



# BUCKINGHAM TOWN COUNCIL

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

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Wednesday, 09 October 2019

Councillors,

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council which will be held on **Monday 14<sup>th</sup> October 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm.

Mr. P. Hodson  
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 29<sup>th</sup> July 2019 received at Full Council on Monday 30<sup>th</sup> September 2019  
**Copy previously circulated**
4. **Action List**  
To receive action reports and updates  
**Appendix A**
5. **Budget**  
To receive the latest budget figures  
**Appendix B**
6. **Car Parking Charges at Buckingham Hospital**  
To discuss the introduction of car parking charges at Buckingham Hospital
7. **Process for Precept and Business Plan Setting**  
To receive a written report and agree the proposed approach  
**TCE/67/19**

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.

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.

**8. Forthcoming Events**

- 8.1 Charter Fair 12<sup>th</sup> and 19<sup>th</sup> Oct
- 8.2 Bonfire & Fireworks 2<sup>nd</sup> Nov
- 8.3 Remembrance Day Parade 10<sup>th</sup> Nov
- 8.4 Christmas Light Switch On & Christmas Market 30<sup>th</sup> Nov
- 8.5 Christmas Parade 14<sup>th</sup> Dec
- 8.6 Community Fair 14<sup>th</sup> Dec
- 8.7 Comedy Night Jan/Feb 2020
- 8.8 Pancake Race 22<sup>nd</sup> Feb
- 8.9 Food Fair 29<sup>th</sup> Feb
- 8.10 Good Endings Fair 21<sup>st</sup> Mar

**9. Event Reviews**

- 9.1 Fringe Week – to receive a written report from the Events Coordinator **TCE/68/19**
- 9.2 Dog Show - to receive a written report from the Events Coordinator **TCE/69/19**
- 9.3 River Rinse - to receive a written report from the Events Coordinator **TCE/70/19**
- 9.4 Bandjam - to receive a written report from the Events Coordinator **TCE/71/19**
- 9.5 Lace Hill Family Fun Day – to receive a written report from the LHSCC Co-ordinator **TCE/72/19**
- 9.6 Charter Fair - to receive a verbal report from the Events Coordinator

**10. Evaluating Events**

- To receive a written report from the Events Coordinator/Deputy Town Clerk **TCE/73/19**

**11. Bard of Buckingham**

- To receive a written report from the Events Coordinator **TCE/74/19**

**12. Volunteer Marshall for the Christmas Parade**

- To receive a verbal request for marshals

**13. Buckingham Action Group**

- To receive a verbal update from Cllr O'Donoghue

**14. Bonfire and Fireworks Resident's Query**

- To receive a written report from the Town Clerk **TCE75/19**

**15. Proposed locations for Bike Racks**

- To receive a written report from the Town Clerk and consider recommendations therein **TCE/76/19**

**16. Proposed S106 schemes**

- To receive and comment on proposals for projects to use S106 funds collected from Maids Moreton Phase 2 **Appendix C**

**17. Illegal Signs Policy**

- To receive a written report from the Deputy Town Clerk **TCE/77/19**

**18. Access****19. Tourist Information Centre (TIC)**

- 19.1 To receive the latest visitor and accommodation statistics **Appendix D**
- 19.2 To receive a verbal update on the workshops to review the TIC

**20. News Releases****21. Chair's Items**

**22. Date of the next meeting:** Monday 2<sup>nd</sup> December 2019

**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.

**23. Replacement of Icicle Lights**

**TCE/78/19**

To receive a written report from the Events Coordinator

**To:**

Cllr. T. Bloomfield      Vice Chair  
Cllr. Mrs. M Gateley  
Cllr. D. Isham  
Cllr. Harvey  
Cllr. A. Mahi      Chair

Cllr. M. Cole      (Town Mayor)  
Cllr. L. O'Donoghue  
Cllr. Mrs. C. Strain-Clark  
Cllr. R. Stuchbury

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	75/19	Signs Policy	Town Clerk to review and bring back to a future meeting	Town Clerk		Ongoing
TC&E	543/18	Buckinghamshire Disability Service	BTC AGREES to consistently demonstrate exceptional commitment to making events more accessible and inclusive for everyone including people with disabilities	Events Coordinator	BUDs have provided advice for Lace Hill Family Fund Day. BUDs attended Music in the Market and provided equipment. BUDs providing advice on future events, and all events plans consider accessibility.	Ongoing; now business as usual
TC&E	851/18; 61/19	Food Fair Feeder Pillar	Proposed by Cllr Stuchbury, seconded by Cllr. OD and unanimously AGREED for the Town Clerk to bring back a report on the costings of the feeder pillar outside of the Community Centre and consider funding from the Charter Fair budget or reserves. ACTION TOWN CLERK	Town Clerk	A vote was taken on Cllr. Mahi's proposal not to proceed with the installation of a feeder pillar but to revisit the idea within any feasibility study for extending the Council Chamber.	Review in October 2019 along with Council Chamber plans. Ongoing

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	858/18; 78/19	Tourist Information Centre		Town Clerk	Members <b>AGREED</b> for the Town Clerk to arrange an initial meeting for the Tourist Information Centre staff to detail their thoughts and idea forward before meeting with any Councillors	Meeting completed; 3 councillor workshops under way
TC&E	69/19	Litter Picking Event	<b>AGREED</b> to host a community litter pick in Spring 2020 similar to Clean for the Queen or The Big Spring Clean. Cllr. O'Donoghue suggested writing to the Youth Centre to encourage involvement from Youth Leaders and DoE groups	Events Coordinator	Awaiting information from Keep Britain Tidy; report back to November Committee	7th December 2019
TC&E	71/19	WW1 War Memorial Rededication	Proposed by Cllr. Harvey, seconded by Cllr. Stuchbury and unanimously <b>AGREED</b> for the Events Coordinator, Chair and	Events Coordinator	Meeting planned for 14th October	Ongoing

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	72/19	Buckingham Calendar	Proposed by Cllr. Bloomfield and seconded by Cllr. Harvey to run a photography competition online and choose twelve winning photos which will be made into a calendar printed by Colour Calendars at a cost of £789 to be sold in the TIC at a cost of £5.50 each	Tourist Information Coordinator	In place; report on outcome to be provided in January 2020	10th Feb 2020
TC&E	257/19	VE Day Anniversary	Members AGREED report recommendations to work with Mr Weston for an event in the Cattle Pens on the 8th May 2020	Event Coordinator	Meeting to be arranged with Lionel Weston	7th December 2020
TC&E	256	Buckingham in Bloom	To discuss whether to canvas public opinion on whether to host another Buckingham in Bloom	Events Coordinator	November agenda	10th Feb 2020

Committee	Minute No.	Action	Action Required	Action Owner	Update	Deadline
TC&E	252	Bard of Buckingham	<b>AGREED</b> that a small working group is established, including members of TC & E and local poets, to devise a promotional campaign and the details of the election event for a Bard of Buckingham and Junior Bard.	Events Coordinator	Event held and new Bard elected. Report on progress to be provided in June 2020	8th June 2020
TC&E	254.7/19	Good Endings	Members <b>AGREED</b> for the Events Coordinator to proposed a date for the Good Endings Fair 2020.	Events Coordinator	Date has been set as 21st March 2020 and Community Centre has been booked	Ongoing

# INCOME AND EXPENDITURE - EXPLANATION OF DIFFERENCES

PAGE No	CODE	COST CENTRE	AMOUNT	EXPLANATION
1	4213	301	-£13.00	Overspend due to purchase of metal stakes required but not in original budget
1	4243	301	-£182.00	Purchase orders carried forward for removal of bollards not invoiced for 3 x years - not precepted for
2	4017	302	-£28.00	subscription cost increase not expected but subscription still required
3	9033	901	-£1,393.00	Income for 2018-2019 or 2019-2020 not received so will show as an overspend. Once income is received
				then it will be shown in the income section - N/Lcode 1070 901.



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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**EARMARKED RESERVES**

901	EARMARKED RESERVES						
9001	YOUTH COUNCIL	0	0	1,000	1,000	1,000	0.0 %
9002	CEMETERY DEVELOPMENT	0	0	20,000	20,000	20,000	0.0 %
9004	SOLAR PANEL LACE HILL	0	0	28,076	28,076	28,076	0.0 %
9006	SPEED WATCH	0	0	598	598	598	0.0 %
9012	CHRISTMAS LIGHTS	0	0	7,753	7,753	7,753	0.0 %
9015	CHARTER FAIRS	0	0	4,136	4,136	4,136	0.0 %
9025	PLAY AREA REPLACEMENT	0	0	27,121	27,121	27,121	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	0	2,404	2,404	2,404	0.0 %
9033	ECONOMIC DEVELOPMENT GRP	20,077	5,225	2,540	-2,685	-2,685	205.7 %
9035	PARKS DEVELOPMENT	620	0	1,405	1,405	1,405	0.0 %
9036	ELECTION COSTS	0	0	3,188	3,188	3,188	0.0 %
9037	FAIR TRADE	0	400	400	0	0	100.0 %
9040	PARK RUN	0	0	89	89	89	0.0 %
9041	BONFIRE AND FIREWORK	0	200	200	0	0	100.0 %
9045	ACCESS FOR ALL	-300	269	520	251	251	51.8 %
9046	PLANNING DISPLAY EQUIPMENT	0	4,613	5,242	629	629	88.0 %
9048	BAG FUND	0	1,750	2,071	321	321	84.5 %
EARMARKED RESERVES :- Expenditure		20,397	12,458	112,368	99,910	0	99,910 11.1 %
Net Expenditure over Income		20,397	12,458	112,368	99,910		
EARMARKED RESERVES :- Expenditure		20,397	12,458	112,368	99,910		11.1 %
Income		0	0	0	0		0.0 %
Net Expenditure over Income		20,397	12,458	112,368	99,910		

Month No : 6

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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**TOWN CENTRE & EVENTS**

