



# BUCKINGHAM TOWN COUNCIL

TOWN COUNCIL OFFICES, CORNWALLS MEADOW,  
BUCKINGHAM. MK18 1RP

Telephone/Fax: (01280) 816 426

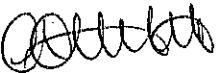
Email: [Townclerk@buckingham-tc.gov.uk](mailto:Townclerk@buckingham-tc.gov.uk)  
[www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk)

Town Clerk: Mr. C. P. Wayman

Wednesday, 21 March 2018

## Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Monday 26<sup>th</sup> March 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

  
Mr. C.P. Wayman  
Town Clerk

Please note that the Town Centre & Events Committee meeting will be preceded by Public Question time in accordance with Standing Order 3.f, which will last for a maximum of 15 minutes

## 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. **Minutes**  
To receive the minutes of the Meeting held on Monday 5<sup>th</sup> February 2018 ratified at Full Council on Monday 12<sup>th</sup> March 2018  
**Copy previously circulated**
4. **Action List** **Appendix A**  
To receive action reports and updates
5. **Markets** **TCE/77/17**  
To receive a report from the Deputy Town Clerk
6. **Budget** **Appendix B**  
To receive the latest budget figures
7. **Commemorating 100 years of WW1** **Appendix C**  
To discuss whether to participate in the Silent Soldier campaign
8. **Summer Quiz**  
To receive a verbal update from The Chair

Buckingham



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Twinned with Mouvaux, France



Members are reminded to declare any prejudicial interest as soon as it becomes apparent.  
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.

**9. Forthcoming Events**

- Spring Fair - Sunday 9<sup>th</sup> April
- Scouts Parade – Sunday 22<sup>nd</sup> April
- Music in the Market – Sunday 27<sup>th</sup> May
- May Day – Tuesday 1<sup>st</sup> May
- Fringe Week – Saturday 14<sup>th</sup> July – Sunday 22<sup>nd</sup> July
- Dog Show – Sunday 15<sup>th</sup> July

**10. Charter Fair – Nichols Amusements**

To receive a verbal report from the Events Coordinator and Cllr. O'Donoghue

**11. Ice rink**

To receive a verbal report from the Events Coordinator

**12. Lace Hill Events Schedule 2018**

To receive a written report from the LHSCC Coordinator and Deputy Town Clerk

**TCE/78/17**

**13. Armed Forces Day**

To discuss whether to hold an Armed Forces Day in 2019

**Appendix D**

**14. Best Kept Village**

To note this year's entry into the competition

**Appendix E**

**15. Event Reviews**

**15.1 Pancake Race**

To receive a written report from the Events Coordinator

**TCE/79/17**

**15.2 Food Fair**

To receive a written report from the Events Coordinator

**TCE/80/17**

**16. Buckingham Action Group**

To receive a verbal update from Cllr O'Donoghue

**17. Access**

**18. Correspondence**

**19. News Releases**

**20. Chairman's Items**

**21. Date of the next meeting: Monday 21<sup>st</sup> May 2018**

**To:**

Cllr. J. Bates  
 Cllr. T. Bloomfield                      Chairman  
 Cllr. Mrs. G. Collins  
 Cllr. Mrs. M Gateley  
 Cllr. J. Harvey                              Town Mayor  
 Cllr. D. Isham

Cllr. A. Mahi                                  Vice Chair  
 Cllr. H. Mordue  
 Cllr. L. O'Donoghue  
 Cllr. M. Smith  
 Cllr. Mrs. C. Strain-Clark  
 Cllr. R. Stuchbury

Events - Action list

Appendix A

Subject	Action to be taken		Response/ Agenda no.
	Date	Action	
Market Report	23.05.16	To provide a report taking the Nabma health check report into account	To be reviewed - ongoing
	17/10/16	Deputy Town Clerk and Market Manager to revise market contracts	On going
Training	30/8/16	Training – The Events Coordinator to liaise with Debbie Brook and investigate various options for training on raising awareness on sexual exploitation, terrorism and public place violence.	
Funeral Fair	5/12/16	Proposal from Cllr Harvey to run a Funeral Fair	Cllr Harvey & Cllr Bates to draft a report to outline anticipated production cost and likely officer time. 15/08 – Cllr. Harvey had nothing to report.
	04/12/17		Cllr Harvey to work up a budget for the February 2018 meeting 570/17
Comedy Nights		Advertorial on the success of previous acts	
Safeguarding	10/7/17 (207/17)	Proposed by Cllr. Stuchbury and seconded by Cllr. Smith, Members AGREED that Aylesbury Vale District Council and Bucks County Council be approached to ask what safeguarding provisions there are currently available for Buckingham, and that this response be followed up with the Bucks Safeguarding Board.	Ongoing
	04/12/17		
Armistice 100	04/12/17 581/17	AGREED to apply for a road closure for the event.  AGREED for Cllrs Smith, Isham, Stuchbury, Town Mayor, TC&E Chair & Events Co-ordinator to meet with Mr Lionel Weston to discuss the event	Meeting took place on 12/01/18. Minutes to be circulated at 05/02/18 TC&E meeting
Bonfire & Fireworks	575.1/17	<b>AGREED</b> for the Events	

