

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 12th July 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. P. Hirons
Cllr. D. Isham
Cllr. A. Mahi
Cllr. H. Mordue
Cllr. Ms. R. Newell
Cllr. Mrs. L. O'Donoghue
Cllr. M. Smith Town Mayor
Cllr. R. Stuchbury Chairman
Cllr. W. Whyte

Also present: Ms. T. Lightfoot (co-opted) Buckingham Traders' Association

In attendance: Mrs. A. Simonds Deputy Town Clerk

217/10 Apologies for Absence

Apologies were received and accepted from Cllrs. Bloomfield, Cadd and Mrs. P. Stevens.

218/10 Declarations of Interest

Cllr. Whyte declared an interest in agenda item 12.1 as he is a Trustee.

219/10 Minutes

The minutes of the Meeting held on Monday 24th May 2010 ratified at Full Council on 21st June 2010 were received and accepted.

220/10 Action List

220.1 Youth Project

Members heard that the Youth Project event had gone well. A breakdown in communication was noted and had been dealt with. Students from The Buckingham School and the Royal Latin School worked well together and The Buckingham School displayed art work produced by students. Cllr. Newell offered to liaise with schools to ensure better communication.

Councillors suggested that next year the schools are given the option to perform a play, rather than individual pieces.

ACTION DEPUTY TOWN CLERK

221/10 Traders Association

Ms. Lightfoot gave a verbal report.

221.1 Ms. Lightfoot reported that the Teddy Bear Trail intended as a preliminary to the Teddy Bear's Picnic had been a disappointment. 40 entry forms had been given out to residents and only 4 were returned. The winner had been photographed but unfortunately the article had not been published in the *Advertiser*.

The Teddy Bear's Picnic had been poorly attended; Councillors heard that the timing of the event had been unfortunate, as it had clashed with two major sporting fixtures. The Chairman suggested that the event be moved to a different time of year to be discussed at a later meeting. Sporting fixtures would be looked at and avoided. Members heard that the children that did attend enjoyed the event.

221.2 The Traders Association would be entering a team for the Twinning Association's Bastille Day Boules Competition.

221.3 Ms Lightfoot presented an idea that AVDC be approached about the Christmas tree provision for this year, suggesting that, if AVDC were planning to supply a tree, they be asked if the money usually spent on it could be given as a donation, rather than receiving a tree that would be disappointing. Ms Lightfoot enquired as to whether Members preferred a traditional tree, or if alternatives might be considered. Members expressed a preference for a traditional tree.

Councillors were concerned that some of the pealights in the Cattle Pens trees were not working and confusion over which trees had pealights would be solved by checking them at the Boules Tournament.

ACTION DEPUTY TOWN CLERK/TRADERS ASSOCIATION

221.4 Members heard that a Christmas Leaflet would be produced by the Traders Association to inform residents of plans for the Christmas period.

221.5 Members were presented with provisional costings for an Art Swan Trail which had been suggested at the last meeting. Members noted the costings and suggested that the Traders Association present a report and bring it back to the August meeting with a full list of sponsors.

ACTION TRADERS ASSOCIATION

222/10 Markets

222.1 Market report

Members noted a full report on the end of year figures.

The re-launch of the Winslow Farmers' Market on the first Sunday of the month had had a direct impact the Buckingham Farmers' market, which is held on the first Tuesday of each month. It was noted that the majority of dates for the Winslow market would fall before the Buckingham one. Members heard reports that traders were attending the Winslow market, selling out of stock, and could not attend Buckingham so soon afterwards. **CLERK** to research strategies to attract new traders to Buckingham and re-launch the Farmers Market. Councillors also requested that the Charter document be checked to see if re-locating the market would help.

ACTION DEPUTY TOWN CLERK

222.2 Parking Permits.

Members heard that a meeting between Cllrs. Smith and Stuchbury, the Town Clerk and Jon McGinty had taken place and they were disappointed that written confirmation still had not been received regarding parking permits for market traders. Members agreed to allow the rest of July to elapse for a written response. Members heard that Flea Market Traders would also qualify for permits and approximately 30 permits would be needed, employing marked bays as necessary. Members were concerned that the request had not been documented, but were assured that the subject had been minuted in TC&E minutes and also in the Business Partnership Minutes. Councillors asked when the date for charges to commence was, but were told that this still had not been confirmed.

