



BUCKINGHAM TOWN COUNCIL

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TOWN CENTRE &
EVENTS COMMITTEE

Thursday, 03 September 2020

Councillors

You are summoned to an Extraordinary meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Thursday 10th September 2020** at 7pm online via Zoom, Meeting ID 871 2899 7691.

Please note that the Full Council will be preceded by a Public Session in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for the password to take part.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from Councillors.

2. Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Forthcoming Town Council Events

3.1 Dog Show

To receive a verbal report from the Events Coordinator and discuss the recommendations therein.

3.2 Charter Fairs

To receive a written report from the Events Coordinator and discuss the recommendations therein

TCE/38/20

3.3 Christmas Lights Switch On

To receive a written report from the Events Coordinator and discuss the recommendations therein.

TCE/39/20



Twinned with Mouvaux, France;

Neukirchen Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't.

All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

3.4 Bonfire & Fireworks

To receive a written report from the Events Coordinator and discuss the recommendations therein. **TCE/40/20**

4. Forthcoming Partnership Events

4.1 Christmas Parade

To receive a written report from the Events Coordinator and discuss the recommendations therein **TCE/41/20**

4.2 Remembrance Parade

To receive a written report from the Events Coordinator and discuss the recommendations therein **TCE/42/20**

5. Event Reviews

5.1 Summer Youth Project

To receive a verbal report from the Events Coordinator and Tracey Palmer (Action4Youth)

6. Local Democracy Week

To receive a verbal report from the Events Coordinator

7. News Releases

8. Chair's Items

9. Date of the next meeting: Monday 19th October 2020

To:

Cllr. R. Ahmed

Cllr. T. Bloomfield

Cllr. Mrs. M Gateley

Cllr. Harvey

Cllr. A. Mahi

Vice Chair

Cllr. G. Collins (Mayor)

Cllr. L. O'Donoghue

Cllr. Mrs. C. Strain-Clark

Cllr. R. Stuchbury

Cllr. M. Try

Chair

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Thursday 10th September

Contact Officer: Amanda Brubaker, Events Coordinator

Annual Charter Fair

1. Recommendation

- 1.1. It is recommended that the Charter Fairs are cancelled in 2020 in light of the advice provided by the Safety Advisory Group (SAG)
- 1.2. To keep the Charter, it is recommended Nichols Amusements be allowed to bring in one juvenile ride on Friday 16th October and Friday 23rd October and set it up in the cattle pens. Nichols Amusements will then remove the ride later that day.

2. Information

- 2.1. This year's Charter Fair is due into Buckingham on Friday 16th October to set up and will operate on Saturday 17th October. It would leave in the early hours of Sunday morning and return again on Friday 23rd October and operate again on Saturday 24th October.
- 2.2. The road closure for the fair is organised by Buckingham Town Council.
- 2.3. Advanced warning signs are placed out on the bypass 3 weeks before the first fair by the Green Spaces Team.
- 2.4. Letters to the residents and businesses within the road closure for the fair are issued at the beginning of September, advising that the fair will be in town on the dates mentioned above.
- 2.5. Letters are sent at the beginning of September to local disabled groups asking them if they would like tickets for the fair for the first hour. These tickets allow one client and one family member to have a free ride between 1pm and 2pm courtesy of Nichols Amusements.
- 2.6. The local bus companies are notified that the fair will be coming and that the bus station will be closed from 10am on the Friday until the Sunday morning and that diversions will be in place.

- 2.7. The Green Spaces Team go out the day before the fair comes in and puts all the diversion and road closed signs out ready for the next morning.
- 2.8. TfB remove the bollards outside the White Hart before 10am on the day the first fair comes in.
- 2.9. The Green Spaces Team start at 6am the morning the fair is due to come in. They put the diversion and road closed signs in place as well as the cones and barriers.
- 2.10. North End Court is closed at 7pm and the Bull Ring and Market Hill are closed off by 9am. Volunteers man the road closure at these points.
- 2.11. The fair starts coming in from 10:30am to fill up North End Court and the main road through town is shut to all traffic at 10:45am to allow the fair to come in.
- 2.12. The opening of the Fair takes place at the dodgems on the Saturday and the area becomes very congested.

