

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 21st May 2012** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield
Cllr. Mrs. G. Collins
Cllr. P. Hirons
Cllr. A. Mahi
Cllr. H. Mordue
Cllr. L. O'Donoghue Deputy Mayor
Cllr. D. Seabrook
Cllr. M. Smith
Cllr. R. Stuchbury

Also attending Mrs. A. Simonds Deputy Town Clerk
Mrs. A. Brubaker Events Assistant
Mrs. K. McElligott Minute Clerk

Cllr. O'Donoghue took the chair for the first part of the meeting.

47/12 Election of Chairman for 2012 – 2013

Proposed by Cllr. O'Donoghue, seconded by Cllr. Mahi, and **AGREED** that Cllr. Stuchbury be Chairman for the forthcoming year.

48/12 Election of Vice Chairman for 2012 – 2013

Proposed by Cllr. Stuchbury, seconded by Cllr. Mahi, and **AGREED** that Cllr. Bloomfield be Vice Chairman for the forthcoming year.

Cllr. Stuchbury took the chair for the remainder of the meeting.

49/12 Apologies for Absence

Apologies were received and accepted from Cllrs. Ms. Newell (Town Mayor), H. Cadd and D. Isham.

50/12 Declarations of Interest

There were no declarations of interest.

51/12 Minutes

The minutes of the meetings held on Monday 12th March 2012 ratified at Full Council on 8th May 2012 were received and accepted.

52/12 Action List

Members reviewed the Action list:

446.1 & 446.2 – as no response had been received, this should be followed up.

437.5 & 718/11 – Members discussed whether these two events should be combined. The Chairman felt that the Food & Drink event was better suited to winter and the Community Centre when the weather was less predictable and the Restaurant event to the summer, and perhaps could be held in the Cattle Pens. It was pointed out that small businesses did not have sufficient staff to man a stall as

well as their business; furthermore there were two additional events already in this year. Members decided to plan the event for next year.

ACTION EVENTS ASSISTANT.

(840.2.1) To discuss and agree where the Queen's portrait might safely be hung. It was **AGREED** that a site in the Library would enable more of the public to see the picture, but a formal letter to the Library would be sent emphasising that this was a loan and the ownership of the picture remained with the Town Council; the back of the picture would be marked as Property of Buckingham Town Council, and a small plaque would be provided to go with the picture with the following agreed wording

Celebrating the Queen's Diamond Jubilee
Buckingham Town Council

The Chairman and staff would source a budget for the plaque and the picture would be placed out of direct sunlight and fixed to the wall.

ACTION EVENTS ASSISTANT.

53/12 Markets

53.1 Report from the Market Co-ordinator

The Deputy Town Clerk outlined a problem with one trader; Members confirmed the action taken.

The Recommendation about Charity Stalls was **AGREED**.

It was reported that Tesco continued to deliver on market days, disrupting the setting up of stalls. On one day there were three large lorries all delivering part loads. Members felt that the London Road store area could be used for trans-shipment to a van-sized vehicle which could deliver to the rear of the premises. A letter would be sent to the CEO & Legal Department of Tesco, correspondence with the Transport Manager having been ignored, pointing out that large deliveries could be scheduled for non-market days and enclosing a copy of the byelaw.

The Portas Review had very little on markets and gave no factual basis for the statements made. It was felt to be a self-publicising exercise of little practical use. Members agreed that there would be resentment among existing traders if special arrangements were made for start-up traders, and there was the problem of insurance.

As part of the campaign it might be possible to mount a Tuesday Fleamarket for the campaign weeks; Mrs. Moore had been approached and was looking into the proposal.

53.2 To receive and discuss a letter from Mr. G. Geen (fruit & vegetable trader)

The Market Co-ordinator would write to traders who left early and disrupted trade for other stalls by bringing their vans on to the market.

Members discussed whether allowing Mr. Geen to supervise setting up and reporting parked cars to the Police etc., leaving Cllr. Bloomfield to collect the rents would be an acceptable way forward. Mr. Geen trades both Tuesdays and Saturdays. It was agreed that the post be re-advertised, and if no suitable applications were received the job description would be reviewed by the Chairman and Deputy Town Clerk and the Committee kept in touch via email. A holding letter would be sent to Mr. Geen.

