



BUCKINGHAM TOWN COUNCIL

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

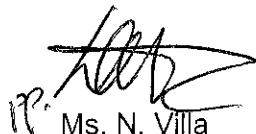
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Tuesday, 21 August 2018

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council will be held on **Tuesday 28th August 2018** in the Council Chamber, Cornwall's Meadow, Buckingham at 7.00pm.


Ms. N. Villa

Interim 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 9th July 2018 ratified at Full Council on 13th August 2018. (TCE/02/18) **Copy previously circulated**
4. **Action List** **Appendix A**
To receive action reports and updates
5. **Markets**
To receive a verbal update from the Events Coordinator
6. **Budget** **Appendix B**
To receive the latest budget figures
7. **Forthcoming Events**
 - 7.1 Merchant Navy Day 3rd September 2018
 - 7.2 Death Café 5th September 2018
 - 7.3 Good Endings Fair 8th September 2018
 - 7.4 Dog Show 9th September 2018
 - 7.5 River Rinse 23rd September 2018
 - 7.6 River Rinse 7th October 2018

Buckingham



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.

- 7.7 Charter Fair 13th October 2018
- 7.8 Charter Fair 20th October 2018
- 7.9 Remembrance Day 11th November 2018
- 7.10 Armistice 10011th November 2018
- 7.11 Christmas Lights Switch on 1st December 2018
- 7.12 Christmas Parade 15th December 2018

8. Event Reviews

- 8.1 Fringe
To receive a written report from the Events Coordinator **TCE/27/18**
- 8.2 Basketball sessions
To receive a written report from the Events Coordinator **TCE/28/18**
- 8.3 Play around Parishes
To receive a written report from the Events Coordinator **TCE/29/18**
- 8.4 Silent Solider
To receive a verbal report from the Events Coordinator
- 8.5 Family Fun Day at Lace Hill
To receive a written report from the Lace Hill Sports and Community Centre Coordinator **TCE/30/18**
- 8.6 Bandjam
To receive a verbal report from the Events Coordinator

9. Pancake Race 2019

To discuss and agree a date for the Pancake Race in 2019.

10. Ice Rink

To receive a verbal report from the Events Coordinator

11. Best Kept Village

To note the results of the Best Kept Village competition

Appendix C

12. 100th anniversary of The RAF

To receive a verbal report from the Events Coordinator

13. Buckingham Action Group

To receive a verbal update from Cllr O'Donoghue

14. Access

To receive the latest Review Report from Disabled Go.

Appendix D

15. University of Buckingham opening of the Vinson Building

To receive and discuss a request for publicity material from the University's Head of Development Services.

Appendix E

16. Visitor Information Centre

To receive the latest visitor and accommodation statistics

Appendix F

17. (Full Council 274/18): Councillor Training

To consider what training and development Members of this Committee feel is necessary.

18. News Releases

19. Chairman's Items

20. Date of the next meeting: Monday 15th October 2018

To:

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

Cllr. A. Mahi Vice Chair
Cllr. P. Collins
Cllr. L. O'Donoghue
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury

Events - Action list

Appendix A

| Subject | Action to be taken | | Response/ Agenda no. |
|---------------------------------|--------------------|--|--|
| | Date | Action | |
| Comedy Nights | | Advertorial on the success of previous acts | |
| 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 | AGREED for the Events Coordinator to seek the advice of the Advisory Group on the points raised in the 2017 event report. | Ongoing |
| Ice rink | 576/17 | AGREED to investigate the potential of an ice rink and feedback at a future committee. | August AGENDA |
| Commemorating 100 years of WW1 | 864/17 | Agreed to purchase a WW1 bench | Events Co-ordinator to arrange a 'Crowd Funding' scheme to purchase the bench. 18/04 e-mailed the Company for a quote for the bench. Ongoing |
| Charter Fair-Nichols Amusements | 867/17 | Agreed to commemorate 100 th anniversary | Obtain costs of silver tankards engraved - ongoing |
| Armed Force Day | 870/17 | Investigate and take back recommendation for event | Ongoing |
| Soap Box Derby | 191/18 | Events Coordinator to research the proposal further and bring a report back to a future Committee meeting. | Ongoing |

20/08/2018

Buckingham Town Council

16:16

Detailed Income & Expenditure by Budget Heading 20/08/2018

Page No 1

Month No : 5

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|-------------|
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|-------------|

TOWN CENTRE & EVENTS

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|
| 301 TOWN CENTRE & EVENTS | | | | | | | |
| 3997 NI TC & E | 0 | 981 | 3,900 | 2,919 | | 2,919 | 25.2 % |
| 3998 PENSION ERS TC & E | 0 | 1,665 | 13,200 | 11,535 | | 11,535 | 12.6 % |
| 3999 WAGES & SALARIES TC & E | 0 | 17,515 | 55,600 | 38,085 | | 38,085 | 31.5 % |
| 4079 FAIR TRADE PROMOTION | 440 | 0 | 400 | 400 | | 400 | 0.0 % |
| 4094 YOUTH PROJECT | 1,560 | 2,340 | 3,000 | 660 | | 660 | 78.0 % |
| 4104 TOWN IN BLOOM | 6,263 | 3,370 | 6,300 | 2,930 | | 2,930 | 53.5 % |
| 4107 PRIDE OF PLACE | 250 | 193 | 250 | 57 | | 57 | 77.1 % |
| 4115 RIVER RINSE | 440 | 0 | 400 | 400 | 190 | 210 | 47.5 % |
| 4119 ICE RINK | 0 | 0 | 8,600 | 8,600 | | 8,600 | 0.0 % |
| 4125 ENTERPRISE FAIR | 0 | 31 | 500 | 469 | | 469 | 6.2 % |
| 4126 GOOD ENDINGS FAIR | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4166 LACE HILL EVENTS | 0 | 301 | 1,000 | 699 | | 699 | 30.1 % |
| 4201 CHRISTMAS LIGHTS | 10,022 | 0 | 9,000 | 9,000 | | 9,000 | 0.0 % |
| 4202 FIREWORK DISPLAY | 4,288 | 0 | 4,500 | 4,500 | | 4,500 | 0.0 % |
| 4203 COMMUNITY FAIR | 215 | 250 | 785 | 535 | | 535 | 31.8 % |
| 4205 CHRISTMAS PARADE | 2,975 | 31 | 3,000 | 2,969 | | 2,969 | 1.0 % |
| 4208 SPRING FAIR | 0 | 90 | 500 | 410 | | 410 | 18.0 % |
| 4210 PANCAKE RACE | 55 | 0 | 75 | 75 | | 75 | 0.0 % |
| 4211 BAND JAM | 3,110 | 75 | 3,500 | 3,425 | | 3,425 | 2.1 % |
| 4212 CHRISTMAS LIGHT SWITCH ON | 1,085 | 71 | 1,300 | 1,229 | | 1,229 | 5.4 % |
| 4213 DOG AWARENESS | 300 | 80 | 300 | 220 | | 220 | 26.7 % |
| 4216 MAY DAY EVENT | 38 | 0 | 50 | 50 | | 50 | 0.0 % |
| 4220 MUSIC IN THE MARKET | 3,613 | 3,430 | 3,500 | 70 | | 70 | 98.0 % |
| 4230 SCOUT PARADE | 46 | 18 | 50 | 32 | | 32 | 35.3 % |
| 4241 COMEDY NIGHT EXPENDITURE | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 4243 CHARTER FAIR EXPENDITURE | 1,337 | 477 | 4,445 | 3,968 | 2,445 | 1,523 | 65.7 % |
| TOWN CENTRE & EVENTS :- Expenditure | 36,036 | 30,917 | 128,155 | 97,238 | 2,635 | 94,603 | 26.2 % |
| 1013 HANGING BASKETS | 483 | 333 | 400 | -67 | | | 83.3 % |
| 1027 | 120 | 0 | 0 | 0 | | | 0.0 % |
| 1028 LACE HILL EVENTS INCOME | 0 | 15 | 1,000 | -985 | | | 1.5 % |
| 1029 GOOD ENDINGS FAIR INCOME | 0 | 710 | 1,000 | -290 | | | 71.0 % |
| 1031 ENTERPRISE FAIR INCOME | 0 | 0 | 500 | -500 | | | 0.0 % |
| 1033 ICE RINK INCOME | 0 | 0 | 8,600 | -8,600 | | | 0.0 % |
| 1062 COMMUNITY FAIR - TABLE | 200 | 0 | 300 | -300 | | | 0.0 % |
| 1066 COMEDY NIGHT INCOME | 0 | 0 | 3,000 | -3,000 | | | 0.0 % |
| 1069 CHARTER FAIR INCOME | 6,400 | 0 | 6,400 | -6,400 | | | 0.0 % |
| TOWN CENTRE & EVENTS :- Income | 7,203 | 1,058 | 21,200 | -20,142 | | | 5.0 % |
| Net Expenditure over Income | 28,833 | 29,859 | 106,955 | 77,096 | | | |