301	TOWN CENTRE & EVENTS							
3997	NI TC & E	3,005	1,600	5,446	3,846		3,846	29.4 %
3998	PENSION ERS TC & E	7,460	5,075	11,620	6,545		6,545	43.7 %
3999	WAGES & SALARIES TC & E	51,092	26,398	55,096	28,698		28,698	47.9 %
4042	EVENTS EQUIPMENT	0	621	1,000	379		379	62.1 %
4079	FAIR TRADE PROMOTION	151	165	400	235		235	41.3 %
4094	YOUTH PROJECT	2,414	2,478	3,000	523		523	82.6 %
4104	TOWN IN BLOOM	6,578	3,936	7,000	3,064	884	2,180	68.9 %
4107	PRIDE OF PLACE	193	113	250	137		137	45.2 %
4115	RIVER RINSE	186	0	400	400		400	0.0 %
4119	ICE RINK	7,740	0	8,000	8,000		8,000	0.0 %
4125	ENTERPRISE FAIR	31	0	0	0		0	0.0 %
4126	GOOD ENDINGS FAIR	1,105	0	1,000	1,000		1,000	0.0 %
4166	LACE HILL EVENTS	797	742	1,000	258		258	74.2 %
4201	CHRISTMAS LIGHTS	8,933	3,033	11,000	7,967		7,967	27.6 %
4202	FIREWORK DISPLAY	4,712	275	5,000	4,725	3,350	1,375	72.5 %
4203	COMMUNITY FAIR	511	0	400	400	221	179	55.3 %
4205	CHRISTMAS PARADE	2,580	0	3,900	3,900	425	3,475	10.9 %
4208	SPRING FAIR	90	128	530	402		402	24.1 %
4210	PANCAKE RACE	85	0	75	75		75	0.0 %
4211	BAND JAM	3,366	3,191	3,500	309		309	91.2 %
4212	CHRISTMAS LIGHT SWITCH ON	1,289	0	1,500	1,500	160	1,340	10.7 %
4213	DOG AWARENESS	189	243	495	252	265	-13	102.6 %
4216	MAY DAY EVENT	0	0	50	50		50	0.0 %
4220	MUSIC IN THE MARKET	3,430	3,398	3,500	102		102	97.1 %
4230	SCOUT PARADE	18	0	50	50		50	0.0 %
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000		3,000	0.0 %
4243	CHARTER FAIR EXPENDITURE	609	93	7,345	7,253	7,435	-182	102.5 %
4260	TWINNING	0	0	2,000	2,000		2,000	0.0 %
	TOWN CENTRE & EVENTS :- Expenditure	106,562	51,488	136,557	85,069	12,739	72,330	47.0 %
1013	HANGING BASKETS	333	33	400	-367			8.3 %
1028	LACE HILL EVENTS INCOME	320	305	1,000	-695			30.5 %
1029	GOOD ENDINGS FAIR INCOME	1,452	0	1,000	-1,000			0.0 %
1033	ICE RINK INCOME	5,939	0	8,000	-8,000			0.0 %
1062	COMMUNITY FAIR - TABLE	230	0	200	-200			0.0 %
1066	COMEDY NIGHT INCOME	0	0	3,000	-3,000			0.0 %
1069	CHARTER FAIR INCOME	6,630	0	6,670	-6,670			0.0 %
1086	FIREWORK DISPLAY INCOME	0	0	100	-100			0.0 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1087	CHRISTMAS LIGHT INCOME	0	0	100	-100			0.0 %
	TOWN CENTRE & EVENTS :- Income	14,904	339	20,470	-20,131			1.7 %
	<b>Net Expenditure over Income</b>	<b>91,658</b>	<b>51,149</b>	<b>116,087</b>	<b>64,938</b>			
<u>302</u>	<u>STREET MARKET</u>							
4017	SUBSCRIPTIONS	318	358	330	-28		-28	108.5 %
4225	RATES	2,193	2,087	3,000	913		913	69.6 %
4235	MARKET INFRASTRUCTURE &	1,424	960	1,500	540		540	64.0 %
	STREET MARKET :- Expenditure	3,934	3,405	4,830	1,425	0	1,425	70.5 %
1005	STREET MARKET	13,683	7,447	14,000	-6,553			53.2 %
1006	FLEA MARKET	4,038	2,591	5,000	-2,409			51.8 %
	STREET MARKET :- Income	17,721	10,038	19,000	-8,962			52.8 %
	<b>Net Expenditure over Income</b>	<b>-13,787</b>	<b>-6,633</b>	<b>-14,170</b>	<b>-7,537</b>			
<u>303</u>	<u>SPECIAL EVENTS</u>							
4221	FRINGE	3,031	5,955	6,000	45		45	99.3 %
4242	FOOD FAIR	353	0	500	500		500	0.0 %
4244	REMEMBRANCE FLAGS	241	0	420	420		420	0.0 %
	SPECIAL EVENTS :- Expenditure	3,625	5,955	6,920	965	0	965	86.1 %
1020	FOOD FAIR INCOME	705	25	500	-475			5.0 %
1083	FRINGE INCOME	336	2,818	3,000	-182			93.9 %
	SPECIAL EVENTS :- Income	1,041	2,843	3,500	-657			81.2 %
	<b>Net Expenditure over Income</b>	<b>2,584</b>	<b>3,112</b>	<b>3,420</b>	<b>308</b>			
<u>305</u>	<u>TOURIST INFORMATION CENTRE</u>							
4253	TIC	27,837	14,578	30,000	15,422		15,422	48.6 %
	TOURIST INFORMATION CENTRE :- Expenditure	27,837	14,578	30,000	15,422	0	15,422	48.6 %
1084	TIC INCOME	27,601	11,700	32,000	-20,300			36.6 %
	TOURIST INFORMATION CENTRE :- Income	27,601	11,700	32,000	-20,300			36.6 %
	<b>Net Expenditure over Income</b>	<b>237</b>	<b>2,877</b>	<b>-2,000</b>	<b>-4,877</b>			
<u>306</u>	<u>ACCESSIBILITY</u>							
4254	ACCESS ABLE	0	0	3,400	3,400		3,400	0.0 %
	ACCESSIBILITY :- Expenditure	0	0	3,400	3,400	0	3,400	0.0 %
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>3,400</b>	<b>3,400</b>			
	TOWN CENTRE & EVENTS :- Expenditure	141,958	75,426	181,707	106,282			48.5 %
	Income	61,267	24,920	74,970	-50,050			33.2 %
	<b>Net Expenditure over Income</b>	<b>80,691</b>	<b>50,506</b>	<b>106,737</b>	<b>56,231</b>			

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14th October 2019**

Contact Officer: Paul Hodson, Town Clerk

**Business Plan and Budget Proposal**

**1. Recommendations**

- 1.1. It is recommended that the Committee agree the proposed revisions to be included in the new Business Plan
- 1.2. It is recommended that the Committee consider the proposed five-year budget, including the proposed budget for 2020/21 to be included in the precept, and recommend any changes required to enable a revised version to be provided for the next meeting of the Planning Committee to review before the budget is provided for Full Council to consider.

**2. Background**

- 2.1. The Resources Committee agreed on 23<sup>rd</sup> September 2019, *"for the Council to plan to adopt a five-year budget and five-year business plan for 2020 -26, and that this be initially developed by each of the four committees reviewing the aspects relevant to their remit". (359/19)*

**3. Relevant Section of the Current Business Plan**

- 3.1. According to the previous Business Plan, this committee has the following role:

*"...to make the town centre a pleasant place to come to, and to put on events for residents and visitors. All events are aimed to strengthen our community, young and old; and contribute to making Buckingham an especially vibrant town. Many events are run in partnership with local groups and organisations. The Committee also takes responsibility for the running of the markets, floral displays, youth projects and the promotion of the town through appropriate media.*

**4. Terms of Reference**

- 4.1. The committee's remit has since been extended, and the Terms of Reference now include the following responsibility:

*10.13 The day to day running of the Tourist Information Centre located in The Old Goal*

## 5. Core Objectives

5.1. The previous Business Plan set the following core objectives for the whole Council:

- i. The Completion of a successful Neighbourhood Plan and ensuring that the plan is being used appropriately to judge planning permissions within the town
- ii. Improved community spirit
- iii. Established greater active engagement with local Partners and Public
- iv. Promoted and improved economic activity within the town
- v. Maintained, improved and expanded our green and open spaces (including allotments and cemetery)
- vi. Maintained Quality Council Status
- vii. Developed an effective resources plan (to include an income generation plan, adequate staffing to achieve our ambitions and good value council processes)
- viii. Make Buckingham an even more attractive town/parish (including improved infrastructure)

5.2. Where these are relevant to the remit of the Town Centre and Events Committee, they largely remain appropriate. The events programme is one of the Council's key means for improving community spirit. The one proposed change is to add an objective:

- ix. *Promoted and improved tourist visits to the town*

## 6. Resources Required

6.1. A five-year budget has been proposed, to enable long-term planning. However, it is expected that this will change each year, dependent on spend against the budget in previous years, and in light of changes to service demands, Council policies and priorities and the wider economic context.

6.2. The budget is currently being prepared assuming RPI of 2.6%, in line with the rise reported in September 2019. For this reason, the draft budget is being prepared with a forecast precept rise to Council Tax payers of 2.6%. This may vary slightly once the actual numbers of electors to be used is advised by AVDC.

6.3. The Council delivers the events programme primarily through the role of the Events Coordinator, with the support of a range of staff during the year. It is not proposed to change this arrangement.

6.4. During the autumn the Council is holding three workshops to review the role of the TIC. It is not proposed to make any changes to the current budget and staff allocation until the workshops have been completed.

6.5. The following significant changes have been made compared to this year's budget for this Committee:

- 6.6. A new budget of £4,000 has been added for "Buckingham in Bloom". It is proposed to add this budget line, but for no expenditure to take place until the committee has agreed proposals for the installation and maintenance of features to include permanent flower beds around the town.
- 6.7. A new budget of £750 has been allocated for a "flower and produce" event.
- 6.8. A new budget of £1,000 has been allocated for one-off events. It is likely that this would be for the centenary of the Memorial and also for VE Day in 2020. The use of a general description will provide the Committee with flexibility in future years.
- 6.9. The Council produced a sponsorship guide early in 2019. It is proposed to continue to seek increased sponsorship for the events programme, but not to assume any income until or unless firm agreements are made with potential sponsors.
- 6.10. The proposed five year budget is given below.

## 7. Proposed Budget

Account Code	Cost Centre		Actual 2017/18	Actual 2018/19	Budget 2018/19	Budget 2019/20	Forecast 2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	301	<b>TOWN CENTRE &amp; EVENTS</b>										
3997		NI TC & E	n/a	3,005	3,900	5,446	5,446	5,638	5,784	5,934	6,089	6,247
3998		PENSIONERS TC & E	n/a	7,460	13,200	11,620	11,620	12,014	12,327	12,647	12,976	13,313
3999		WAGES & SALARIES TC & E	n/a	51,092	55,600	55,096	55,096	57,075	58,559	60,082	61,644	63,247
4042		EVENTS EQUIPMENT				1,000	1,000	560	577	594	612	630
TBA		MAKING EVENTS ACCESSIBLE				0	0	500	515	530	546	563
4079		FAIR TRADE PROMOTION	400	151	400	400	400	412	424	437	450	464
		YOUTH PROJECT (including Play Around the Parishes)										
4094			1,560	2,414	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
4104		TOWN IN BLOOM	4,104	6,578	6,300	7,000	3,936	7,000	7,210	7,426	7,649	7,879
4107		PRIDE OF PLACE	250	193	250	250	250	258	265	273	281	290
4115		RIVER RINSE	440	186	400	400	400	412	424	437	450	464
4119		ICE RINK	0	7,740	8,600	8,000	0	0	0	0	0	0
4125		ENTERPRISE FAIR	0	31	500	0	0	0	0	0	0	0
4126		GOOD ENDINGS FAIR	0	1,105	1,000	1,000	0	1,000	0	1,000	0	1,000
4166		LACE HILL EVENTS	0	797	1,000	1,000	742	1,030	1,061	1,093	1,126	1,159

4201	CHRISTMAS LIGHTS	10,022	8,933	9,000	11,000	11,000	11,330	11,670	12,020	12,381	12,752
4202	FIREWORK DISPLAY	4,288	4,712	4,500	5,000	5,000	5,150	5,305	5,464	5,628	5,796
4203	COMMUNITY FAIR	215	511	785	400	400	412	424	437	450	464
4205	CHRISTMAS PARADE	2,975	2,580	3,000	3,900	3,900	3,900	4,017	4,138	4,262	4,389
4208	SPRING FAIR	0	90	500	530	128	500	515	600	618	637
4210	PANCAKE RACE	55	85	75	75	75	80	80	100	100	100
4211	BAND JAM	3,110	3,366	3,500	3,500	3,200	3,605	3,713	3,825	3,939	4,057
4212	CHRISTMAS LIGHT SWITCH ON	1,085	1,289	1,300	1,500	3,000	3,000	3,090	3,183	3,278	3,377
4213	DOG AWARENESS	300	189	300	495	400	495	510	525	541	557
4216	MAY DAY EVENT	38	0	50	50	50	52	53	75	77	80
4220	MUSIC IN THE MARKET	3,613	3,430	3,500	3,500	3,398	3,605	3,713	3,825	3,939	4,057
4230	SCOUT PARADE	46	18	50	50	0	50	50	50	50	50
4260	TWINNING				2,000	2,000	2,000	2,060	2,122	2,185	2,251
4241	COMEDY NIGHT EXPENDITURE	0	0	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
4243	CHARTER FAIR EXPENDITURE	2,000	609	4,445	2,550	2,550	2,640	2,640	2,640	2,640	2,640
TBA	BUCKINGHAM IN BLOOM				0	0	4,000	4,120	4,244	4,371	4,502
	<b>TOTAL EXPENDITURE</b>	<b>34,501</b>	<b>106,564</b>	<b>128,155</b>	<b>131,762</b>	<b>119,991</b>	<b>132,897</b>	<b>135,472</b>	<b>140,256</b>	<b>143,036</b>	<b>147,920</b>