ACTION MARKET CO-ORDINATOR

53.3 To receive for information the Love Your Local Market Spring Newsletter.

Noted.

54/12 May Day (budget 301/4216)

It was felt that the event should be held on May 1st itself, regardless of what day this fell on. Members discussed how to proceed if the schools were unwilling to attend at weekends or in school hours.

It was suggested that approaches be made to Morris teams as soon as possible to ascertain availability. If a Morris side could be booked, further details such as venue could be worked out later and the schools invited to maypole dance in support. The event would be re-considered at the next meeting.

ACTION EVENTS ASSISTANT/JULY AGENDA

55/12 Jubilee Weekend (budget code 304/4239)

55.1 Sunday 3rd June Music in the Market 1.00pm – 10.00pm
Cllrs. Bloomfield, Mahi, Smith and Stuchbury had already volunteered. Cllr. O'Donoghue was attending a youth event in the afternoon but could be available in the evening. Cllr. Seabrook and both Cllr. Collins also said they would be present. Cllr. Bloomfield would collect chairs from the Old Gaol and Cllr. Smith would return them.

There had been very little litter after the 2011 event; it was hoped the same would be true this year.

The pubs had been circulated with a request to use plastic glasses; they would be reminded about not selling glass bottles for outside consumption.

55.2 Monday 4th June Big Lunch at the Church 12.00 – 4pm
Tickets were on sale (for a donation), and numbers were limited. The event would have a 1950s theme, and sideshows such as Bowling for a Pig and a coconut shy. Cllr. Collins noted that the Church had been unable to locate an available first-aider; Members thought the event could be treated as a street party ie none was required. The area beside the Church was safer than a public street, but the event was not a Town Council one and the responsibility lay with the Church.

Cllr. Smith relayed a request made by the Traders Association about having free parking on the Saturday of the Jubilee weekend. He had been in touch with AVDC's Parking Manager, who had offered free parking in exchange for one of the free parking Saturdays before Christmas, or, alternatively, if a payment of £450 was made to recompense estimated charges lost for the day. Members queried the estimate, and also pointed out that parking would be free on the Sunday, Monday and Tuesday. A motion to offer half the amount from the Destination Buckingham budget if the Traders Association raised the other half found no seconder. Cllr. Smith would respond to Mr. Harding and the Traders Association.

ACTION CLLR. SMITH

55.3 Monday 4th June Beacon in Bourton Park 10.15pm
Volunteers were sought to help build the beacon on 31st May & 1st June (Thursday & Friday), but Members said that weekdays were difficult and a weekend was better. However many of the committee were involved in other events at the weekend. The Cadets had been asked to help, and members of the Youth Council; the greenspaces staff and Community Service gang were aiming to collect donated wood on the Thursday; with the actual building of the beacon to be completed on the Sunday. Concern was expressed that youths might set light to the beacon wood before the Monday.

Public participation to help build the beacon on the Monday would be invited via the *Advertiser*, and if there were no volunteers then the Thursday/Friday and Sunday plan would be followed.

ACTION EVENTS ASSISTANT

56/12 Fringe week

56.1 To receive a verbal update from the Events Assistant

The published programme was commended; the boxes would be couriered to the newspaper printers in the following days for insertion into the Buckingham & Winslow, Bicester, and Brackley & Towcester papers. Copies would also be supplied to the Old Gaol, Library and Verney Close reception; the hotels and Waitrose were also suggested.

The Mayor had asked if a bar at suitable events could be used to raise funds for her Charities. The Committee would agree for events individually, as some events (such as the Comedy Night) had bars already.

56.2 To discuss the provision of event T-shirts

The Events Assistant reported that 20 T-shirts for officers and Councillors working at events had been priced at £10-£14 each; costs for only 6 shirts would be more, and there was a 2 week lead time.

Members agreed to order 6 shirts; other Councillors attending would be asked to wear a plain black T-shirt.

ACTION EVENTS ASSISTANT

57/12 Olympic torch relay

Volunteers were sought for crowd control duties on the day (9th July); volunteers would have to be available for a briefing meeting in the previous week (date and time to be confirmed). The Torch Committee would be providing 12 marshalls, with the town providing the rest. Volunteers had to be over 18.