		Coordinator to seek the advice of the Advisory Group on the points raised in the 2017 event report.	
Ice rink	576/17	<b>AGREED</b> to investigate the potential of an ice rink and feedback at a future committee. March AGENDA	March Agenda

BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 26<sup>th</sup> March 2018

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Claire Childs

**Sale of Alcohol (in closed containers) on Street Market**

**Background**

The current market rules prohibit the sale of alcohol on the market:

***Rule 19: The selling of alcohol is prohibited on any Buckingham Market run or managed by Buckingham Town Council (Town Centre & Events Committee meeting of 4<sup>th</sup> February 2013 min no. 709.1/12).***

In the recent past we have been approached by trading wishing to sell beer / wine etc on the market, and one of the current traders has also requested if this is possible.

Most recently, a company called 'Tipple on Tap Ltd' have requested a stall on the market. They provided the following information about their business:

*Wine Refill System*

*Our Wine Refill System is design for the sale of alcohol to be classed as "Off-Sales". Meaning, not for immediate consumption, but to be taken home and consumed later.*

*Primarily for Farmers Markets, Street Markets and other frequent/regular events; the sale of alcohol is usually restricted by licensing legislation to Off-Sales (to be consumed later and away from the place of purchase), we offer a Wine Refill System. This is where our customers buy a bottle and fill it with a product of their choice from the range we have of offer. The customer pays for the bottle, the produce and if they require, a Jute bottle bag on their first initial purchase. The customer then returns to us to refill their bottles paying only for the produce and not another bottle or bag. This makes for a more environmentally friendly offering as there is a huge reduction in empty bottles to be disposed of or recycled. Also, in line with our environmentally friendly ethics; we use biodegradable carrier bags, recycled cardboard and degradable natural vegetable fibre Jute bottle bags. We strive to be a plastic-free organisation. Our focus is on ethical, sustainable trading within the local community.*

*As Directors of our new business, my husband and I are both hands on and involved with the day-to-day aspects of setting up, launching and running our business. We are both Personal Licence holders to sell alcohol by retail. We trade under a Premises*

*Licence at larger events and under a Temporary Events Notice (TEN) for smaller and private events.*

There are a number of Traders who attended the Food Fair in 2017, and in 2018 who have expressed an interest in having a stall on the street market, who we have had to turn down because of this rule.

The Licensing Department at AVDC have been contacted regarding the implications of this and provided the following comments:

*The stall will need to have either premises licence or a Temporary Event notice. If running under a premises licence then someone connected to the business will also need to hold a personal licence. I would suggest that a TEN is the easiest way to move forward.*

*Or if you decided to go down the route of the whole market being licenced the you would need to decided who would hold the premises licence and who would be the nominated person on the licence that authorises the sale of alcohol. This person must also hold a personal licence.*

## **Recommendation**

That Council discuss the application from Tipple on Tap Ltd, and decide whether to allow the sale of alcohol products on Buckingham Market.

**INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES****19/03/2018**

<b>PAGE No</b>	<b>CODE</b>	<b>COST CENTRE</b>	<b>EXPLANATION</b>
1	4115	301	skip hire cost increase (1st river rinse Unicorn @£180 and 2nd river rinse avdc £240 - as required bigger skip it cost more)
1	4201	301	General increase in cost for each item
1	4220	301	overspend due to extra security costs
1	4243	301	Overspend due to street cleanse cost and bollard/sign removal slight cost increase
2	4075	303	Showing as overspend as there was no budget for FOH expenditure, income of £1333 shown on 1020 303
2	5001	505	Overspend for items required when BTC takeover TIC
2/3	9033	901	This expenditure code does not include any of the grant income received and just shows the actual and committed expenditure.
2/3	9033	901	The grant income received is shown in 1070 901.