Continued on Page No 2

Month No : 5

Committee Report

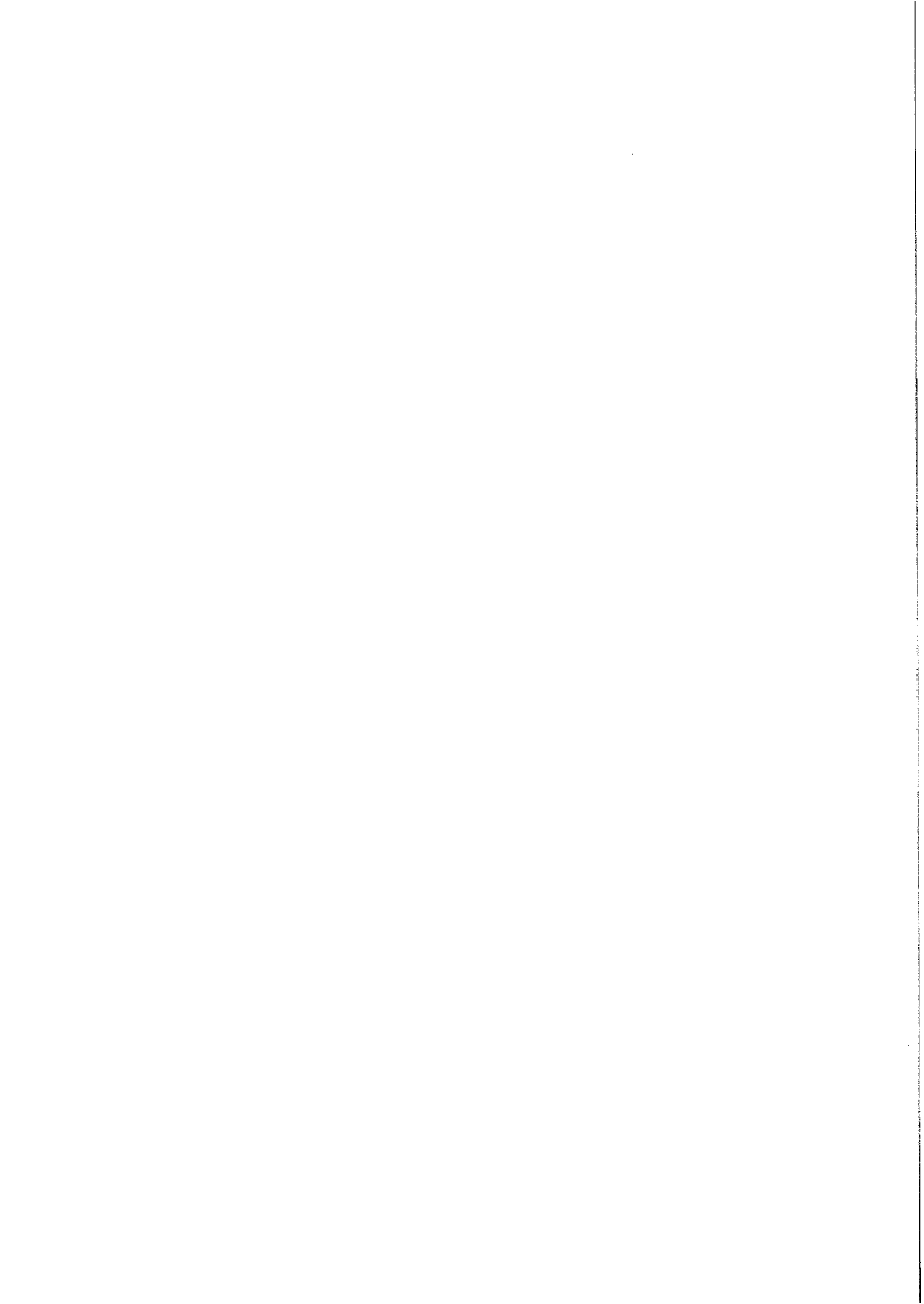
| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget | |
|------------|--|---------------------|--------------------|-----------------------|-----------------------|-----------------|----------------|----------------|
| 302 | <u>STREET MARKET</u> | | | | | | | |
| 4017 | 0 | 0 | 330 | 330 | | 330 | 0.0 % | |
| 4225 | 3,041 | 879 | 4,000 | 3,121 | | 3,121 | 22.0 % | |
| 4235 | 1,765 | 962 | 1,950 | 988 | | 988 | 49.4 % | |
| | STREET MARKET :- Expenditure | 4,806 | 1,841 | 6,280 | 4,439 | 0 | 4,439 | 29.3 % |
| 1005 | STREET MARKET | 14,236 | 4,292 | 14,000 | -9,708 | | 30.7 % | |
| 1006 | FLEA MARKET | 4,740 | 1,988 | 5,500 | -3,512 | | 36.1 % | |
| | STREET MARKET :- Income | 18,976 | 6,280 | 19,500 | -13,220 | | 32.2 % | |
| | Net Expenditure over Income | -14,169 | -4,439 | -13,220 | -8,781 | | | |
| 303 | <u>SPECIAL EVENTS</u> | | | | | | | |
| 4075 | FESTIVAL OF HEALTH | 1,228 | 0 | 2,500 | 2,500 | 2,500 | 0.0 % | |
| 4221 | FRINGE | 0 | 2,650 | 6,000 | 3,350 | 560 | 2,790 | 53.5 % |
| 4242 | FOOD FAIR | 366 | 0 | 500 | 500 | 500 | 0.0 % | |
| 4244 | REMEMBRANCE FLAGS | 0 | 241 | 420 | 179 | 179 | 57.3 % | |
| | SPECIAL EVENTS :- Expenditure | 1,594 | 2,890 | 9,420 | 6,530 | 560 | 5,970 | 36.6 % |
| 1020 | FOOD FAIR INCOME | 725 | 0 | 400 | -400 | | 0.0 % | |
| 1034 | FESTIVAL OF HEALTH | 1,308 | 0 | 2,500 | -2,500 | | 0.0 % | |
| 1083 | FRINGE INCOME | 0 | 196 | 3,000 | -2,804 | | 6.5 % | |
| | SPECIAL EVENTS :- Income | 2,033 | 196 | 5,900 | -5,704 | | 3.3 % | |
| | Net Expenditure over Income | -439 | 2,694 | 3,520 | 826 | | | |
| 305 | <u>TOURIST INFORMATION CENTRE</u> | | | | | | | |
| 4253 | TIC | 0 | 12,527 | 1,500 | -11,027 | 38 | -11,065 | 837.7 % |
| | TOURIST INFORMATION CENTRE :- Expenditure | 0 | 12,527 | 1,500 | -11,027 | 38 | -11,065 | 837.7 % |
| 1084 | TIC INCOME | 0 | 11,372 | 400 | 10,972 | | 2843.0 | |
| | TOURIST INFORMATION CENTRE :- Income | 0 | 11,372 | 400 | 10,972 | | 2843.0 | |
| | Net Expenditure over Income | 0 | 1,155 | 1,100 | -55 | | | |
| | TOWN CENTRE & EVENTS :- Expenditure | 42,437 | 48,175 | 145,355 | 97,180 | 3,233 | 93,946 | 35.4 % |
| | Income | 28,212 | 18,906 | 47,000 | -28,094 | | | 40.2 % |
| | Net Expenditure over Income | 14,225 | 29,269 | 98,355 | 69,086 | | | |

