

TCE/05/19

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 10th February 2020** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Vice Chair
Cllr. Mrs. M. Gateley	
Cllr. A. Mahi	Chair
Cllr. L. O'Donoghue	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	

Also attending	Mr. P. Hodson	Town Clerk
	Mrs. N. Stockill	Committee Clerk
	Miss B. Dowden	Office Apprentice
	Mr E. McFarlane	Director of Property Services, Buckinghamshire Healthcare Trust.

735/19 **Apologies for Absence**

Members received and accepted apologies from The Events Coordinator, Cllr. Cole and Cllr. Harvey.

736/19 **Declarations of Interest**

None

737/19 **Minutes**

Members received the minutes of the Meeting held on Monday 2nd December 2019 received at Full Council on the 27th January 2020. (**TCE/04/17**)

593/19 (Budgets) – Members **AGREED** to amend the minute to read “*Cllr. Stuchbury welcomed an increase in the Town Centre & Events’ budget because there had not been an increase for four years. Cllr. Stuchbury called for a recorded vote.*”

With the above amendment the minutes were **AGREED**.

738/19 **Action List**

Members received the action reports and noted the updates.

739/19 **Car Parking Charges at Buckingham Hospital**

Members welcomed Mr. E. McFarlane to discuss an update on the introduction of car parking charges at Buckingham Hospital.

Mr. McFarlane said the parking controls were now active and there had been no complaints and lots of positive feedback received from patients who were now able to park and reach their appointments on time. Mr. McFarlane addressed Members concerns from TC&E on the 14th October 2019 (minute 411/19 relates):

The Trusts consultation with the HASC – Ms. A. Williams, Director of Buckinghamshire Healthcare Trust had sent a copy of the relevant minutes to the Town Council.

How will you regulate the charges?

The Trust are in the process of awarding a contract (3-4 month timescales) for enforcement of the County’s car parks charge and will be moving to ANPR across all of the sites. Mr. McFarlane explained that ANPR cameras capture a car's number plate on entering and leaving a car park and link to pay and display machines to acknowledge

whether parking has been paid for the duration of the stay. Blue badge holders can register their vehicle(s) on the new system. After the work is complete when a blue badge holder registered on the system approaches the ANPR cameras it will recognise their number plate and not register a charge. Mr. McFarlane confirmed that exempt patients can register multiple car registrations which will be recognisable across all of the Trust's car parking sites.

What is the system for appeals and how can patients register if they do not have access to the internet?

Mr. McFarlane said that the Trust has stipulated that there will be no incentives for administering fines. There is a fair and robust appeals process in place to review fines. Mr. McFarlane said the Trust were trying to make the system work for all patients and could send someone to local organisations such as Bucks Carers to help patients register on the system.

Cllr. Stuchbury asked if there were plans for the Government to legislate for the abolition of car parking charges in hospitals. Mr. McFarlane said the Trust currently did not charge for Blue badge holders, frequent outpatients and end of life patients. However, it was more problematic to address the Government's proposal to not charge for staff working night shifts, as how do you determine who is a night worker with so many shift patterns? Mr. McFarlane said the Trust were trialling specific community staff and volunteer driver bays.

Cllr. Gateley said there were rumours of a car parking barrier being installed at Buckingham Hospital. Mr. McFarlane said that this is not planned; the technology of ANPR cameras made barriers redundant.

Cllr. Stuchbury suggested the Trust issue an interim press release to advise the public of the plans to introduce ANPR cameras.

Members and Mr. McFarlane **AGREED** to formulate a joint communication on the introduction of charges to car parking in Buckingham Hospital.

Mr. McFarlane said that the Town Clerk could contact Lesley Clifford, Head of Communications in the Trust.

Members thanked Mr. McFarlane for attending and he left the chamber at this point in the agenda.

740/19 Buckingham in Bloom (min 256/19)

Members discussed canvassing residents' opinions as whether to hold Buckingham in Bloom in 2020.

Proposed by Cllr. Bloomfield and seconded by Cllr. O'Donoghue to remove Buckingham in Bloom from the Town Council's Calendar of Events. A vote was taken and the results were:

In favour: 4

Abstaining: 1

Motion carried.

