



# BUCKINGHAM TOWN COUNCIL

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Wednesday, 16 June 2021

Councillors

You are summoned to a meeting of the **Town Centre & Events Working Group** of Buckingham Town Council will be held on Monday 21<sup>st</sup> June 2021 at 7.00pm online via Zoom.

Mr. P. Hodson  
Town Clerk

Please note that the meeting 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 about any matter relevant to the meeting at the start of the meeting in the usual way. Please email [committeeclerk@buckingham-tc.gov.uk](mailto: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/>

## 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. Clarification of the Status of the Meeting

To receive a verbal report from Town Clerk

### 4. Minutes

To receive and agree the minutes of the meetings held on:

- Monday 12<sup>th</sup> April 2021
- Wednesday 2<sup>nd</sup> June 2021

[TCE/07/20](#)

[TCE/01/21](#)



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.

**5. Covid 19**

To receive a verbal update from the Town Clerk

**6. Action List**

To receive action reports and updates

[Appendix A](#)

**7. Promenade**

To discuss and agree to recommend that the Town Council should seek to work with Stowe National Trust to arrange another 'Promenade' from the Town to the School via the Corinthian Arch - as carried out once before: <https://themayorofbuckingham.blogspot.com/2019/03/the-buckingham-to-stowe-promenade.html>

**8. Budget**

To receive the latest budget figures

[Appendix B](#)

**9. Motion – Cllr. G. Collins**

I propose that the Town Council hold a multicultural celebration evening.

**10. Bounce Back Events**

10.1. Celebrate Buckingham

To receive and discuss a written report from the Events Coordinator

[TCE/14/21](#)

10.2. Summer Youth Programme

To receive and discuss a verbal report from the Deputy Town Clerk

10.3. Otter Trail

To receive and discuss a written report from the Lace Hill Sports and Community Centre Coordinator

[TCE/15/21](#)

**11. Fringe Week**

To receive and discuss a written report from the Events Coordinator

[TCE/16/21](#)

**12. Bard of Buckingham**

To receive and discuss a verbal report from Town Clerk

**13. The Queens Platinum Jubilee 2022**

To receive and discuss written report from the Events Co-ordinator

[TCE/17/21](#)

**14. Buckingham In Bloom**

To receive and discuss a written report from the Events Coordinator and decide who will serve as judges.

[TCE/18/21](#)

**15. Climate Emergency Action Plan**

To receive and discuss relevant updates to the Climate Change Action Plan

[Appendix C](#)

**16. Litter Picking 18<sup>th</sup> July 2021**

To receive and discuss a verbal update from the Greenspaces Administrator

**17. Forthcoming Events**

17.1. Celebrate Buckingham TBC

17.2. Buckingham Fringe Week 19<sup>th</sup> – 25<sup>th</sup> July

17.3. Play Around the Parishes 26<sup>th</sup> July, 9<sup>th</sup> August, 23<sup>rd</sup> Aug

17.4. Children's Outdoor Theatre, 16<sup>th</sup> August

17.5. Bandjam 29<sup>th</sup> August

17.6. River Rinse Sept Date to be confirmed

- 17.7. Dog Show 12<sup>th</sup> September
- 17.8. River Rinse October date to be confirmed
- 17.9. Local Democracy Event 15<sup>th</sup> October
- 17.10. Charter Fair 16<sup>th</sup> October
- 17.11. Charter Fair 23<sup>rd</sup> October
- 17.12. Halloween Disco 30<sup>th</sup> Lace Hill event
- 17.13. Bonfire & Fireworks 6<sup>th</sup> November
- 17.14. Remembrance Day Parade 14<sup>th</sup> November
- 17.15. Winter Fair Lace Hill 21<sup>st</sup> November
- 17.16. Christmas Light Switch On 27<sup>th</sup> November
- 17.17. Christmas Parade 11<sup>th</sup> December
- 17.18. Community Fair 11<sup>th</sup> December

#### **18. Event Ownership**

To decide who is to be lead councillor on each event

[Appendix D](#)

#### **19. Access**

To discuss any access matters relevant to the Working Group

#### **20. Additional Banners**

To receive and note a written report from the Communications Clerk which has been discussed and recommended for agreement by the Communications Strategy Group (Minute 108/21)

[CSG/08/21](#)

#### **21. Tourist Information Centre**

To receive the latest visitor statistics

[Appendix E](#)

#### **22. Town Centre Management**

To receive and discuss a verbal update from the Deputy Town Clerk

#### **23. Twinning**

To receive a verbal update from the Town Clerk

#### **24. News Releases**

#### **25. Chair's Items**

#### **26. Date of the next meeting: Monday 6<sup>th</sup> September 2021**

#### **27. COMMITTEE IN PRIVATE SESSION**

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

#### **28. Summer Entertainment Programme**

To receive and discuss a written report from the Town Centre Manager

[TCE/19/21](#)

#### **To:**

Cllr. R. Ahmed  
Cllr. F. Davies  
Cllr. Mrs. M Gateley (Town Mayor)  
Cllr. A. Mahi  
Cllr. L. O'Donoghue  
Cllr. R. Stuchbury                      Chair  
Cllr. R. Willett

