

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 18<sup>th</sup> October 2010** at 7 p.m. in **Room ADRB1 in the Rothschild's 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. L. O'Donoghue  
Cllr. M. Smith - Town Mayor  
Cllr. R. Stuchbury - Chairman  
Cllr. W. Whyte

Clerk to the meeting Mrs. A. Simonds Deputy Town Clerk

**477/10 Apologies for Absence**

Apologies were received and accepted from Cllrs. Bloomfield, Ms. Newell and Mrs. P. Stevens. Mrs T. Lightfoot of the Traders Association also sent her apologies

**478/10 Declarations of Interest**

Cllrs. Smith and Whyte declared a prejudicial interest in agenda item 14 as they are Trustees.

**479/10 Minutes**

The minutes of the meetings held on Tuesday 31<sup>st</sup> August 2010 ratified at Full Council on 27<sup>th</sup> September 2010 were received and accepted.

**480/10 Action List**

356.1 Christmas Lights:

Members noted that the working group would meet when the existing Christmas Lights were up.

**ACTION DEPUTY TOWN CLERK**

**481/10 Markets**

481.1 To hear a report on how the Parking Charges are affecting the markets.

Members discussed whether negotiations could be opened with Steve Harding at AVDC to allow free parking for Market Traders on Market days. Another suggestion had been for the Town Council to pay the charges on behalf of the market traders, but this could cause a problem with shop owners.

Members discussed the problem with the Farmers' Market and the low attendance of traders. Members suggested that the Deputy Town Clerk take time over the winter, when the markets would be quiet, to form a strategy to boost this market and bring it to the Committee when prepared.

**AGREED** that the Deputy Town Clerk research with other Councils to get an idea of how they handle parking for market traders.

**ACTION DEPUTY TOWN CLERK**

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

- 26<sup>th</sup> October Hospice Lottery partnership
- 27<sup>th</sup> November Buckingham Evangelical Church

#### **482/10 Tree Planting, Hanging Baskets and Buckingham in Bloom**

482.1 Buckingham in Bloom

Members heard a verbal report from the Clerk regarding Buckingham in Bloom; the prizes had been presented by the Town Mayor, Cllr. Mike Smith, and Mr Darren Kimber, Manager of Waitrose.

Members asked that Waitrose be approached to enquire if the sponsorship for this event could be repeated

**ACTION DEPUTY TOWN CLERK**

482.2 Hanging Baskets

The Deputy Town Clerk reported that the hanging baskets had been taken down as the growing season was over. It was understood that Mr. Lee Phillips had taken the baskets apart in the hope that he would discover why the baskets had not performed as well this year. The plants had very good root system and therefore the reason for the poor performance was not clear.

482.3 Members noted a report by the Green Spaces Manager with costings and plant choices for bedding at the Welcome to Buckingham Signs.

Members discussed the quotations and **AGREED** that the quotation from Coblands Nurseries be accepted and that the Green Spaces Manager be instructed to order the plants.

**ACTION GREEN SPACES MANAGER**

#### **Clerks Note:**

*Labour for this project will be sourced in house and the Green Spaces Manager would be instructed to programme the works to commence.*

*Cllr. Mordue left the meeting.*

#### **483/10 Budgets**

483.1 Committee Budgets.

The report circulated with the agenda was noted.

483.2 Earmarked reserves

The report circulated with the agenda was noted.

#### **484/10 Charter Fair 16<sup>th</sup> & 23<sup>rd</sup> October**

484.1 Charter Fair weekends.

Members heard a report from the Chairman on the first weekend, recommendations for the second weekend, and an appeal for additional Councillor Volunteers.

The Chairman reported that the first weekend had gone smoothly with minimal problems. There had been two cars that needed to be towed, but one had been rescued by the driver before it had been removed. Safety checks were carried out by the Chairman and the Deputy Town Clerk. Issues with parked cars outside Prezzo restaurant were raised which the police were reluctant to deal with and this would be discussed in the Charter Fair de-brief meeting.

Cllrs. Isham, Try, Cadd, and Newell would be available to help on the day. Cllr. Smith would be attending if he was available.

Cllr. Whyte expressed frustration that he had not received enough information regarding the opening of the Fair.

*Cllr. Whyte left the meeting at this point and rejoined during the following item.*

The Deputy Town Clerk would email Councillors the week before an event, which states the date, time and venue in order to avoid confusion and keep Councillors informed.

484.2 Free Parking for Charter Fair Weekends.

Members noted an email regarding free parking for the Charter Fair weekends.

Members heard that the Parking Meters had not been suspended as promised by AVDC and the Town Mayor had covered them himself with black plastic bags. Volunteers arrived shortly afterward and taped hand written notices to them, but some visitors had already purchased tickets. Mr. S. Harding had sent an email to Cllr. Smith which stated that these tickets would be refunded on production of the ticket. The Deputy Town Clerk would contact Mr. Harding to ascertain the claim procedure.

**ACTION DEPUTY TOWN CLERK**

484.3 Charter Fair Contract.

Members received the current Charter Fair contract with Nichols Amusements which expires in 2011 and discussed renewal options for the new contract.,.

