

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 27th March 2017** following an Extraordinary Meeting of Full Council in the Council Chamber, Cornwalls Meadow, Buckingham.

Present:	Cllr. Ms. J. Bates	
	Cllr. T. Bloomfield	Vice Chair
	Cllr. Mrs. G. Collins	
	Cllr. Mrs. M. Gateley	
	Cllr. D. Isham	
	Cllr. A. Mahi	Town Mayor
	Cllr. M. Smith	Chair

Also attending	Mrs. A. Brubaker	Events Co-ordinator
	Ms. C. Childs	Deputy Town Clerk
	Mrs. N. Stockill	Committee Clerk
	Mr. L. Weston	

879/16 Apologies for Absence

RESOLVED to note that apologies were received from Cllrs. Stuchbury, Strain-Clark, Mordue and O'Donoghue.

880/16 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.

Cllr. Gateley declared an interest in agenda item 8, (Lace Hill Event) as a member of the United Churches of Well Street.

881/16 Minutes

To receive the minutes of the Meeting held on Monday 6th February 2017 ratified at Full Council on Monday 13th March 2017. (**TCE/06/16**)

Noted

882/16 Action List

To receive action reports and updates

Events Report – Cllr. Smith highlighted that the Town Clerk was due to bring a report reviewing all the events to the next TC&E Committee.

ACTION TOWN CLERK

Scoring System – The Events Coordinator remarked that the new process for scoring actions had proven problematic and Members debated whether or not it was an appropriate system for the TC&E Committee.

Proposed by Cllr. Smith, seconded by Cllr. Bates and **AGREED** for the TC&E Committee to stop using the prioritisation scoring system and return to a simple Action Report.

ACTION EVENTS COORDINATOR

883/16 Armistice Day Saturday 11th November 2018

To receive and discuss correspondence from Mr Lionel Weston

Members **AGREED** to Suspend Standing Orders to allow Mr. Weston to speak.

Mr. Weston spoke to Members on his proposal to organise, on behalf of the British Legion, a 100th anniversary celebration of the signing of the Armistice. Mr. Weston asked the Town Council for support and assistance with road closures, public liability insurance, manpower and advice on event risk assessments. Mr. Weston illustrated a draft outline of the event highlighting the following points:

- A family event taking place from 4-8pm on either the 10th or 11th November 2018
- A musical event with aspects of theatre capturing the atmosphere of patriotism and celebration.
- No focus on any particular religion/denomination
- Staging area outside of the Postal Sorting Office
- Road closures from the Old Gaol to Barclays Bank

Members thanked Mr. Weston for his proposal and debated whether the event could be held following the Remembrance service on Sunday 11th November 2018. Mr Weston said he would rather the celebration took place before the Remembrance parade. Members debated the appropriate order of events. The Events Coordinator explained that it would be simpler if both events took place on the 11th November as the existing road closure order could be extended and the Greenspaces team could assist with the set up straight after the parade has finished.

Proposed by Cllr. Smith, seconded by Cllr. Mahi and unanimously **AGREED** in favour of an event to mark the 100th anniversary of the Armistice on Sunday 11th November 2018, following the Remembrance parade.

Cllr. Smith asked Mr. Weston to produce a formal proposal by December 2017.
Mr. Weston confirmed that the British Legion would be funding the event.

*Mr Weston left the Chamber at 19.31 and Members **AGREED** to resume Standing Orders*

884/16 Market Promotion and Incentives

To receive a written report from the Deputy Town Clerk

Members discussed and **AGREED** the report recommendation.

[Clerk's note: For the benefit of the minutes the report recommendation is as follows: "To discuss and agree the incentive rules. To produce a welcome pack detailing these rules which will available on the website, and which will be issued to casual/prospective traders along with an application form to help make the information more accessible and the application process simpler."]

885/16 Budget

To receive the latest budget figures

Christmas Lights – Cllr. Mahi asked for the same colour lights to be used throughout town in the 2017/18 display. The Events Coordinator explained that the lighting contract was due for retendering and eventually all of the lights will be replaced with bulbs of the same colour.

Earmarked Reserves – Cllr. Smith stated his intension to propose to the Resources Committee that an Earmarked Reserve account be created to administer existing

and future funding in respect of the multi-agency Buckingham Activities Group (BAG).

886/16 Lace Hill Event

To discuss proposal received from Lace Hill Community Centre Co-ordinator Cllr. Smith asked for feedback from the Greenspaces Manager as to whether the event would be permitted to take place on the football pitch.

ACTION GREENSPACES MANAGER

The Deputy Town Clerk acknowledged that Resources and Environment Committee would also be briefed on the event outline. Cllr. Smith confirmed that Environment Committee would have to decide whether or not to allow use off the sports pitches, and Resources Committee should consider whether it was appropriate to waive the booking fee. The Deputy Town Clerk reminded Members that they wished to be informed of any large events that were planned at LHSCC and to be consulted on the calendar of events. The Deputy Town Clerk explained that the most favourable date was the 9-10th June 2017.