3. Covid 19 Concerns

- 3.1. Social distancing even for those not attending the fair and only wanting to go to the shops, will be a problem, as they have to make their way through the fair to get to where they want to go.
- 3.2. It will be difficult to keep the public at a safe distance from those manning the barriers, as the public like to stop and chat about the fair and other concerns.
- 3.3. Face coverings would have to be worn by staff and volunteers at all times when stood at a barrier which can be between 2 and 3 hours depending on where they located.
- 3.4. Track and Trace would not be able to be put in place, as there are many ways to access the fair and there is no entry fee involved.

4. Safety Advisory Group Advice

- 4.1. The SAG has written to the Council to say that it the view of the SAG that it would be “very difficult if not impossible for (the fair) to go ahead while complying with the health protection regulations as set out”. The concerns raised include:

- 4.2. The event is not ticketed and it is apparent that numbers attending cannot be controlled, making it very difficult to adequately plan control measures such as ensuring adequate staff and volunteers are engaged to implement all the additional control measures.
- 4.3. The nature of the event renders social distancing difficult/impossible to manage. For example, pinch points in thoroughfares, congregations around popular rides, the design of fairground rides and groups congregating and travelling around together.
- 4.4. Adequate routes need to be maintained for staff and attendees to move through the site while maintaining adequate social distancing.
- 4.5. Ensuring attendees do not arrive with symptoms of Covid-19.
- 4.6. Ensuring sufficient supplies of hand sanitiser, other cleaning products and personal protective equipment is provided.
- 4.7. Adequate cleaning before, during and after the event.
- 4.8. Impact on ancillary businesses such as shops, cafes and restaurants, before, during and after the fair.
- 4.9. Difficulties with “track and trace” without controlling access/egress and identifying all those that have attended the event.
- 4.10. Organisers not only need to consider the risk of transmission at the event, but the risks posed by the movement of people travelling to and from the event. Furthermore, Buckingham sits on the border of 3 other authority areas; there are potential issues if one or more of those areas were to go into lock down and controlling migration between areas.
- 4.11. The event, if it went ahead, would likely be in breach of the health protection regulations which require a thorough risk assessment and all reasonable steps to be taken to mitigate the risk; it is difficult to see how this could adequately be achieved.
- 4.12. The Council needs to consider liability and reputational damage if the event were to go ahead and later proved to be the source of an outbreak.

5. Other areas

- 5.1. Some fairs are currently going ahead this year, whilst others have been cancelled. Those going ahead tend to be smaller fairs which have more space, such as Brackley. Those being cancelled tend to be larger and operate in more confined spaces, such as St Giles in Oxford.

6. Conclusion

- 6.1. In light of the advice provided by the Safety Advisory Group, it is the Town Clerk’s strong recommendation that the Fairs do not go ahead in 2020. Whilst this is highly regrettable, the risks of being a focal point for transmission of Covid 19 are too high for the event to be safe, and it would be “very difficult if not impossible” for this event to go ahead while complying with the health protection regulations.



Aylesbury Vale Area

Paul Hodson, PSLCC
Town Clerk
Buckingham Town Council
Buckingham Centre,
Verney Close,
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Directorate for Communities Neighbourhood Services

Licensing Team

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01296 585605
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1 September 2020

Ref: PR202009-240315

Dear Sir/Madam

Safety Advisory Group (SAG), Aylesbury Vale Buckingham Charter Fair, 2020

Further to your enquiry of 19 August 2020, concerning the Buckingham Charter Fair, the matter was considered at our meeting of 26 August 2020. Councillor Stuchbury kindly attended the meeting on behalf of Buckingham Town Council and he was able to assist the group by providing both a comprehensive history and detailed information about operating procedures relating to the fair. It was agreed at the meeting that the SAG would write to the Town Council to express the collective view of the group.