Members **AGREED** to request that a report be provided for the next meeting providing options for spending the budget allocated to Buckingham in Bloom

ACTION EVENTS COORDINATOR

741/19 Budget

Members received and noted the latest budget figures.

742/19 Buckingham Calendar 2020

Members received a written report and unanimously **AGREED** the recommendations from the Deputy Town Clerk to publish a 2021 calendar focussed on scenes of Buckingham. Members **AGREED** for the Tourist Information Coordinator to report back on ideas to the

743/19 The Circus

Members received a written report from the Events Coordinator and considered the recommendations within. The Town Clerk clarified that the circus organiser has their own PRS license, so this charge would not need to be made, and that a total fee of £400 had been agreed in principle.

It was unanimously **AGREED** to allow John Lawson's circus to operate in Bourton Park in principle from Friday 14th to Sunday 16th August, providing that assurances were provided about the arrangements to make good any damage, and to protect the ground in the case of bad weather. Members additionally **AGREED** that an agreement is drawn up with John Lawson's Circus recommending the following proposed costs:

- Fee £400
- Damage deposit £1000

ACTION EVENTS COORDINATOR**744/19 Accessibility**

The Town Clerk updated members on feedback the Council had received regarding the AccessAble website.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and unanimously **AGREED** for the Town Clerk to write a report for the next meeting of TC&E with input from AccessAble. To be discussed by Members within the Confidential Session of the Committee meeting.

ACTION TOWN CLERK**745/19 Forthcoming Events**

Cllr. Gateley suggested the Council investigate the provision of fresh water at Town Council events. Cllr. Mahi reminded Members of the #Refill scheme that allows the public to fill up their reusable water bottles from local pub, restaurants and shops. Cllr. Stuchbury suggested that the Town Council look into the provision of a water bowser at each of the Town Council's outdoor events. Members were in agreement that this was not a viable option for Town Council events. Cllr. Strain Clark suggested selling Town Council branded re-useable water bottles at events and via the Tourist Information Centre.

Members **AGREED** for the Events Coordinator to investigate the provision of fresh water at future Town Council events.

ACTION EVENTS COORDINATOR

745.1/19 Pancake Race Saturday 22nd Feb 11am Green outside St Peter & St Paul Church.

Cllr. Stuchbury said he had sought assurances that no political parties would be racing at the event. Cllr. Bloomfield informed Members that this year, winners would be awarded a medal instead of trophies.

745.2/19 Food Fair Saturday 29th Feb 10am – 2pm Community Centre.

Members discussed and **AGREED** for the Events Coordinator to email all Members a week before the event, providing a list of stall holders registered for the Food Fair, highlighting any vegan food providers.

ACTION EVENTS COORDINATOR

745.3/19 Death Café Wednesday 18th March 2-4pm Buckingham Library. Noted.

745.4/19 Good Endings Fair Saturday 21st March 10am – 1pm Community Centre. Noted.

745.5/19 Spring Fair Sunday 26th April, Cattle Pens.

To include the launch of the Buckingham Heritage App with opportunities for visitors to take part and provide feedback.

745.6/19 May Day Friday 1st May 11am Green outside St Peter & St Paul Church. Noted.

745.7/19 VE Day Friday 8th May TBC.

The Town Clerk outlined Mr. Weston's proposals for a street party event in the Cattle Pens. The local pubs will ring their bells at 3pm accompanied by a piper in the Cattle Pens. From 3-5pm there will be street parties and family games, each family will be charge £1 entry fee

and issued a pre-printed information/entertainment pack. From 5pm the event will merge into an evening programme of music and entertainments on a large TV screen. The Town Council will be administering the road closure and providing overtime for the Greenspaces Team. Members **AGREED** for a report to be brought back to the next meeting

ACTION EVENTS COORDINATOR

745.8/19 Re-dedication of War Memorial Wednesday 20th May TBC.

The Town Clerk would be meeting with Rev. Person-Gee and The Royal British Legion to discuss arrangements.

745.9/19 Music in The Market Sunday 24th May 1pm-10pm Bull Ring. Noted.