	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1006 FLEA MARKET	0	4,558	4,000	558			114.0 %
STREET MARKET :- Income	0	16,883	22,000	-5,118			76.7 %
<b>Net Expenditure over Income</b>	<b>8</b>	<b>-12,946</b>	<b>-15,470</b>	<b>-2,524</b>			
<b>303 SPECIAL EVENTS</b>							
4075 FESTIVAL OF HEALTH	0	1,228	0	-1,228		-1,228	0.0 %
4242 FOOD FAIR	0	353	500	147	16	131	73.7 %
SPECIAL EVENTS :- Expenditure	0	1,581	500	-1,081	16	-1,097	319.3 %
1020 FOOD FAIR INCOME	-25	725	400	325			181.3 %
1034 FESTIVAL OF HEALTH	0	1,333	2,000	-667			66.6 %
SPECIAL EVENTS :- Income	-25	2,058	2,400	-342			85.7 %
<b>Net Expenditure over Income</b>	<b>25</b>	<b>-477</b>	<b>-1,900</b>	<b>-1,423</b>			

TOWN CENTRE & EVENTS :- Expenditure	8	41,513	53,155	11,642			85.2 %
Income	-25	26,442	34,500	-8,058			76.6 %
<b>Net Expenditure over Income</b>	<b>33</b>	<b>15,071</b>	<b>18,655</b>	<b>3,584</b>			

**PARTNERSHIPS****505 AYLESBURY VALE RATE**

4219 BUCKINGHAM FRINGE	0	5,613	9,000	3,387		3,387	62.4 %
5001 TIC	182	27,276	27,000	-276		-276	101.0 %
AYLESBURY VALE RATE :- Expenditure	182	32,889	36,000	3,111	0	3,111	91.4 %
1065 BUCKINGHAM FRINGE INCOME	0	3,098	3,000	98			103.3 %
AYLESBURY VALE RATE :- Income	0	3,098	3,000	98			103.3 %
<b>Net Expenditure over Income</b>	<b>182</b>	<b>29,791</b>	<b>33,000</b>	<b>3,209</b>			

PARTNERSHIPS :- Expenditure	182	32,889	36,000	3,111			91.4 %
Income	0	3,098	3,000	98			103.3 %
<b>Net Expenditure over Income</b>	<b>182</b>	<b>29,791</b>	<b>33,000</b>	<b>3,209</b>			

**EARMARKED RESERVES****901 EARMARKED RESERVES**

9006 SPEED WATCH	0	0	598	598		598	0.0 %
9012 CHRISTMAS LIGHTS	0	0	6,753	6,753		6,753	0.0 %
9015 CHARTER FAIRS	0	2,864	7,000	4,136		4,136	40.9 %

Month No : 12

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9025	PLAY AREA REPLACEMENT	0	0	17,121	17,121		17,121	0.0 %
9027	GREEN BUCKINGHAM GROUP	0	0	226	226		226	0.0 %
9029	CIRCULAR WALK MAINT	0	0	5,399	5,399		5,399	0.0 %
9030	TOURISM LEAFLETS	0	998	3,402	2,404		2,404	29.3 %
9033	DESTINATION BUCKINGHAM	0	2,186	1,938	-248	2,865	-3,113	260.6 %
9035	PARKS DEVELOPMENT	0	2,250	4,275	2,025		2,025	52.6 %
9036	ELECTION COSTS	0	0	3,188	3,188		3,188	0.0 %
9040	PARK RUN	0	43	132	89		89	32.5 %
9045	ACCESS FOR ALL	0	265	485	220		220	54.6 %
9046	PLANNING DISPLAY EQUIPMENT	0	0	5,242	5,242		5,242	0.0 %
9048	BAG FUND	0	-780	1,000	1,780		1,780	-78.0 %
	<b>EARMARKED RESERVES :- Expenditure</b>	<b>0</b>	<b>7,826</b>	<b>56,759</b>	<b>48,933</b>	<b>2,865</b>	<b>46,068</b>	<b>18.8 %</b>
1070	DESTINATION BUCKINGHAM	0	20,000	0	20,000			0.0 %
	<b>EARMARKED RESERVES :- Income</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>			
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>-12,174</b>	<b>56,759</b>	<b>68,933</b>			
	<b>EARMARKED RESERVES :- Expenditure</b>	<b>0</b>	<b>7,826</b>	<b>56,759</b>	<b>48,933</b>			<b>18.8 %</b>
	<b>Income</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>-12,174</b>	<b>56,759</b>	<b>68,933</b>			

# SILENT SOLDIER CAMPAIGN BUCKINGHAMSHIRE

THE ROYAL BRITISH LEGION  
1914-1918 LEST WE FORGET

The Silent Soldier stands as a tribute to those who didn't return home and to those whose lives would never be the same again.

## JOIN OUR CAMPAIGN

Buckinghamshire Poppy Appeal is inviting sponsors to get involved in the country wide Silent Soldier campaign. These Silent Soldier silhouettes will appear across the country as we commemorate the 100th anniversary of the end of the First World War.



Companies, community groups and individuals can donate to receive a Silent Soldier to display, they can also choose to display their company name on the base of the silhouette and join the nation to remember our fallen heroes during 2018.