PLANNING

Month No : 5

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|
| <u>601</u> <u>PLANNING</u> | | | | | | | |
| 3992 WAGES & SALARIES PLANNING | 0 | 3,724 | 29,700 | 25,976 | | 25,976 | 12.5 % |
| 3993 NI PLANNING | 0 | 127 | 1,900 | 1,773 | | 1,773 | 6.7 % |
| 3994 PENSION ERS PLANNING | 0 | 0 | 7,100 | 7,100 | | 7,100 | 0.0 % |
| 4624 NEIGHBOURHOOD PLAN | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| PLANNING :- Expenditure | <u>0</u> | <u>3,851</u> | <u>39,700</u> | <u>35,849</u> | <u>0</u> | <u>35,849</u> | <u>9.7 %</u> |
| Net Expenditure over Income | <u>0</u> | <u>3,851</u> | <u>39,700</u> | <u>35,849</u> | | | |
| PLANNING :- Expenditure | 0 | 3,851 | 39,700 | 35,849 | 0 | 35,849 | 9.7 % |
| Income | 0 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | <u>0</u> | <u>3,851</u> | <u>39,700</u> | <u>35,849</u> | | | |
| <u>EARMARKED RESERVES</u> | | | | | | | |
| <u>901</u> <u>EARMARKED RESERVES</u> | | | | | | | |
| 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 | 2,864 | 0 | 4,136 | 4,136 | | 4,136 | 0.0 % |
| 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 | 998 | 0 | 2,404 | 2,404 | | 2,404 | 0.0 % |
| 9033 DESTINATION BUCKINGHAM | 2,186 | 2,942 | 22,617 | 19,675 | | 19,675 | 13.0 % |
| 9035 PARKS DEVELOPMENT | 2,250 | 0 | 2,025 | 2,025 | | 2,025 | 0.0 % |
| 9036 ELECTION COSTS | 0 | 0 | 3,188 | 3,188 | | 3,188 | 0.0 % |
| 9040 PARK RUN | 43 | 0 | 89 | 89 | | 89 | 0.0 % |
| 9045 ACCESS FOR ALL | 265 | 0 | 220 | 220 | | 220 | 0.0 % |
| 9046 PLANNING DISPLAY EQUIPMENT | 0 | 0 | 5,242 | 5,242 | | 5,242 | 0.0 % |
| 9048 BAG FUND | -1,071 | 1,800 | 2,071 | 271 | | 271 | 86.9 % |
| EARMARKED RESERVES :- Expenditure | <u>7,535</u> | <u>4,742</u> | <u>72,089</u> | <u>67,347</u> | <u>0</u> | <u>67,347</u> | <u>6.6 %</u> |
| 1070 DESTINATION BUCKINGHAM | 20,000 | 0 | 0 | 0 | | | 0.0 % |
| EARMARKED RESERVES :- Income | <u>20,000</u> | <u>0</u> | <u>0</u> | <u>0</u> | | | |
| Net Expenditure over Income | <u>-12,465</u> | <u>4,742</u> | <u>72,089</u> | <u>67,347</u> | | | |
| EARMARKED RESERVES :- Expenditure | 7,535 | 4,742 | 72,089 | 67,347 | 0 | 67,347 | 6.6 % |
| Income | 20,000 | 0 | 0 | 0 | | | 0.0 % |
| Net Expenditure over Income | <u>-12,465</u> | <u>4,742</u> | <u>72,089</u> | <u>67,347</u> | | | |



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 28th August 2018**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Buckingham Fringe Week

Last year it was decided to move the Buckingham Fringe Week to July, as we kept clashing with the Moretonville Football tournaments. The week of events proved to be quite successful being held later in the summer and so it was agreed to hold the week of events again in July for this year. The events ran from Saturday 14th July to Sunday 22nd July with some events being run by the Town Council and others by other organisations such as the Buckingham Rugby Club, and the Buckingham Acoustic Club

Stagecoach Buckingham opened this year's Fringe Week with an outdoor performance of 'Beauty And The Beast' outside the Old Gaol. The students had recently taken part in the Guinness World Record Performance of 'Beauty And The Beast'. This was the first time that the students had performed for an audience. This event gave Stagecoach a chance to promote themselves in Buckingham.

Dog Show Unfortunately, due to the extreme heat that we were experiencing in July, the Dog Show had to be postponed and will take place on the 9th September. All the prizes that were received are being transferred over to the new date.

There were no expenses incurred as everything was cancelled and there were no cancellation fees.

The ever popular **Oxford Fiddle Group** was back at the Radcliffe Centre the evening of Tuesday 17th July. They performed songs and tunes from England, Scotland, Ireland and the USA. A total of 61 tickets were sold for the event with 15 of those being sold on the door that night.

Cllrs working at the event

Cllr Terry Bloomfield
Cllr Andy Mahi

Cllrs attending event

Cllr Robin Stutchbury

Staff working the event

Amanda Brubaker
Jodie Baughan

Cost for the event – Oxford Fiddle Group

| Budget 303/4221 | Expense | Income |
|------------------------------|----------------|----------------|
| Hire of the Radcliffe Centre | £200.00 | |
| Refreshments | £57.74 | |
| Total | £257.74 | |
| Tickets Sold | | £366.00 |
| 61 x £6 each incl vat | | |
| Profit Made | | £108.26 |

| | |
|----------------------------------|--------|
| Staffing cost 2 members of staff | |
| 1 x 4 hours | £79.74 |
| 1 x 3 hours | |

The **Youth Project** is now in its 11th year and was hosted by the Buckingham School. Students from the Buckingham School and the Royal Latin School get together every year for an evening of art and drama and perform in front of parents, the Town Mayor and members of the Town Council. The theme this year was 'Community. As always the art and drama was outstanding.'