1013	HANGING BASKETS	483	333	400	400	400	400	412	424	437	450	464
1028	LACE HILL EVENTS INCOME	0	320	1,000	1,000	1,000	305	1,030	1,061	1,093	1,126	1,159
1029	GOOD ENDINGS FAIR INCOME	0	1,452	1,000	1,000	1,000	1,000	1,000	0	1,100	0	1,200
1031	ENTERPRISE FAIR INCOME	0	0	500	0	0	0	0	0	0	0	0
1033	ICE RINK INCOME	0	5,939	8,600	8,000	0	0	0	0	0	0	0
1062	COMMUNITY FAIR - TABLE	200	230	300	200	200	200	206	212	219	225	232
1066	COMEDY NIGHT INCOME	0	0	3,000	3,000	3,000	3,000	3,090	3,183	3,278	3,377	3,478
1069	CHARTER FAIR INCOME	6,400	6,630	6,400	6,670	6,670	6,670	6,870	7,076	7,288	7,507	7,732
1086	FIREWORK DISPLAY				100	100	100	100	100	100	100	100
1087	CHRISTMAS LIGHT SWITCH ON					100	100	100	100	100	100	100
	<b>TOTAL INCOME</b>	<b>7,083</b>	<b>14,904</b>	<b>21,200</b>	<b>20,470</b>	<b>11,775</b>	<b>12,808</b>	<b>12,156</b>	<b>12,156</b>	<b>13,615</b>	<b>12,884</b>	<b>14,465</b>
		27,418	91,660	106,955	111,292	108,216	120,089	123,316	123,316	126,641	130,151	133,455
302	<b>STREET MARKET</b>											
4017	SUBSCRIPTIONS	0	318	330	330	358	450	450	464	477	492	506
4225	RATES	3,041	2,193	4,000	3,000	2,087	3,090	3,090	3,183	3,278	3,377	3,478
4235	MARKET INFRASTRUCTURE	1,765	1,424	1,950	1,500	1,500	1,500	1,500	1,545	1,591	1,639	1,688

		<b>TOTAL EXPENDITURE</b>	<b>4,806</b>	<b>3,935</b>	<b>6,280</b>	<b>4,830</b>	<b>3,945</b>	<b>5,040</b>	<b>5,191</b>	<b>5,347</b>	<b>5,507</b>	<b>5,673</b>
1005		STREET MARKET	14,236	13,683	14,000	14,000	14,500	14,500	14,935	15,383	15,845	16,320
1006		FLEA MARKET	4,740	4,038	5,500	5,000	4,500	4,500	4,635	4,774	4,917	5,065
		<b>TOTAL INCOME</b>	<b>18,976</b>	<b>17,721</b>	<b>19,500</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>	<b>19,570</b>	<b>20,157</b>	<b>20,762</b>	<b>21,385</b>
			-14,170	-13,786	-13,220	-14,170	-15,055	-13,960	-14,379	-14,810	-15,254	-15,712
	303	<b>SPECIAL EVENTS</b>										
4075		FESTIVAL OF HEALTH	1,228	0	2,500	0	0	0	0	0	0	0
4221		FRINGE	0	3,031	6,000	6,000	5,883	6,000	6,180	6,365	6,556	6,753
4242		FOOD FAIR	366	353	500	500	500	515	530	546	563	580
		FLOWERS AND PRODUCE EVENT				0	0	750	773	796	820	844
TBA												
TBA		ONE OFF EVENTS				0	0	1,000	1,030	1,061	1,093	1,126
4244		FLAGS	0	241	420	420	420	600	400	412	424	437
		<b>TOTAL EXPENDITURE</b>	<b>1,594</b>	<b>3,625</b>	<b>9,420</b>	<b>6,920</b>	<b>6,803</b>	<b>8,865</b>	<b>8,913</b>	<b>9,180</b>	<b>9,456</b>	<b>9,739</b>
1020		FOOD FAIR INCOME	725	705	400	500	500	515	530	546	563	580
1034		FESTIVAL OF HEALTH	1,308	0	2,500	0	0	0	0	0	0	0
1083		FRINGE INCOME	0	336	3,000	3,000	2,818	3,090	3,183	3,278	3,377	3,478
		<b>TOTAL INCOME</b>	<b>2,033</b>	<b>1,041</b>	<b>5,900</b>	<b>3,500</b>	<b>3,318</b>	<b>3,500</b>	<b>3,713</b>	<b>3,825</b>	<b>3,939</b>	<b>4,057</b>
			-439	3,418	3,419	3,420	3,420	3,422	3,423	3,424	3,425	3,426



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 17th October 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**Buckingham Fringe Week**

**1. Recommendation**

- 1.1. This year was the first year that there had been a theme for the Fringe Week and it proved popular with some of the local businesses.
- 1.2. The Events Co-ordinator recommends that we continue with the Fringe Week next year and that we find a suitable theme for the week.
- 1.3. It is recommended that we seek sponsorship for the week of events.

**2. Information**

- 2.1. This year's Buckingham Fringe Week ran from Saturday 13<sup>th</sup> July to Sunday 21<sup>st</sup> July. The fringe week was given a theme of The Moon, The Sun and The Stars. This was to celebrate the 50<sup>th</sup> anniversary of the 1<sup>st</sup> Moon Landing. There were events to suit all age groups.
- 2.2. The Hidden Quarter (Well Street/Bridge Street) got involved in the week and put on activities mainly for children as well as a raffle.
- 2.3. The Woolpack very kindly gave us the use of The Cote for free for the whole week. This proved very useful for smaller more intimate events as the maximum capacity is 60.
- 2.4. All events were advertised through social media, the fringe brochure which went out to every household and business in Buckingham, the local paper and schools. Advertising was done in advance of the fringe week and then in advance of the event and on the day and during the event.

**3. Youth Project**

- 3.1. This is an annual joint project between the Buckingham School and The Royal Latin School whereby they come together for an evening of art and drama. The schools take it in turn to host the event and this year it was the turn of the Royal Latin.
- 3.2. The theme of the fringe was given to the schools and they then turned that into an evening of art and drama based on 1969. It was fast paced and very entertaining. A big screen was used to project images from the 1960's

including the moon landing and a time traveller took the audience from present day back in time and then back to present day.

3.3. Mayor Cllr Mark Cole gave a few words at the opening of the event.

Cllrs Attending The Event

Town Mayor Cllr Mark Cole  
Cllr Lisa O'Donoghue  
Cllr Mike Smith  
Cllr Jon Harvey

Staff Attending The Event

Amanda Brubaker, Events Co-ordinator

4. Children's Colouring Competition

4.1. Organised by Gilroy Steel, Solicitors a free colouring competition was held from 1<sup>st</sup> July to 19<sup>th</sup> July. Open to all children under the age of 10yrs they were able to pick up a space themed colouring sheet from Gilroy Steel or print it off from their website. The winner of the competition was 6 year old Chloe Wheeler.

5. Hidden Quarter

5.1. From Saturday 6<sup>th</sup> July to Sunday 21<sup>st</sup> July you were able to visit a shop in the Hidden Quarter (Well Street/Bridge Street). Tickets for this were available from shops in the Hidden Quarter that displayed the Hidden Quarter logo.

5.2. Saturday 13<sup>th</sup> The Hidden Quarter's Astronaut was out and about in Buckingham so that you could have your picture taken with him. You could then take your photo to one of the Hidden quarter Shops to claim a raffle ticket and a chance to win a hamper of gift and vouchers.

6. #lovebuckingham Rock Hunt

6.1. Organised by Lauren Hutton the intergalactic rock hunt took place on Saturday 13<sup>th</sup> July. The following report on the rock hunt was provided by organiser Lauren Hutton.

6.2. The third Love Buckingham Rock Hunt went very well. 40 businesses / organisations sponsored rocks, and the response to the rock hunt and social media content surrounding it has been fantastic (reach of over 10,000 accounts on Facebook alone). I know from various rock hunters and friends that a large number of people got involved in looking for the rocks, in addition to the people I met in Chandos Park after the final rocks were hidden, and many have shared their pictures afterwards. The Advertiser covered the hunt with a photo and short story, and many more businesses have been in contact (as has happened each time) to get involved in the next hunt. The theme of the moon landing worked well, and I wove this into the posters and social media visuals, as well as a couple of the special rocks (including the BTC moon rock and also a #maisierocks commemorating the life of a little girl from town). There is one change I will make for the next hunt, and that is to request that families limit rocks to one per child or one per family...some children found and held onto 2-3 rocks and it'd be great for these to be spread a little. Otherwise, it seemed to create a buzz and warmth amongst all involved, which is great.

## 7. Comedy Night

- 7.1. Buckingham was pleased to welcome back Comedian Joel Dommett who entertained a crowd of over 180 people. Supporting Joel were Andrew Ryan who acted as MC for the night and Louise Young.
- 7.2. The audience made up of those that have supported the Comedy nights from the onset and people that were there for the first time. People also came from the surrounding villages.
- 7.3. As a decision had been made not to hold Town Council events at the Old Town Hall due to disability access, the Events Co-ordinator struggled to find a suitable venue for the event on a Sunday night. It was suggested by Cllr Stuchbury that I approach the Royal Latin School to see if the sports hall was available. The sports hall was available and the event was held in there. The hall provided a stage, lighting and sound system as well as disability access.
- 7.4. Richard Watkins (Taliesin Musicraft Limited) was booked to provide the PA and to control the lighting. Richard has worked on all of our Comedy Nights, so he is familiar with what the Comedians require.
- 7.5. When meeting with the RLS Richard was informed that he would not be able to adjust the lights himself, as he did not have the Health & Safety requirements they required. They suggested that we contact TFG Stage Technology Ltd who come out and adjust the lights for the school when required. A quote was obtained to set, demonstrate focus of the stage lighting. Quote was accepted and an engineer met with Richard and adjusted the lighting as required.
- 7.6. The Woolpack provided a mobile bar and also refreshments for the Comedians.
- 7.7. Newman Event Services provided door staff for the event.

### Staff working at the event   Cllrs working event

Amanda Brubaker  
Paul Hodson  
Louise Stubbs  
Nina Stockill

Lisa O'Donoghue

### Cllrs attending event

Andy Mahi  
Jon Harvey  
Robin Stuchbury

## 8. What On Earth Is Up There?

- 8.1. Have you ever wondered what is up there? Monday 15<sup>th</sup> July saw local author Dr James Henderson gave a fun and captivating tour of space, science and the Universe to a fascinated audience of approx. 40 people.
- 8.2. As we had been given free use of the Cote at the Woolpack the event was held in there. This was a free event.

### Staff working at the event

Amanda Brubaker

9. The Oxford Fiddle Group

9.1. The ever popular Oxford Fiddle Group performed at the Radcliffe Centre on Wednesday 17<sup>th</sup> July.

9.2. The OFG have been part of the Fringe week for many years and performed songs and tunes mainly from England and Scotland as well as the USA and Ireland. Apart from the fiddle other instruments played are celtic harp, double bass, guitar, concertina and mandolin.