It was **AGREED** that the new contract project an annual increase in line with RPI (Retail Prices Index) which fluctuates around 3%. It was noted by the Chairman that the rent paid by Mr. Marshall Nichols should be paid into a budget in Charter Fair with the heading "Fair Maintenance" in order to cost expenses to it correctly.

**ACTION ACCOUNTS ASSISTANT**

#### **Clerks note:**

*The Chairman had asked Mr. Marshall Nichols had that his son, Mr. William Nichols, be included on the new contract as he will succeed Mr. Marshall Nichols in the event that he retires.*

#### **485/10 Christmas Tree**

Councillors received a verbal report from the Clerk re a response from AVDC to a letter sent by Buckingham Town Council requesting funding instead of the usual tree.

Members heard that AVDC would be willing to donate £1,600.00 instead of the usual tree. It was felt that this would be a one-off payment and the Town Council would be expected to fund the tree thereafter. The Town Clerk had judged that it was too close to the cut off date for the tree to be arranged to make an informed decision. Councillors **AGREED** that this had been the correct decision.

As this item was generated by a request from the BTA, Members felt that the Traders Association should be informed of the decision.

**ACTION DEPUTY TOWN CLERK**

**486/10 Free Parking on Saturdays in December**

Members had been circulated with an email regarding free parking in the Cornwalls Meadow Car Park in the pre-Christmas period.

Mrs. Lisa Edwards, Parking Services, offered three Saturdays in December on which parking would be free, which included the Saturday of the Christmas Parade. She also offered one free weekday afternoon/evening beginning 15<sup>th</sup> November 2010.

Councillors **AGREED** that Tuesday would be the preferred day, as this was market day and might boost trade for the market.

**ACTION DEPUTY TOWN CLERK**

**487/10 Traders Association**

As Ms. Lightfoot had given her apologies, Members noted the minutes from a meeting of the Traders Association on 11<sup>th</sup> October 2010. which detailed plans for the Buckingham Traders Association Christmas Event to be held on 5<sup>th</sup> December.

Members enquired as to whether the BTA had obtained permission to place the Rockhopper Trailer in the area specified in the minutes, as there are parking restrictions in this area. Members **AGREED** Mrs. Lightfoot would be contacted regarding this issue.

**ACTION DEPUTY TOWN CLERK**

**488/10 Forthcoming Events**

**488.1 Bonfire and Fireworks – 6<sup>th</sup> November**

Cllr. Mahi reported that plans for this event had been proceeding well. The Army Cadets had finally been contacted after the breakdown in communication with the change of command and their participation had been confirmed. Cllr. Mahi stated that there would be a stall selling popcorn and candyfloss; the stall holder would make a contribution to the Town Council.

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

**488. 2 Remembrance Parade – 14<sup>th</sup> November.**

Members received the notes from a meeting between Councillors, Town Council Staff and Members of the Royal British Legion on 20<sup>th</sup> September 2010.

Members heard that Mr. Colin Armstrong, Mr Peter Hay and Mr. Tom Howes had considered the problems encountered last year and have made plans to ensure that this year will run smoothly. Members from the RBL were told that the Road Closure did not begin early enough to remove parked cars and a letter had been written to Mr. Armstrong to emphasise the point. The Town Council had offered to provide barriers and cones to help prevent parked cars from parking in the area of the War Memorial; as yet the Deputy Town Clerk had not received a response. Cllr. P. Collins would be approached to help with the placement of the barriers and cones as Cllr. Hirons would be away.

Members heard that the RBL were planning to mark the area and hope that this would help direct the public into the areas either side of the War Memorial. Members **AGREED** that another letter be sent to Mr. Armstrong to enquire whether the details discussed at the meeting had been dealt with.

**ACTION DEPUTY TOWN CLERK**

488.3 Christmas Light Switch on and Carol Service 27<sup>th</sup> November.

Members heard that the plans for this event were proceeding well. Donny and Mooey, the mascots from the MK Dons, would be switching the lights on and the band had been booked to supply the music. The Mayor's Chaplin, Mr Will Pearson - Gee had been asked to attend and give a short speech. Members noted that the event would start at 6pm to allow the market to be cleared.

**ACTION DEPUTY TOWN CLERK**

488.4 Christmas Parade 11<sup>th</sup> December.

Members received notes from a meeting that had been arranged with interested parties of this event on 14<sup>th</sup> September 2010.

The event would begin at 10am.

Mrs. Heywood had requested that the diversion be altered to keep traffic out of Addington Road and Sarah Davis (BCC Transportation) had offered to look into it, but this could not be facilitated without a significant charge to the parade organisers.

**ACTION DEPUTY TOWN CLERK**

#### **489/10 Event Reviews**

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

The Chairman made a verbal report. Members heard that the event was well attended by the public and that things had gone well. Councillors were encouraged to attend the events as the participating members of the public appreciated Councillors' presence.

The locations of the River Rinses could be better marked, as there had been attendees that had tried to join the second event, but had not been able to find the location. Members discussed the possibility that a map could be placed near the event which highlights the length of river being 'rinsed' and access points.