Cllrs Attending Event

Cllr Jon Harvey, Town Mayor
Cllr Lisa O'Donoghue
Cllr Robin Stuchbury
Cllr Mike Smith

| | |
|-----------------------------------|--------|
| Staffing cost 1 x member of staff | |
| 2 hrs | £21.90 |

A Family Quiz Night was held on the evening of Friday 20th July. The quiz comprised of 80 questions put together by Cllr Terry Bloomfield. The categories included Films & TV, General Knowledge, Who's Who, Food & Drink, Musicals, Royalty, Sport & Pastimes, Current Affairs. There was also a special children's round for the children. Quizmaster again this year was the Town Mayor, Cllr Jon Harvey. Platters of food for the interval were kindly donated by the Woolpack/Kings Head. The winning team was 'Calamity Council' who won a box of celebrations each. Stagecoach Buckingham very kindly donated a prize for the winner of the children's round, which was a place on one of the summer holiday camps (face value £150). The second place winner received a tennis set.

Cllrs working at event

Cllr Jon Harvey, Town Mayor
Cllr Terry Bloomfield

Cllrs attending event

Cllr Lisa O'Donoghue

Staff working the event

Amanda Brubaker

Staff attending the event

Katharine McElligott
Steve Staley

Cost for the event – Family Quiz Night

| Budget 303/4221 | Expense | Income |
|--|---------------|---------------|
| Hire of the Community Centre 4 hours | £68.06 | |
| Winners prizes | £14.95 | |
| Total | £83.01 | |
| Tickets Sold 12 tickets x 2.50 each incl vat | | £30.00 |
| Loss | | £53.01 |

Saturday 21st July proved to be another very hot day for the **Family Camp Out and Astronomy afternoon** which was held in Bourton Park. Unfortunately, Buckingham Primary School were also doing a Family Camp Out the same day, so it had been difficult to get local groups to attend as they were already attending the one at the school. Zumba Janey was booked to do a couple of dances throughout the afternoon, but due to the extremely dry weather the ground in the paddock was very dry, cracked quite bumpy in places and so it was unsuitable for dancing.

A Scavenger hunt was organised and several children took part in that. Everyone received a pot of bubbles once they had completed the hunt. There were two winners, one received a small kite, and the other received a free 2 week trial in September from Stagecoach Buckingham (face Value £50) which had been donated.

Tilly from Stagecoach Buckingham had a table at the event to promote the stage school and received quite a bit of interest from parents.

A bungee run and bouncy castle were brought in from Fun4Kidz and they provided staff to man the inflatables.

The Buckingham Korfbal players came along to promote their game as they are looking to add to their adult and under 16's teams and to find members for the junior teams which they are starting up in September. Members of the public were able to have a go.

The UK Astronomy Group was there in the afternoon with the telescopes set up so that you could view the sun safely. One of the telescopes was connected to a laptop, and you were able to see the sun that way. If you were lucky, you were able to see a solar flare.

They also had a badge making machine where you could make your own badges and all proceeds from that went back to the group who are a registered charity.

Early evening, we were very lucky to see two 'upside down rainbows' or Circumzenthial arcs. These are relatively rare in Britain and the sky has to be clear of rain and low level clouds to be seen.

Town Council staff left the event at 8:30pm. As the toilets could not be collected that evening, they were left overnight. First Aid was provided by ALR Training, who had provided our first aid training earlier in the year.

The Astronomy Group stayed in Bourton Park until 1:30am. After speaking to them, they said that between 50-70 people attended the evening event. 43 members from Bucks have joined their group following the event and 66 in all as of 2nd August. They went on to say that the public really enjoyed themselves as the skies cleared and they could see the planets through the telescopes.

Cllrs working at the event

Cllr Terry Bloomfield

Cllrs attending event

Cllr Mike Smith
Cllr Jon Harvey
Cllr Lisa O'Donoghue

Staff working the event

Amanda Brubaker
 Craig Calder
 Ian Saunders
 Jodie Baughan
 Katharine McElligott

Cost for the event – Family Camp Out & Astronomy

| Budget 303/4221 | Expense | Income |
|--|----------------|---------------|
| Toilet Hire x 2 | £235.00 plus | |
| UK Astronomy Group | £200.00 | |
| ALR Training First Aid | £108.00 | |
| Fun 4 Kidz – bungee run, bouncy castle and staff to man them | £390.00 | |
| Total | £933.00 | |

| | |
|------------------------------|---------|
| Staffing cost | |
| 3 x 6 hours at time and half | |
| 1 x 3 hrs at time and half | £462.53 |
| 1 x 4 hrs at time and half | |

Advertising

The fringe week was advertised on facebook, twitter, in the Buckingham & Winslow Advertiser, posters, word of mouth and in the Buckingham fringe brochure. The brochure goes to 6,058 houses and businesses within Buckingham. The Family Fun Day that was held at Lace Hill as part of the Fringe week was included in the Fringe brochure and the press release in the Buckingham & Winslow Advertiser.

Promotional t-shirts were also purchased and promoted all events taking part that week.