IN SUPPORT OF



When the soldiers got back to England they were given a railway ticket to their home station. From there they were on their own, and would be seen across the country, walking back home, down the roads and across the fields, returning to their families.



More than 1.1 million British and Empire service men and women gave their lives during the First World War so that future generations could live theirs. The Royal British Legion aims to ensure that we pay our respects to those who gave so much.

The First World War changed communities across Britain and the allied countries forever. These same communities are coming together in many different ways to reflect and remember the huge sacrifice that so many made during the First World War and say thank you to those who rebuilt the country after the war. The Silent Soldier stands as a tribute to those who didn't return home and to those whose lives would never be the same again.

#### **Why a Silent Soldier?**

Following the end of the war in November 1918, the process of demobilisation and discharge was still a long process as the British Army still had commitments to fulfil in Germany, North Russia and in the garrisons of the Empire. On arrival back in England the men would move to a Dispersal Centre, this was a huffed or tented camp or barracks where they received a railway warrant or ticket to their home station. From there they were on their own, and would be seen across the country, walking back home, down the roads and across the fields, returning to their families. Most of the war service men were back in civilian life by the end of 1919.

#### **How to get involved**

The Royal British Legion is inviting organisations, community groups and individuals to support the Silent Soldier campaign by donating for and displaying a Silent Soldier to mark the 100th anniversary of the end of the First World War, from now to the end of December 2018. The Silent Soldier could be placed on a roundabout, in gardens, fields, on buildings, in the countryside, towns and cities across the nation. The silhouette is supplied with both wall and ground fittings to make sure it stays put.

**The First World War changed the world forever. If you would like to find out more, get involved and show your gratitude to a generation who fought for our freedom, please contact:**

**Steve Kingsford**  
Community Fundraiser, Buckinghamshire  
E [skingsford@britishlegion.org.uk](mailto:skingsford@britishlegion.org.uk)  
T 07500 126613

Please note this is an initiative by The Royal British Legion in Surrey and they will administer the manufacture and distribution for the rest of the UK.

Registered Charity No 219279

**DAVID OGILVIE**  
— ENGINEERING —

Street, Park & Memorial Furniture

[www.davidogilvie.com](http://www.davidogilvie.com)

