

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 12<sup>th</sup> March 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.05pm following the Public Session

Present: Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. Mrs. G. Collins  
Cllr. D. Isham  
Cllr. A. Mahi  
Cllr. L. O'Donoghue  
Cllr. M. Smith      Town Mayor  
Cllr. R. Stuchbury    Chairman

Also attending Cllr. H. Mordue  
Mr. P. Fealey      Christmas Parade Committee  
Mrs. A. Simonds    Deputy Town Clerk  
Mrs. A. Brubaker    Events Assistant  
Mrs. K. McElligott

Mr. & Mrs. Heywood, other members of the Parade Committee

**824/11      Apologies for Absence**

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

**825/11      Declarations of Interest**

There were none.

**826/11      Minutes**

The minutes of the meetings held on Monday 23<sup>rd</sup> January 2012 ratified at Full Council on 27<sup>th</sup> February 2012 were received and accepted.

**827/11      Action List**

(231) The Chairman remained confident that the fingerpost would be installed soon. The Mayor asked that the date column be completed for the better information of the Committee.

**828/11      (708/11) Christmas Parade**

828.1 To receive a letter from Mr. & Mrs Heywood  
Members discussed the letter which had been circulated with the agenda. Mrs. Brubaker had sent out the Event Management Plan on 29<sup>th</sup> November; Mr. & Mrs. Heywood denied having received the email. In answer to questions, she added that when asked how many more copies would be required for the marshals, she was told (verbally) none, and that in her opinion the marshals' briefing was inadequate. She had been denied a copy of the list of marshals.  
The Event Management Plan differed from year to year, as it was modified according to requirements of other authorities, notable BCC and the Police, and the previous year's experience. It was not submitted with the Road Closure Order request drawn up the previous year for this reason, but in the weeks preceding the event, together with the Safety Advisory Group form, and Risk Assessment.

The person referred to as an 'observer' was a resident of Addington Road who had approached the Council with concerns that the marshals had allowed parking on Addington Road when residents had been asked to park their own vehicles elsewhere to allow a clear passage for diverted traffic. She had offered to marshal Addington Road herself, and had attended the marshals' briefing.

Members also pointed out that if the Heywoods were not available to attend a meeting, they could have asked a member of the Parade Committee to attend in their stead.

Proposed by Cllr. Stuchbury, seconded by Cllr. Isham, and **AGREED** that Standing Orders be suspended to allow Mr. Fealey to address the meeting.

828.2 Statement on behalf of the Christmas Parade Committee

Mr. Fealey read out the statement; he kindly provided the text, which is appended to these minutes for Members' information.

Members discussed points raised in the statement.

As organisers of the Road Closure Order for the Parade the Town Council had legal responsibility for it, and had therefore to comply with all related law and practice; failure to do this could mean the cancellation of the Parade. Where the organisation of an event was delegated, as with the Christmas Parade, it was therefore necessary to relay these requirements. They were not invented by the Council to undermine the good work put in over 27 years by the Parade management.

The Council had never been informed of the names and contact details of members of the Parade Committee, and had perforce to deal only with Mr. & Mrs. Heywood. If they were unable to attend a meeting, it was an internal matter to appoint a deputy who was available. Mr. Fealey's membership of the committee had been unknown to the Council before that evening.

The Rotary had been approached because it was the Council's understanding that the Parade management had Rotary support; that the marshals were drawn from its membership and they wore Rotary high-vis tabards.

The Events Assistant had been denied access to the list of marshals because it was private and confidential, but the Council needed to know who was working on its behalf to implement the Road Closure.

The Chairman said that if the Committee wanted to be more active, then that was encouraging. Every event had several meetings, including a wash-up meeting to review any problems that had arisen. These were attended by event organisers, the Police, Parking Services and any other relevant persons.

It was agreed:

- That the office be given contact details for the whole committee, and that communications would be sent to all; this would mean that there was less likelihood of an email delivery failure. Mr. Fealey pointed out that Mrs. Heywood was the Chairman, and as a courtesy all communications should be addressed to her.
- That the responsibility for briefing the marshals be decided at a later date, but that the content of the briefing would be provided by the Town Council
- That changes to the Event Management Plan be flagged

Proposed by Cllr. Stuchbury, seconded by Cllr. Cadd, and **AGREED** that Standing Orders be reinstated.

Cllr. Stuchbury asked that the minutes record the Committee's thanks to the Heywoods for all the work they had put in over the years. When the Council undertook to fund the Parade it was for the good of the town because it was so popular, and funding had been increased over the years, including a special extra amount for the 25<sup>th</sup> Parade which had been maintained for the 26<sup>th</sup>.