Proposed by Cllr. Isham, seconded by Cllr. Newell, and **AGREED** unanimously to write to Mr. Steve Harding at the beginning of August to push the matter forward.

ACTION CLLRS. STUCHBURY, SMITH AND DEPUTY TOWN CLERK

222.3 Information was **NOTED** on the current bookings of the charity stalls for the market:

- 10th July The Natural Horse Centre
- 10th August PACT Fostering

Members heard that that the charity booking for the 10th July had been postponed to the 17th July as the organisation had approached AVDC to request a licence to collect for the charity on the 10th July and were told that a licence had already been issued to another charity for collecting on this day in Buckingham; they do not permit two on the same day. Members wondered if a licence for a charity to collect on the Street Market would be necessary, and asked that the Clerk clarify this point, and consult the Market Charter. **AGREED** that AVDC Licensing Department then be contacted with the information.

ACTION DEPUTY TOWN CLERK

223/10 **Tree Planting, Hanging Baskets and Buckingham in Bloom**

223.1 Buckingham in Bloom

A draft press release was circulated at the meeting regarding the Buckingham in Bloom Competition.

223.2 Hanging Baskets

Members heard that the baskets had been hanging for at least four weeks and that they were a welcome addition to the town. There had been problems with some of the baskets as the weather had been very hot and dry. Mr Lee Phillips, the Green Spaces Manager had suggested dunking them in a reservoir of water to help them recover and this had proved to be successful.

Ms. Lightfoot expressed a desire to have the option of a hanging basket next year, Members suggested that a new mailing list be compiled next year, which would also include the Old Gaol.

223.3 Members noted a report by the Green Spaces Manager with suggestions for successional planting at the Welcome to Buckingham signs around the town. Members were concerned that no costings were supplied, but a recommendation for planted borders rather than bulbs was noted.

Proposed by Cllr. Smith, seconded by Cllr. Isham, and **AGREED** five votes to three with one abstention, to approach the Green Spaces Manager to prepare costings for the areas to be planted.

ACTION GREEN SPACES MANAGER

224/10 Budgets

224.1 Earmarked reserves.

The report circulated with the agenda was noted. Members were asked to note that it would be the intention of the Committee that funds would be used this financial year.

Recommendation to split the budget for the Circular Walk into three sections to be referred to the Full Council agenda.

224.2 Committee Budgets

The report circulated with the agenda was noted.

225/10 Festival Fortnight

Members expressed concern at the need to produce two brochures as they considered it to be confusing to the reader. Members were reminded that as per minute number 934/09 of the Full Council the Town Centre and Events Committee had been given designated authority to organise the Festival Fortnight due to the withdrawal of funding from AVDC and short timescale.

Councillors requested that next year the Buckingham Summer Festival be approached to integrate the two weeks, bearing in mind the trust conditions may not allow this.

Members were unhappy at the level of acknowledgement of the Town Council's funding contribution to the Buckingham Summer Festival.

Proposed by Cllr. Smith, seconded by Cllr. Whyte and **AGREED** unanimously that the Buckingham Summer Festival be approached to attend a meeting to discuss the way forward and ensure its continued support by the Town Council.

ACTION DEPUTY TOWN CLERK

226/10 Event Reviews

226.1 Music in the Market – 30th May

Members heard that the 10th Music in the Market had gone well. After the late arrival of the large wheeled bins had been dealt with the event had gone smoothly.

The validity of ordering an extra bin from AVDC had been proved and Members noted that an additional bin had also been requested for Band Jam.

Mr. R. & Mrs. L. Watkins had stepped down from the organisation of this event and Members felt it would be prudent for the Clerk to investigate and make contact with their successors.

ACTION DEPUTY TOWN CLERK

226.2 Path Walking Event – 18th/19th June

Cllr. Hirons reported that the event had been a success, though volunteers had been hard to find due to the need to postpone the event to clarify details. Mr. Noel Wynder, of the Walking for Wellbeing group, had offered to take the remaining maps and complete them.

Members had received a letter, previously circulated with the agenda, from Mr. Peter Bowtell, the Chairman of Buckingham & District Walking Group. Members noted that he made valid points which included the fact that the paths were frequently checked by other organisations and thus the need for the exercise to be repeated might be unnecessary.