*lest we forget*

**Commemorating 100 Years**

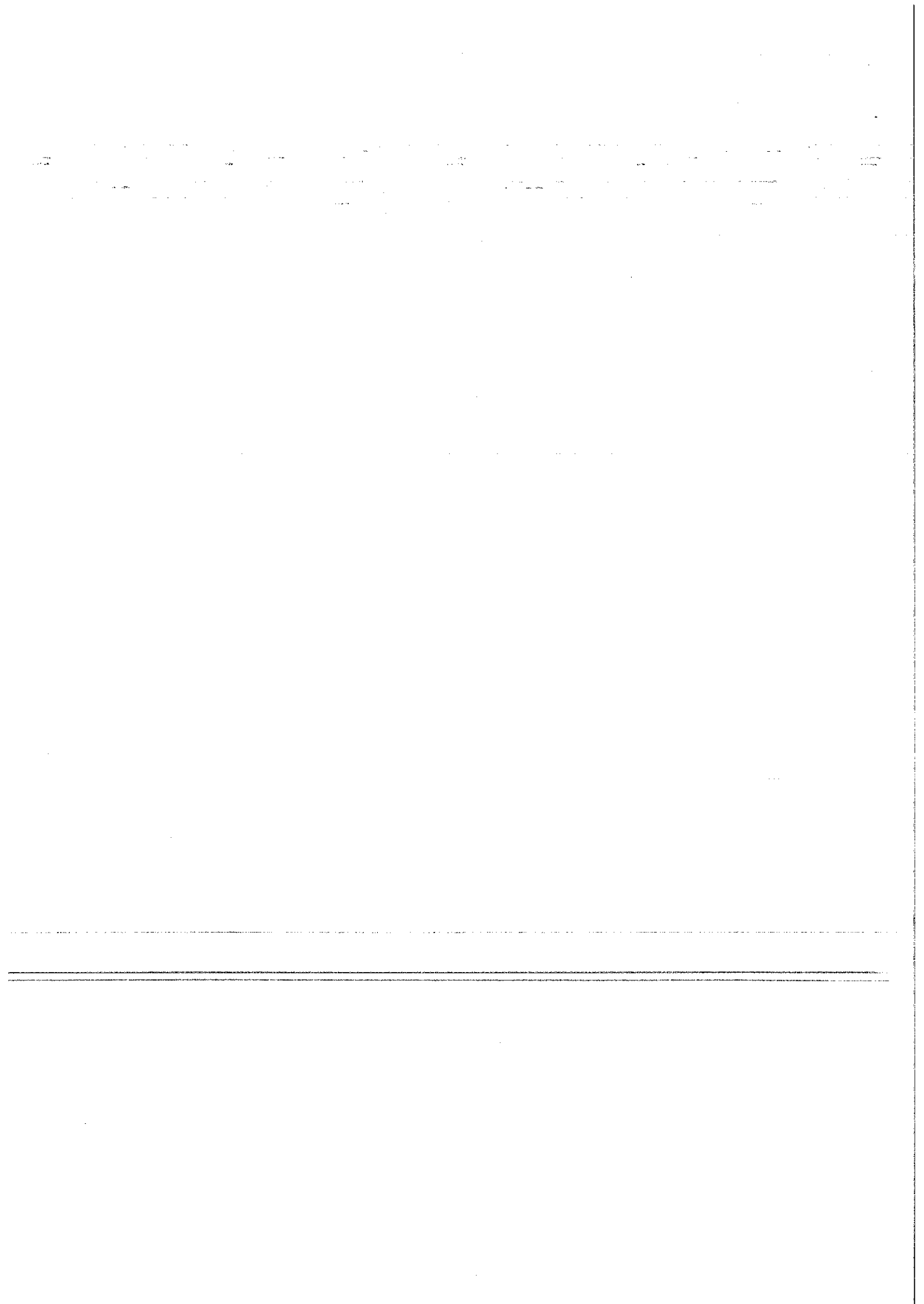


David Ogilvie Engineering range commemorating the 100 year Centenary of the end of WW1.

Manufacture all from steel, hot dip galvanize for weather and corrosion protection, and then paint in 2 pack polyurethane paint. They are all virtually vandal proof, maintenance free and come with our 25 year guarantee.

With a vast portfolio of products ranging from seating, litter bins, planters, notice boards and playground furniture, we are confident that you will find our products a colourful, robust and economical solution to your requirements.

Why not visit our website [www.davidogilvie.com](http://www.davidogilvie.com) or request a brochure as both are packed with exciting products and fresh ideas.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 26<sup>th</sup> March 2018**

**Committee Chair:** Cllr Terry Bloomfield

**Contact Officer:** Sam Hoareau / Claire Childs

**Proposed schedule of events at LHSCC Apr-18 to Mar-19**

**Background**

The Lace Hill Management Plan was agreed in April 2017, and is currently being updated (v3 will be presented to the Environment Committee on Tuesday 3<sup>rd</sup> April meeting).

A small budget of £750 was allocated in FY17/18 from within the Environment Budget and events and activities have previously been agreed at the Environment Committee.

From April 2018 this will transfer to TC&E (£1000 budget allocated in FY 2018/19), and break-even income budget attached.

The management plan says that at the beginning of each financial year, an events schedule will be sent to TC&E for agreement. Events already approved for this FY are:

Event	Date	Approval
Easter Crafternoon Fair	Saturday 24 <sup>th</sup> March 2018	Environment 781/17
Royal Wedding – Community Screening	Saturday 19 <sup>th</sup> May 2018	Full Council 837/17 (requested at FC as insufficient time to apply for TEN/License if wait until TCE)

It is proposed that a number of other events are hosted at Lace Hill throughout the year.

Event	Date	Notes
Summer Fun Day	Sunday 22 <sup>nd</sup> July 2018	Held in 2017 (23/7/17) as part of 'Fringe Week'
Ladies Pamper Evening	Saturday September 15 <sup>th</sup> 2018	
Family Halloween Disco	Saturday 27 <sup>th</sup> October 2018	Held in 2017 (28/10/17)
Christmas Fair	Saturday 24 <sup>th</sup> November 2018	Held in 2016 (26/11/16) as part of launch event

It is anticipated that staffing for these events will be predominantly managed by the LHSCC Coordinator and Assistant supported by volunteers.

There may be other opportunities for events that may arise following discussions / requests from the community; and if this is the case approval for these will be sought from TC&E.

Dates for all events will be coordinated with the existing Events schedule, and the LHSCC Coordinator will liaise with the Events Coordinator regarding use of consistent paperwork / management plans / shared knowledge and experiences.

### **Recommendation**

That the Council approves the proposed schedule of events to be hosted at LHSCC for FY 2018-19.



**From:** Bradshaw, Joseph [<mailto:jbradshaw@buckscc.gov.uk>]

**Sent:** 26 January 2018 11:30

**To:** AVDC

Dear Colleagues,

Please see email below from the Armed Forces Day team. Unfortunately due to a reduction in our staff numbers and limited financial resources we will not be holding an Armed Forces Day at Aylesbury Rugby Club in 2018. We are still unsure what the future holds for Armed Forces Day events in the county on the scale that we have previously organised for 2019 onwards given that our team of 4 which was reduced from 4 to 3 in 2016 will reduce from 3 to 2 from 1 April 2018. Furthermore by my colleague Lou departing on maternity leave in June and is unlikely to return in time to support the organisation of a 2019 event.