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
1	71/19; 517/19; 88/20; 1031/20	WW1 War Memorial Rededication	Postponed until 2022.	Events Coordinator	the re-dedication of the War memorial be postponed until 2022.	Sep-21
2	252/20; 1030/20	Bard of Buckingham	Members AGREED for the Town Clerk and Events Coordinator to liaise with Mr. D. Jones on the best way to proceed with the next Bardic election	Events Coordinator	Election postponed until Spring	Jun-21
3	254.7/19; 870/20; 1209/20	Good Endings Fair	Postponed until March 2022	Events Coordinator	Postponed until March 2022	Nov-21
4	884/19	Youth Council	Cllr. O' Donoghue said the Town Clerk was writing to local schools requesting expression of interest. Members <b>AGREED</b> to postpone the agenda item until the Town Clerk was in a position to report back. New representatives have been agreed, who will be able to plan for the best approach in September		Delayed due to Covid 10 restrictions	Sep-21
5	885/19; 686/20	Community Gardening/Alternatives to Buckingham in Bloom	Proposed by Cllr. Bloomfield, seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> for the lead Councillors to determine four competition finalists, with the overall winner to be determined by a judge from Preston Bissett Nurseries.	Deputy Town Clerk	Press release to be issued during April	On the agenda
6	886/19	Climate emergency	That the Town Council hosts a Climate Emergency Workshop, as soon as it is practically possible, to consider the measures that could help towards Buckingham Town Council reducing its own carbon footprint and discuss how to facilitate similar carbon reduction measures in the wider community.	Committee Clerk	Postponed; options for the workshop to be reviewed after lockdown ends. Updated version of the Action Plan to be discussed in April 2020	Action Plan on the agenda
7	887/19	Twinning	Proposed by Cllr. Cole and seconded by Cllr. Mahi that the Town Council investigate, with the Twinning Association, the possibility of the visit taking place on the weekend of the 12-13 <sup>th</sup> December 2020 and investigate all possibilities for catering a Civic event without putting any additional load on Town Council staff.	Events Coordinator	Postponed; options to be reviewed after lockdown ends	On the agenda
8	99/20	Access	Proposed by Cllr. Stuchbury seconded by Cllr. O'Donoghue and unanimously <b>AGREED</b> to bring forward a report, in consultation with Access4All, of potential ideas for the AccessAble budget.	Town Clerk	Ongoing	Sep-21
9	733/20	Community Group Fundraising Day	The event, titled "Celebrate Buckingham" is held in June 2021, providing Covid restrictions allow.	Events Coordinator	To receive an update at April's meeting.	On the agenda
10	868/20; 1042/20	Accessibility Workshop	Members <b>AGREED</b> to host an Access Awareness Day at the first possible opportunity.		Postponed; options to be reviewed after lockdown ends	ongoing
11	869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously <b>AGREED</b> for Council staff to provide a detailed plan for creating a culture and arts strategy. It was <b>AGREED</b> that a working group be set up, consisting of councillors and partners, at the appropriate time.		Postponed; options to be reviewed after lockdown ends	Sep-21
12	1033/20	Bounce Back Events	Members spoke positively about the proposal and asked for a diverse representation of local acts from across the local community.	Events Coordinator		On the agenda

No:	Minute No.	Action	Action Required	Action Owner	Update	Deadline
13	1206/20	Budgets and Cllr Recognition	. Cllr. Mahi suggested the creation of a 'Cllr. Bloomfield trophy' to be awarded at the annual Buckingham in Bloom competition. Members <b>AGREED</b> for the Town Clerk to investigate options and to bring a report back to a future committee	Town Clerk		ongoing

15/06/2021

## Buckingham Town Council

11:42

Detailed Income &amp; Expenditure by Budget Heading 01/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>EARMARKED RESERVES</u></b>						
<b>901 EARMARKED RESERVES</b>						
9001 YOUTH COUNCIL	0	1,000	1,000		1,000	0.0%
9002 CEMETERY DEVELOPMENT	0	97,886	97,886		97,886	0.0%
9004 SOLAR PANEL LACE HILL	0	28,076	28,076		28,076	0.0%
9006 SPEED WATCH	0	598	598		598	0.0%
9013 YOUTH PROJECTS	0	3,000	3,000		3,000	0.0%
9015 CHARTER FAIRS	0	4,136	4,136		4,136	0.0%
9025 PLAY AREA REPLACEMENT	0	45,121	45,121		45,121	0.0%
9027 GREEN BUCKINGHAM GROUP	0	226	226		226	0.0%
9029 CIRCULAR WALK MAINT	0	5,399	5,399		5,399	0.0%
9030 TOURISM LEAFLETS	0	2,404	2,404		2,404	0.0%
9033 ECONOMIC DEVELOPMENT GRP	0	(2,685)	(2,685)		(2,685)	0.0%
9035 PARKS DEVELOPMENT	0	1,405	1,405		1,405	0.0%
9036 ELECTION COSTS	0	5,594	5,594		5,594	0.0%
9040 PARK RUN	0	89	89		89	0.0%
9045 ACCESS FOR ALL	0	251	251		251	0.0%
9048 BUCKINGHAM ACTION GROUP	0	1,283	1,283		1,283	0.0%
9049 NEIGHBOURHOOD PLAN	0	20,000	20,000		20,000	0.0%
9050 BRIDGE REPAIRS	0	60,959	60,959	60,959	(0)	100.0%
9051 OFFICE DEVELOPMENT / FURNITURE	0	12,000	12,000		12,000	0.0%
9052 DEPOT EQUIPMENT PURCHASE	0	15,000	15,000		15,000	0.0%
9053 AEDs	0	420	420		420	0.0%
9054 LACE HILL REPAIRS & MAINTENANC	0	25,000	25,000		25,000	0.0%
9055 RIVER RINSE	0	250	250		250	0.0%
9057 CEMETERY LODGE REPAIRS	0	10,000	10,000		10,000	0.0%
9058 BOWLS CLUB PAVILLION REPAIRS	0	8,000	8,000		8,000	0.0%
9059 MAKING GOOD/BOUNDARY REPAIRS B	0	45,000	45,000		45,000	0.0%
9060 RIVER WARDENS	0	1,575	1,575		1,575	0.0%
9061 COVID BOUNCE BACK EVENTS	(660)	8,680	9,340	625	8,715	(0.4%)
9062 GRANTS	0	2,100	2,100		2,100	0.0%
9063 TWINNING	0	2,000	2,000		2,000	0.0%
9064 HOLOCAUST MEMORIAL	0	1,000	1,000		1,000	0.0%
9065 PURCHASE CEMETERY & ALLOTMENT	0	87,000	87,000		87,000	0.0%
<b>EARMARKED RESERVES :- Indirect Expenditure</b>	<b>(660)</b>	<b>492,767</b>	<b>493,427</b>	<b>61,584</b>	<b>431,843</b>	<b>12.4%</b>
<b>Net Expenditure</b>	<b>660</b>	<b>(492,767)</b>	<b>(493,427)</b>			
<b>EARMARKED RESERVES :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Expenditure</b>	<b>(660)</b>	<b>492,767</b>	<b>493,427</b>	<b>61,584</b>	<b>431,843</b>	<b>12.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>660</b>					