Tickets were sold through the Tourist Information Centre and on the door.

Staff working at the event

Amanda Brubaker  
Claire Molyneux

Cllrs working at the event

Terry Bloomfield  
Andy Mahi

Cllrs attending the event

10. The Ukelele Group

10.1. Thursday 18<sup>th</sup> July the Ukelele Group made their first appearance during the Fringe Week. Formed in 2014 initially as a monthly workshop, the group now meets most Thursday nights in the Cote at the Woolpack.

11. The Buckingham Acoustic Club

11.1. There was live acoustic music in the Woolpack with the Buckingham Acoustic Club. They meet in the pub every Thursday night with live music and showcases a hugely diverse range of performers from local songwriters to semi-professional singers and guitarists.

12. Family Quiz Night

12.1. A rainy Friday night saw a space themed Family Quiz Night take place in the Cote. Cllr Terry Bloomfield worked hard making up the questions. There were 8 rounds with 10 questions per round plus a round just for children. All the rounds were space themed.

12.2. The winning team was called ? and each team member received a Lunar/Moon Landings 50<sup>th</sup> Anniversary 1969-2019 Silver Commemorative Coin. The winner of the Children's round received a Make and Paint Glow Space set.

12.3. Tickets were sold through The Tourist Information Centre and on the door and included light refreshments.

Staff working at the event

Amanda Brubaker

Cllrs working at the event

Terry Bloomfield  
Mark Cole

Cllrs attending event

Andy Mahi  
Jon Harvey

Geraldine Collins  
Paddy Collins

13. Buckingham Rock Choir

- 13.1. Saturday lunchtime saw a performance by the Buckingham Rock Choir outside the Old Gaol.

14. Moonlight & Bubbles in the Vineyard

- 14.1. Chafor Wine Estate located in Gawcott hosted an evening of wine tasting under the moon at the vineyard. An open air bar was set up and there was a selection of Chafor wines, beer, cider and soft drinks. Local street food vendors 'Muzza' served a selection of curry and rice and Asian snacks.  
14.2. Tickets were £5 a head and included a glass of award winning Vintage Cuvee.

15. Aidan The Wizard Presents Celestial

- 15.1. Approximately 30 people attended the evening of mind reading in the Cote. Hosted by Aidan the Wizard, this was his debut show.

Staff working the event

Amanda Brubaker  
Claire Molyneux

16. Family Fun Day

- 16.1. See the report TCE/72/19 from Lace Hill Co-ordinator Sam Horeau

17. Return To Earth Drinks and Prize Draw

- 17.1. Organised by the Hidden Quarter and The Garage Restaurant, people were able to enjoy a drink and canapes. A draw was made for the winner of the Hidden Quarter Hamper.  
17.2. This was a ticketed event with tickets being sold at any Hidden Quarter shop, the Garage Restaurant and the Tourist Information Centre.

18. Advertising

- 18.1. The fringe week was advertised through the fringe brochure which was distributed to every household and business in Buckingham. Distribution was through Through The Letterbox who also deliver the Focus magazine.  
18.2. The events were also advertised on social media, posters throughout the town and on promotional t-shirts. Some organisations taking part also advertised the fringe week on their own social media platforms.

19. Cost for the event

Budget 301/4221

£6,000

#lovebuckingham Rock Hunt	
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Cost of prize	
Total Cost	
Balance Remaining	£6,000
Income received from event	nil

Comedy Night	
Comedian x 3	£2,500.00
Newman Event Services	£ 69.75
Taliesin Musicraft Limited	140.00
TFG Stage Technology	394.16
Hire of Hall at RLS	436.78
Total Cost	£3,540.07
Balance Remaining	£2459.93
Income received from event	£2720.00
Profit	£260.07

The Oxford Fiddle Group	
Hire of the Radcliffe Centre	£200.00
Refreshments	£ 39.52
Total Cost	£239.52
Balance Remaining	£2220.41
Income received from event	£434.00
Profit	£194.48

Family Quiz Night	
Prizes	£72.01
Total Cost	£72.01
Balance Remaining	£2148.40
Income received from event	£51.25
Loss	£20.76

Aidan The Magician	
Magician	£150.00
Total Cost	£150.00
Balance Remaining	£1998.40
Income received from event	£101.66
Loss	£48.34

Lace Hill Family Fun Day (Planetarium only)	
Planetarium	£365.20
Total Cost	£365.20
Balance Remaining	£1633.20
Income received from event	

Advertising	
Design and printing of brochure	£1,009.00
Distribution of brochure	£ 334.50
Promotional T-shirts	£ 197.95
Total Cost	£1,541.45
Balance Remaining	£91.75

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**Dog Show**

**1. Recommendation**

- 1.1 It is recommended by the Events Co-Ordinator that we continue to hold the Dog Show as the event continues to grow each year and offers local dog owners a chance to get together and socialise as well as enter the dog show.
- 1.2 It is recommended that a new class Musical Walk is added to the programme next year. This will be organised by Kimberly Cox.

**2 Information**

- 2.1 The 6<sup>th</sup> annual Dog Show was held on Sunday 8<sup>th</sup> September in the Paddock in Bourton Park. The event attracts dog owners not only from Buckingham but from surrounding areas.
- 2.2 The paddock had been freshly mowed and holes filled in with soil.
- 2.3 The arena and sound system was set up at 8:30am by the GreenSpaces team members who were working the event. This was the first outing for the new generator that had been purchased this year.
- 2.4 Men In Sheds had been commissioned to build a podium, and this was used for the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place winners in the Best In Show. This was a one off cost and the podium will be used at future shows.
- 2.5 Registration for the event started at 11am with judging from 12 noon. The classes were Cutest Puppy 6-12 months, Handsomest Dog, Prettiest Bitch, Best Rescue, Dog Most Like It's Owner, Best Veteran (over 7 yrs), Waggiest Tail and Junior Handler (under 16 yrs). Entry into each class was £1.50 and at the end of the day over 60 dogs had been entered some into more than one class
- 2.6 The winners were
  - Cutest Puppy            Mara, Swedish Vallhund
  - Handsomest Dog        Jax Cross between Rott & Shepherd?
  - Prettiest Bitch        Poppy, working cocker
  - Best Rescue            Luna Dunn, Boxer
  - Dog Like Owner        Mojito, Chihuahua
  - Best Veteran            Pippen, Mixed Breed

- Waggiest Tail            Hector, English Springer Spaniel
- Junior Handler         Pippin, Mixed Terrier

2.7 The winner of each class automatically went through to Best In Show.  
Winner's of Best InShow

- 1<sup>st</sup> Place        Poppy , working cocker
- 2<sup>nd</sup> Place       Pippin, Mixed Terrier
- 3<sup>rd</sup> Place       Pippen , Mixed Breed

2.8 Judging was by Kimberly Cox of Kimberly Cox Dog Training and Liz Till from In The Dog 'Ouse Groomers. Commentary was provided throughout the day by Cllr Mike Smith.

2.9 A Dog Scurry was run and organised by Kimberly Cox Dog Training and was enjoyed by many of the dogs.

2.10 Stall holders were

- **The Medical Detection Dogs**, who are one of the Mayors chosen charities
- In The Dog 'Ouse
- **Energetix**, selling Energertix magnetic wellness products and jewellery for all the family and pets
- **Bucks Veterinary Physiotherapy** who had a stall with equipment and advertising as well as educating
- **Hills Canine Hydro**
- **Berks, Bucks & Oxon Wildlife Trust** Stall promoting the work of the Wildlife Trust in the local area and offering advice on wildlife gardening and volunteering
- **Kimberly Cox Dog Training**
- **Watercolour Canines** Displaying examples of watercolour paintings of dogs painted from peoples photographs of their pet.
- **Vets4Pets** 2 mini clinics were provided by the vet. People could book a 10 min slot to have access to veterinary advice
- **J & L Snacks** burger van
- **Marks Ices**, Ice cream van

Sponsors this year were

- **Kimberly Cox Dog Training**
- **The Vet Centre (Maids Moreton)** Rosettes and Certificates
- **Vets4Pets** Winners Cup for Best In Show
- **Arden Grange** provider of bags of dog food
- **Woofs and Washes** provided £30 dog grooming voucher and free portrait sessions vouchers
- **Leaders Estate Agents** advertising boards on the ring road

2.11 As well as providing the winner's cup for the Best In Show, Vets4Pets also presented vouchers for a 'Free Vet Consultation' not only to the winner of Best In Show but also the 2<sup>nd</sup> and 3<sup>rd</sup> place Best In Show winners.

2.12 The winner's cup will be returned before the Dog Show next year to be engraved with the winner's name and the year. It will then be presented to the winner of the 2020 show.

2.13 Cllr Terry Bloomfield donated a trophy and voucher for the winner of the Junior Handler class

### 3 Staff Working Event

- Amanda Brubaker, Events Co-ordinator
- Craig Caldwell, Green Spaces Team
- Stuart Baillie, Green Spaces Team

#### 3.1 Cllrs Working at the event

- Cllr Lisa O'Donoghue, Lead Cllr
- Cllr Terry Bloomfield
- Cllr Mike Smith
- Cllr Andy Mahi

#### 3.2 Cllrs Attending the event

- Cllr Robin Stuchbury

### 4 Cost for the event

**Budget 301/4213 £400**

Portable Toilet Hire 1 x unisex 1 x disabled	£235.00
Prizes	£62.25
Bouncy Castle with generator & 1 x member of staff	£245.00
Podium (Men In Sheds)	£95.00
1 x First Responder	£80.00
<b>Total Cost</b>	<b>£472.25</b>
<b>Balance Remaining</b>	<b>£ - £72.25</b>

<b>Income received from event</b>	<b>£159.59</b>
<b>Funds re-imbursed to Lisa for prizes</b>	<b>£62.25</b>
<b>Profit</b>	<b>£25.09</b>

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**RIVER RINSE**

**1. Recommendation**

1.1. It is recommended that:

- a) The Council continues with the annual river rinses as this year as we went through Chandos Park it showed that the effort put in over the years is paying off.
- b) The Council continues the cycle that we have maintained over the last few years and that next year the first rinse starts in Bourton Park by the car park and we work upstream to the cricket club.
- c) In 2020 we should aim to find a sponsor for the skip hire.

**2. River Rinse One 22<sup>nd</sup> September**

2.1. Members of the Town Council, volunteers from the public and Stowe Sub Aqua Group met in Cornwalls Meadow car park and worked their way along the river from the car park to Chandos Park.

2.2. Most of the finds were in the car park and through the skate park. Finds in the car park included a bean bag seat, football and a chair. In the stretch of river through the skate park, there were bicycles, scooters and footballs.

2.3. A Waitrose shopping trolley was also found along the way.

2.4. As the river went through part of land belonging to AVDC they agreed to pay for the hire of the skip.

**3. Staff Working Event**

Amanda Brubaker, Events Co-ordinator  
Claire Molyneux, Deputy Town Clerk  
Craig Caldwell, Green Spaces Team  
Robin Taylor-Durr, Green Spaces Team

**4. Cllrs Volunteering at event**

Cllr Robin Stuchbury  
Cllr Andy Mahi  
Cllr Howard Mordue  
Cllr Anthony Ralph  
Cllr Jon Harvey  
County Cllr Warren Whyte



## **5. Cost**

**Budget 301/4115**

**£400**

Hire of skip	£165.00
<b>Total Cost</b>	<b>£165.00</b>
<b>AVDC to pay for the skip</b>	<b>£165.00</b>

## **6. River Rinse Two 6th October**

6.1. After rain most of the week and overnight, the river was checked at 8am to see how high it was and if it was safe for the Stowe Sub Aqua Group to go in. Once it was deemed safe the Event Co-ordinator notified the Town Clerk, Chair of TC&E, Stowe Sub-Aqua Group and Craig Calder, Green Spaces Team Member to let them know that the event was going ahead. It was also put on Face book.