In summary, the Charter Fair traditionally takes place over two weekends in October and for the last 20 years has been organised by the Town Council in liaison with the Showman's Guild. The fair is a non-ticketed, public event and attendance is weather dependant, ranging from 500 to 5000. The event involves fair rides, amusement arcades, stalls and various other activities associated with fairground attractions.

In accordance with The Health Protection (Coronavirus, Restrictions) (England) (No.2) Regulations 2020, events for over 30 persons may take place in outdoor spaces where the public have or are permitted access to, if:

- the event is organised by a business, a charitable, benevolent or philanthropic institution, a public body, or a political body and
- the organiser has carried out a risk assessment that satisfies Reg. 3 of Management of Health and Safety at Work Regulations 1999 and
- the organiser has taken all reasonable steps to prevent virus transmission

In ascertaining whether an event organiser has taken all reasonable steps, the Council has published guidance on its website to assist event organisers, decision makers and advisors (see link below). The SAG has had regard to this guidance when considering the risks presented by the Charter Fair to the transmission of Covid-19. The group had identified the following areas of concern:

- The event is not ticketed and it is apparent that numbers attending cannot be controlled, making it very difficult to adequately plan control measures such as ensuring adequate staff and volunteers are engaged to implement all the additional control measures.
- The nature of the event renders social distancing difficult/impossible to manage. For example pinch points in thoroughfares, congregations around popular rides, the design of fairground rides and groups congregating and travelling around together.
- Adequate routes need to be maintained for staff and attendees to move through the site while maintaining adequate social distancing.
- Ensuring attendees do not arrive with symptoms of Covid-19.
- Ensuring sufficient supplies of hand sanitiser, other cleaning products and personal protective equipment is provided.
- Adequate cleaning before, during and after the event.
- Impact on ancillary businesses such as shops, cafes and restaurants, before, during and after the fair.
- Difficulties with “track and trace” without controlling access/egress and identifying all those that have attended the event.
- Organisers not only need to consider the risk of transmission at the event, but the risks posed by the movement of people travelling to and from the event. Furthermore Buckingham sits on the border of 3 other authority areas; there are potential issues if one or more of those areas were to go into lock down and controlling migration between areas.
- The event, if it went ahead, would likely be in breach of the health protection regulations which require a thorough risk assessment and all reasonable steps to be taken to mitigate the risk; it is difficult to see how this could adequately be achieved.
- The Council needs to consider liability and reputational damage if the event were to go ahead and later proved to be the source of an outbreak.

In light of these concerns, it the view of the SAG that it would be very difficult if not impossible for this event to go ahead while complying with the health protection regulations as set out above. It is important to note that the role of the SAG is not to authorise events; the SAG does not possess any lawful enforcement powers. The role of the SAG is to bring together various expert agencies to assist and advise event organisers. That said, any actions or advice issued by the SAG is without prejudice to any actions that individual agencies that form the SAG may elect to take.

Should you require further assistance concerning this matter then please do not hesitate to contact me.

Yours sincerely



Simon Gallacher
Chairman, Safety Advisory Group (Aylesbury Vale)

<https://www.aylesburyvaledc.gov.uk/safety-advisory-group>

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Thursday 10th September

Contact Officer: Amanda Brubaker, Events Coordinator

Christmas Light Switch On
Saturday 28th November 2020

1. Recommendation

- 1.1. It is recommended that the Christmas Light Switch On event does not take place in 2020. The area where the event takes place is quite small and we would not be able to keep everyone who is taking part safely distanced from the crowd and other participants.
- 1.2. It is recommended that the Town Council encourages residents to all switch on their lights and decorations at the same time. This will encourage everyone to be at home. The Town Council will seek to record the switch on with footage from a drone flown above the town.