## Detailed Income &amp; Expenditure by Budget Heading 01/06/2021

Month No: 3

Committee Report

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	(660)	492,767	493,427	61,584	431,843	12.4%
Net Income over Expenditure	<u>660</u>	<u>(492,767)</u>	<u>(493,427)</u>			
Movement to/(from) Gen Reserve	<u>660</u>					

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>TOWN CENTRE &amp; EVENTS</u></b>						
<b><u>301 TOWN CENTRE &amp; EVENTS</u></b>						
1013 HANGING BASKETS	133	416	283			32.0%
1028 LACE HILL EVENTS INCOME	0	1,041	1,041			0.0%
1062 COMMUNITY FAIR - TABLE INCOME	0	208	208			0.0%
1066 COMEDY NIGHT INCOME	0	3,124	3,124			0.0%
1069 CHARTER FAIR INCOME	0	6,946	6,946			0.0%
TOWN CENTRE & EVENTS :- Income	133	11,735	11,602			1.1%
3997 NI TC & E	614	5,234	4,620		4,620	11.7%
3998 PENSION ERS TC & E	2,151	13,412	11,261		11,261	16.0%
3999 WAGES & SALARIES TC & E	9,619	71,826	62,207		62,207	13.4%
4042 EVENTS EQUIPMENT	0	568	568		568	0.0%
4079 FAIR TRADE PROMOTION	0	416	416		416	0.0%
4094 YOUTH PROJECT	0	3,045	3,045	2,430	615	79.8%
4104 TOWN IN BLOOM	308	11,195	10,887	47	10,840	3.2%
4107 PRIDE OF PLACE	0	261	261		261	0.0%
4115 RIVER RINSE	0	416	416		416	0.0%
4166 LACE HILL EVENTS	0	1,041	1,041		1,041	0.0%
4201 CHRISTMAS LIGHTS	0	11,455	11,455		11,455	0.0%
4202 FIREWORK DISPLAY	633	5,840	5,207		5,207	10.8%
4203 COMMUNITY FAIR	0	416	416		416	0.0%
4205 CHRISTMAS PARADE	0	3,959	3,959		3,959	0.0%
4208 SPRING FAIR	0	508	508		508	0.0%
4210 PANCAKE RACE	0	81	81		81	0.0%
4211 BAND JAM	0	3,645	3,645		3,645	0.0%
4212 CHRISTMAS LIGHT SWITCH ON	1,600	4,138	2,538		2,538	38.7%
4213 DOG SHOW	0	502	502		502	0.0%
4216 MAY DAY EVENT	0	51	51		51	0.0%
4220 MUSIC IN THE MARKET	0	3,645	3,645		3,645	0.0%
4230 SCOUT PARADE	0	51	51		51	0.0%
4241 COMEDY NIGHT EXPENDITURE	0	3,124	3,124		3,124	0.0%
4243 CHARTER FAIR EXPENDITURE	0	5,503	5,503	2,459	3,044	44.7%
4260 TWINNING	0	2,030	2,030		2,030	0.0%
TOWN CENTRE & EVENTS :- Indirect Expenditure	14,925	152,362	137,437	4,936	132,501	13.0%
Net Income over Expenditure	(14,792)	(140,627)	(125,835)			
<b><u>302 STREET MARKET</u></b>						
1005 STREET MARKET	4,358	14,718	10,360			29.6%



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1006 FLEA MARKET	852	3,500	2,648			24.3%
STREET MARKET :- Income	5,210	18,218	13,008			28.6%
4017 SUBSCRIPTIONS	369	457	88		88	80.7%
4225 RATES	2,121	3,124	1,003		1,003	67.9%
4235 MARKET INFRASTRUCTURE & PROMOT	0	1,523	1,523		1,523	0.0%
STREET MARKET :- Indirect Expenditure	2,490	5,104	2,614	0	2,614	48.8%
Net Income over Expenditure	2,720	13,114	10,394			
<u>303 SPECIAL EVENTS</u>						
1020 FOOD FAIR INCOME	0	521	521			0.0%
1083 FRINGE INCOME	0	3,124	3,124			0.0%
SPECIAL EVENTS :- Income	0	3,645	3,645			0.0%
4221 FRINGE	1,418	6,425	5,007	1,200	3,807	40.7%
4242 FOOD FAIR	0	521	521		521	0.0%
4244 REMEMBRANCE FLAGS	433	609	176	165	12	98.1%
4273 ONE OFF EVENTS	0	1,000	1,000		1,000	0.0%
4277 WAR MEMORIAL CENTENARY	0	500	500		500	0.0%
4278 CELEBRATE BUCKINGHAM DAY	415	1,250	835	730	105	91.6%
SPECIAL EVENTS :- Indirect Expenditure	2,266	10,305	8,039	2,095	5,945	42.3%
Net Income over Expenditure	(2,266)	(6,660)	(4,394)			
<u>305 TOURIST INFORMATION CENTRE</u>						
1084 TIC INCOME	195	33,995	33,800			0.6%
TOURIST INFORMATION CENTRE :- Income	195	33,995	33,800			0.6%
4253 TIC TICKETS AND PRODUCE	660	31,240	30,580		30,580	2.1%
4255 HERITAGE APP EXPENDITURE	2,130	2,922	792	39	753	74.2%
4274 TOURISM WEBSITE	0	1,000	1,000		1,000	0.0%
TOURIST INFORMATION CENTRE :- Indirect Expenditure	2,790	35,162	32,372	39	32,334	8.0%
Net Income over Expenditure	(2,594)	(1,167)	1,427			
<u>306 ACCESSIBILITY</u>						
4254 ACCESS ABLE	0	2,000	2,000		2,000	0.0%
4266 ACCESSIBILITY COSTS	0	513	513		513	0.0%
ACCESSIBILITY :- Indirect Expenditure	0	2,513	2,513	0	2,513	0.0%
Net Expenditure	0	(2,513)	(2,513)			
TOWN CENTRE & EVENTS :- Income	5,539	67,593	62,054			8.2%
Expenditure	22,470	205,446	182,976	7,069	175,907	14.4%
Movement to/(from) Gen Reserve	(16,931)					