6.2. The second rinse started at Tanlaw Mill and The Stowe Sub Aqua Group and volunteers worked their way upstream to Fishers Field via the University grounds. The river was quite deep in places and then shallow in others.

6.3. The Events Co-ordinator had obtained permission from the Bursar at the University for the skip to be placed in Nortons Yard.

6.4. There were a few tree branches that had to be cleared away as they were low in the water. Among the finds were a children's scooter, a pipe, a printer, empty safe, cans and litter.

## **7. Staff Working Event**

Paul Hodson, Town Clerk  
Amanda Brubaker, Events Co-ordinator  
Craig Calder Green Spaces Team  
Robin Taylor-Durr Green Spaces Team

## **8. Cllrs Volunteering At Event**

Cllr Andy Mahi  
Cllr Anthony Ralph

8.1. 5 members of the public which included two children also took part.

## **9. Cost for the event**

**Budget 301/4115**

**£400**

Hire of skip	£165.00
<b>Total Cost</b>	<b>£165.00</b>
<b>Balance remaining</b>	<b>£235.00</b>



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Amanda Brubaker, Events Co-ordinator

**Bandjam 2019**

**1. Recommendation**

1.1. It is recommended that:

- a) We continue to support Bandjam as it is enjoyed by families both young and old and brings people into the town from outside of Buckingham to enjoy the free event. They are also using the pubs, and shops such as Tesco Express which re open during the event therefore bringing income into the town.
- b) Glass recycling is repeated next year
- c) A recycling bin for cardboard or cans is introduced

**2. Background**

1.2. Bandjam is organised by Lee Maloney (Bandjam) and sponsored by Buckingham Town Council. A number of bands perform on a purpose built stage from 1pm until 10pm. The event is free to the public and can draw in over 1,000 people throughout the day.

**3. Information**

1.3. This year's Bandjam was probably the warmest that we have had with temps 32C plus. The event was opened by Deputy Mayor Cllr Mrs Geraldine Collins and The Town Crier.

1.4. This year's play list read as follows:

- Malarky
- 60's Jukebox
- The Reformers
- Wah Wah Club
- Harvey Fowler
- Reager
- Krissy Matthews
- 2 Tone All Stars
- Dixie & Co

- 1.5. The very warm temps did not stop the crowd coming out to support their favourite bands. 2 Tone All Stars proved to be very popular even though Dixie & Co were the headline band.
- 1.6. First Aid was provided by ALR Training and Newman Event Security provided the security for the evening.
- 1.7. The Security team gave radios to the Kings Head and the Buckingham Inn. That way they could inform the team of any potential problems that might be heading towards the main crowd.
- 1.8. An incident was reported by ALR Training and since then the Town Council's Safeguarding Policy has been updated and approved.
- 1.9. It was decided this year that we would have separate bins for recycling glass. A bin the size of a normal household recycling bin was provided by Biffa and it was labelled up glass only. Staff working at the event were very pleased to see that it was being used and that at the end of the evening it was full.
- 1.10. Street food vendors operating at the event were
- J & L Snacks
  - Marks Ices
  - Go Greek
- 1.11. Naomi Middleton who trades under the name of Wonders of Wool was there selling her knitted hats.

**4. Comments received from members of the public that attended the event**

*"We were staying overnight in Buckingham from Sussex after the MotoGP yesterday can I say what a brilliant event you put on yesterday we thoroughly enjoyed it"*

*"Brilliant event. Well done chaps"*

*"A good day"*

**5. Staff Working Event**

Amanda Brubaker, Events Co-ordinator  
Claire Molyneux, Deputy Town Clerk  
Craig Caldwell, Green Spaces Team  
Stuart Baillie, Green Spaces Team  
Ian Saunders, Green Spaces Team  
Robin Taylor-Durr, Green Spaces Team

Please note that the Green Spaces Team split their shifts between 7am and noon and then 5pm until the clean up was over at approx. 11pm

**6. Cllrs Working at the event**

Cllr Terry Bloomfield  
Cllr Andy Mahi  
Cllr Margaret Gateley

**7. Cllrs Attending the event**

Cllr Robin Stuchbury  
Cllr Mike Smith  
Cllr Mrs Geraldine Collins  
Cllr Paddy Collins

**8. Cost for the event**

**Budget 301/4211** **£3,500**

2 x First Responders	£ 240.00
Road closure	£ 59.00
Amount awarded to Bandjam	£2,560.00
3 x Security Guards	£ 420.00
5 x Biffa Bins	£ 241.00
<b>Total Cost</b>	<b>£3,500.00</b>

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Sam Hoareau, Lace Hill Sports and Social Centre Coordinator

**Lace Hill Family Fun Day**

**1. Recommendations**

- 1.1 It is recommended that members to agree to support a similar event next year.
- 1.2 It is recommended that in future recycling facilities be provided at the event.

**2. Information**

2.1 The 3<sup>rd</sup> Lace Hill Sports & Community Centre family fun day took place on Sunday 21<sup>st</sup> July 2019 as part of the Buckingham Fringe Week. It was a free event open to all. There was extensive collaboration with local businesses and organisations who helped make the event bigger and better by bringing teams of volunteers who organised numerous free activities for the community to enjoy.

2.2 Between 800 and 1,000 visitors descended on Lace Hill for the family fun day event (with three entry points, it is very hard to control an accurate count). The event is a brilliant way to bring the community together and for people to see the centre, its facilities and what activities are available. The theme for this year's fun day was the Sun, the Moon and the Stars to celebrate the first moon landing. In keeping with the theme, visitors got to watch a short film of the moon landing inside a mobile planetarium dome and also enjoyed an interactive tour of the universe. Alongside this was a small space exhibition, a space themed treasure hunt, live themed performances and science experiments. Outside in the sun visitors had a blast enjoying the many family friendly activities on offer. These included crazy golf, inflatables, beat the keeper, a mini Korfball Tournament, toddler and baby soft play, crafts, face painting, a Zumba interlude and lots of traditional games. Guests enjoyed browsing the diversity of stalls from local crafters to local organisations, including Buckinghamshire Family Information Service, Buckinghamshire, Dementia Action Alliance and the local neighbourhood policing team.

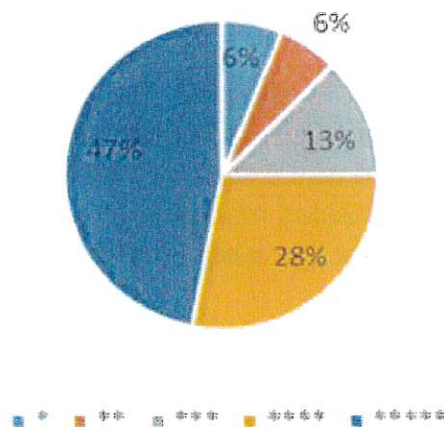
2.3 Buckingham Disability Service (BuDS) supported the event and helped made it even more accessible and enjoyable for people with disabilities. Extra blue

badge parking was made available and marshalled on the day. It was evident more people with disabilities attended and enjoyed the event. The event was a great success, the weather was on our side and there was a friendly and relaxed atmosphere. Everyone seemed to be thoroughly enjoying themselves. Visitors really appreciated all of the free of charge activities meaning it didn't cost the earth to have fun.

2.4 The event was highly advertised on social media; it was shared 40 times and reached over 7.6 k. An online survey was conducted to obtain general feedback. Nearly half the people that attended had never attended an event at LHSCC before so it really was a great way to show the facilities to more people.

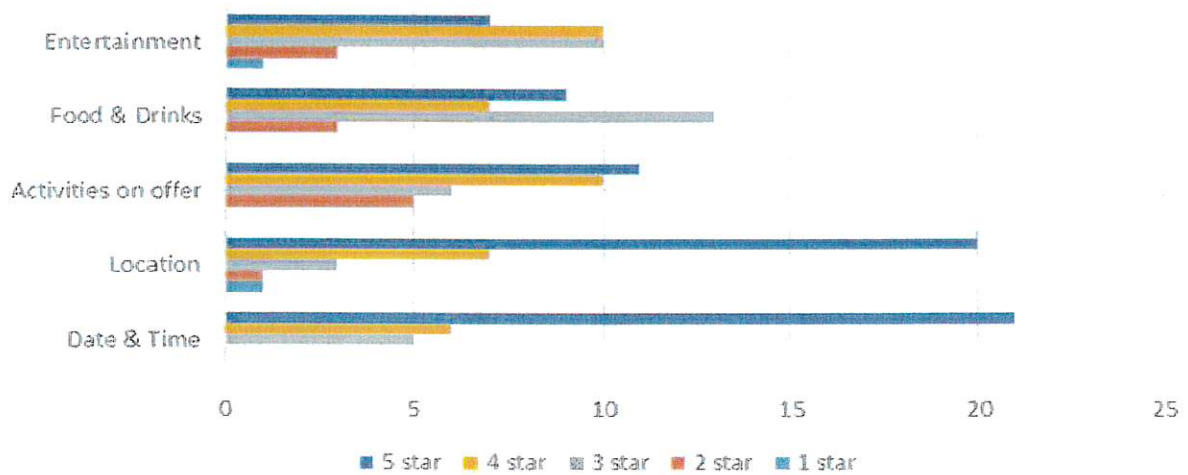
## 2.2 Visitor Satisfaction Survey

Over all, how would you rate the event?

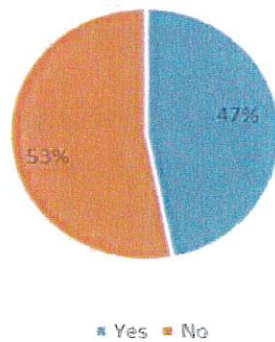




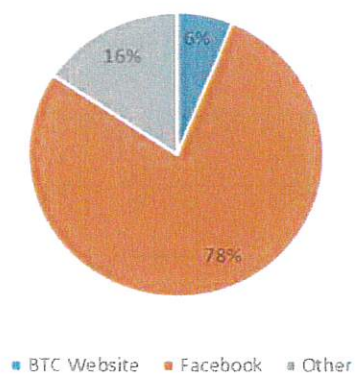
Please rate the following aspects of the event.



Was this the first time you attended one of our events?



How did you hear about this event?



## 2.3 Sample Responses

### What did you most enjoy?

- We really enjoyed the variety of things to do. The food was fantastic and the atmosphere was great really busy but not crowded*
- Brilliant free event plenty to keep kids amused*
- Good community feel*
- Lovely friendly informal atmosphere with lots of community involvement*

### What did you least enjoy?

- Better signage to the different events, some were tucked away in the dip next to the community centre.*
- The lack of car parking*
- Food and drink expensive... not for teenagers*
- It was mentioned that considering this was meant for the whole of Buckingham it wasn't that big (not quite enough entertainment or food and drink stalls)*

### Anything else to add?

- I really enjoyed this event my 13-year-old had fun on the inflatables and browsing the stalls was an enjoyable event very well done to all that took part was lovely*
- Only my congratulations to the organiser(s) for a job well done*
- I think overall you could tell quite a bit of effort went into organising this event and we did have a lovely time and will come again next year. I look forward to seeing what next year's event is like.*

## 2.3 Event Costs:

	Forecast	Actual
TEN	£21	£21
First Aider	£60	£60
Planetarium	£365	£365
Inflatables & Staff	£315	£365
Crazy Golf	£235	£200
Mascot	£60	£30
<b>TOTAL</b>	<b>£1,056</b>	<b>£,1041</b>

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14th October 2019**

Contact Officer: Claire Molyneux, Deputy Town Clerk

**Evaluating Events**

**1. Recommendation**

- 1.1. It is recommended that the Council create a web page to gather feedback from events.

