

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 23rd January 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield
 Cllr. H. Cadd
 Cllr. P. Hirons
 Cllr. D. Isham
 Cllr. A. Mahi
 Cllr. L. O'Donoghue
 Cllr. M. Smith Town Mayor
 Cllr. R. Stuchbury Chairman
 Cllr. W. Whyte

Also attending: Cllr. H. Mordue
 Cllr. M. Try
 Cllr. A. Bradbury Buckingham Town Youth Council
 Cllr. J. Mayer Chairman, Buckingham Town Youth Council
 Cllr. Ms. H. Russell Vice Chairman, Buck. Town Youth Council
 Mr. I. Barham Bucks. 2012
 Mr. P. Black AVDC Leisure Services
 Mrs. R. Heywood Buckingham Christmas Parade
 Mr. S. Heywood Buckingham Christmas Parade
 Mrs. Jane Mordue Buckingham Twinning Association
 Mrs. A. Simonds Deputy Town Clerk
 Mrs. A. Brubaker Events Assistant

Committee Clerk: Mrs. K. McElligott

705/11 Apologies for Absence

Apologies were received and accepted from Cllr. Ms. R. Newell.

706/11 Declarations of Interest

There were no declarations of interest.

707/11 (573/11) Plans for the Olympics

Mr. Barham outlined the lead up to the Olympics and the events that were planned. On Monday 9th July the Torch Relay would pass through Buckingham at approximately 10.30am; there would be an associated convoy, and the relay of runners would come from Milton Keynes en route for Winslow, with a rolling road closure to minimise the impact on traffic. Each would carry the torch for approx.400m and the names of the runners would be announced next month. The information pack had guidance on the use of official logos.

As the day followed the Silverstone Grand Prix weekend, it was hoped to encourage visitors to stay on. Stowe was putting on walking and cycling events, and a triathlon that was already fully booked. All the schools in town were actively involved. The Twinning Association, Traders' Association, businesses and other groups could all take part. BucksSport was organising conventions for volunteers to supply stewards, etc. The town centre should be dressed (flags, bunting, flowers) to create a festive atmosphere and there would have to be crowd management barriers etc. in place.

A toolkit would be available on AVDC's website from the end of January with ideas on how to develop and tie in existing events. There would be a digital games competition for young people via Youth Clubs/coffee shops/BCC youth bus.

Four flames would converge on Stoke Mandeville from London, Cardiff, Belfast and Edinburgh to form the Paralympic torch; there would be an event in the stadium, and then a 24hour relay via the Hospital and Aylesbury town centre. They were working with Willpower and LOCOG on the event.

Existing schemes would be given an Olympic/Paralympic slant;

Theatre in the Villages: the Oxford Touring Theatre Company were working up a play about Dr. Guttmann and would be touring with it; Music in Quiet places would have an Olympic/Paralympic theme as would the Roald Dahl Festival. Dance groups across the Vale would be participating. The County Show would be tied into the Paralympics.

Members and Youth Councillors discussed contacts and activities with Mr. Barham. It was suggested that the many international groups represented at the University might like to participate, perhaps in national costumes. The Town Council owned barriers which could be put to use locally for crowd control, and had access to electricity supplies and an Entertainment licence for the town centre. The convenient facilities at the Athletic Football Club were pointed out, and the existence of the coach park.

Further information would be passed at officer level; another meeting could be arranged when the schools had been approached. Mr. Barham would supply a list of points which could be included at this stage in any press release.

ACTION MR BARHAM/BTC STAFF

Mr. Black & Mr. Barham were thanked for attending and left the meeting.

The three Youth Councillors left the meeting.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED**, that Standing Orders be suspended to allow Mr. & Mrs. Heywood to speak.*

708/11 Christmas Parade

The Chairman thanked Mr. & Mrs. Heywood for another successful Parade in 2011 and asked for any information about this year's.

Mrs. Heywood agreed it had been one of the best, and this year's would be moved to 15th December (from 8th) so as not to coincide with University exams, held in the Chandos Road building. The University had contacted her just before the last Parade. This was not unusual, due to the precession of dates year-to-year the 'jump' to later would occur in 2013 anyway, when the usual Saturday would be 14th. It was unfortunate that the Town Council had not been informed earlier as the annual Road Closure Order application had already been submitted, including 8th as the Parade date. It may be possible to vary it at this stage if the legal processing had not progressed too far, but there might be a penalty charge. The Deputy Town Clerk was asked to approach the University as soon as possible to see if the 8th could be retained, and the County Council to see if the Order could be changed.

ACTION DEPUTY TOWN CLERK.

The Police had informed the Town Council that, as the Road Closure Order was in the Town Council's name, the organisation of marshals, barriers and signs should be done by the Town Council; if this was not done in compliance with the Event Management Plan then the Closure would be opposed. It would also invalidate the Council's insurance cover for the event. Mr. Heywood said he was happy to supply contact details for the marshals and the Town Council staff could organise the

closure of the roads. Mrs. Heywood demurred, saying that to pass on such details was a breach of data protection.