## Detailed Income &amp; Expenditure by Budget Heading 01/06/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	5,539	67,593	62,054			8.2%
Expenditure	22,470	205,446	182,976	7,069	175,907	14.4%
Net Income over Expenditure	<u>(16,931)</u>	<u>(137,853)</u>	<u>(120,922)</u>			
Movement to/(from) Gen Reserve	<u>(16,931)</u>					

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS WORKING GROUP**  
**MONDAY 21<sup>st</sup> June 2021**

**Contact Officer:** Amanda Brubaker, Events Coordinator

**2 Celebrate Buckingham - Community & Volunteer Fair**

**1. Recommendation**

1.1. Due to the government decision on Monday 14<sup>th</sup> June to postpone the easing of restrictions until 19<sup>th</sup> July, it is recommended that the Town Council postpone the event until a date to be agreed at the TC&E Working Group meeting on Monday 21<sup>st</sup> June 2021.

**2. Background**

2.1 The Celebrate Buckingham Community Volunteer Fair has been arranged to take place in the paddock in Bourton Park on Saturday 10<sup>th</sup> July 2021 from 11am – 3pm, in Partnership with the Buckingham Society. Set up will take place from 9am.

2.2 During the event the Buckingham Society's annual Civic Day awards and the Town Council awards will be presented. The new Mayor Cllr, Margaret Gateley will be robed.

2.3 There will be promotion of the Otter Trail and information stalls for Buxplore and the Tourist Information Centre.

2.4 To date 20 organisations have confirmed their attendance with still 10 more expected to confirm.

2.5 Those who have confirmed are Buckingham & Villages Community Board, Buckinghamshire Off Road Group (BORG), 1563 Buckingham Squadron Air Cadets, Brownies, Volunteer Hospital Car Service, Canal Society, Buckingham & District Angling Association, Buckingham Choral Society, Buckingham Table, Chandos Park Bowls Club, Friends of the Old Gaol, Tennis Club, Buckingham Action Group for UK Cancer Research, Young Carers, Rotary Club, Buckingham Fairtrade, Friends of Buckingham Library, Buckingham Youth Club, River Wardens, The Film Place.

2.6 Each stall holder has been asked to provide a copy of their Public Liability Insurance and a Covid Risk Assessment for their stall

2.7 A bouncy castle and giant slide have been booked as well as portable toilets and first aid.

2.8 A small stage has been sourced together with a PA system.

2.9 Food vendors and an ice cream van have also been booked.

2.10 There will be entertainment from the Brackley Morris Men, Buckingham Ukulele Group and the Winslow Concert Band.

### 3 Covid Update

3.1 The event has been planned based on the government's initial plan to end lockdown measures on 21<sup>st</sup> June. The government has now announced that the current measures will continue to 19<sup>th</sup> July.

3.2 A case can be made that it would be allowable to go ahead with the event under the current regulations, providing that a viable plan be in place to ensure that social distancing is maintained and no more than 30 people gather together at one time. The event is to be held outside, with ample spacing between stalls.

3.3 However, should the Council fail to prevent more than 50 people meeting together, the Council could be liable for a fine of up to £10,000<sup>1</sup>. It may well be that even if the event were to go ahead, a significant number of groups and residents would choose not to attend, making the event's impact significantly less than planned.

3.4 For these reasons, all stallholders and others involved have been asked whether they would support postponing the event, and whether they would be willing and available to take part in the event were it rescheduled to **Saturday 31<sup>st</sup> July** or **Saturday 4<sup>th</sup> September**. Responses have been requested by 9am on Monday 21<sup>st</sup> June, in time for officers to update the Town Centre and Events Working Group at the meeting.

3.5 Once a revised date is agreed, the exact participants and entertainment will be clarified.

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<sup>1</sup> <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#other-circumstances-where-you-can-gather-in-larger-groups>

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS WORKING GROUP**  
**MONDAY 21<sup>st</sup> 2021**

**Contact Officer:** Sam Hoareau, Lace Hill Sports & Community Centre Coordinator

**Bounce Back Event; Public Art Trail - Progress Report**

**1. Recommendations**

- 1.1. Members note the updates and AGREE to recommend the new proposed budget.
- 1.2. Members AGREE to recommend any underspend be transferred to the Lace Hill Family Funday Budget.

**2. Background**

- 2.1 As part of the Bounce Back 2021 event program, a temporary public art sculpture trail was agreed by TC&E on Monday 8<sup>th</sup> February 2021. The Buckingham Otter Trail will include ten 3ft otter sculptures, made of resin and fibre glass. The project includes involvement from local primary schools, artists, community groups, charities and businesses who will decorate the otters into beautiful pieces of art.
- 2.2 Each otter will be displayed throughout the town centre and surrounding green spaces for residents and visitors to discover. The trail was originally planned to be launched at the likely postponed Celebrate Buckingham event. Officers are currently planning a new launch event to take place on the 23<sup>rd</sup> July (to be part of Fringe Week) in the town centre.