Proposed by Cllr. Smith, seconded by Cllr. Bates and **AGREED** to refer the report to Environment and Resources Committees for overview and approval.

ACTION COMMITTEE CLERK

887/16 Buckinghamshire Best Kept Village Competition

To note competition rules of entry and marking schedule.

The Events Coordinator noted the following points that could be addressed in order to improve Buckingham's score during the next competition:

- Residents informed in sufficient time to keep their front gardens looking tidy
- More colourful planting in the town centre
- Planters outside of the Postal Sorting Office to reflect the colour scheme throughout town.
- Additional baskets at Lace Hill Sports and Community Centre

Cllr. Smith suggested asking Buckingham Garden Centre to sponsor a planter outside of the old post office.

ACTION EVENTS COORDINATOR

Cllr. Isham said that in previous year the town's score had been impacted by the poor upkeep of carparks and other areas that were not under Buckingham Town Council's responsibility. Members **AGREED** to identify any areas that needed maintenance well in advance of the competition and inform those authorities responsible.

ACTION EVENTS COORDINATOR

Cllr. Gateley proposed a planting scheme of the fair trade logo at Heartlands Park. Members **AGREED** it was a good idea and asked Cllr. Gateley to investigate further with AVDC and Preston Bissett Nurseries.

ACTION CLLR. GATELEY

888/16 Forthcoming Events

Scouts St George's Day Parade	23rd April 2017
Spring Fair	30th April 2017
May Day	2nd May 2017
Music In The Market	28th May 2017
Fringe Week	17th – 24th June 2017

The Events Coordinator informed Members that following advice from a member of the Fringe Week Committee, it was suggested that the 2017 Fringe Week should be deferred to avoid any clashes with Moretonville Football Presentations and

Tournaments. Members discussed and **AGREED** to move Fringe Week 2017 to the 15-22nd July 2017.

ACTION EVENTS COORDINATOR

889/16 Event Reviews

889.1 Pancake Race – The Events Coordinator reported on a successful event with 10 entrants per class competing and noted that next year Shrove Tuesday will fall within the School Holidays.

889.2 Food Fair – The Events Coordinator thanked Cllr. Bates for her help in organising a successful event. Members discussed and **AGREED** the report recommendations. *[Clerk's note: For the benefit of the minutes the report recommendation is as follows: "I recommend that we continue with the food fair again next year and that if we change the layout for the tables slightly we should be able to fit in another 4 stallholders. I also recommend that if Project Street Life/Buckingham Action Group would like to organise another bake off, that the food fair hosts the event again as it fits in nicely with the main event."]*

889.3 Great British Spring Clean – The Events Coordinator noted that despite poor weather there was a good turn out from many local groups and Town Councillors.

889.4 Commonwealth Day – The Events Coordinator described the raising of the Commonwealth flag and noted only a few members of the public attended.

890/16 European Market

To discuss whether or not to hold a European Market in the town centre in April 2017.

Members discussed and **AGREED** to respond declining Traditional Market Ltd's offer to organise a European Market in Buckingham as they preferred more local organisers.

ACTION EVENTS COORDINATOR

891/16 Buckingham Activities Group (BAG)

To receive a verbal update from Cllr O'Donoghue
Cllr. Smith remarked that there had not been a meeting of the group since January 2017 and TC&E Committee had been informed by the group's Chair that very little activity had taken place. BAG had a number of events in hand, but no firm proposals had been made. As a consequence, the BAG risked losing Local Area Forum (LAF) funding as it could not be rolled over into the next financial year. The Events Coordinator explained that this was the first year that funds had not been entirely utilised. Members expressed their disappointment at this prospect
The Events Coordinator suggested that Cllr. Smith and herself should press for an urgent meeting of the BAG (within the next few weeks) in order to galvanise the group for future activity planning. Members **AGREED** to the Event Coordinator's suggestion.

ACTION EVENTS COORDINATOR

892/16 Access

Pavements – Cllr. Smith noted Cllr Whyte's bid within the 2018 County Council Budget for improvements to pavements in and around Buckingham town centre.

The Events Coordinator **AGREED** to compare photographs before and after the arrival of the Charter Fair to ensure their vehicles did not cause damage to the pavements.

ACTION EVENTS COORDINATOR

893/16 Visitor Information Centre

To receive the latest visitor and accommodation statistics
Noted.

894/16 Twinning

There was nothing to report.

895/16 Correspondence

895.1 To receive correspondence concerning the 2018 Pancake Race
Members discussed and **AGREED** that the Events Coordinator should
respond with thanks but that all future Pancake Races should remain at the
start time of 11am. **ACTION EVENTS COORDINATOR**

896/16 News Releases

Cllr. Smith suggested issuing a press release in advance of the Best Kept Village
competition, advising residents how they can take part. **AGREED.**
ACTION EVENTS COORDINATOR

897/16 Chairman's Items

There were none.

898/16 Date of the next meeting:

Monday 22nd May 2017

Meeting closed at 20.12pm

Signed Date
Chairman