Cost for the event – Advertising

Budget 303/4221

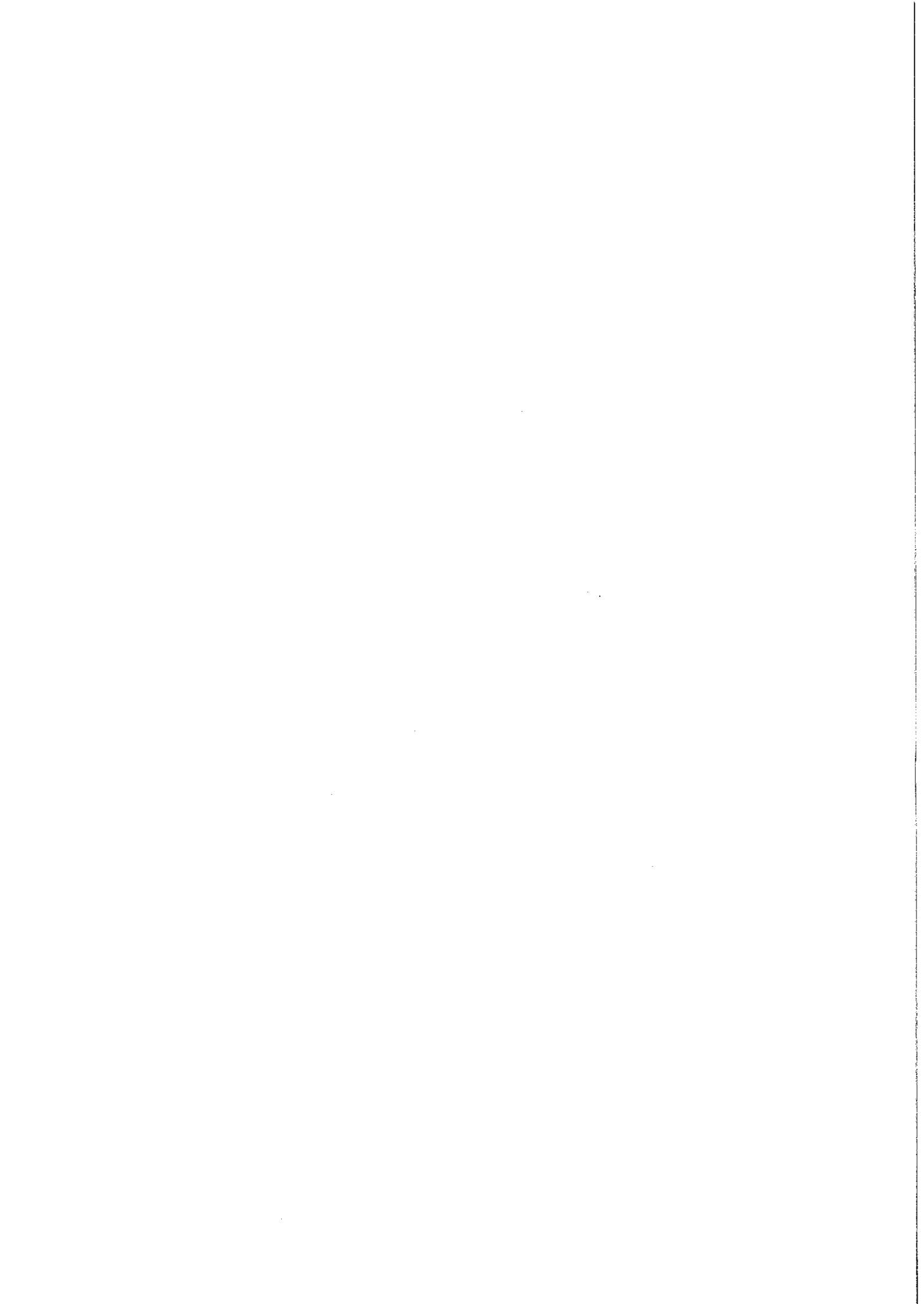
Expense

| | | |
|---|------------------|--|
| Design, layout & printing for Fringe Brochure | £1090 incl vat | |
| Delivery of fringe brochure | £334.51 | |
| Printing and purchase of 8 x t-shirts plus carriage | £137.94 incl vat | |
| | | |
| Total | £1,562.45 | |
| | | |

Numbers were down at the events this year, but when speaking to other organisers of events in Buckingham and the surrounding area, they too reported the same thing. This was put down to the extreme heat that we were experiencing during that time and the fact that people did not particularly want to go out.

Recommendation

The Events Co-ordinator recommends that we continue with the fringe week next year, but look at having different events to what we have had in the past. The week should include events for all age groups and abilities and recommends that the week has a theme.



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 28th August 2018**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Turn Up And Play Basketball Sessions

Background

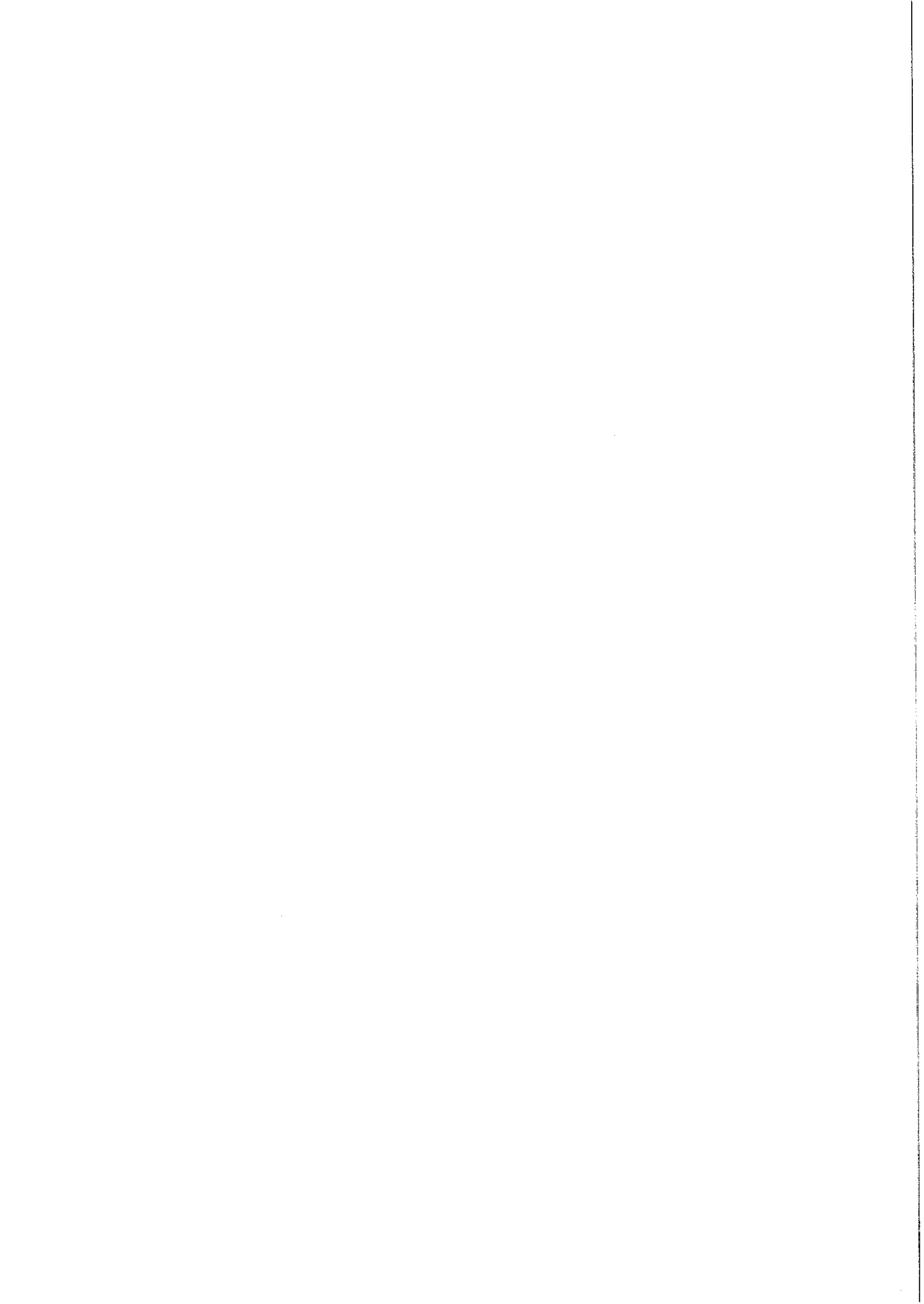
These free sessions are organised by the Buckingham Activities Group (BAG) and have been running for approx. 4 years and prove to be very popular.

This year the sessions ran for 7 weeks from Tuesday 17th July to Tuesday 28th August. Young people can just turn up and play. Taught by a qualified coach, Coach Jenner, 21 young people aged 8-12 yrs attended the first session in Chandos Park and 7 over 12 yrs attended the first session in Bourton Park. 40% of those that attended were returning from last year.

Young people have gone on from these sessions to play for a team in Milton Keynes.

Recommendation

It will be recommended to the Buckingham Activities Group that the sessions continue next year.