**3. Sponsorship Update**

- 3.1 When the initial budget was proposed it was not known what sponsorship would be secured for the project. We now have sponsorship money totalling £1,160 from eight sponsors. These are: The Buckingham Canal Society, Gawcott Community Solar Project CIC, University of Buckingham, MyFutureSelf Matters, Bucks Radio, Barratt and David Wilson Homes, Heritage & Sons and Howes The Florist. Sponsorship details are acknowledged on the Town Council website, and will be announced on our social media platforms and included in press releases. At the end of the event, each sculpture will remain the property of the Town Council to use for future events or at a public auction.

#### 4. Updated Budget

	<b>ESTIMATED COST</b>
Otter Sculptures	£1,260
Varnish	£90
Plaques	£200
Plinth	£300
Buxplore app route	£200
Map Trail Illustrator	£250
Printing	£300
Event Banner	£80
Badges	£250
Competition Prize/s	£150
Launch Event	£500
Otter Merchandise	£400
Contingencies	£80
<b>TOTAL EXPENDITURE</b>	<b>£4,060</b>
<b>BUDGET</b>	<b>£,2900</b>
<b>SPONSORSHIP</b>	<b>£1,160</b>
<b>TOTAL BUDGET</b>	<b>£4,060</b>

## 5. Project Status

- 5.1 Information about the trail has been published on the Town Council website and the event has been created on Facebook. These will be kept up to date with all the news and important announcements.
- 5.2 Painted otters will be delivered back to otter HQ by the end of June so that they can be sealed and secured to plinths and name plaques attached.
- 5.3 Each otter will have a name plaque and details about the artist and sponsor. These still need to be designed and produced.
- 5.4 Five otter sculptures need to be secured on to plinths. These are being hand made by the greenspaces team. A frame has been produced and building work will commence next week.
- 5.5 A paper map of the trail is currently being designed by a local illustrator. When the trail is live it will be available to download via the Town Council website or available to pick up in person from the Tourist Information Centre.
- 5.6 A digital trail will also be available on our community heritage app - Buxplore. The content for this is still being written.
- 5.7 Otter spotter badges will be given to all children who complete the trail.
- 5.8 A competition will be run alongside the trail. Each otter will have a random letter and people will need to unscramble the letters to find the hidden word. People will be able to hand in their completed map/ trail sheet with their answer and collect their badge from the Tourist Information Centre. Or they will be able to email their answer. Names will be entered into a prize draw. Prize/s will be bought locally.

*Zoe Day from Buckingham Art School with Canalotto the Otter*



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE & EVENTS WORKING GROUP  
MONDAY 21<sup>st</sup> June 2021**

**Contact Officer:** Amanda Brubaker, Events Coordinator

**Fringe Week Update**

**1. Update**

- 1.1. This year's fringe week was due to take place from Saturday 17<sup>th</sup> July to Sunday 25<sup>th</sup> July.
- 1.2. Due to the Government announcement yesterday (14<sup>th</sup> June) postponing the easing of restrictions until Monday 19<sup>th</sup> July, the start of the Fringe Week will now be Monday 19<sup>th</sup> July.

**2. Events taking place this year**

Thurs 1 <sup>st</sup> Jul – Sun 25 <sup>th</sup>	Colouring Competition organised by Gilroy Steel, Solicitors
Saturday 17 <sup>th</sup>	Launch of the Otter Trail <b>moved to Friday 23<sup>rd</sup> July</b>
Sunday 18 <sup>th</sup>	TBC Brand Events stage events <b>Cancelled</b>
Monday 19 <sup>th</sup>	Historic Pub Walk, Jean Summers
Tuesday 20 <sup>th</sup>	Oxford Fiddle Group
Wednesday 21 <sup>st</sup>	Online Quiz Night, Mikey Dyson
Thursday 22 <sup>nd</sup>	UK Astronomy Night TBC
Friday 23 <sup>rd</sup>	Buskers' Day
Saturday 24 <sup>th</sup>	Music Not in The Market
Sunday 25 <sup>th</sup>	Wellness Walk & Family Fun Day Lace Hill

**3. Brand Events**

- 3.1. Buckinghamshire Council had hoped to facilitate a three-day event in Bourton Park, to be run by Brand Events, which was to have provided a stage to be



used for events including outdoor theatre and an outdoor cinema. Plans had been made in some detail. However, Brand Events pulled out in the week beginning 7<sup>th</sup> June due to low ticket sales.

#### **4. Lace Hill Family Fun Day**

4.1. Lace Hill Family Fun Day was originally scheduled for Sunday 18<sup>th</sup> July. This has been moved to Sunday 25<sup>th</sup> July.

#### **5. Music In The Market**

5.1. For this year Music In The Market has been rebranded as Music Not in the Market, and confirmed for Saturday 24<sup>th</sup> July at Buckingham Rugby Club. The event is being organised by The Buckingham Acoustic Club together with the Buckingham Rugby Club and sponsored by Buckingham Town council. The event has been re-named 'Music Not in The Market'. The move away from the town centre is a one off move and will return to its usual slot in May for 2022. Moving the event will incur additional costs, for example for extra security, portable toilets and additional lighting. It is not possible to give the precise figures at this stage. Members are asked to support moving the unspent budget of £508 for the Spring Fair from 301 4208 to the budget for Music in the Market, 301 4220.