*Proposed by Cllr. Smith, seconded by Cllr. Bloomfield, and **AGREED** that Standing Orders be reinstated, so that these points could be discussed and decisions made.*

The Chairman stated that the Council had to act legally, and if this meant that Council staff had to operate the Road Closure, then it had to be so, or there would be no Parade. The Town Council did not want this to happen, as the Parade was very popular with residents and brought many people into the town. The Committee appreciated the organisation done by the Heywoods, and if the actual closure was taken out of the workload, the participants and floats would remain to them to manage.

The Order was submitted for all the events in the year with an Event Management Plan, SAG form and Risk Assessment for each event, and all the consultant bodies, such as the Police, had to approve it before the legal order could be drawn up and issued. The Council could not take the risk of putting on an event that did not comply, invalidating the insurance cover. The application had to be submitted in good time before the first event named, which was the University Graduation.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **AGREED**, that Standing Orders be suspended to allow Mrs. Heywood to speak.*

Mrs. Heywood agreed that she had refused to allow the Council to have the contact details of the marshals; this was personal information which she did not feel at liberty to pass on. She also asked the Council to remember that the marshals were unpaid volunteers.

*Proposed by Cllr. Smith, seconded by Cllr. Isham, and **AGREED** that Standing Orders be reinstated.*

*Mr. & Mrs. Heywood left the meeting.
Cllr. Whyte left the meeting.*

The Chairman proposed, and all **AGREED** that Agenda item 17 be taken next for the convenience of Mrs. Mordue.

*Proposed by Cllr. Smith, seconded by Cllr. Bloomfield, and **AGREED** that Standing Orders be suspended to allow Mrs. Mordue to speak.*

709/11 (572.2/11) Twinning

The draft programme and costs for the Civic lunch had been circulated with the agenda.

Mrs. Mordue reported that the 10th Anniversary of the Twinning Agreement would be celebrated in Buckingham in March and in Mouvaux in the Autumn.

There was a problem with the Saturday morning event: the Old Gaol was already booked. It was suggested that the Deputy Clerk/Events Assistant find out if the Old Town Hall was available, and whether the lift was suitable for wheelchairs.

ACTION DEPUTY TOWN CLERK/EVENTS ASSISTANT

Proposed by Cllr. Smith, seconded by Cllr. Stuchbury, and **AGREED** that the £250 match funding requested for the event be allowed.

Members also agreed that the Green Spaces Manager should go ahead and order the tree.

ACTION GREEN SPACES MANAGER

Cllr. & Mrs. Mordue left the meeting.

*Proposed by Cllr. Bloomfield, seconded by Cllr. Mahi, and **AGREED** that Standing Orders be reinstated.*

710/11 Minutes

The minutes of the meeting held on Monday 5th December 2011(TCE/05/11), ratified at Full Council on 9th January 2012, were received and accepted.

711/11 Markets

The Deputy Town Clerk reported that the markets were doing well at present, and that Cllr. Bloomfield was managing them at present until a new Toby could be appointed. Two new enquiries from traders had been received that day, and it may be necessary to start a waiting list. For some reason the space by the King's Head was not popular; but could be used for casuals.

The Chairman asked for the Committee's thanks to the Deputy Town Clerk to be minuted, for making the markets so successful.

Members confirmed that any further disagreements with the Whale should be copied to Fullers.

Cllr. Bloomfield reported that the traders would prefer to pay weekly; this would mean more work for the office. He would discuss this with the Deputy Town Clerk.

It was noted that the formal market agreement had expired; Members felt that a correct up-to-date agreement should be in place.

ACTION DEPUTY TOWN CLERK

The Deputy Town Clerk left the meeting.

Cllr. Try left the meeting.

712/11 Action List

712.1(588.3) Ladies Fun Run: the Events Assistant gave a verbal update: it had not been possible to extend the Charter Fair Road Closure to cover West Street and Stowe Avenue due to the lack of diversion route, so the Closure would be left as usual. The Run would be finished by midday, when the Closure ceased.

712.2(588.2) Charter Fair complaint: a letter had been sent explaining about the timing of the Order and subsequent roll-on of the Fair. No response had been received.

713/11 Traders at BTC events

Members **AGREED** Option 1 of the report's recommendations.

714/11 Budgets

714.1 To receive the current budget details

714.2 To note any budget adjustments made at the Precept meeting

714.3 To note that separate budget headings for the Comedy Night and the Fringe Week are to be arranged for the next financial year to keep the revenues separate.

Members noted the information.