**BUCKINGHAM TOWN COUNCIL
TOWN CENTRE AND EVENTS COMMITTEE
Tuesday 28th August 2018**

Committee Chair: Cllr Terry Bloomfield

Contact Officer: Amanda Brubaker

Play Around The Parishes

Background

At the end of last year, an e-mail was received from the Communities Officer at AVDC stating that if we booked the Play Around The Parishes sessions for 2018 before the end of October 2017 we would get them at the 2017 rate. This was done, and the free sessions of play, sports and art activities for children ages 1 – 11yrs. were held in Chandos Park on 26th July, 9th August and the 23rd August.

The first session had to be moved from Chandos Park to The Heartlands due to drainage work being carried out at the entrance to the park and AVDC were unable to get their vehicles in to unload the equipment. After several calls between Jackie Flowers at AVDC and the Events Co-ordinator, the event was moved to the Heartlands.

The Events Co-ordinator with the help of another member of staff went down to Chandos Park to inform members of the public that the event was being moved and re-directed them to the Heartlands. A message was also put on facebook. People were very patient despite the extreme heat and waited for the team to set up.

Youth Project Budget 301/4094 Expense

| | | |
|---------------------------------------|---------------------|--|
| 3 x Play Around The Parishes sessions | £780.00 per session | |
| Total | £2,340.00 | |

There are no staff costs involved in these events

Recommendation

These sessions are very popular with those with young children, and the recommendation is that we continue to support these activities as we have done for the last 7 years.



BUCKINGHAM TOWN COUNCIL

TOWN CENTRE & EVENTS

Tuesday 28th August 2018

Committee Chairman: Cllr. T Bloomfield

Lace Hill Family Fun Day Report - 22/07/18 1-4pm

The event was organised by the Lace Hill Sports & Community Centre (LHSCC) coordinator and supported by many local organisations and businesses that ran various activities and stalls.

The fun day was the last organised event of The Buckingham Fringe week. Including the entire event's staff, stall holders and attendees, several hundred people attended and took part. It was a great chance for people to come and see the centre, its facilities and which activities could go on. Guests who attended enjoyed free access to inflatables, crazy golf, korfbal, nerf gun wars, "beat the goalie" activity, water bomb throwing, gymnastics, a new art exhibition, live music, and more! Feedback has been very positive, on the day a simple feedback sheet was organised and left to be completed by any participants who wanted to at the main entrance/exit for the event.

The form asked about 3 different topics: "Food & Drink", "Activities" and "Overall Experience".

| | Feedback Participants | Results |
|--------------------|-----------------------|---|
| Food & Drink | 26 | 100% of "Really Enjoyed" |
| Activities | 34 | 100% of "Really Enjoyed" |
| Overall Experience | 32 | 97% of "Really Enjoyed" 3% of "Mostly Enjoyed" |

The success of the event was down to the fact that it was heavily advertised on social media: Facebook, Twitter and Instagram accounts notably and the BTC website. It was shared via many other local Facebook groups by the LHSCC coordinator. Altogether the event created on Facebook had 55 shares and reached 12.7k people whilst receiving 259 responses also.

Furthermore there were around 30 posts to the event which kept people engaged in the run up to the day. As well as this communication plan, the weather and the free activities on offer were key to the success of the event.

With regards to the event budget, the costs were split between the BTC events coordinator and the LHSCC coordinator as described below:

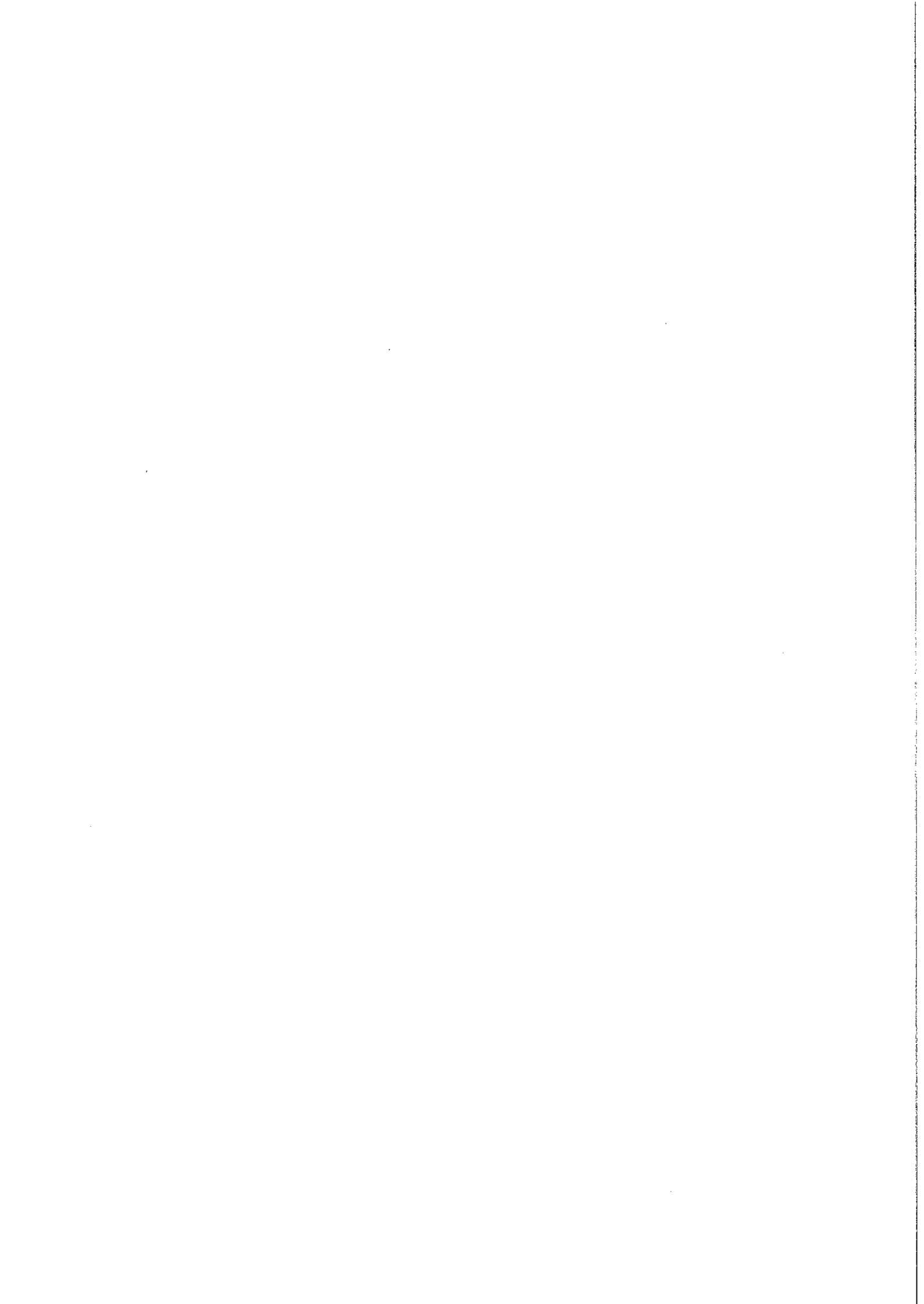
| Budget | Costs |
|--|-------|
| Lace Hill Sports & Community Centre 2018/19 Budget | £281 |
| Buckingham Fringe 2018 Budget | £565 |

| LHSCC Expenses Breakdown | Cost |
|--------------------------|-------------|
| First Aider | £60 |
| TEN | £21 |
| Crazy Golf | £195 |
| Sweets | £5 |
| Total | £281 |

| Fringe Expenses Breakdown | Cost |
|---------------------------|-------------|
| Live Musicians | £250 |
| Inflatables and staff | £315 |
| Total | £565 |

Recommendation

The recommendation is to make this an annual Fringe event. However, budgets may well need to be increased to allow for more labour cost on the day.



