

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Tuesday 31<sup>st</sup> August 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. H. Cadd  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. A. Mahi  
Cllr. H. Mordue  
Cllr. Mrs. L. O'Donoghue  
Cllr. M. Smith  
Cllr. R. Stuchbury  
Cllr. W. Whyte  
In attendance Cllr. Mrs. G. Collins  
Cllr. P. Collins

Town Mayor  
Chairman

Mrs. A. Simonds Deputy Town Clerk

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

#### **340/10 Apologies for Absence**

Apologies were received and accepted from Cllrs. Ms. R. Newell and Mrs. P. Stevens.

#### **341/10 Declarations of Interest**

Cllrs. Bloomfield, Smith and Whyte declared an interest in agenda item 12 as they are Trustees.

#### **342/10 Minutes**

The minutes of the Meetings held on Monday 12<sup>th</sup> July and Monday 26<sup>th</sup> July ratified at Full Council on 9<sup>th</sup> August 2010 were received and accepted.

#### **343/10 Action List**

343.1 Pancake Race – Members heard that Cllr. Bloomfield would be presenting a proposal regarding next year's event at the next Town Centre and Events Committee Meeting.

343.2 Old Gaol Feeder Pillar – Members heard that the Feeder Pillar would be installed as soon as Eon had scheduled the works to commence.

**344/10 Traders' Association**

Ms. Lightfoot gave a verbal report:

Planning for the Christmas event on 5<sup>th</sup> December had been progressing well. Traders had included Fire eaters, Line Dancing, Morris Dancing and a children's fair ride, the location of which had still to be confirmed. Ms Lightfoot had hoped to place the ride on the area outside Waitrose, but issues with rights of way and land ownership may prevent this.

Ms Lightfoot requested help to identify a location close to the event itself and Councillors suggested the Library Car Park or the Verney Close Surgery Car Park. Ms Lightfoot was advised by Members to approach Bucks. County Council or Verney Close Surgery regarding this issue. Councillors also enquired about power for the ride and suggested that the ride owner provide a generator for this purpose.

Ms. Lightfoot had approached various restaurants in the town to take part in the event and had a positive response.

Members suggested contacting the Town Crier to attend the event and enquired as to whether the Town Mayor had been invited; Ms. Lightfoot requested help from the Town Council to make contact with the Town Crier and would formally invite the Mayor.

Ms. Lightfoot reported progress on the proposed Swan Art Trail in Buckingham. Members heard that Mr. Mike Foster of the Traders' Association had approached a number of local businesses for sponsorship and had eight interested parties so far. Mr. Foster would also seek national sponsors.

Members enquired as to permission from landowners regarding the placement of the swans; this may be between three land owners AVDC, BCC and the Town Council. Cllr. Stuchbury suggested that it would be advisable to obtain permission in principle to avoid the case of obtaining support for the project and not permission. Ms Lightfoot was advised to apply to the Environment and Property Committee as soon as possible.

Ms. Lightfoot had reported that she had received a number of complaints regarding the new layout of the Cornwalls Meadow Car Park. She stated that traders had reported insufficient signage to warn users of the car park that the layout had changed. Changes to the car park had been badly planned and the speed bumps had exacerbated the situation.

Ms. Lightfoot heard from Members that the agreement when consultation took place with the Town Council had been to remove the speed bumps which has not yet taken place. Members heard that at some point during the week three out of five of the ticket machines were not working, which caused a problem for car park users. Members agreed that the whole implementation of the parking charges and the changes to the layout of the car park had been badly managed and implemented and AVDC would be urgently reminded that the agreed changes which were part of the public consultation, such as removal of the speed bumps, were still to be carried out.

*Cllrs. Mrs. G. Collins and Mr. P. Collins joined the meeting*

Members heard that the safety barrier on the Zebra Crossing on Bridge Street had become unsafe. The barrier had been hit numerous times by vehicles and was leaning quite badly and was causing an obstruction to children's buggies, wheelchairs and invalid carriages. The damaged bollard had been removed with no information regarding its replacement.

Members **AGREED** that the Clerk write a letter to AVDC regarding the car park issues and a letter to Highways regarding the urgent solution to the problems of the safety barrier in Bridge Street.