715/11 Forthcoming Events

- 715.1 (582) The Events Assistant reported on the Comedy Nights. January 29th had been sold out since 17th January; enquiries were still being received but the room only held 200.
March 25th – artiste to be confirmed shortly
June 17th (part of Fringe Week) – Seann Walsh. This would be part of his tour and so listed on the posters. Members agreed a ticket price of £15 for this event only.
The agents were very pleased and Buckingham was now a ‘prime location’. Tickets would go on sale on 1st February.
- 715.2 (579) The verbal report from the Events Assistant on the Queen’s Diamond Jubilee event, Memory Book and photo noted that the Beacon had been registered with the Pageant Master; a lighting-up time would be notified. 10 or 11 submissions for the Memory Book had been received, all different, and some tickets donated which would be passed to the Old Gaol. The residents of Hamilton House were yet to be contacted. Details had been emailed for the photo; these had to be verified by Buckingham Palace, and then the photo had to be signed by the Queen. The Events Assistant was thanked for her research on this.
- 715.3 Members confirmed the dates for flying the St. George’s flags in the town:
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|------------------|---|
| Queen’s birthday | 21 st April |
| St George’s Day | 23 rd April (flag on the flagpole will be changed for the day) |
| Queen’s Jubilee | 4 th /5 th June |
- Members also asked that the Union flag be flown at the flagpole for the Jubilee instead of the town flag.
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|---------------------|---|
| Euro 2012 | 8 th June – 1 st July |
| Buckingham fringe | 16 th -23 rd June |
| British Grand Prix | 8 th July |
| Olympic Torch Relay | 9 th July |
| Olympics | 27 th July – 12 th August |
| Paralympics | 29 th August – 9 th September |
- 715.4 Solstice Event
Members agreed that the Events Assistant work with Cllr. Harvey to develop ideas for this.

ACTION CLLR. HARVEY/EVENTS ASSISTANT

716/11 (577) Hanging Baskets and Planters

Cllr. Bloomfield circulated an illustration of the chosen planter for the Bull Ring and bus station. These were 5'-6" high, and should not be moved; the market traders would have to be told. The White Hart island was restricted to Manchester planters because of its width and the sightlines for traffic. Flower colours would be predominantly red, white and blue, as would those for the hanging baskets.
Cllr. Bloomfield asked whether 7 could be ordered for the Bull Ring – 3 facing Betfred, 2 by the tree and 2 on the Barclays side; there was budget for this. Members agreed, and the baskets and planters would be ordered, as also the winter ones.

ACTION EVENTS ASSISTANT

717/11 Buckingham in Bloom

Members decided to leave the organisational details to the office.

ACTION EVENTS ASSISTANT

718/11 Local Food and Drink Event

The Events Assistant described an event in the Community Centre on a Saturday on the lines of the Community Fair, to promote Buckingham & North Bucks. food producers. There were farm shops, honey producers and microbreweries who might be approached to take part. Members **AGREED**, and suggested that a source of pump priming funds could be found if required.

ACTION EVENTS ASSISTANT

719/11 Event Reviews

- 719.1 Remembrance Day
 - 719.2 Christmas Lights and Carols
 - 719.4 Continental Market
 - 719.4 Community Fair
 - 719.5 Christmas Parade
- Noted.

720/11 Youth Council

Members noted the minutes of the Youth Council meeting held on 23rd December 2011.

The Mayor reported that one of the Youth Councillors, Rory Butcher, had given up part of Christmas Day to play at the Churches' Christmas Dinner in the Community Centre. He was asked to send thanks on behalf of the community; Cllr. O'Donoghue would supply contact details.

ACTION THE MAYOR/CLLR. O'DONOGHUE

721/11 (586.2) Youth Projects

The Events Assistant reported that the (bare-root) trees and shrubs, stakes and other required items would cost £900, from the Youth Budget. The trees would be planted near the car park and the shrubs were to repair the hedge by the weir in Bourton Park. A list of the species, all native, was available at the meeting.

ACTION GREEN SPACES MANAGER

722/11 Traders' Association

To receive the Traders' Association December Newsletter.
Noted.

723/11 Events to note before the next meeting

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|---------------------------|--------------------------|--|
| Comedy Night (Miles Jupp) | 29 th January | Old Town Hall |
| Pancake Race | 3 rd March | S ^t .Peter&S ^t .Paul'sChurch |
| Fair Trade event | 10 th March | Old Gaol/market |
- Noted.

724/11 Correspondence

To receive details from BCC about road closures for Olympics and Jubilee events.
Noted.

725/11 News releases

- 725.1 Olympics, subject to Mr. Barham's notes about timing.
- 725.2 Treeplanting

ACTION EVENTS ASSISTANT

726/11 Chairman's Items

The staff were thanked for the work done on the Road Closure.

727/11 Date of the next meeting: Monday 12th March 2012

728/11 COMMITTEE IN PRIVATE SESSION/Exclusion of Public and Press

There being no members of the public or press present Members moved to consider the report from the Deputy Town Clerk.

729/11 Market Toby

Members agreed the recommendation and expressed their thanks to Cllr. Bloomfield for taking on the management of the market at short notice. The position of Toby should be advertised as soon as possible.

Meeting closed at 9.35pm

Signed Date
Chairman