**ACTION DEPUTY TOWN CLERK**

489.2 Saturday Market Entertainment.

Members received a verbal report from the Chairman.

Members heard that the programme of events had gone well, but some events had not been appropriate for the purpose of supporting the market and this would be considered when planning for next year. The Chairman suggested that performers/artist etc. should be chosen carefully and it would be better if they were more self sufficient which would minimise Town Council staffing requirements.

**ACTION DEPUTY TOWN CLERK**

#### **490/10 Tourist Information Centre**

490.1 There were no matters arising from previous reports.

490.2 Members received notes from a meeting between the Town Clerk, Deputy Town Clerk and TIC representatives which had been circulated with the agenda.

Cllrs. Smith and Whyte expressed a concern that whilst the notes may be a true record of the meeting, the information contained in them was inaccurate.

Cllr. Smith went on to state that the meeting should have included himself or Cllr. Whyte as this would have made things clearer. The Heritage Trust had been mentioned as the recipient of funding and commission related to the sale of event tickets; this goes to Heritage Trust Enterprises Ltd. and not the Heritage Trust as stated in the notes of the meeting. Cllr. Smith went on to say that the accounts had been prepared, but they needed to go back to Heritage Trust Enterprises to be approved. The Chairman informed Cllr. Smith that the figures would be referred to the Finance & Administration Committee as this Committee had no relevant budget heading.

*The Chairman reminded Cllrs. Smith and Whyte that, as Trustees of the Heritage Trust they had declared an interest in this item.*

Cllr. Whyte recommended that another report be compiled that would include accurate figures.

*Cllr. O'Donoghue left the meeting briefly.*

The Chairman suggested that another meeting take place between the Town Clerk, the Deputy Town Clerk and TIC representatives at a time suitable for Town Council Officers in order to gain an accurate perspective of the issues regarding funding for Precept.

**ACTION TOWN CLERK/DEPUTY TOWN CLERK**

490.3 Members noted an additional quotation for the replacement of the plaque in the TIC which currently records support from AVDC.

Members discussed the design and **AGREED** that the Deputy Town Clerk purchase the plaque as per agenda item 14.3, appendix I; with the omission of the date.

**ACTION DEPUTY TOWN CLERK**

#### **491/10 Youth Council**

Members received a verbal report from Cllr. O'Donoghue regarding a preliminary meeting between interested parties from The Buckingham School, Cllr. O'Donoghue, the Deputy Town Clerk and Youth Development Officers from AVDC. Cllr. O'Donoghue reported that the meeting went well and representatives of the Buckingham School stated that enthusiasm for the project had grown amongst the students. She had been disappointed that the Royal Latin School had failed to attend the meeting despite confirming attendance.

Councillors expressed concerns that the silent Councillors and the Deputy Town Clerk would be in a position of trust with young people and that the appropriate CRB checks should be carried out to protect staff and Councillors. Cllr. O'Donoghue assured Members that Ms. Bottomley from AVDC had stated that the fees for the CRB checks could be waived as the Officers of the Town Council would be volunteers. The Chairman informed Members that in depth reports had been circulated previously.

Members **AGREED** that funds in 901/9013 be committed to this project which would cover the start up of the Youth Council and allow Youth Councillors to develop projects of their own.

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

**492/10 Youth Project**

492.1 Provision of a film for young people during the school holidays.  
Cllr. O'Donoghue reported that there had been no input from young people regarding the proposal.

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

492.2 Youth Drama/Dance Project

A meeting would be arranged between the two senior schools and Cllr. Stuchbury and the Deputy Town Clerk to plan for next year's event. There would be a clear instruction on the type of performance expected.

Members enquired as to whether the Youth Council could progress this event, but planning for next year needs to be undertaken this year .

The Deputy Town Clerk would approach the schools to set up a meeting to plan for next year's event.

**ACTION DEPUTY TOWN CLERK**

492.3 Local Democracy Week 22<sup>nd</sup> October 2010

Members heard that the event would take place on Friday 22<sup>nd</sup> October at 2pm in the Community Centre. Rt. Hon. John Bercow MP, the Speaker of the House of Commons, had been invited to facilitate the event. Students from the Buckingham School and the Royal Latin School would be attending. Cllr. Hiron stated that he would be in attendance to help if needed.

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

**493/10 Correspondence**

493.1 An email from Circus Ginnett requesting a venue to hold a circus style event had been circulated with the agenda.

Members discussed possible locations and ruled out Chandos Park as it would not be a suitable venue.

Members **AGREED** that the Deputy Town Clerk should make enquiries to ascertain space requirement and assess the possible damage to any area considered.

**ACTION DEPUTY TOWN CLERK**

**494/10 News releases**

Members **AGREED** that a press release be issued regarding the outcome of the Local Democracy Week event held on 22<sup>nd</sup> October 2010 at 2pm in the Community Centre.

**ACTION DEPUTY TOWN CLERK**

**495/10 Chairman's Items**

There were no Chairman's Items.

**496/10 Date of the next meeting:**

Monday 6<sup>th</sup> December 2010

Meeting closed at 21.53pm

Signed ..... Date .....

Chairman