**2. Background**

- 2.1. At present, the Town Council do not regularly seek feedback from attendees at events. Evaluation of events consists of a report which summarises the resources used, number of attendees and other information gathered by officers and Councillors at the time.
- 2.2. Good practice would be to seek feedback from attendees from events to gather information about what went well, and what could be done better in the future.
- 2.3. It would be time consuming and impractical to carry out surveys at events, particularly the larger ones. It is therefore proposed to create a single webpage to enable attendees to easily feedback their views and experiences from attending events. This would enable the Council to receive views without them being instantly published, and to collate responses to report to Councillors on a regular basis. A single web address could then be published on materials for all events, to ensure a minimum impact on staff time. The page would provide an online form and an email address, and list the events run by the Town Council.
- 2.4. The creation of a new page would not incur any additional cost.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Amanda Brubaker, Events Coordinator

**Buckingham Bardic Trials**

**1. Recommendations**

- 1.1. It is recommended that the Council formally congratulates Dean Jones on becoming the first Bard of Buckingham
- 1.2. It is recommended that the Council vires £150 from the River Rinse budget to be spent on the costs of Bardic equipment.

**2. Background**

- 1.3. Full Council received a proposal to support the creation of a Bard of Buckingham at its meeting on 19th July 2019. Council agreed to:
  - a) *support the creation of a Bard of Buckingham in principle*
  - b) *welcome the Bard to present spoken word performances at Town Council events on a case by case basis, to be agreed by the Town Centre & Events Committee*
  - c) *The ask the Town Centre & Events Committee to consider options for an event to be held to elect the first Bard of Buckingham (197/19)*

- 1.4. At the TC&E meeting on the 29th July the following was agreed:

**252/19 Bard of Buckingham**

*Members received and discussed a written report (TCE/41/19) from the Town Clerk.*

*Members discussed the merits of electing Junior Bard and **AGREED** to invite youth and community local groups that may have an interest in joining a poetry group.*

*Proposed by Cllr. Harvey, seconded by Cllr. Bloomfield and **AGREED** that a small working group is established, including members of TC & E and local poets, to devise a promotional campaign and the details of the election event for a Bard of Buckingham and Junior Bard.*

*Members **AGREED** for the Town Clerk to extend the invitation to all Councillors of Buckingham Town Council. A vote was taken and the results were:*

*In favour: unanimous*

**3. New Bard**

3.1. The first Buckingham Bardic Trial was held in the Cote, at the rear of the Woolpack pub, on Tuesday 1<sup>st</sup> October. The Town Crier welcomed a packed audience, and the event was then opened by the host, the Mayor Councillor Mark Cole JP.

3.2. Six competitors took part. Each gave two performances, one related to the theme "Buckingham" and one of their choice. There was a wide variety of styles and presentation, all of which drew applause.

3.3. Entrants had to be over 18 and live within a day's walk of the Old Gaol.

3.4. After the second round, the audience voted using ballot papers, which resulted in a tie. This led to Buckingham's first "Bard off", where the two first placed Bards, Dean Jones and Cherry Coombe, each presented a third piece, followed by a second round of voting, with just two choices. The winner was Dean Jones. Dean is the University of Buckingham's Partnerships and Outreach Manager.

3.5. The runner up, Cherry Coombe, was hailed as the new Deputy Bard.

3.6. Following the announcement of his victory, Dean opened the sealed Bardic Scroll and signed the Bardic Oath:

***"Words gather and now my bardic watch begins. It shall not end for one year and a day. I shall herald the town, raise for bardic causes, and keep it family friendly..."***

***I shall wear no crown, and win no glory. I shall live and not languish at my post.***

***I am the word in the silence. I am the mouth of the masses. I am the voice that celebrates the Buckingham. I pledge my words and honour to this Bardic Year, for this night and all the nights come."***

3.7. Dean will now reign for a year and a day. During the year, he will be invited to present original pieces at at least six events in the coming year, including the opening of the Charter Fair, Christmas Light Switch On, Music in the Market, Mayor Making and Fringe Week. He will be provided with a briefing and form for each relevant event using the same template currently provided for the Mayor.

#### **4. Bardic Council**

4.1. The Bardic Council met for the first time on Tuesday 8<sup>th</sup> October. Councillor Mike Smith attended and Councillor Christine Strain-Clark sent apologies. The Bardic Council will support the new Bard through the year, perhaps even offering inspiration if their muse proves elusive. It is early days. The Bardic Council will meet on the third Tuesday of each month, to support the Bard, discuss additional projects, and to plan next year's election.

- 4.2. It is proposed to launch a Youth Bard project, but for the elections for this role not to be held until spring 2021, to give the role of the adult Bard time to gain identify and wider support.

## **5. Bardic Staff Proposal**

- 5.1. For now, the Bardic Council have decided not to provide any clothing for the Bard, but rather to seek out a suitable staff, perhaps with a swan on the top. The cost is not known. The Bardic Council is not yet a legal entity and does not have a budget. the River Rinse budget is underspent by £165 due to the contribution from AVDC. It is therefore proposed that the Town Council vire £150 from the River Rinse Budget, code 115, towards the cost of Bardic equipment.

### **Bardic Network**

- 5.2. The Bardic Council of Stony and the Stony Bard have been very helpful in putting the project together, and it is hoped that this link will strengthen during the year. This will include the Bard of Buckingham joining the national Bardic network.
- 5.3. The Stony Bardic Council have proposed a Bardic Triangle, which would include each town hosting an event which would include performances from all the Bards, Deputy Bards, Youth Bards and associated others. This might be something Buckingham could promote in 2020, for example as part of the Fringe Week. The Bardic Council have agreed to take part in this, however details have yet to be clarified.

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 17/10/2019**

Contact Officer: Claire Molyneux, Deputy Town Clerk

**Bonfire and Fireworks – A Resident's Query**

**1. Recommendations**

1.1. It is recommended that the 2019 Firework display continues as planned.

**2. Background**

2.1. On the 6<sup>th</sup> October 2019 a resident wrote to the council with some concerns about the noise and environmental impact of the Council's Bonfire and Fireworks.

*"Isn't it time we moved away from bangs and with this in mind could you look at putting on a quiet, pretty display? I am sure Titanium Fireworks could assist with this. I have heard some other counties do this with success."*

*"Personally I would adopt the New Zealand approach of only allowing public displays on 5th November and New Year."*

*"Also, with all the news on effects on the environment- are fireworks really a great idea? Young people are taking to the streets to strike on cause and effect, this is one area surely that a start could be made? Alas, I fear that it's like everything else that becomes a voice for change, it is only a voice that falls on deaf ears and people's reluctance to do without the very things that they supposedly oppose to. I would suggest that with fireworks adds to pollution - both air and noise at the very least, then the litter from the firework casing strewn everywhere."*

*"Therefore, accepting that fireworks are part of our History, if you as the council made a difference with quiet display you could perhaps go on to encourage retailers to only sell quiet fireworks, at least then the many people that are distressed by the loud bangs together with pets and wildlife would have a happier life."*

## 2.2. Advice has been taken from Titanium Fireworks who state.

*"With regards to silent fireworks - they do not exist.*

*Small ground based fountains will make very little noise but I can assure you the response from an audience who have come out to see a firework display will make plenty of noise in protest.*

*Quieter fireworks do exist but they lack impact and simply wouldn't deliver what you want at your display. They are used at some wedding venues who have problems with neighbours but it is far easier to manage the expectation of a Bride and Groom than it is many thousands of people who presumably know and like what they have seen previously.*

*I can confirm that all our fireworks are CE marked (equivalent of the old BS) and conform to noise limitations and as part of our design process we reduce the levels of noise in relation to an edge of Town environment."*

## 2.3. In regards to Environmental impact:

- 2.3.1. Titanium fireworks have unilaterally signed up to carbon offsetting and have already offset 80 tonnes of CO2 emissions.
- 2.3.2. On the night, BTC staff litter pick and collect firework casings. The following morning the Rotary Club complete a full litter sweep.
- 2.3.3. The greatest bonfire and fireworks pollution is caused by people burning treated wood and plastics on their bonfires. Buckingham Town Council will only burn untreated wood and the bonfire will be carefully checked before lighting. The public will not be allowed to add to the bonfire as we are unable to guarantee that their waste does not contain harmful chemicals.
- 2.3.4. Vendors have been asked to avoid using single use plastics and an alternative is being sought to the usual glow-sticks.
- 2.3.5. Having a large public display reduces the number of individuals arranging their own less environmentally-friendly displays and helps keep the noise pollution to one 15-minute burst rather than having multiple parties going on throughout the weekend.



**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14th October 2019**

Contact Officer: Paul Hodson, Town Clerk

**Proposed Locations for Bike Racks**

**1. Recommendation**

1.1. It is recommended that the Committee only support the following three locations for bike racks:

- Outside Lloyds Bank
- Entrance to Cornwalls Meadow
- Bridge Street Skate Park

**2. Background**

2.1. The development relating to 'land north of Park Manor Farm' has resulted in a financial contribution allocated as a Section 106 Transport Contribution. The allocated funding has been split into two phases, with Phase 1 in the process of being implemented. This includes footway construction on Moreton Road and the installation of cycling racks at various locations within Buckingham. TfB have proposed five sites for the cycling racks, which are hoped to be installed during October / November as part of the Moreton Road works.

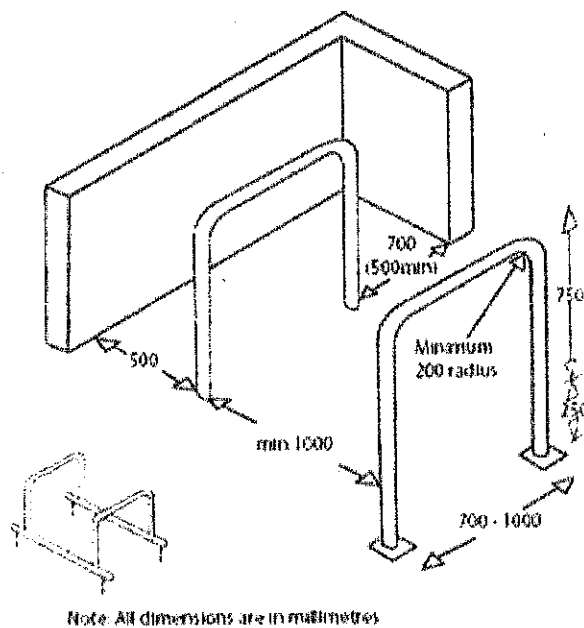
**3. Site Meeting**

3.1. The following pages describe the cycling racks to be used and list five possible locations. A site meeting was held with TfB, the Market Manager and the Town Clerk on Monday 1<sup>st</sup> October 2019. This meeting identified that two of the proposed locations would not be viable, because they would be in the way of weekly market stalls and the Charter Fair. These are the sites by Jardines at the Bull Ring and at the bottom of the Moreton Road. It is therefore proposed to only support the remaining three sites:

- Outside Lloyds Bank
- Entrance to Cornwalls Meadow
- Bridge Street Skate Park

### Moreton Road – Site 9

The type of cycle stand we will be installing at the location mentioned below is the Sheffield Stand. As you can see from the figure below, the Sheffield stand has to be a minimum of 500mm away from any obstruction or structure. The spacing between two Sheffield stands has to be a minimum 1000mm.