2. Information

- 2.1. The annual Christmas Light Switch On is organised by Buckingham Town Council. The event takes place outside the Old Gaol and includes the Town Crier, Town Mayor, local children's performing groups, a silver band, the Reverend from the Parish Church and presentation from the Buckingham Society for the Trader of the Year.
- 2.2. The event is attended by 1,000 to 1,500 people each year.
- 2.3. A stage is brought in during the day and set up between the street market and the front door of the Old Gaol.
- 2.4. Chairs are set out for the silver band to use
- 2.5. A disabled viewing area is set up by the Christmas tree.
- 2.6. A road closure for the event is in place from 4pm until 8pm.
- 2.7. Santa makes an appearance in the Santa Wagon

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2.8. The event draws a large crowd every year which is made up of mainly young families.

2.9. The lights are switched on by Town Councillors and the Green Spaces Team

3. Covid 19 Concerns

3.1. The primary concern is that it would be impossible to ensure that the crowd watching the event observed appropriate social distancing. Whilst events of more than 30 can be arranged by a local authority, it would not be possible to ensure numbers were sufficiently low to meet the current guidance. For that reason, it is recommended to cancel this year's event.

3.2. Other concerns include:

3.3. Social distancing between those taking part and the crowd would be impossible to do as the area where the event takes place is small.

3.4. Track and Trace measures would be hard to put in place as the event is free and the area can be accessed from different angles. We would not know if an attendee entering the area had COVID 19 symptoms.

3.5. Social distancing between market traders, members of the public visiting the market and the crew erecting the stage would be hard to maintain.

3.6. Covid Risk Assessments would be required from the different groups taking part in the event.

3.7. The Green Spaces Team would have to sanitise signage and barriers before they were put in place and then when collecting them back in after the event

3.8. Santa and his helpers would need to social distance from the crowd

3.9. It would be difficult to social distance the silver band from the crowd

3.10. The chairs used by the Silver Band come from the Old Gaol and would need to be sanitised before and after use. Whose responsibility would this be?

3.11. Those performing on stage would need to observe current social distancing rules.

3.12. The microphone would need to be sanitised before and after each performer has used it.

3.13. Singing of any type would not be able to take place due to the current Government Guidelines.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Thursday 10th September 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Bonfire & Fireworks Event Saturday 31st October 2020

1. Recommendation

- 1.1. It is recommended that the Bonfire & Fireworks display for 2020 is cancelled because it would not be possible to comply with the current Government Guidelines and not being able to hold large events at this time.
- 1.2. It is recommended that the Council strongly promotes safety messages during the run up to bonfire night.

2. Information

- 2.1. Organised by Buckingham Town Council, this year's Bonfire & Fireworks display is scheduled for Saturday 31st October in the paddock in Bourton Park.
- 2.2. Titanium Fireworks have already been booked for the event. There wouldn't be any cost to the Council if the event was cancelled.
- 2.3. The bonfire is built on the morning of the event by the Green Spaces Team and with the help of the Cadets. It would be very difficult to do this and maintain social distancing.
- 2.4. Pallets are picked up throughout the week by the Green Spaces Team from a local pallet company.
- 2.5. The PA is usually provided by Cllr Martin Try and he sets this up during the afternoon.
- 2.6. After the bonfire has been built the Green Spaces Team fence off the area where the crowds will be able to stand and watch.
- 2.7. The floodlights are hired from Paragon and delivered the afternoon of the event.

- 2.8. The event starts at 6pm and the crowd arrive from various areas of Bourton Park. The entrance points are dark and it would not be possible to securely control all entry points.
- 2.9. After the firework display the bonfire is lit. People, especially teenagers stay behind after the event has finished and congregate around the bonfire.
- 2.10. The Round Table litter pick using the Town Council's litter pickers the next day.