**BUCKINGHAM TOWN COUNCIL**  
**TOWN CENTRE & EVENTS WORKING GROUP**  
**MONDAY 21<sup>st</sup> June 2021**

**Contact Officer:** Amanda Brubaker, Events Coordinator

**Queen's Platinum Jubilee June 2022**

**1. Recommendations**

- 1.1. It is recommended that the Town Council takes part in the events planned for the nation on Friday 2<sup>nd</sup> June 2022 as shown below.
- 1.2. The Town Crier be invited to take part as described.
- 1.3. A bugler be invited to be involved in Buckingham's celebrations.
- 1.4. The town be dressed in red, white and blue to mark the celebrations. This will include the flying of the Union Flags, planters and hanging baskets to have red, white and blue flowers and the town to have lots of red white & blue bunting.
- 1.5. The beacon/bonfire should be built in the paddock in Bourton Park where Bonfire and Fireworks is held. The Town Council did the same for the marking of the 1<sup>st</sup> World War and also for the last Jubilee.
- 1.6. Residents be encouraged to hold Big Lunches on Sunday 5<sup>th</sup> June.
- 1.7. A Celebrate Buckingham event be held on Saturday 4<sup>th</sup> June, to enable community groups and residents to celebrate their activities and mark the jubilee in Bourton Park during the day

**2. Background**

- 1.8. 2.1. In November 2020 the Culture Secretary announced plans to mark Her Majesty the Queen's Platinum Jubilee in June 2022. The UK will celebrate the 70<sup>th</sup> anniversary with a "blockbuster" weekend of celebrations.
- 1.9. The late May Bank Holiday Weekend will move to Thursday 2<sup>nd</sup> June and an additional Bank Holiday on Friday 3<sup>rd</sup> June will be held, which will then see a four day weekend to celebrate the Platinum Jubilee.
  - 2.2. Buckingham Palace have started to release information for the nationwide celebrations.[sa](https://www.buckinghampalace.gov.uk/celebrations)

- 2.3. On Friday 2<sup>nd</sup> June more than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories and 1 each in the capital cities of the Commonwealth countries.

### **3. Events Confirmed by Buckingham Palace**

#### **1.10. Friday 2<sup>nd</sup> June**

- 1.11. A service will be held in St Pauls Cathedral
- 1.12. **1pm** Town Criers invited to undertake the Proclamation announcing the lighting of the beacons later that evening.
- 1.13. **9.09pm** Individual pipers and pipe bands are being asked to play "Diu Regnare" from central locations of their choice from within their local communities as their personal tribute to Her Majesty The Queen.
- 1.14. **9:15pm** Lighting of the beacons

#### **1.15. Sunday 5th June**

- 1.16. The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 people will be invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE & EVENTS WORKING GROUP  
MONDAY 21<sup>st</sup> June 2021**

**Contact Officer:** Amanda Brubaker, Events Coordinator

**Buckingham In Bloom 2021**

**1. Background Information**

- 1.1. For several year's Buckingham Town Council has been running the Buckingham In Bloom competition.
- 1.2. Local residents are encouraged to enter their gardens into the following categories. Best looking front garden and hanging baskets and containers.
- 1.3. The competition is advertised via social media, posters and the Buckingham & Winslow Advertiser.
- 1.4. Entry forms are available online and through the Tourist Information Centre. In the past they have been available in the Library.
- 1.5. The nominated gardens are judged on colour overall appearance and must be easily visible from the kerbside.
- 1.6. Judges which include the Town Mayor and 3 other Cllrs go out in the middle of July and look at the nominated gardens.
- 1.7. This year judging will take place the week of 12<sup>th</sup> July.
- 1.8. Prizes of gift vouchers, certificates and rosette are awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place
- 1.9. A silver cup was introduced in 2013 for the winner of the Best Kept Garden and this is kept by the winner until the following year. The winner's names are engraved on the cup. The cup has been won every year by Mr Wilkins of Meadow Row since 2013.

**2. Events taking place this year**

- |  |   |
|--|---|
| Thurs 1 <sup>st</sup> Jul – Sun 25 <sup>th</sup> | Colouring Competition organised by Gilroy Steel, Solicitors           |
| Saturday 17 <sup>th</sup>                        | Launch of the Otter Trail <b>moved to Friday 23<sup>rd</sup> July</b> |
| Sunday 18 <sup>th</sup>                          | TBC Brand Events stage events <b>Cancelled</b>                        |

Monday 19 <sup>th</sup>	Historic Pub Walk, Jean Summers
Tuesday 20 <sup>th</sup>	Oxford Fiddle Group
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## Buckingham Town Council Climate Emergency Action Plan

<b>Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
3.	<b>Encourage practical action by local people through proactive communication campaigns.</b>	Number of visitors per year to webpage	TC&E and Environment Committee	Additional information added to the <a href="#">Town Council's website</a> on local organisations that can help with residents' own climate action plans
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
10.	<b>Investigate options for carbon offsetting Town Council event e.g. Bonfire &amp; Fireworks</b>	Publication of carbon offsetting certification for each relevant event	Town Centre & Event Committee	To be investigated as part of the carbon footprint audit – July 2021.
<b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient</b>				

whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	<b>Provide recycling facilities at all Town Council Events and within Town Council owned buildings.</b>	One bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam. <b>Recycling in all BTC offices now implemented.</b>
14.	<b>Work with and support litter picking initiatives around town including the increased promotion of River rinse.</b>	One Town Council event per year in addition to the two river rinses	TC&E Committee	Despite the pandemic a River Rinse still took place. During October 2020 the Town Council launched a 'Rubbish Campaign' to encourage residents to conduct individual litter picks, which was covered by national local council press. <b>Litter Pick organised for 18<sup>th</sup> July 2021 with Youth Club and new initiative #QuickLitterPick launched in Bourton Park</b>
<b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric</b>				

<b>vehicles.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
23.	<b>Consider holding an event that promotes cycling around the town</b>	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee	To be considered at TC&E once business returns to normal and social distancing rules allow for more public events.
<b>Food &amp; Land - to promote sustainable land management, including tree planting to help absorb carbon &amp; water.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
34.	<b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b>	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events.



