed by Cllr. Hirons, seconded by Cllr. Mahi, and **AGREED** to **RECOMMEND** to Full Council that Buckingham Town Council supports this initiative and issues a press release in the Local Council media.

The Traders Association have also been discussing ways of reducing crime in the shops and are now also on Twitter.

277.2/09 To receive notes of the Traders' Association Meeting on the 16th June 2009

Members noted the content.

278/09 YOUTH PROJECTS

278.1/09 To receive a verbal report on Youth Projects

Cllr. Stuchbury reported that both secondary schools are happy to do another drama and art project. Members **AGREED** that Cllr. Stuchbury and the Deputy Town Clerk would bring a report back to the Committee with proposed ideas.

ACTION DEPUTY TOWN CLERK AND CLLR. STUCHBURY

Mr. Foster and Ms. Lightfoot left the meeting

278.2/09 To receive a verbal update on the progression of the Youth Council

The Deputy Town Clerk informed Members that he had been invited to and attended a meeting of The Buckingham School Youth Council and gave a brief talk on the proposals. The Buckingham School Youth Council was in support of a Youth Council for the Town. The Deputy Town Clerk and Cllr. Mordue had also met briefly with the Deputy Headmaster of the Royal Latin School, who was also in support of the idea.

278.3/09 To receive correspondence from John Bercow MP regarding Local Democracy Week

Members **AGREED** to contact Mr. Bercow MP to see if there is any change in possible visiting times since he became Speaker of the House.

Members also **AGREED** to obtain costs for a coach to take pupils down to the House of Commons with a view to sourcing funding.

ACTION DEPUTY TOWN CLERK

278.4/09 To receive a verbal report on Tree Planting

Cllr. Newell had identified areas for planting in Maids Moreton Avenue and Berties' Walk. Cllr. Stuchbury reported that The Buckingham School would be interested in some fruit trees. Members **AGREED** that if it is possible we should help The Buckingham School obtain some fruit trees.

Proposed by Cllr. Desorgher, seconded by Cllr. Newell, and **AGREED** that the Town Centre and Events Committee organise an event in the autumn for the tree planting.

It was suggested that the Garden Centre could be approached to conduct a workshop in conjunction with the event.

ACTION DEPUTY TOWN CLERK

279/09 **EVENTS BANNER**

Cllr. Bloomfield reported that the banner had been stolen after the Best Dressed Bear Competition.

Proposed by Cllr. Cadd, seconded by Cllr. Bloomfield, and **AGREED** that a new banner could be purchased to a cost of up to £250 by the Deputy Town Clerk and the Chairman. Members also **AGREED** to contact the paper and put a £25 reward for the safe return of the Events Banner.

ACTION DEPUTY TOWN CLERK

280/09 **2009 BEST KEPT VILLAGE**

Members noted the results of this year's competition.

281/09 MARKETS

281.1/09 To receive a report on the Town Council's Markets

Members noted the report and discussed the aspects of collecting the rent.

Members **AGREED** that the Town Clerk should prepare a report for the next meeting on all financial aspects of the markets.

ACTION TOWN CLERK

281.2/09 To receive a report on the NABMA course on "Street Trading and the London Local Authorities Act 1990"

Members noted the report circulated with the agenda.

282/09 BUDGETS

Members noted the following earmarked reserves for the Town Centre and Events Committee:

Feeder Pillar	£6,500	Christmas Lights (301/4201)
Youth Projects	£2,262	Youth Project (301/4094)
Town in Bloom	£4,000	Baskets & Planters (301/4104)
Charter Fair	£1,000	Charter Fair (301/4204)
Barriers for Events	£1,000	Barriers Purchase (301/4232)

Members **AGREED** to obtain costs for the purchase of 29 3m long metal barriers for use at events.

ACTION DEPUTY TOWN CLERK

Cllr. Bloomfield left the meeting

283/09 NEWS RELEASES

Members **AGREED** to issue a press release on youth activities once they have been agreed.

ACTION DEPUTY TOWN CLERK

284/09 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported to the committee that a request had come through that day from the Old Gaol for a donation for opening on the Family Fun Day. Members **AGREED** to check the minutes of the Festival Fortnight meetings and see if any action was agreed, if so then it was **AGREED** to abide by that action.

ACTION DEPUTY TOWN CLERK

Cllr. Hiron raised the point of cover for the Comedy Night; Members **AGREED** to ask the Civic Centre at Aylesbury for a donation to cover the time and organisation of cover for the Comedy Night.

ACTION DEPUTY TOWN CLERK

Members thanked Cllr. Stuchbury for his work during the Festival Fortnight. Cllr. Stuchbury thanked Cllrs. Bloomfield and Hirons and the office staff for their help.

Cllr. Newell announced that the Fair Trade anniversary would be celebrated on the 19th of September this year.

285/09 DATE OF THE NEXT MEETINGS

Events Committee Meeting - 7th September 2009

Signed Date
Chairman