If you can organise an Armed Forces Day event in your respective council areas that would be brilliant and I am, of course, available to offer advice should you need it.

Kind Regards

Joe Bradshaw

Executive Assistant to the Chairman of Buckinghamshire County Council &

Assistant Clerk to the Buckinghamshire Lieutenancy

Civic & Ceremonial Events Team

County Hall

Aylesbury

HP20 1UA

Email: [jbradshaw@buckscc.gov.uk](mailto:jbradshaw@buckscc.gov.uk)

Tel: 01296-383622

Mob 07702 485133

Hold an event to support our troops

Do you want to show your support for our Servicemen and women? Then why not hold your own Armed Forces Day event for your community and help celebrate it's 10th anniversary.

To help event organisers put together a day of celebrations, up to £10,000 of funding is available from the Ministry of Defence.

Find out how to apply [here](#).

Could your city or town host the National Event in 2019?

## Appendix D

The Ministry of Defence is inviting expressions of interest from cities and towns across the UK to become the next National Event host, find out more on our website.

### Calling all Veterans

Do you want to take part in the ceremonial parade at this year's National Event in Llandudno?

Veterans wishing to take part are invited to register their interest on the Conwy Council website.

# **BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION 2018**

2018  
celebrating 61 years of  
the Best Kept Village  
Competition in  
Buckinghamshire

## **RULES OF ENTRY**

**PLEASE READ THIS INFORMATION SHEET CAREFULLY**

### **CUPS**

Villages/towns should enter for the cup relevant to their population.

**Gurney Cup** (population up to 500)

**Morris Cup** (population 501 – 1501)

**DeFraigne Cup** (population 1501 – 3000)

**Michaelis Cup** (towns, population over 3000)

**Pushman Cup** (rural population over 3000)

**Tindall Cup** (2016 winners' Cup)

Cup winners in the 2017 competition may only enter for the Tindall Cup. They may re-enter the main competition in 2019.

**The Dashwood Trophy** is awarded to the runner-up with the highest mark who has not won a cup during the last 5 years. Entrants for the Dashwood Trophy will be automatic if the village or town qualifies.

**The Sword of Excellence** is awarded to the winner with the highest marks.

A 'Vibrant **Community Award**' will be awarded at the judges' discretion.

### **POPULATION**

This should be based on the last census or any later information published by the County or District Councils. Where a parish comprises two or more distinct villages/communities, any one or more of those villages/communities may enter the competition separately. In this case it is the population of that village/community which is relevant.

### **FEATURES – REQUIREMENTS FOR ENTRY**

Definition of Village/Town – Features that should be present in all applications.....

- Place of Worship – this will include any denomination: Anglican, Roman Catholic, Methodist, Baptist etc
- Village Green, playing field or recreational field with open access
- Community Centre, village hall, church hall or other suitable place for assembly i.e. pavilion

The features must be clearly marked on a map (a scale of 1:10,000 which is approximately 6 inches to the mile would be appropriate in most cases). The features should be identified on the map using the same number and letter as they are given on the marking schedule i.e. 1A, 2E etc. Do not add features which are not listed on the marking sheet. The judges will, however, assess the overall appearance of your village/town. Marks may be deducted for inadequate maps.

If you feel that the judges may need some help in identifying the boundaries of the village/town entered, please also mark these on the map. If the boundaries are deemed to have been drawn too tightly, the entry will not be accepted. Judges have agreed to try not to visit villages on market days if contestants make clear which are these days. Also please indicate which authority is responsible for your grass cutting.

## ***JUDGING***

Judging will take place between 1<sup>st</sup> June and 7<sup>th</sup> July. A short report incorporating the judges' comments will be sent to every entrant.

## ***TROPHIES***

A cup and wrought iron Best Kept Village sign will be presented to each winning village/town to be retained until required for the next year's competition.

## ***ENTRY***

A **£25** fee is charged for each entry.

The entry form, fee and map should be returned to reach the Buckinghamshire Best Kept Village Competition, County Hall, Walton Street, Aylesbury HP20 1UA **NOT LATER THAN 30<sup>th</sup> APRIL 2018**

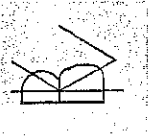
***THE DECISION OF THE JUDGES IS FINAL***



Buckinghamshire Best Kept Village Competition  
County Hall  
Aylesbury  
HP20 1UA

BKVBucks@gmail.com  
07857 968448

# BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION



2018

*celebrating 61 years of the Best Kept Village Competition in Buckinghamshire*

2018

## ENTRY FORM

Parish/Town Council.....

Contact name & address.....

Telephone..... email..... website.....