Little consideration appeared to have been given to availability of toilet facilities and places for the disabled to view the procession. The Chairman would ask Taylors if their parking could be reserved for the disabled, and cafes and pubs would be asked if they were willing to make toilets available, particularly for the children. Cllr Collins undertook to remind the Community Centre. Space in front of the Town Hall could be reserved for disabled persons. The letters would be sent out emphasising that this was for the good name of the town.

A crowd estimated at 20,000 was expected; NCC was providing bus transport for schoolchildren in Brackley and Towcester. Bus parking was going to be a problem, although it was reported that the RLS coach area was to be used. Coverage of the torch procession had already shown that many more people than expected were turning up, and Members hoped that by the time the torch reached Buckingham the organisers would have learnt lessons about complete road closure.

The Chairman had been unable to obtain an assurance that the street wardens would not be working during the event.

Cllr. Mordue volunteered to help with the crowd control.

ACTION CLLR. G COLLINS/EVENTS ASSISTANT

58/12 Buckingham in Bloom competition (301/4107)

Members decided to have entry by application with a closing date of 10th July and judging the following week. Judges to be The Mayor, and Cllrs. Bloomfield and Mrs. Collins.

ACTION EVENTS ASSISTANT

59/12 Flag days

59.1 Purchase of a German flag for use on Friendship visits from Neukirchen-Vluyn. A cost for a German flag suitable for the flagpole would be sourced by the Events Assistant.

Proposed by Cllr. Hiron, seconded by Cllr. Mahi, and **RECOMMENDED** unanimously that the Council purchase a German flag, cost to be advised.

59.2 To consider the various events and celebrations of 2012 and decide if any substitution for the town flag is desirable.

Members went through the table circulated and made decisions as follows:

Occasion	Date	Union flag	St George	French	With town flag or alone?
Diamond Jubilee	4/5 th June	√			
Visitors from Mouvaux	19 th -22 nd June			√	With town flag
Armed Forces Day	30 th June	√			
Visitors from Neukirchen-Vluyn	6 th - 8 th July			German if available	With town flag
Euro 2012	8 th June – 1 st July		√		
Silverstone Grand Prix	8 th July	√			
Olympic Torch relay	9 th July	√			With town flag
Boules contest/ Bastille Day	13 th & 14 th July			√	
Olympics	27 th July – 12 th August	√			With town flag
Paralympics	29 th August – 9 th September	√			With town flag

60/12 Charter Fair

To receive information: AVDC will charge £386.42 (+VAT) per day for skips and litter clearance (£772.86). Lasts year's fee was £753.94.

Noted.

61/12 Rock Art in Buckingham Sandpit

To receive information on this event on 26th July 2012 and consider what support the Town Council can offer.

The office would aid promotion of the event with posters if required.

ACTION EVENTS ASSISTANT

62/12 MK Dons Big Day

The Committee agreed that the Day be added to the Events Diary when the date was known. Cllr. Smith would continue to liaise with the Club for the benefit of the town.

ACTION CLLR. SMITH/ EVENTS ASSISTANT

63/12 Older People's Day (1st October)

To discuss whether to support a community games event for older people.
Members agreed to support any event in Buckingham.

64/12 Disabled Access to Public Events

To receive, discuss, and agree action based on, the attached documents
Any parts relevant to Town Council events could be incorporated into Event plans.

ACTION EVENTS ASSISTANT

65/12 Traders' Association

The minutes of the meetings held on 26th March 2012 and 1st May 2012 were noted.

66/12 Forthcoming Events – dates to note

3 rd June	Music in the Market
4 th June	Big Lunch/Beacon
15–24 th June	Buckingham Fringe
27 th June	Youth Project
26 th August	Band Jam
16 th Sept.	River Rinse
7 th October	River Rinse
12 th October	Local Democracy Week event
13 th October	Charter Fair
20 th October	Charter Fair
3 rd November	Bonfire & Fireworks
11 th Nov.	Remembrance Parade
24 th Nov.	Christmas Lights Switch-on
15 th Dec.	Christmas Parade & Community Fair

The MK Dons Day would be added in when the date was known.

67/12 Youth Council

The minutes of the 23rd March meeting were noted.

68/12 News releases

A release about availability of toilets for the Torch relay day together with other information about the Relay would be drawn up.

69/12 Chairman's Items

There were no Chairman's items.

70/12 Date of the next meeting:

Monday 9th July 2012

Meeting closed at 9.00pm.

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