Press release: July 2018



2018 BEST KEPT VILLAGES REVEALED

The judging of the 2018 Buckinghamshire Best Kept Village Competition has been completed and the results are now revealed:

Weedon, winner of the **Gurney Cup** (villages with a population of 500 and under);
Chenies runner-up

Padbury winner of the **Morris Cup** (villages with a population of 500 – 1500);
Hedgerley runner-up

Cheddington winner of the **DeFraine Cup** (villages with a population 1501 – 3000);
Wing runner-up

Chalfont St Giles, winner of the **Pushman Cup** (villages with a population over 3000);
Haddenham runner-up

Wendover winner of the **Michaelis Cup** (small towns);
Marlow, runner-up

Cuddington winner of the **Tindall Cup** (2017 cup winners);
Stewkley runner-up

Wendover has been awarded the **Sword of Excellence** as the best overall winner.

The **Dashwood Trophy** for the best runner-up goes to **Wing**

Wing is also being awarded the **Community Trophy**

Richard Pushman, Chairman of the Best Kept Village Competition, comments: "Our popular Best Kept Village Competition highlights the great community activity that goes on in our lovely Buckinghamshire villages. It is a great way to recognise the contribution of many who give their time and effort to showcase and enhance their local environment. The Best Kept Village competition is not just for 'pretty' villages – we want to see communities where everyone makes an effort to keep their surroundings well maintained. The competition is a good opportunity for villages to celebrate all the positive aspects of life in their village and we warmly congratulate this year's winners for their superb efforts." The standard is higher than ever this year despite the drought conditions.

The Best Kept Village Competition is sponsored by George Browns and Buckinghamshire County Council with additional support from Milton Keynes Council and District Councils from Aylesbury Vale, Chiltern and Wycombe.

The cups will be presented in the winning villages by Sir Henry Aubrey-Fletcher, Lord Lieutenant on Saturday 15th September.

Further information regarding the competition is available from the Buckinghamshire Best Kept Village Competition Administrator by email at bkvbucks@gmail.com or by telephoning 07734 886540

- ends -

Further press information from: Clive Parker
tel: email: bkvbucks@gmail.com

Notes to Editors:

The Buckinghamshire Best Kept Village Competition is run independently by a committee on a not-for-profit basis. The competition has been in existence for 61 years. www.bucksvoice.net/bestkeptvillage

BUCKINGHAM – JUDGES NOTES

Buckingham is a town with a great deal of history. We found open spaces well looked after. The High Street too.

The area around the Old Gaol looked well and busy with tourists taking in the view. The area was litter free.

The Community Centre is well used and the Hub for the Town.

The Church looking down on the Town was busy with visitors.

The War Memorial was in need of maintenance and cleaning.

Both cemeteries were in good shape and with no litter.

The Pubs were looking good and the shops were litter free.

Overall, the Town has a lot to offer to the people of Buckingham and to Visitors.

BUCKINGHAMSHIRE BEST KEPT VILLAGE COMPETITION

2018

2018

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

MARKING SCHEDULE

Cup: Michaelis Village/town Buckingham

| | Possible Marks | Marks Awarded |
|--|----------------|---------------|
| Principal features | | |
| 1A. Cemetery, graveyard (separate or attached to a place of worship) | 10 | 9 |
| 1B. Common, green, playing field | 10 | 10 |
| 1C. Children's play area | 10 | 9 |
| 1D. Nature conservation areas | 5 | 4 |
| 1E. Village hall, community centre, church hall | 10 | 10 |
| 1F. General environmental features (hedges, verges, ditches, pond, stream, pump) | 10 | 10 |
| Other features | | |
| 2A. Areas around shops | 5 | 4 |
| 2B. Areas around pubs | 5 | 4 |
| 2C. Bus stops and bus shelters | 5 | 3 |
| 2D. Notice boards | 5 | 4 |
| 2E. War memorial | 10 | 7 |
| 2F. Overall appearance, lack of litter and evidence of community effort | 15 | 14 |
| TOTAL | 100 | 88 |

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.



Providing independence and choice

Buckingham Town Council

Review Report 2018

DisabledGo

DisabledGo is the UK's leading provider of disabled access information, we are committed to providing disabled people with the information required to make informed choices and to break down the barriers disabled people face accessing education, local services and employment.

Founded in 2000 by Dr. Gregory Burke, who is himself a wheelchair user, DisabledGo was established in response to feedback from disabled people who said a lack of access information, was a significant barrier.

DisabledGo currently works with over; 40 colleges, 70 universities, 85 local authorities, 35 NHS trusts and 85 private sector organisations.

Access

Government statistics estimate that there are over 11 million disabled people in Britain, based on the Equality Act (2010) definition of disability. The prevalence of disability rises with age and access to services and opportunities for disabled people will become an increasing priority as Britain's population ages. In Britain today around one in twenty children are disabled, compared to around one in seven working age adults and almost one in two people over state-pension age (Family Resources Survey 2009/10).

Accessibility does not only apply to disabled people but older people and parents with pushchairs, in short good access is good for everyone. Latest statistics show that around a third of disabled people experience difficulties related to their impairment in accessing public, commercial and leisure goods and services (ONS Opinions Survey 2010). Breaking down the barriers disabled people face to accessing their community, civil life, leisure opportunities, employment and education makes financial as well as social sense. Disabled people are often ignored as consumers and in the current financial climate more than ever the available market should not be ignored.



Access Guides

The Social Model of disability highlights that it is the barriers disabled people face, not their own impairment that disables them from accessing and contributing to society. An access guide is an empowering tool that enables people to make informed choices about the services they want to access. By raising awareness of access issues it helps breakdown physical and attitudinal barriers as well as the significant psychological barrier of tackling the unknown.

From the Council's perspective and that of businesses providing access information not only helps meet legal obligations but actively promotes services to residents and visitors to boost inclusion and revenue. By providing information you are actively welcoming people to your area and breaking down perceptions that some people may have about its accessibility.

The Annual Review Process

Key Access Review Changes

All venues previously surveyed as Key Access Reviews were contacted by telephone to discuss the information displayed about their venue.

- 46% venue entries were up to date and required no change.
- 23% venue entries required data changes.
- 13% venue entries were confirmed to still be at the same address (no other information confirmed).
- 8% venue entries were uncontactable.
- 10% venue entries were removed due to closure / moving address.

Detailed Access Guide Changes

All venues previously surveyed as Detailed Access Guides were contacted by telephone to discuss the information displayed about their venue.

- 53% venue entries were up to date and required no change.
- 13% venue entries required data changes.

Data changes include changes to opening times, contact numbers, visitor



Appendix D

information or even a range of non structural access improvements that can assist people with many kinds of impairments.

Examples of non structural access improvements include –

- The installation of a hearing assistance system
 - Information being available in different formats – large print or Braille
 - Staff at a venue receiving formal disability equality or awareness training
 - Being able to contact the venue by fax or email
- 19% venue entries were confirmed to still be at the same address (no other information confirmed).
 - 6% venue entries were uncontactable.
 - 9% venue entries required a revisit due to structural changes.