**ACTION THE COMMITTEE CLERK**

Ms. Lightfoot enquired about the provision of parking reserved for Market Traders in the Cornwalls Meadow Car Park.

Members heard that Mr Darren Kimber, Chairman of the Traders' Association, had noticed that despite the market traders being allocated permits to park in the long stay section of the car park on Tuesdays and Saturdays, spaces were still free and did not appear to be available to shop traders if market traders had not occupied them by 7.30am. Members assured Ms. Lightfoot that although AVDC were informed about the issues that had arisen; AVDC are responsible for any arrangements regarding the Cornwalls Meadow Car Park and would be asked to clarify this position.

**ACTION DEPUTY TOWN CLERK/TRADERS' ASSOCIATION**

**345/10 Markets**

345.1 To note a letter from Mr. Geoff Geen requesting permission to trade on the Tuesday Street Market.

Members agreed that the Street Market is a free trade market and Mr. Geen is free to trade on the Tuesday Street Market.

*Cllr. A. Mahi joined the meeting*

345.2 Market report

Members received a report outlining the status of the Flea Market and Street Market regarding the booking of casual stalls and the collection of rent.

The report outlined a problem with casual stall bookings on the Flea Market. As both Town Council staff and Mrs. Carol Moore, the Flea Market supervisor, had been booking stalls, this had led to an over-subscription of Flea Market spaces.

Members agreed that duality of booking casuals would be solved by handing the booking of casual traders onto the market to Mrs. Moore, as she had a better idea of the space she had available.

Members were concerned that the lack of information available to potential flea market traders could be resolved by an information board placed in the Cattle Pen area which gave information on points of contact for the flea market.

**ACTION DEPUTY TOWN CLERK**

345.3 Parking Permits.

Members noted that Parking Permits had been received and distributed amongst Market Traders and Flea Market regulars. These were only applicable in the marked bays on market days.

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

- 4<sup>th</sup> September Church Fete Raffle
- 11<sup>th</sup> September Buckingham Canal Society
- 18<sup>th</sup> September Headway (AV)

**ACTION DEPUTY TOWN CLERK**

### **346/10 Tree Planting, Hanging Baskets and Buckingham in Bloom**

#### 346.1 Buckingham in Bloom

Members heard that the Schools category and the Town category had been judged. The Children's Sunflower category would be judged on 1<sup>st</sup> September and the Deputy Town Clerk and the Green Spaces Manager had been waiting to hear from Mr. Darren Kimber, Manager of Waitrose for a date for the presentation.

#### 346.2 Hanging Baskets

Cllr. Bloomfield requested this report be deferred until the hanging baskets had been taken down and the growing season was over.

Members agreed that the Deputy Town Clerk bring back options for next year's baskets to the next meeting.

**OCTOBER AGENDA**

346.3 Members noted a report by the Green Spaces Manager with suggestions for planting at the Welcome to Buckingham signs around the town. Members requested that the project be put out to competitive tender due to the expenditure. Councillors also heard that permission would also need to be sought for the work to commence which would take into account liability, and requested that pictures of the proposed plants to be used are supplied with the quotations.

Members **AGREED** that this project be funded by money from 901/9014 in earmarked reserves.

**ACTION GREEN SPACES MANAGER**

### **347/10 Budgets**

#### 347.1 Earmarked reserves.

The report circulated with the agenda was noted. Councillors also noted that the Circular Walk budget had not been split into three sections as agreed at the last meeting and requested that this be referred to Full Council as soon as possible.

#### 224.2 Committee Budgets

The report circulated with the agenda was noted.

### **348/10 Festival Fortnight**

348.1 Members noted the cost of the Festival Fortnight and noted that a payment to the Oxford Fiddle Group would need to be added. Members heard that the cost for this year had been relatively low.

348.2 Members heard that a meeting with Councillors, Town Council Officers, and Mrs. C. Higgins and Mr. R. Secret from the Buckingham Summer Festival, took place on 13<sup>th</sup> August and had gone well. BSF accepted the points that the Town Council had made regarding the lack of acknowledgement to the Town Council when the level of funding had been considered and apologised for this.