EVENTS 2021/22			
2021			
	Event	Lead Cllr	Deputy
<b>July</b>			
	Fringe Week		
	17th		
	18th		
	19th		
	20th		
	21st		
	22nd		
	23rd		
	24th	Music Not In The Market	
	25th	Well Being Walk	Jon Harvey
<b>August</b>			
	Sun 29th	Bandjam	Robin Stuchbury
<b>September</b>			
	Sun 12th	Dog Show	Lisa O'Donoghue
	TBC	River Rinse	
<b>October</b>			
	TBC	River Rinse	
	Fri 15th	Local Democracy	
	16th (Friday)	Charter Fair	Robin Stuchbury
	22nd (Friday)	Charter Fair	Robin Stuchbury
<b>November</b>			
	Sat 6th	Bonfire & Fireworks	Andy Mahi
	Sat 27th	Christmas Light Switch On	
<b>December</b>			
	Sat 11th	Christmas Parade	Howard Mordue
	Sat 11th	Community Fair	
2022			
	Event	Lead Cllr	Deputy
<b>February</b>			
	TBC (closest Saturday to Shrove Tuesday 1st March)	Pancake Race	
	Sat 26th	Food Fair	
<b>April</b>			
	TBC	Spring Fair	
<b>May</b>			
	Fri 6th	May Day Celebrations	
	TBC due to Queens Platinum Jubilee	Music In The Market	

**BUCKINGHAM TOWN COUNCIL**  
**COMMUNICATIONS STRATEGY GROUP**  
**THURSDAY 10<sup>th</sup> June 2020**

**Contact Officer: Communications Clerk**

**Additional Banners report**

**1. Recommendations**

It is **RECOMMENDED** that Members allow use of the **4032/102 Publicity** budget for additional printed summer events signage in 2021, up to a maximum of £150.

**2. Background**

The return to normal services through 2021 has presented additional communications challenges. While many of these can be addressed through good use of social media and newsletters, a mixture of different communication approaches is beneficial.



One such area is Summer 2021 events. 15 events are scheduled to take place during July and August, many of which are new or not being held in the usual way/place. It has been extremely difficult to finalise the details of some of these events in good time to meet print deadlines for newsletters, due to uncertainty over Coronavirus restrictions. This means our events communications with residents who are not internet users will be limited.

The corrugated plastic signage used by Buckinghamshire Council in the town centre during 2021 has been effective, with a longer lasting finish and a more professional look the laminated posters the Town Council normally uses to advertise events.

*Figure 1 Example corrugated plastic signage*

It would not be cost effective to create corrugated or vinyl banners for every event. However we could work on designs for specific purposes.

- a) To advertise the full July and August events schedule, with a QR code that links to our website for the most up to date event details. Corrugated plastic, to be used in the town centre.
- b) To advertise new events spaces. For example, we could create banners to put up at the entrance to the Bourton Park Paddock and advertise the fact that Celebrate Buckingham Day, Brand Productions and The Dog Show all take place there.
- c) A colourful Fringe banner that can be taken between events to advertise all the activities that will take place this year.

### 3. Costs

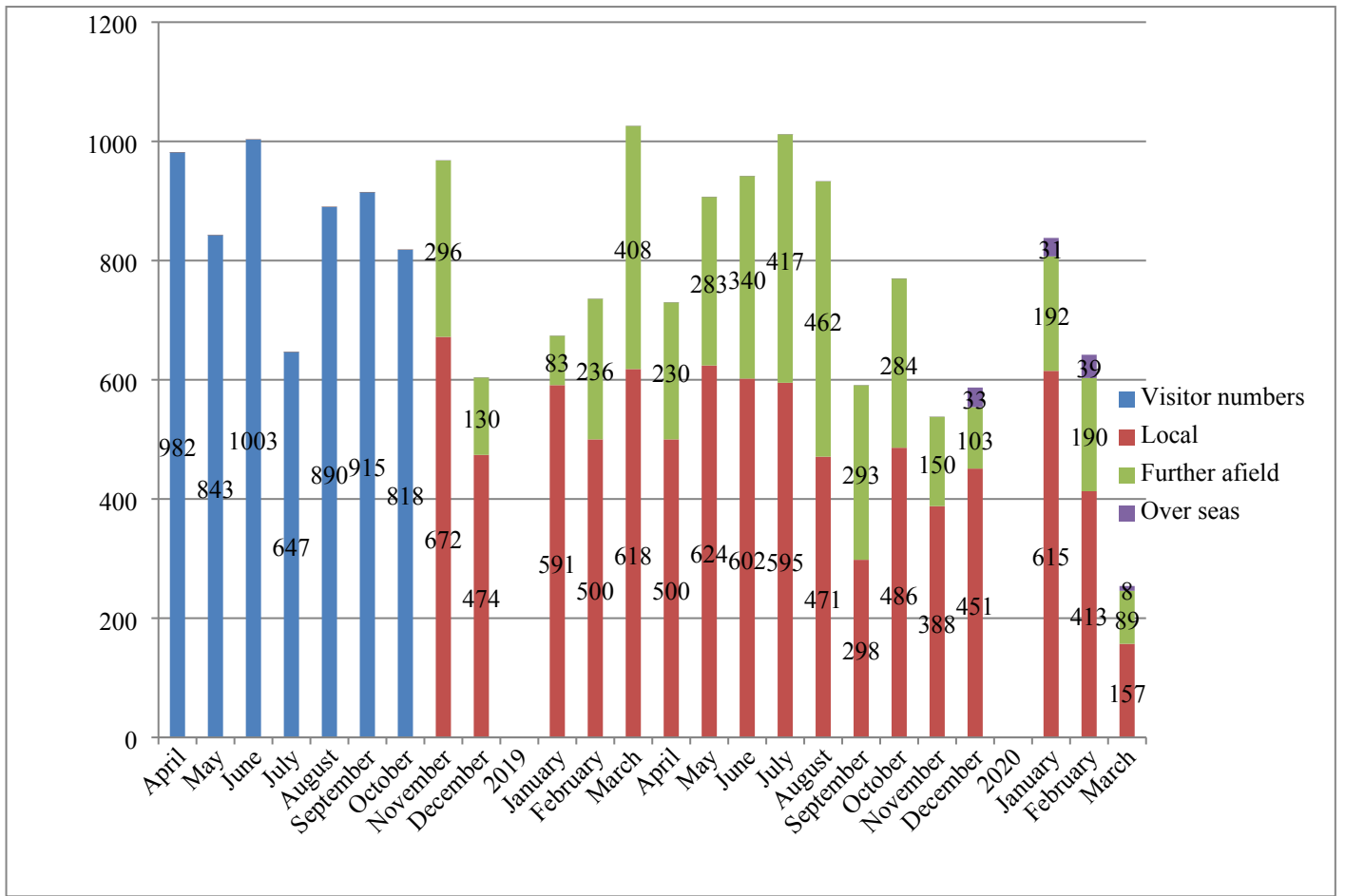
PRODUCT	QUANTITY	TOTAL COST (WITHOUT VAT)
SUMMER EVENTS IN BUCKINGHAM CORRUGATED PLASTIC SIGNAGE FOR LAMP POSTS (DIN A1 SIZE)	12	£44.81 to £67.64 (dependent on size)
BOURTON PARK PADDOCK VINYL BANNERS	2	£32.15
FRINGE WEEK VINYL BANNERS	1	£16.08
POSTAGE	2	Up to £10
<b>TOTAL</b>		£103.04 to £125.87