The term structural change includes a range of access improvement that can assist people with many kinds of impairments. Equally, if any facilities have been removed this will be reflected in the access information.

Examples include –

- The installation or refurbishment of an accessible toilet
- The addition of accessible parking bays
- A lowered section fitted to a reception desk
- Hoists being fitted in changing rooms or in leisure facilities
- Installation of automatic doors

Examples of Improvements/Changes – Buckingham Town Council 2018

During the annual review the following venues were visited and found to have changes made to them.

| Venue Name | Address1 | Comments |
|-------------------------------|-----------------|---|
| Stowe Landscape Gardens | New Inn | The surveyor has added information and photographs for the platform lift. Information and photographs have been obtained for the accessible toilet near the café. |
| Villiers Hotel and Restaurant | 3 Castle Street | The surveyor has obtained information and photographs for the new reception desk. |
| Woolpack | 57 Well Street | The surveyor added information and photographs for the ambulant toilets and new photographs for the standard toilets. |



Appendix D

Venues Added

During the annual review 2 Detailed Access Guides were added to the access guide. All new venues were visited and assessed by a surveyor using a research template developed by disabled people, which is used across the UK. Surveyors spoke with a member of staff at each venue letting them know about the project and the process of creating a guide to their venue. This is a valuable process in raising awareness of access issues.

| Venue Name | Address1 | Type |
|--|---------------------------|------|
| Buckingham Shopmobilty | Cornwalls Meadow Car Park | DAG |
| Cornwalls Meadow Car Park Public Toilets | Cornwalls Meadow Car Park | DAG |

Summary

Providing access information is crucial to enabling people to choose services that are right for them and ensuring equality of access.

The annual review process protects past investment and ensures that the best possible access information is on offer to students, staff and visitors.

While the information has been developed to meet the requirements of disabled people it is also of value to older people and parents with young children.

To get the most from your updated guide, it is crucial that the information is integrated into your website so it can be easily found and enhances existing provision.

For further details about this process, usage of the guide or for any general queries please contact your Partnership Manager.

Emily Simmonds
Quality Co-ordinator
DisabledGo
August 2018

Appendix E

From: Bev Kelly [mailto:bev.kelly@buckingham.ac.uk]

Sent: 07 August 2018 12:30

To: Amanda Brubaker

Subject: UoB - opening of the Vinson Building, 28 November 2018

Dear Amanda,

Good to speak with you today, thanks for your time.

As mentioned, we have the opening of the new Vinson Building at the UoB on 28 November. It will be opened by Lord Nigel Vinson and the Rt Hon. Frank Field MP. The Mayor, Mayoress and Town Councillors will be invited, along with around 300 other guests.

As part of that event, I would like to make a short video highlighting the community links with the town and county to show in the 167 seater theatre.

If you have anything (photographs or films) I could use – especially if they show the interaction between the university and the town, but anything that highlights Buckingham, that would be great. I would need to have that material by 1 September please so I can make the video.

Also, we plan to have a small business exhibition on the second floor to highlight business innovation and collaboration in Buckinghamshire. The TC are very welcome to have a stand / display there too. You'd have to be self-sufficient and provide everything you need and someone to man the stand if you choose to participate.

I do hope the TC can be part of this special event – the building is lovely and will be a great addition to the university and the town.

Please call if you have any questions. Thanks again.

Best wishes,

Bev

Beverley Kelly

Head of Development Services

Yeomanry House, Hunter Street

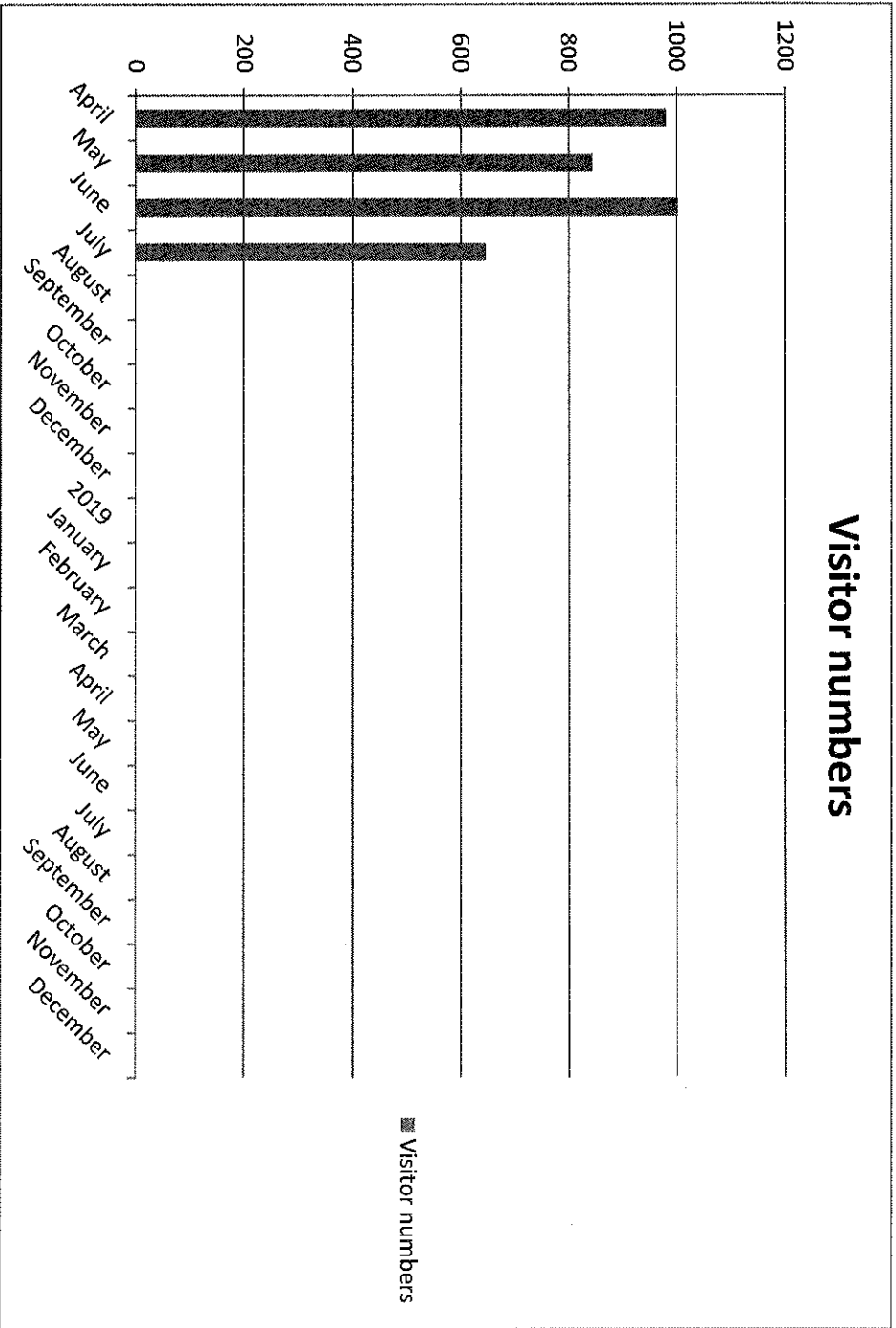
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Email: bev.kelly@buckingham.ac.uk





New chart begun April 2018 with change of ownership