It was agreed at the meeting that the name Buckingham Festival Fortnight no longer be used as AVDC no longer contribute funding. It was also agreed that should the two weeks remain together the two organisations would liaise to produce one brochure. A suggestion to separate the two weeks completely would be considered. Members requested that a small working group be formed to make decisions on next year's festival to ensure speedy decisions on the organisation of the event. Members **AGREED** that Cllrs. Mordue, Stuchbury, Smith, Bloomfield and the Deputy Town Clerk make up the working group.

**ACTION DEPUTY TOWN CLERK**

### **349/10 Event Reviews**

349.1 Festival Fortnight 3<sup>rd</sup> – 18<sup>th</sup> July

Members felt this event had been dealt with under minute number 348.1

349.2 Bandjam – 29<sup>th</sup> August

Members heard that the event went well and the weather had been good. Support for the event from local businesses had been well received and the event passed without any trouble. Thank-you letters would be sent to businesses after liaising with Mr. Colin Saunders and Mr. Sean Allen, the event organisers.

Members thanked Town Council staff and Cllrs. Bloomfield and Mahi for their support and help in litter clearing after the event.

Members heard that it may be advisable to request four bins the event next year as all three bins had been filled.

**ACTION DEPUTY TOWN CLERK**

### **35010 Forthcoming Events**

350.1 River Rinse 12<sup>th</sup> September/10<sup>th</sup> October

Members discussed the locations for these events and noted that one site (the stretch of river near Chandos Park) had been decided at the previous meeting (minute number 227.2). The stretch of river for the second River Rinse was identified as Lords Bridge to Fishers Field.

Members were reminded that the Old Gaol would be hosting a Heritage Weekend which may deplete volunteers slightly.

Cllr. O'Donoghue offered to be lead Councillor for the 12<sup>th</sup> September as Cllr. Bloomfield could not attend on this date.

Cllr. Bloomfield would be lead Councillor for the 10<sup>th</sup> October.

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

350.2 Local Democracy Week 22<sup>nd</sup> October

The Chairman reported that apart from a change to the date for this event there was nothing more to report. Further details would be available nearer the time. Members felt that this event is a Youth Project and should be treated as such.

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

350.3 Bonfire and Fireworks – 6<sup>th</sup> November

Cllr. Mahi reported that plans for this event had been proceeding well. Members were reminded that last year the Air Cadets and the Sealed Knot were not supplied with food and Cllr. Mahi requested that money is given to the Guides, who were providing the Barbecue for the event.

Members also requested that the grass in Bourton Park is cut before the event

**ACTION CLLR. MAHI/DEPUTY TOWN CLERK**

350. 4 Remembrance Parade – 14<sup>th</sup> November

Members noted the date of a meeting between Councillors, Town Council Staff and Members of the Royal British Legion regarding this event as 20<sup>th</sup> September 2010.

Councillors suggested that Rev. Will Pearson-Gee is invited to attend the meeting and due to the large numbers that the meeting is held at St. Peter & St. Paul's Church.

**ACTION CLLR. MAHI/DEPUTY TOWN CLERK**

350.5 Charter Fair 16<sup>th</sup> & 23<sup>rd</sup> October and Christmas Parade 11<sup>th</sup> December.

Members heard that a meeting had been arranged with interested parties of these events on 14<sup>th</sup> September.

Cllrs. Isham, Smith, Cadd, Hirons and Bloomfield volunteered to man barriers at the Charter Fair events.

**ACTION DEPUTY TOWN CLERK**

## **351/10      Tourist Information Centre**

351.2 Members **AGREED** that a meeting is arranged between the Town Clerk and the representatives of the Buckingham Heritage Trust to discuss how and when funding will begin.

Members felt that the initial meeting should be between the Trust representatives and the Financial Officer of the Town Council to decide the financial arrangements. Members would then be invited to join negotiations.

Members heard that funding from the Town Council will follow on from AVDC's funding which is currently paid quarterly. It will be important that the Service Level Agreement is drawn up and agreed before the transfer is made.

**ACTION TOWN CLERK/DEPUTY TOWN CLERK**

351.3 Members noted a quotation for the replacement of the plaque in the TIC which currently records support from AVDC.

The quotation was for a replacement brass plaque; Members felt that a steel effect plaque would be more in keeping with the signs already installed at the Old Gaol and requested that another company provide a quotation.