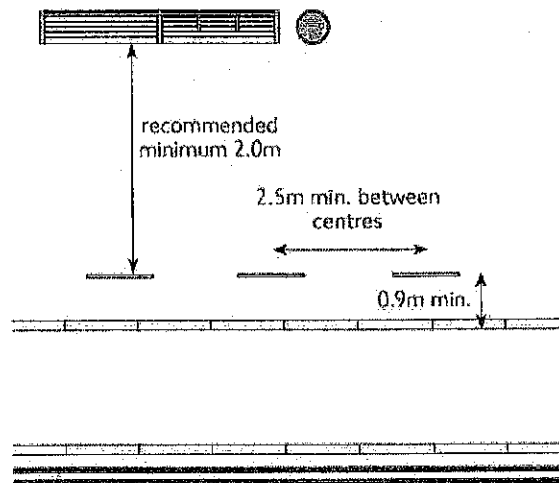
## Sheffield Stand

Area where the cycle stand is proposed, the footway width ranges from 4m to 2.5m. Depending on the available space it may be suitable to place the cycle racks parallel with the building.

Location – outside Lloyds Bank



However if this is a viable option, then you need to consider that in accordance with the TFL guidelines, there needs to be 2500mm spacing between the centres, see figure below.

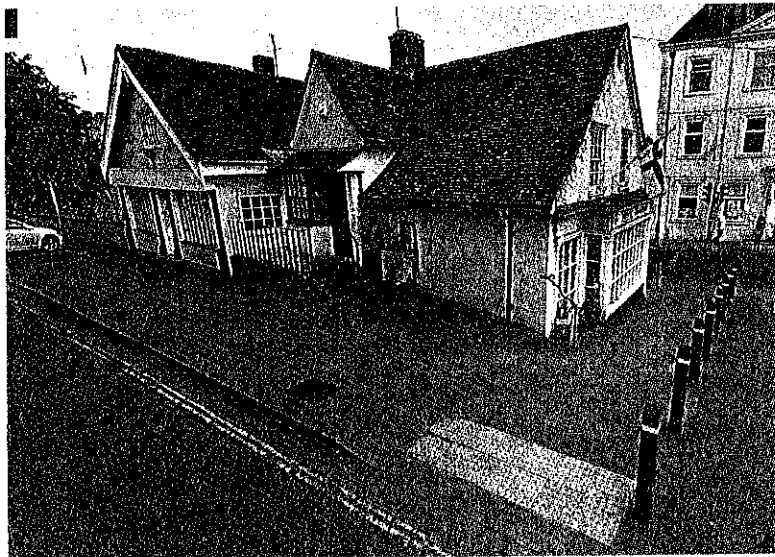


Indicative layout 8/02: Parallel cycle parking stand layout

<http://content.tfl.gov.uk/lcds-chapter8-cycleparking.pdf>

Location -- by Jardines at the Bull Ring

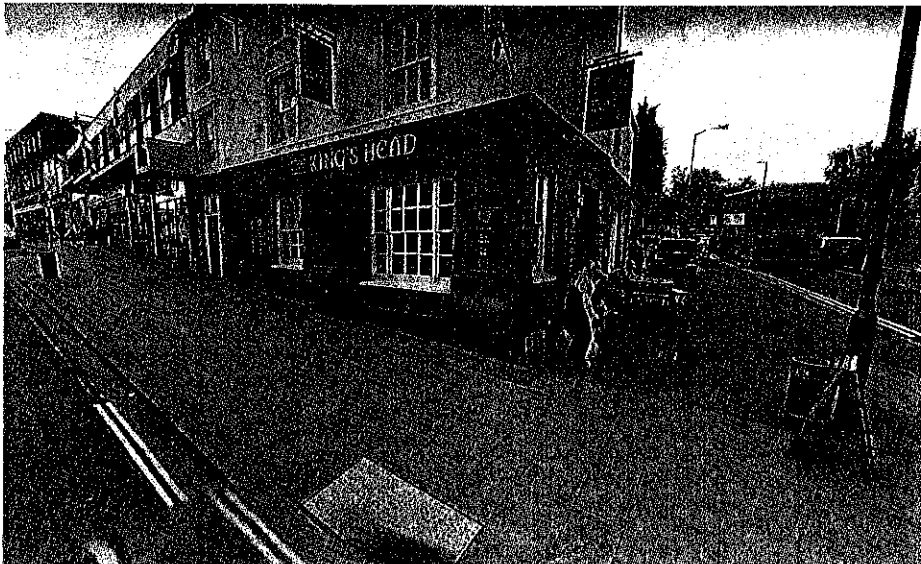
The left hand side of the buildings entrance, there is a footway width of 5m. However there are a few constraints within the vicinity. One of them is that there are two Mitsubishi air conditioning units located on the side of the building, which subsequently reduce the total available space.



As you can also see from the image above, is that there are steps located adjacent to the air conditioning units. By installing cycle racks in the proposed area, you will interrupt the pedestrian's desire line, as they will have to manoeuvre around the cycle racks. Furthermore there is also a cross fall in line with the existing uncontrolled crossing point. You are only allowed to install the cycle racks parallel with the kerb line in this circumstance.

Location – Bottom of Moreton Road, between the old gaol and public toilets

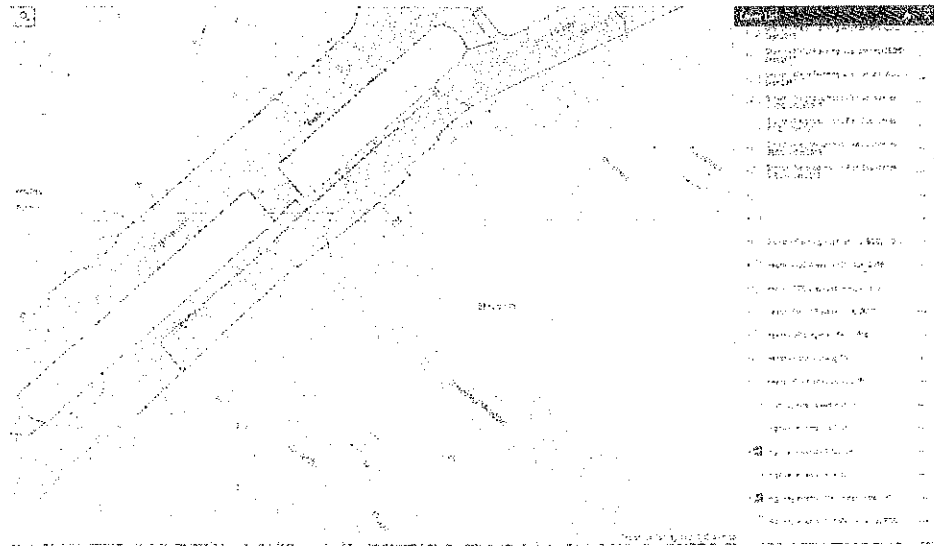
Looking at the existing layout the only feasible location would be on the footway near Market Hill junction with Moreton Road, see image below. This is because the only other available space would be at the frontage of the King's Head, but this space is used by customers and as storage space for waste bins.



There is a BT cover and cabinet located nearby which pose as possible constraints, the footway width is approximately 5m.

### Location – Entrance to Cornwall's Meadow

In this particular location the end of the highways extents is in line with the existing buildings, on both sides of the junction, going into Cornwall's Meadow this land is owned by AVDC and would require planning permission in order to implement cycle stands.

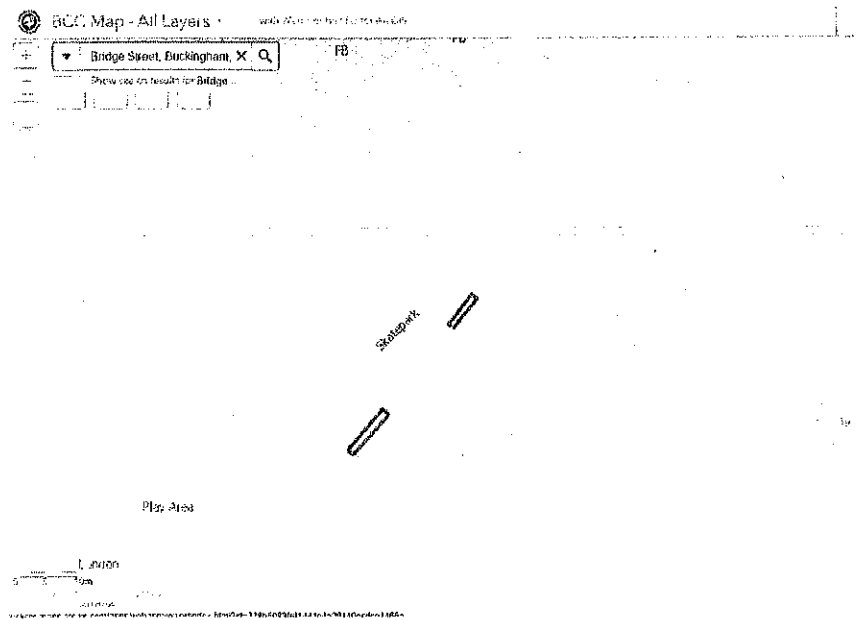


Therefore in order to not delay the scheme further, the cycle racks should be placed within our highways extents.

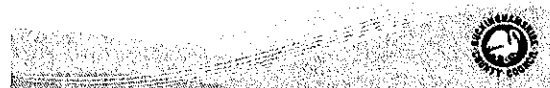


### Location – Bridge Street skate park

This location is not within our Highway extents and is owned by AVDC, we have therefore liaised with AVDC and they responded stating that they were happy with the proposed location shown in the image below.



## Transport for Buckinghamshire



## MINUTES OF MEETING

## BUCKINGHAM S106 CONTRIBUTION FOR HIGHWAY PROJECTS

Meeting Title	Section 106 Buckingham
Date and time of meeting:	20 <sup>th</sup> September 2019, 14:00
Attendees:	Johnathon Sahota (TfB), Dan Pearson (TfB), Warren Whyte (County Councillor), Paul Hodson (Buckingham TC)
Apologies:	Andrew MacDougall (BCC)
Circulation:	townclerk@buckingham-tc.gov.uk wwhyte@buckscc.gov.uk t-dpearson@buckscc.org t-jsahota@buckscc.org t-tmccarthy@buckscc.org amacdougall@buckscc.gov.uk

## AGENDA

A meeting was held on 20<sup>th</sup> September 2019 to discuss the Section 106 financial contribution relating to 'land north of Park Manor Farm' and which has been allocated as a 'Transport Contribution'.

The Section 106 agreement sets out the purpose of the 'Transport Contribution' as:

1. Area wide travel planning as set out in the County Council's local sustainable transport fund bid to the Department of Transport
2. Improvements to local bus infrastructure, including, weather proof bus shelters near to the Land and within the town centre with accessible kerbing and all usual appropriate infrastructure
3. Improvements to local footpaths to include enhanced linkages between the Land and existing routes including the Development immediately to the south of the land
4. Introduction of cycle infrastructure in accordance with the County Council's published strategy including "on road" advisory cycle lanes or signed routes to connect the Land and the existing Development Site to the South with the town centre and the provision of secure cycle storage facilities at locations within the town centre.



The purpose of the meeting was to identify any potential schemes which Buckingham Town Council, the Elected Member and their constituents would like to allocate the funding to.