3. COVID 19 Problems

- 3.1. The primary concern is that it would be impossible to ensure that the crowd watching the event observed appropriate social distancing. Whilst events of more than 30 can be arranged by a local authority, it would not be possible to ensure numbers were sufficiently low to meet the current guidance. For that reason it is recommended to cancel this year's event.
- 3.2. Other concerns include:
- 3.3. Due to social distancing, it would be difficult building the bonfire. We would not be able to involve the Cadets this year.
- 3.4. Going on site at the company where the pallets are collected from for the bonfire, would also pose a problem, as at this time people are not allowed on site and the pallets would have to be brought to the gate and the Green Spaces Team would have to load the pallets onto the truck themselves.
- 3.5. Pallets would need to be sanitised before the Green Spaces Team can handle them.
- 3.6. The Green Spaces Team are not sharing vehicles at this time so loading pallets onto the truck single handed would be difficult.
- 3.7. Food vendors and stalls would not be able to take part in the event due to difficulties in social distancing at the stalls and food vans as the area that they set up in is quite tight.
- 3.8. Paragon would need to provide a COVID19 risk assessment covering the floodlights hired from them. They would need to sanitise the equipment before and after delivery. The lights are collected by Paragon after the event.
- 3.9. All equipment used to set up the event and used after the event would need to be sanitised before and after use.

- 3.10. All those working or volunteering at the event would need to maintain a duty of self-care and use hand sanitiser before, during and after the event.
- 3.11. A separate risk assessment would need to be produced for those working or volunteering at the event regarding COVID 19.
- 3.12. A register of those working or volunteering at the event would need to be taken for track and trace purposes. This would include those from Titanium Fireworks. A separate register would need to be kept for those building the bonfire.
- 3.13. Covid19 risk assessment would be required from Titanium Fireworks.
- 3.14. The round table would need to provide their own litter pickers for litter picking the next day.

4. Impact of cancellation

- 4.1. It is possible that cancelling the event would increase the number of people setting off fireworks in back gardens and public spaces. While it is illegal for under 18s to buy fireworks, there is a risk of injury to those using fireworks in private settings. It is therefore proposed that the Council strongly promotes safety messages during the run up to bonfire night.

5. Conclusion

- 5.1. Social distancing especially in the dark would be impossible, as the event can attract up to 2,000 plus people. Track and Trace would not be able to be put in place. It is recommended that the wellbeing and safety of the staff working before and during the event is taken into consideration and that they are not put at risk as we would not be able to ensure that attendees do not arrive with COVID19 symptoms.
- 5.2. Given the size of the event, it is recommended to cancel this year's bonfire and fireworks display.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Thursday 10th September

Contact Officer: Amanda Brubaker, Events Coordinator

Christmas Parade Saturday 12th December 2020

1. Recommendation

1.1. It is recommended that the Town Council does not provide the road closure for the annual Christmas Parade in 2020.

2. Information

2.1. The annual Christmas Parade is organised by the Christmas Parade Committee and sponsored by Buckingham Town Council who also provide the road closure.

2.2. The parade is made up of floats, walking groups, and other vehicles.

2.3. The parade lines up on Chandos Road and makes its way through the town centre and back to Chandos Road.

2.4. The Green Spaces Team put out the advanced warning signs on the bypass 3 weeks before the event.

2.5. Letters are hand delivered to all residents affected by the road closure in November

2.6. The day before the parade the Green Spaces Team put all the signage out.

2.7. On the morning of the parade the Green Spaces Team put out all cones and barriers out for the road closure and diversions.