Gurney Cup (population under 500)	Morris Cup (population 501-1500)	DeFraigne Cup (population 1501-3000)	Michaelis Cup (towns population 3000+)	Pushman Cup (Rural population 3000+)	Tindall Cup (Cup winners in 2017 competition only)

Please enter the name(s) of the competing town/village(s) in the appropriate column.  
This entry form should be returned together with:

1. Entry fee of **£25** per entry. Cheques payable to *Bucks Best Kept Village Competition* please
2. A map completed in accordance with the rules for each entry
3. Please indicate on your entry which authority is responsible for your grass cutting
4. To reach the Buckinghamshire Best Kept Village Competition, County Hall, Walton Street, Aylesbury, Bucks, HP20 1UY

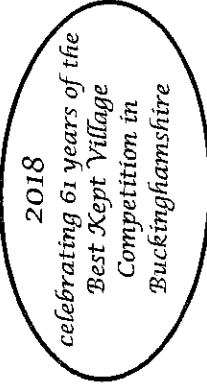
**NOT LATER THAN 30<sup>TH</sup> APRIL 2018**

Please read the marking schedule with care

# BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2018

## MARKING SCHEDULE



Cup: Village/town

	Possible Marks	Marks Awarded
<b>Principal features</b>		
1A. Cemetery graveyard (separate or attached to a place of worship)	10	
1B. Common, green, playing field	10	
1C. Children's play area	10	
1D. Nature conservation areas	5	
1E. Village hall, community centre, church hall	10	
1F. General environmental features (hedges, verges, ditches, pond, stream, pump)	10	
<b>Other features</b>		
2A. Areas around shops	5	
2B. Areas around pubs	5	
2C. Bus shelters	5	
2D. Notice boards	5	
2E. War memorial	10	
2F. Overall appearance, lack of litter and evidence of community effort	15	
<b>TOTAL</b>	<b>100</b>	

Judges' signatures:

Date:

Notes:

- The whole village/town will be judged, not solely the specific features identified on the map.
- The community will be assessed as seen by the judges on the inspection day.
- Absent features will be awarded an average mark taking into account the other features in the category.
- Judges take into account that cutting of grass verges outside the settlement is usually the principal authority's responsibility.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 26<sup>th</sup> March 2018**

**Committee Chair:** Cllr Terry Bloomfield

**Contact Officer:** Amanda Brubaker

**PANCAKE RACE**

**Background**

This year Shrove Tuesday fell during half term so the Pancake Races were scheduled to be run that day on the green outside the Buckingham Parish Church.

The Events Co-ordinator received a request from Emma King, Youth Team Leader at Buckingham Parish Church for us to work together for the pancake races. Emma suggested that the Church hold a pancake party in the Church after the races. This was agreed by the Town Centre & Events Committee at the meeting on the 16<sup>th</sup> October 2017.

Emma produced the posters advertising both the Pancake Races and the Pancake Party, and helped to advertise the event through Buckingham Parish Churches social media sites.

At 9:30am on the day of the event Cllr Terry Bloomfield and I did a check of the ground where the races were to be held and deemed that the ground was OK even though we had had quite a lot of rain for a few days leading up to the event. The ground was checked again at 10:20am as it had rained after 9:30am and it was decided that it was too slippery to run. An announcement was made on the Town Council's facebook page and the Events Co-ordinator and Cllrs that had turned up for the event stayed at the church until 11:20am to inform anyone that turned up that the races were cancelled but the Pancake Party was still taking place at 12 noon.

Emma King informed the Events Co-ordinator the following day that they had around 200 people at the Pancake party and that they would like to join up with us again next year.

**Cllrs who attended the event**

Cllr Terry Bloomfield  
Cllr Andy Mahi  
Cllr Robin Stuchbury  
Cllr Jon Harvey  
Cllr Christine Strain-Clark  
Cllr Margaret Gateley

**Office Staff who worked the event**

Amanda Brubaker  
Eloise Medland

### Green Spaces Team who worked the event

Craig Calder (transport barriers to church)

### Cost for the event

Budget (301/4210)

£75

4 x 1 <sup>st</sup> place rosettes	£2.50 each	£11.00
4 x winners cup	£9.99 each	£39.16
4 x Engraving on cups	£1.00	£ 4.00
Chocolate for those that took part		£19.10
<b>Total Cost</b>		<b>£73.26</b>

Transfer of £19.10 from budget 250/4166 back to the pancake race budget code 301/4210	£19.10
Staffing cost x 2 members of staff @ 1.5 hours	£30.72

Even though the event was cancelled, the rosettes and winners cups will be kept for next year. The engraved plates on the trophies will be removed by Seahawk Trophies and new ones put on for 2019.

The chocolate that was bought for the event has been passed over to Sam Hoareau for the Easter event at Lace Hill Sports & Community Centre and the Finance Officer has transferred the cost from the Lace Hill budget to the pancake race budget.