Councillors suggested the wording on the plaque to read as follows:

(Buckingham Town Council Logo)  
**Buckingham Tourist Information Centre**  
Supported by  
Buckingham Town Council  
2010

Proposed by Cllr. Mordue seconded by Cllr. Hirons and **AGREED** that a plaque be purchased up to a maximum of £120.00 to be paid from 301/4214 and recommends that the wording be referred to Full Council for approval.

**ACTION DEPUTY TOWN CLERK**

**352/10 Youth Council**

352.1 Members noted an email from Ms Emma Payne regarding the level of funding to the Youth Council that has been set up by Harpenden Town Council. Members felt that the funding level of funding that Harpenden had quoted may be too high for the first year and a more appropriate level is set; to include set up fees and any legal requirements that may arise.

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

**353/10 Youth Project**

353.1 Cllr. O'Donoghue reported that the proposed film provision for young people had been planned for the Autumn half term.

Cllr. O'Donoghue would report on the progress of this project at the next meeting.

**ACTION CLLR O'DONOGHUE/DEPUTY TOWN CLERK**

**353.2 Youth Drama/Dance Project**

Members heard that the communication problems that The Buckingham School and the Royal Latin School had experienced had been resolved and that both schools would be working closely together in the future.

A meeting would be arranged between the two schools and Cllr. Stuchbury and the Deputy Town Clerk to plan for next year's event; which takes into account the suggestion that there be a clear instruction on the type of performance expected.

**ACTION DEPUTY TOWN CLERK**

**354/10 Best Kept Village**

Members noted the score sheet for the competition.

**355/10 Christmas Lights**

355.1 Members discussed the proposed provision for Christmas Lights in Buckingham.

Members enquired as to whether the proposals took into account the lights already existing in the town. Members felt that the idea of hiring the lights was good, but felt that more care should be taken to ensure that the lights fit in with the style of the town and a small working group be formed to look at the lights for next year.

Cllrs. Bloomfield, O'Donoghue, Smith, Whyte, Mrs. G. Collins, Mahi and the Deputy Town Clerk would make up the working group and would ensure the lights met the standards required by the Town Council, with at least three quotations sought. Cllr. Mrs. G. Collins would Chair the meeting as she is not a member of the Town Centre and Events Committee and cannot vote. Ms. Lightfoot would take part in the group and attend meetings. Cllr. Stuchbury would be ex – officio on the group.

Councillors extended their thanks to staff at the Town Council for the efforts they had made so far.

Proposed by Cllr. Isham, seconded by Cllr. Smith and **CARRIED** by 6 votes to carry the monies forward to Earmarked Reserves for 2011/12.

355.2 Councillors noted that the Pealights in the Old Cattle Pens area are working.

#### **356/10 Correspondence**

356.1 Members discussed a letter received from Cllr. Mike Smith regarding a proposal from the MK Dons to hold a “Buckingham Big Day” on 4<sup>th</sup> December.

356.2 Councillors noted a letter of thanks from The Buckingham School for the Town Council's support of their Anniversary Celebrations.

**ACTION DEPUTY TOWN CLERK**

#### **357/10 Town Centre and Events Committee Meeting 18<sup>th</sup> October 2010**

Members noted that the next Town Centre and Events Committee Meeting will be held in ADRB1 (the building behind the Masons Building).

#### **358/10 News releases**

**AGREED** that a press release is issued regarding Band Jam.

**ACTION DEPUTY TOWN CLERK**

**AGREED** that the Deputy Town Clerk issue a press release regarding talks with the Old Gaol regarding plans to hand over 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 Bridge Street corner Safety Barrier.

**ACTION DEPUTY TOWN CLERK**

#### **359/10 Chairman's Items**

Members noted an email received from Fiona Broadbent of Simply Walk requesting an opportunity to speak to the Committee though it was not made clear from the email whether this would be a request for a donation. Members **AGREED** that a



response should be sent inviting the Buckingham branch of this organisation to submit a grant application and to thank Mrs Broadbent for having brought this to Councillors attention.

**ACTION DEPUTY TOWN CLERK**

**360/10      Date of the next meeting:**

Monday 18<sup>th</sup> October 2010

**361/10      Committee in private Session**

**RESOLVED** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

**362/10      Market Toby**

Meeting closed at 21.57pm

Signed ..... Date .....  
Chairman