2.8. The volunteers make their way to the barriers ready for the road closure to be put in place at 10:30am.

2.9. Once the parade is over, the Green Spaces Team collect up all the barriers, cones and signage.

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3. Covid 19 Concerns

- 3.1. Social distancing between those manning barriers and members of the public cannot be maintained as the event attracts a large crowd of up to 5,000 people and are made up of mainly young families.
- 3.2. It would be impossible to put Track and Trace measures into place as the event is free and the area can be accessed from different angles. We would not know if an attendee entering the area had COVID 19 symptoms.
- 3.3. Managing the volunteers would be difficult as they are spread throughout the area where the road closure and diversions are in place. We would not be sure if and how they have come in contact with members of the public wanting to chat or ask directions.
- 3.4. The Green Spaces Team start at 6am on the morning of the event in order to get the barriers, signage and cones in place before the road closure goes on. As they would need to maintain social distancing, rather than working in pairs as usual, they would have to start earlier than 6am.
- 3.5. The Green Spaces Team would have to sanitise signage, barriers and cones on the road before they can be moved after the event. This would increase the length of the road closure.
- 3.6. An extension would have to be applied to the road closure order for the Christmas Parade. If the barriers were still in place at the end of the time shown on the road closure order, then it would become illegal.

4. Conclusion

- 4.1. The road closure covers not only the town centre and Chandos Road, but adjoining roads for the diversions. Over 36 volunteers are required to man the barriers and includes Town Council staff. It would not be possible to meet the Council's duty of care to those working or volunteering at the event, or to ensure that the government's health and safety guidelines regarding staff and volunteers were met if the event went ahead.

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE

Thursday 10th September 2020

Contact Officer: Amanda Brubaker, Events Coordinator

Remembrance Day Parade Sunday 8th November 2020

1. Recommendation

- 1.1. It is recommended that the Town Council does not provide the road closure for the Remembrance Day Parade this year.
- 1.2. It is recommended that the Green Spaces Team still carry out the tidy up around the war memorial on Remembrance Sunday ahead of any service and wreath laying that may take place.
- 1.3. It is recommended that the Town Council allows its YouTube channel to be used to broadcast the wreath laying and service from the memorial, if these are held.

2. Information

- 2.1. Buckingham Town Council, provide the road closure for the Remembrance Day Parade each year. The road closure that the Town Council provides runs from 7am to 10:29am and then a nationwide road closure takes over for the remainder of the event. The Royal British Legion have been clear in their national statements that it is a civic role to put on road closures. It is therefore the Town Council's responsibility to decide whether the Council is willing to carry this out in 2020.
- 2.2. The parade is organised by the Royal British Legion, and the service by the Anglican church.
- 2.3. The decision as to whether to hold the service and wreath laying lies with the Royal British Legion, in conjunction with St Peter and St Paul's church.
- 2.4. On the days leading up to the parade, the Green Spaces Team clean around the war memorial.

- 2.5. On the day of the parade the Green Spaces Team put out the barriers and signage for the road closure.
- 2.6. The Green Spaces Team do one final clean up on the day of the parade around the war memorial.
- 2.7. Volunteers and barrier trained members of staff man the road closure and the Bull Ring/Market Hill is closed off at 9 am to allow the area to be clear for when the parade starts to form up.
- 2.8. A briefing is given to all those volunteering and working at the event.
- 2.9. The road closure goes on at 10:15am and the parade sets off for the Church at approximately. 10:30am

3. COVID 19 Problems

- 3.1. The primary concern is that it would be impossible to ensure that the crowd watching the parade and the parade participants, observed appropriate social distancing. It would be impossible for any more than around 30 people to meet social distancing requirements around the memorial. Whilst events of more than 30 can be arranged by a local authority, it would not be possible to ensure numbers were sufficiently low to meet the current guidance. As parts of the road closure are where large groups of participants and spectators gather, it would be hard to maintain a safe distance from others and to ensure that the Council's health and safety obligations to staff and volunteers were met. For that reason, it is recommended that the Town Council does not provide the road closure for this year's event.
- 3.2. Other concerns include:
- 3.3. All barriers and signage would need to be sanitised before it is put out by the Green Spaces Team and again when it is collected after the parade.
- 3.4. The Green Spaces Team are not sharing vehicles at this time so more than one vehicle would need to be used to put out signage and barriers.
- 3.5. All those working or volunteering at the event would need to maintain a duty of self-care and use hand sanitiser before, during and after the event.
- 3.6. Track and Trace measures would need to be put in place for those working or volunteering at the road closure