### **Recommendation**

The event is popular with families and being held during half term it attracts quite a few families. Therefore I recommend that we continue to hold the event during half term and look at adding some extra fun events such as relay race, obstacle race, Cllrs race. Traders could be contacted to see if they would be interested in entering a team in the relay races.

With the success of the Pancake Party, I recommend that we take part in a joint event with the Church again, as the party drew a large number of participants and these potentially would have taken part in the races.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
Monday 26<sup>th</sup> March 2018**

**Committee Chair:** Cllr Terry Bloomfield

**Contact Officer:** Amanda Brubaker

**Food Fair 2018**

**Background**

Now in its 5<sup>th</sup> year, the Food Fair continues to attract stall holders from across Buckinghamshire and surrounding counties.

This year there were 28 stall holders booked. 24 inside the Community Centre and 4 outside. New stallholders this year were Cotswold Fudge, Isla Jane Bakery, who requested to trade as part of the Food Fair and not on the regular street market. Tess Brilliant Bakes, The Kings Head with their gin bar, Laines Eggs, Padbury Pre-school, Posh Pesto and Lola Ice Cream van.

Unfortunately, Udderly Fresh Milk cancelled the day before, as there was a family emergency and they were having to travel to Herefordshire and there was no one available to run the stall. One other stall holder that did not turn up was Tim Coles, Pimento.

The Buckingham WI provided refreshments and were busy all day long. They raised just over £200 and this will go towards their community project for 2018.

The final of the Buckingham Junior Bake Off was held at the event. This is organised by Project Street Life and the Buckingham Activities Group. Participants between the ages of 10 and 18 yrs took their homemade cakes to the event and decorated them there. Judging took place at 2pm. The judges this year were Buckingham Mayor, Cllr Jon Harvey and Mayoress Julie Uglow, Baker and cake decorator Victoria Forward, Ann Merriman of the WI and a young person who goes to Project Street Life and was one of last year's Bake Off contestants..

Footfall at the event was steady throughout the day and there were still people coming through the door at 2:45pm. 873 people had passed through the door by 1:30pm and it is estimated that 1,000 people attended. The count did not include those that only stopped at the stalls outside.

Advertising was done through the Town Council Facebook and Twitter pages, facebook page Buckingham What Matters To You, the Buckingham Advertiser and stallholders also used their

pages to promote the event. The Events Co-ordinator paid £16 to boost the event. By doing this you are able to select a target audience and a radius of so many miles from the event.

The Kings Head reported back on the day that trade at the pub was higher than normal on a Saturday lunch time. There were also reports from members of the public that they were having to queue to get into the car park and that the town was very busy.

Having spoken to stall holders throughout the day and as they were packing up, they all said that they had had a good day and would come back next year.

With regards to the cost of the table space, the Events Co-ordinator was told that the price of £30 that we charged for a table space was very reasonable. One trader explained that some organisations are over pricing their event and stallholders cannot afford to attend. Some places are charging as much as £100 for a space at a one day event.

**Cllrs who attended the event**

Cllr Terry Bloomfield  
 Cllr Andy Mahi  
 Cllr Robin Stuchbury  
 Cllr Jon Harvey  
 Cllr Derrick Isham

**Office Staff who worked the event**

Amanda Brubaker

**Cllrs who worked at the event**

Cllr Terry Bloomfield  
 Cllr Andy Mahi  
 Cllr Jenny Bates  
 Cllr Margaret Gateley (stall holder)

**Cost for the event**

Budget 303/4242

£500

Hire of Community Centre all day		£331.65
TENS Notice (Alcohol License)		£21.00
Facebook Advertising		£16.00
<b>Total Cost</b>		<b>£368.65</b>
<b>Balance left over</b>		<b>£131.35</b>

Income received from event	£30 per table (incl vat)	£840
<b>Profit made</b>		<b>£356</b>

Staffing cost 1 member of staff 7.25 hrs at time and half	£116.80
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### Recommendation

Based on the information shown above, it is recommended that we continue with the event again next year. The event is bringing people into the town on a Saturday from the surrounding area, who may not normally come in to town. As well as visiting the food fair they are also visiting the market and other businesses.

One way to grow the event, would be to expand it to the cattle pens and have stalls set up there by local restaurants and café's They would be able to showcase dishes from their menus and give out discount vouchers to members of the public for their particular restaurant.

A local butcher could come along and demonstrate how to bone a chicken and talk about different cuts of meat.

A Company in Daventry called Juice Sound provides demonstration kitchens suitable for outdoor use. They are fully equipped with a complete range of kitchen appliances and even washing up facilities. (See pic below). They also come fully equipped with audio for the presenters and video and cameras.