Members suggested that it would be a good idea to contact the various walking groups to encourage co-operation with each other in such events.

ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK

226.3 Teddy Bear's Picnic – 27th June

Members had dealt with this matter earlier in the meeting (221.1).

Ms Lightfoot left the meeting

227/10 Forthcoming Events

227.1 Band Jam 29th August

Members heard that the band line up for this year had not yet been received by the Clerk. Risk assessments would be carried out on the day.

227.2 River Rinse 12th September/10th October

Members discussed the locations for these events and suggested that the stretch of river near Chandos Park had concerns and would be a good location for one of the River Rinse events. The stretch of river for the second River Rinse was still to be identified by Cllr. Bloomfield.

Members heard that there had been a good turnout of helpers last year, but this year the Old Gaol would be hosting a Heritage Weekend which may deplete numbers slightly.

Cllr. O'Donoghue offered to ask members of the Youth Club for help and would report back to the Committee.

ACTION CLLRS. O'DONOGHUE/BLOOMFIELD/DEPUTY TOWN CLERK

227.3 Local Democracy Week

The Chairman reported that there had been a need to change the date for this event to Friday 22nd October, to allow Mr. John Bercow's involvement. Cllrs. O'Donoghue, Stuchbury and the Town Mayor would be in attendance. The small hall in the Buckingham Community Centre had been booked and the event would take place between 2pm and 3pm.

Councillors had been invited take part; Cllr. O'Donoghue expressed an interest in doing so.

ACTION CLLRS. STUCHBURY/O'DONOGHUE/DEPUTY TOWN CLERK

227.4 Bonfire and Fireworks – 6th November

Members heard that minor details are still to be arranged, but the planning was proceeding well.

ACTION CLLR. MAHI/DEPUTY TOWN CLERK

227.5 Charter Fair 16th & 23rd October, Remembrance Parade 14th November and Christmas Parade 11th December.

Members were asked to agree for the Clerk to arrange a meeting with all interested parties in these events.

Members felt that Mr Colin Armstrong, from the Royal British Legion should be invited to a separate meeting, Cllrs. Smith, Mahi, Stuchbury and Newell would be in attendance. Members felt that a letter to the Chairman of the Royal British Legion to invite him/her along would be advisable.

ACTION DEPUTY TOWN CLERK

228/10 Tourist Information Centre

228.1 (94.1) Maintenance work to the Old Gaol

An email from Mr. Warren Whyte had been circulated with the agenda.

Members noted that Bucks County Council had amended the Road Closure Order to state Access Only to Market Hill.

Mr. Whyte felt that clarification had been self explanatory and works would be completed two weeks from the date of commencement, 1st August 2010.

Cllr. Newell left the meeting

Members discussed the use of Charter Fair signs and the practicalities of using the Charter Fair signs to enforce the Road Closure. Mr. Whyte asked Members for permission to use the Advance Warning Signs which are placed on the bypass and warn of the town centre closure. Members expressed concerned that it may not be possible to adapt the signs for use in this case, but this would be looked into.

Members **AGREED** unanimously that, in the interest of good relations, this could be paid for using monies from 301/4078 New Signs to a maximum of £100. Should the cost be in excess of this, the Chairman and Clerk would liaise to agree a sum.

ACTION DEPUTY TOWN CLERK

228.2 To hear reports of any matters arising and discuss any action.

Members heard that The Old Gaol Museum and TIC were considering opening on Sundays for a trial period.

228.3 Councillors noted that a meeting between Mr Jon McGinty and Cllrs. Smith and Stuchbury had taken place.

Members heard that the Town Council had not yet taken over, as AVDC still had a Partnership Service Agreement until the end of September. Trustees were also waiting to hear whether AVDC would relinquish the lease to Buckingham Heritage Trust, given that they were paying £5000pa in respect of Keepers Cottage (which houses the TIC) and only receiving £3000pa rent from Thames Valley Police in respect of the Police Office. To retain the lease would therefore cost them £2000pa for premises in which they no longer had an interest.

Members agreed that when the Town Council secures the lease, the Plaque which states the support of AVDC should be replaced with one from the Town Council. Clerk to measure and seek quotes for a replacement.