The Town Clerk had made a recommendation as follows:

That the Town Council takes over the responsibility of the marshalling of the Christmas Parade to ensure that its legal duty is met.

Cllr. Cadd moved that the recommendation be accepted, seconded by Cllr. Stuchbury.

Standing Orders were suspended briefly to allow Mrs. Heywood to give the information that they often didn't know exactly who would be available to marshal until close to the date.

The Mayor said that the recommendation stated the obvious, and that provided closer working was established and that provided the points agreed earlier were adhered to it was unnecessary.

Members agreed and the recommendation was not put to a vote.

*The Parade Committee left the meeting.*

## **829/11 Markets**

829.1 To receive for information the Street Market Rules and Regulations  
Noted.

829.2 Verbal report from the Deputy Town Clerk on Markets

Mrs. Simonds reported that the Rules had been issued; there had been some dissent. Traders had to show they had valid insurance, and a few had not yet produced this. They would be given a final warning, and if they turned up to trade after this without their insurance they would be turned away. Members expressed concern that enforcing this might prove difficult for one person and considered whether to have a procedure in place for arranging support for the Market Supervisor. NABMA members would be consulted for any existing practice.

It was **AGREED** that letters be sent to any traders not having produced their insurance at the following day's market; if they had signed the Rules, then they had agreed to do it.

*Cllr. Mordue left the meeting.*

829.3 To receive details of costing for Market Advertising  
Members noted there was some money left in the budget

829.4 To discuss and agree the use of the Love Your Local Market logo

Members discussed whether the logo could be adapted to specify Buckingham market; Deputy Town Clerk to find out if adaptation was permitted, and also whether car stickers with the logo on were available. A limit on expenditure of £400 from 302/4235 Market Promotion was agreed before permission needed to be sought. The logo could be used on any suitable poster, correspondence, etc.

**ACTION DEPUTY TOWN CLERK**

**830/11 (707/11) Olympics**

830.1 To receive an update on the Torch Relay

830.2 To receive a report on the meeting held in Winslow on 8<sup>th</sup> March

These items were taken together.

The Mayor reported that the torch route and timings were to be released on 19<sup>th</sup> March, but it was expected to be in Buckingham c10.30am on 9<sup>th</sup> July. There would be a convoy of vehicles in advance of the torch carrier and another behind, with a rolling road closure. The convoy would be handing out free items, so it was to be expected that people would go into the road to collect these. Crowd control would be the most significant problem, and the Town Council's barriers, both metal and plastic, would be deployed as necessary. Cllr. Mahi suggested that there were areas where safety tape would be sufficient. Volunteer marshals would be needed, but it was not clear if LOCOG or the Council would be sourcing these.

More information would be available after the next meeting on 29<sup>th</sup> March.

830.3 To select a company to supply flags and decide on quantity to be ordered

The Events Assistant had provided prices and samples of small flags for the crowd to wave at the Torch Procession and Jubilee events. They would have the Union flag on one side and the Buckingham swan crest on the other; Members pointed out that any not used would be available for other events as they weren't date- or event-specific.

The Chairman recommended that no decision be made until decisions had been made on other commitments from this budget.

*Mrs. Simonds left the meeting.*

830.4 To receive information on the mass ringing of bells

The Chairman pointed out that when the Town Hall Clock had been renovated, the possibility of musical chimes on the hour was installed. Staff to investigate which chimes were available and if any were suitable.

**ACTION EVENTS ASSISTANT**

**831/11 Hanging Baskets and Planters**

Mrs. Brubaker reported that these would be delivered a couple of weeks before the Jubilee, and be in colours of red, white and blue.

**832/11 Best Kept Village Competition 2012**

Members agreed to enter this year's competition for the Tindall Cup.

**833/11 Moretonville Summer Tournament**

It was agreed to put the Club in touch with Sean Allen of Band Jam for advice about equipment. The office already had a suitable raffle prize (a large lion soft toy).

**ACTION EVENTS ASSISTANT**

**834/11 Touring Arts & Holiday Activities Programmes**

Members declined to take up the offer, as the town already had an extensive events programme.

**835/11 (715.3) Flags on Buildings**

The owner of the Woolpack had indicated he wished to participate. An unused A bracket would be sourced and removed, and handed to the owner for him to install.

**ACTION EVENTS ASSISTANT**

### **836/11 Fringe Week 2012**

The Events Assistant reported that the events confirmed were:

- 17<sup>th</sup> June Seann Walsh Comedy Night: promotion to start after 25<sup>th</sup> March event
- 19<sup>th</sup> June Cream teas at the Villiers with the Keith Templeman Quartet providing entertainment. Discounts would be available as last year.
- 20<sup>th</sup> June Oxford Fiddle group at the Old Town Hall.  
*?Plus Cllr. Harvey's All-Night Karaoke, running through to ...*
- 21<sup>st</sup> June *welcoming the sunrise on the Solstice*  
Buckingham Society Ghost Walk
- 22<sup>nd</sup> June Blues Brothers at the Community Centre
- 23<sup>rd</sup> June Jazz Night at Buckingham Athletic Club, the Melody Room Jazz Band

The next Fringe Group meeting would be held after 25<sup>th</sup> March.