Please note that prices are not exact due to variable discounts and products available through the relevant suppliers at the time of purchase.

Having secured contracts for the newsletter design, print and delivery for the following three years, there is a predicted £1,058.52 underspend in the **4032/102 Publicity** budget that could be used for this purpose.

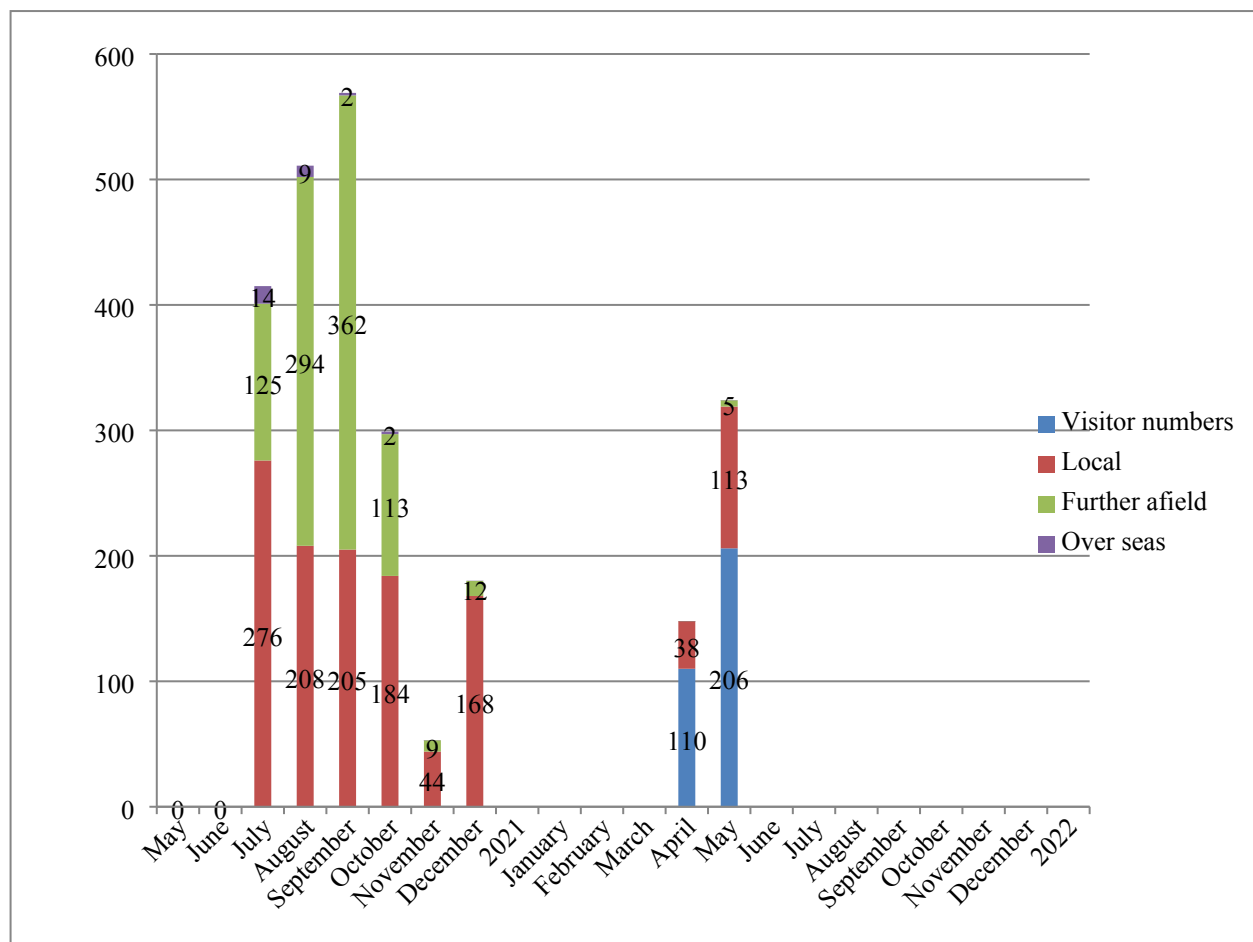
It is **RECOMMENDED** that Members allow use of the **4032/102 Publicity** budget for additional printed summer events signage in 2021, up to a maximum of £150.

Buckingham Tourist Information Centre Visitor Statistics Appendix E



New chart begun April 2018 with change of ownership

# Buckingham Tourist Information Centre Visitor Statistics Appendix E



New chart from April 2020