745.10/19 Fringe Week Saturday 11th – 19th July. The Town Clerk updated members that the Fringe Week sub-group had met and agreed the theme of the Olympics and Paralympics for the event.

746/19 Event Reviews

746.1/19 Christmas Light Switch On

Members received a written report from the Events Co-ordinator. Cllr. O'Donoghue said she was not aware of the official arrangements and it would have helped in directing parents to the appropriate place for signing-in children. Next year a barrier should be placed around the stage creating a space between the crowd and the stage. Cllr. O'Donoghue said the view from the wheelchair area was blocked and suggested putting the disabled viewing area in front of the stage with people in scooters and wheelchairs are lower than others.

Cllrs. Harvey and O'Donoghue to be included as having attended the event.

Members were in agreement that next year's event should take into account resident's feedback including the following aspects:

- Length of time given to choirs and number of choirs
- Lights to be switched on earlier in the evening
- Santa to be on stage or in the Old Goal
- Audience asked to singalong with the choirs
- Band to be located around the Christmas tree and asked to play music in-between sets.
- An area to be placed in front of the stage with half a dozen chairs
- An event compere to manage the transition between acts.

Proposed by Cllr O'Donoghue, seconded by Cllr. Stuchbury and unanimously **AGREED** to investigate having an accessible viewing area in front of the stage.

ACTION EVENTS COORDINATOR

746.2/19 Christmas Parade

Members received a written report from the Events Co-ordinator and **AGREED** the following recommendations:

- It is recommended that the Council continues to support the Christmas Parade by providing the road closure and sponsoring the event.
- It is recommended that all marshals sign an agreement showing that they understand what their role is on the day and that they are responsible for letting the organisers know if they are unable to fulfil them.
- The Christmas parade uses all of the signage that we have. As we are short of the Road Ahead closed signs, it is recommended that we purchase some additional signs using budget code 301/4042 Events Equipment

ACTION EVENTS COORDINATOR

746.3/19 Comedy Night

Members received a written report from the Events Co-ordinator and **AGREED** the following recommendations:

- It is recommended that the Council returns to having quarterly Comedy Nights as they are popular with local people.
- It is recommended that the next Comedy Night in July is held in the Community Centre if available. The Community Centre is central to the town centre. Access to the venue is easy as the car park is adjacent to the Community centre.
- It is recommended that the Council continues to use the online ticket sales system for the next Comedy Night. People are able to purchase tickets when the Tourist Information Centre is closed.
- Tickets should continue to be made available through the Tourist Information Centre for those that do not wish to purchase them on line.
- It is recommended that council branding at the event is enhanced with the purchase of pop-up banners and "Events Team" T-shirts.

Cllr. Gateley to be included as having attended the event.

746.4/19 Winter Fair

Members received and **AGREED** to host another Winter Fair in December 2020.

746.5/19 Community Fair

Members **AGREED** to host another Community Fair in 2020.

745/19 Goldfish at The Charter Fair

Members **AGREED** the recommendations from the Deputy Town Clerk

746/19 Business Plan

Members received and **AGREED** the new sections within the proposed Business Plan.

747/19 Access

Cllr. Strain-Clark shared the following concerns from the AccessforAll group: The pavement between Verney Close and The White Hart has deteriorated to such an extent that it presents a real danger and menace to disabled people.

748/19 Tourist Information Centre

Members received and noted the latest visitor and accommodation statistics.

Proposed by Cllr. Stuchbury, seconded by Cllr. O'Donoghue and **AGREED** to issue a press release on the Tourist Information Centre, its services, opening hours and staff.

ACTION DEPUTY TOWN CLERK

749/19 Twinning Event

The Town Clerk reported on Buckingham Town Mayor's planned official visit to Neukirchen Vlyun to sign the Twinning agreement, and confirmed that the Twinning Association has not yet decided on the date for the formal signing in Buckingham but it would be after May 2020.

750/19 News Releases

Members **AGREED** a press release on the Tourist Information Centre.

751/19 Chair's Items

None

752/19 Date of the next meeting:

Monday 30th March 2020 @ Lace Hill Sports & Community Centre

Meeting closed at 8.50pm

Signed Date
Chair