### **837/11 Noticeboard maps**

As part of the branding exercise, it is proposed to install maps of the town at the following places: Bus Stand, rear of Waitrose, and the archway at the entrance to Meadow Row.

Members agreed to be the licence-holders for these boards.

**ACTION EVENTS ASSISTANT**

### **838/11 Request from Rev. Pearson-Gee**

Committee support for a Civic Service at the Church to give thanks for the Queen had been requested.

Members agreed to support the Service to the extent of advertising it.

**ACTION EVENTS ASSISTANT**

### **839/11 Budgets**

To receive the current budget figures

Noted.

### **840/11 Forthcoming Events**

840.1 (715.1) Comedy Night; to receive an update from the Events Assistant

Noted.

840.2 (715.2/11) Queen's Diamond Jubilee: verbal updates were received on

840.2.1 Queen's portrait

Cllr. Isham wished to record thanks to Mrs. Brubaker for finding out that the Town Council was entitled to a signed portrait of the Queen following the 1996 visit. The portrait had arrived in the office that day and was displayed to the Committee. Members discussed where it should be hung, having to balance availability to the public with the level of security demanded. The matter was deferred to the next meeting.

**MAY AGENDA**

840.2.2 Memory Book

The *Advertiser* had put out an appeal and the U3A approached. Cllr. Stuchbury suggested a gazebo in the market, with Councillors canvassing contributions. Cllr. O'Donoghue reported that RLS pupils doing the Duke of Edinburgh's Award were willing to participate, possibly as writers taking down stories dictated by residents.

**ACTION EVENTS ASSISTANT**

### 840.2.3 Beacon

Members agreed it was appropriate for the Mayor to light the beacon.

A pig roast was suggested, and a beer tent (a licence for the park would be required). It was suggested that the Mitre be approached for the latter. Some entertainment might also be arranged. Costs would be sought and emailed to the Committee for decision, as the next meeting was too close to the event. Members decided hire of toilet facilities was unnecessary.

### 840.2.4 Community Big Lunch facilitated by Churches Together

The Events Assistant reported that a 1950s theme was proposed, with participants in costume, and a lunch of sausages and mash, icecream and jelly. There would be a band, and sack races, etc., for the children.

Members agreed support for the event, and advertising; the Events Assistant to find out costs and circulate these if a contribution needed to be agreed.

**ACTION EVENTS ASSISTANT**

## **841/11 Event Reviews**

### 841.1 Pancake Race

Due to the heavy rain earlier in the day, the race had had to be cancelled.

### 841.2 Twinning Event

The 10<sup>th</sup> Anniversary weekend had been very successful; the tree planting had been well attended

### 841.3 Tree Planting, Bourton Park

Over 50 trees had been planted.

## **842/11 Youth Council**

The Minutes of the last Youth Council meeting held on Friday 10<sup>th</sup> February 2012 were noted.

## **843/11 Youth Projects**

The Chairman felt that reinstating the Trim Trail in Bourton Park would benefit young people, giving them somewhere to exercise. He proposed moving the remaining balance in 301/4094 Youth Projects into Earmarked Reserves for this purpose. Previous uses of this budget had been the provision of a Youth Shelter, the kickwall in Chandos Park and the basketball hoops in Bourton Park.

Though Members pointed out that older people could also use a Trim Trail, and provision for older people was lacking in the town, it was agreed, with the view that s106 money could be added to the Trim Trail project as available. Cllr. O'Donoghue suggested participation by the Youth Council in the project.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue, and AGREED that the balance remaining in 301/4094 be transferred to Earmarked Reserves for the purpose of reinstating the Trim Trail in Bourton Park.

## **844/11 Traders' Association**

The February 2012 Newsletter was noted.

## **845/11 News Releases**

845.1 The arrival of the Queen's picture should be reported, with a photograph of the Mayor holding it.

845.2 The future reinstatement of the Trim Trail

**ACTION EVENTS ASSISTANT**

**846/11 Chairman's Items**

Members were advised that the Flea Market would feature in the programme *Antiques Road Trip* on BBC2 at 5.15pm on Friday 16<sup>th</sup> March. Filming had been carried out before Christmas.

**847/11 Date of the next meeting:** Monday 21<sup>st</sup> May 2012

Meeting closed at 9.40pm.

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