ACTION DEPUTY TOWN CLERK

229/10 Youth Council

229.1 Members heard that although The Buckingham School and the Royal Latin School had agreed to take part in the establishment of a Buckingham Youth Council, it had been difficult to visit the schools and meet appropriate staff. Mr. John Bercow MP had offered support for the project and Cllr. Mordue had expressed a wish to become involved.

A draft of the Terms of Reference would be reviewed at the next meeting - Members were reminded that the Town Clerk had drafted this document when the project had been pursued previously. This could be referred to Full Council for agreement and recommendations before setting a budget.

Members recommended that the budget for the Youth Council be set at a reasonable sum and research into similar sized towns, with established Youth Councils, would be used as guidance before setting a budget. Cllr. O'Donoghue would be happy to carry out research and report back to the Committee.

ACTION CLLRS. STUCHBURY, MORDUE/O'DONOGHUE/DEPUTY TOWN CLERK

230/10 Youth Project

230.1 Cllr. O'Donoghue reported that the proposed film provision for young people had run into difficulties as Mr. Mark Gadd had informed Cllr. O'Donoghue that the film chosen to target young people, Iron Man, would be no longer available to the Film Place as its popularity in the cinema meant that it would be retained longer than expected.

Members heard that Cllr. O'Donoghue sought to use an already established account on the social networking site Facebook to canvas young people and ask for suggestions for the film choice. Members agreed that this would be a valuable course of action.

ACTION CLLR O'DONOGHUE/DEPUTY TOWN CLERK

230.2 Members heard that the proposed Football Coaching discussed at the last TC&E meeting had proved to be very expensive when the cost of qualified coaches had been taken into account.

Cllr. O'Donoghue suggested that a football pitch be hired by the Town Council and advertised for use by young people.

Cllr. Mordue left the meeting

Members suggested that The Buckingham School and the Royal Latin School's football coaches be approached with the suggestion of providing the coaching. The Chairman also suggested contacting the Head Boy at The Buckingham School as he coaches football for the school.

ACTION CLLR. O'DONOGHUE/DEPUTY TOWN CLERK

231/10 Signpost Agreement

Members noted a draft agreement to erect the finger post in the corner of the Cornwalls Meadow Car Park. Members **AGREED** that the agreement be signed and returned to Mrs. Harriet Siggers, Legal Assistant at AVDC.

ACTION DEPUTY TOWN CLERK

232/10 Correspondence

Cllrs. Smith and Whyte declared an interest in the next agenda item as they are trustees.

232.1 Members discussed a letter received from Mr. Mike Smith of the Heritage Trust in response to a letter requesting permission to erect an electricity feeder pillar outside the Old Gaol.

The letter granted permission to place the feeder pillar, though caution was advised as to the location. Members agreed to allow the Clerk to pursue a meeting with Town Council officers, Heritage Trust Members and the Museum/TIC manager in order to agree a location for the feeder pillar.

ACTION DEPUTY TOWN CLERK

232.2 To receive information on a town guide which could promote businesses in Buckingham.

The contents were noted and rejected though Members requested that the information be kept on file for reference should a town map be required in the future.

ACTION DEPUTY TOWN CLERK

232.3 To receive a request from the Buckingham Ladies Circle and Buckingham Round Table regarding a 10km Fun Run on the morning of Sunday 17th October 2010 and agree any action

Members noted that giving permission for the Fun Run to take place was not the responsibility of the Town Council. Members agreed that the Clerk deal with the request appropriately.

ACTION DEPUTY TOWN CLERK

232.4 To receive a letter from Mr Peter Bowtell, Chairman of the Buckingham and District Walking Club and agree any action.

Members felt that the matter had been dealt with under minute number 226.2.

233/10 News releases

AGREED that Cllr. O'Donoghue issue a press release regarding the film provision and football coaching.

ACTION CLLR. O'DONOGHUE

AGREED that the Deputy Town Clerk issue a press release regarding talks with the Old Gaol regarding plans to handover support of the Tourist Information Centre to the Town Council.

ACTION DEPUTY TOWN CLERK

AGREED that the Deputy Town Clerk issue a press release regarding the Local Democracy Week event.

ACTION DEPUTY TOWN CLERK

234/10 Chairman's Items

There were no Chairman's Items.

235/10 Date of the next meeting:

Tuesday 31st August 2010

Meeting closed at 21.55pm

Signed Date
Chairman