The allocated funding has been split into two phases, with Phase 1 in the process of being implemented. The schemes agreed within Phase 1 and which have now been allocated a programme date (to commence in September 2019) are:

1. Footway construction on Moreton Road
2. Installation of uncontrolled crossing point at the junction of Bradfield Avenue and Moreton Road
3. Installation on cycle parking racks at various locations within Buckingham
4. Real Time Passenger Information (RTPI) units at various locations within Buckingham

A number of suggestions were put forward by Buckingham Town Council and the Elected Member for Phase 2, which include:

1.	Request	Installation of pedestrian refuge
	Location	Outside Shell Fuelling Station
	The bell mouth fronting the entrance to the shell station is extremely wide and often pedestrians are found stranded in the middle of the road with no refuge. A refuge would assist pedestrians to phase their crossing manoeuvre.	
2.	Request	Installation of pedestrian refuge
	Location	Moreton Road outside Prezzo
	To assist pedestrian's crossing Moreton Road. Will need to consider the effect on the nearby bus stop	
3.	Request	Raised Table
	Location	A422 on the signalised crossing outside the Pharmacy
	Concerns have been raised of speeding vehicles at the busy crossing point. The footway gradient on one side is very steep. Installing a raised table and re-profiling footway may assist with these issues.	
4.	Request	Parking Prohibition
	Location	Bridge Street - Footway outside Domino's Pizza
	To prevent inconsiderate parking on the footway outside Domino's. Option of bollards was previously discussed with Local Area Technician (LAT) but advised may not be possible due to presence of shallow services and utilities in the footway.	
5.	Request	Traffic Regulation Order (TRO)
	Location	Loading area adjacent to Lloyds Bank
	Consideration towards implementing a formal TRO to manage parking in the loading area adjacent to Lloyds Bank. Whilst a HGV strategy is being looked into, the mechanism for parking enforcement will require a formal TRO.	
6.	Request	New bus shelter
	Location	Stratford Road near to Linden Village
	Installation of a new bus shelter and RTPI unit near to Linden Village	

7.	Request	Relocation of bus shelter
	Location	Duck Lake, Maids Moreton
	To relocate existing southbound bus shelter out of verge and to a location where more suitable pedestrian facilities are present	
8.	Request	Traffic signs
	Location	Castle Street outside Villiers
	At the road narrowing, there is a stop line on the ground but no upright traffic sign. Could a priority sign be installed. Was discussed with LAT as a maintenance issued but informed that a sign has never been present so therefore will need to be treated as a new request.	

## ACTIONS

1.	TfB to provide Buckingham TC with a set of minutes setting out the suggestions which have been discussed no later than 02/10/19 – TfB will supplement the minutes with a location plan for each of the suggestions to ensure they have captured the location correctly
2.	Buckingham TC to discuss the suggestions at the next TC meeting held on 07/10/19 and report back to TfB with schemes they wish for us to consider and quote for
3.	TfB to discuss the suggestions put forward with BCC to ensure they can be considered within the perimeters of the S106 Agreement
4.	TfB to discuss with BCC whether any other S106 stream is forthcoming, in particular relating to developments in Tingewick.
5.	TfB/BCC to report back to Buckingham TC confirming which schemes can realistically be delivered within the available budget.
6	TfB to investigate whether any traffic sign should be installed in Castle Street as a maintenance issue opposed to a new scheme and report back to Buckingham TC.

## AOB

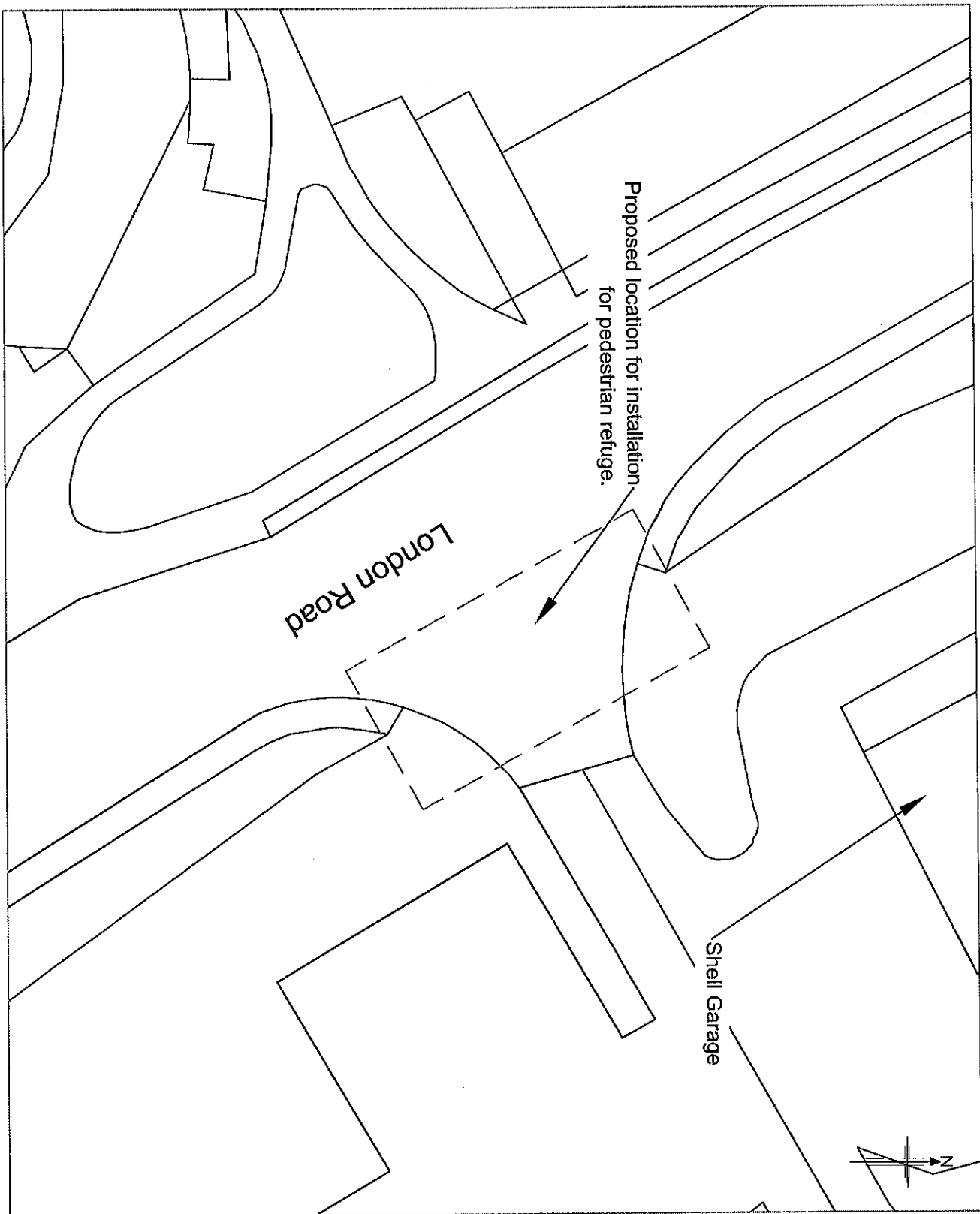
None

## NEXT MEETING

N/A

## END

Prepared by:  
Johnathon Sahota  
Project Engineer  
Transport for Buckinghamshire



**NOTES:**

1) The proposals indicated on this plan are based on OS Mapping data, and will be limited to the accuracy of this information.

**KEY:**



Proposed Location

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NO	DATE	DESCRIPTION	BY	CHECKED
1	02/10/2019	Proposed Location	14person	14person

Transport for London	Vehicle	14person
Transport for London	Vehicle	14person



**MORETON ROAD**  
**PHASE 2**

**PEDESTRIAN REFUGE**  
**OUTSIDE SHELL GARAGE**

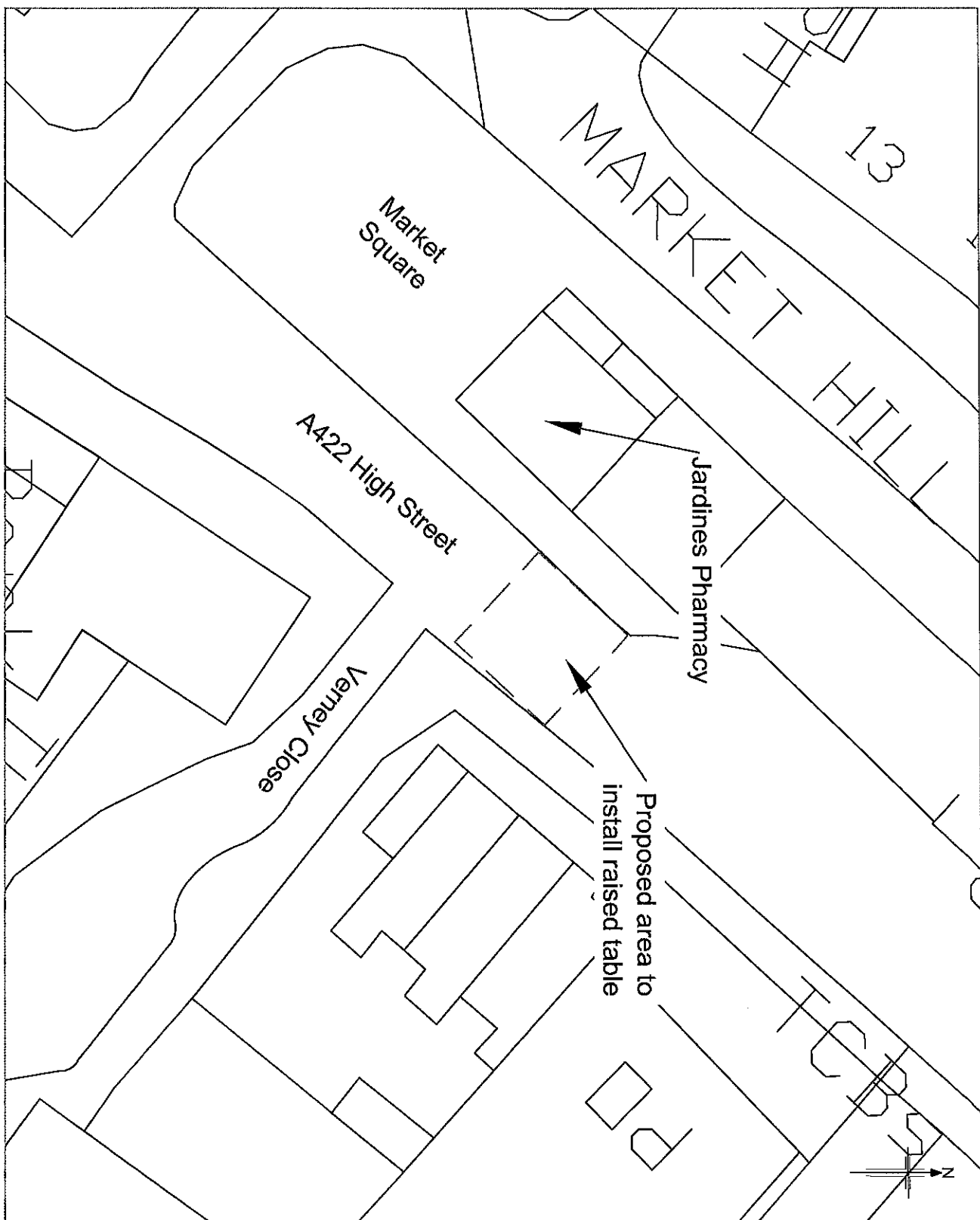
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**DO NOT SCALE**

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This drawing is not to be used in whole or part other than for the intended purpose and project as defined on the drawings.

Row	Column number
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This drawing is not to be used in whole or part other than intended purpose and project as defined on this drawing.



**NOTES:**  
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**KEY:**



Proposed Location

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Ref	Rev	Description	Author	Checked	Approved
0	000001	000001-0001			
Transport for Bedfordshire					
Planning and Development					
Planning and Development					
Planning and Development					

Moreton Road  
Phase 2

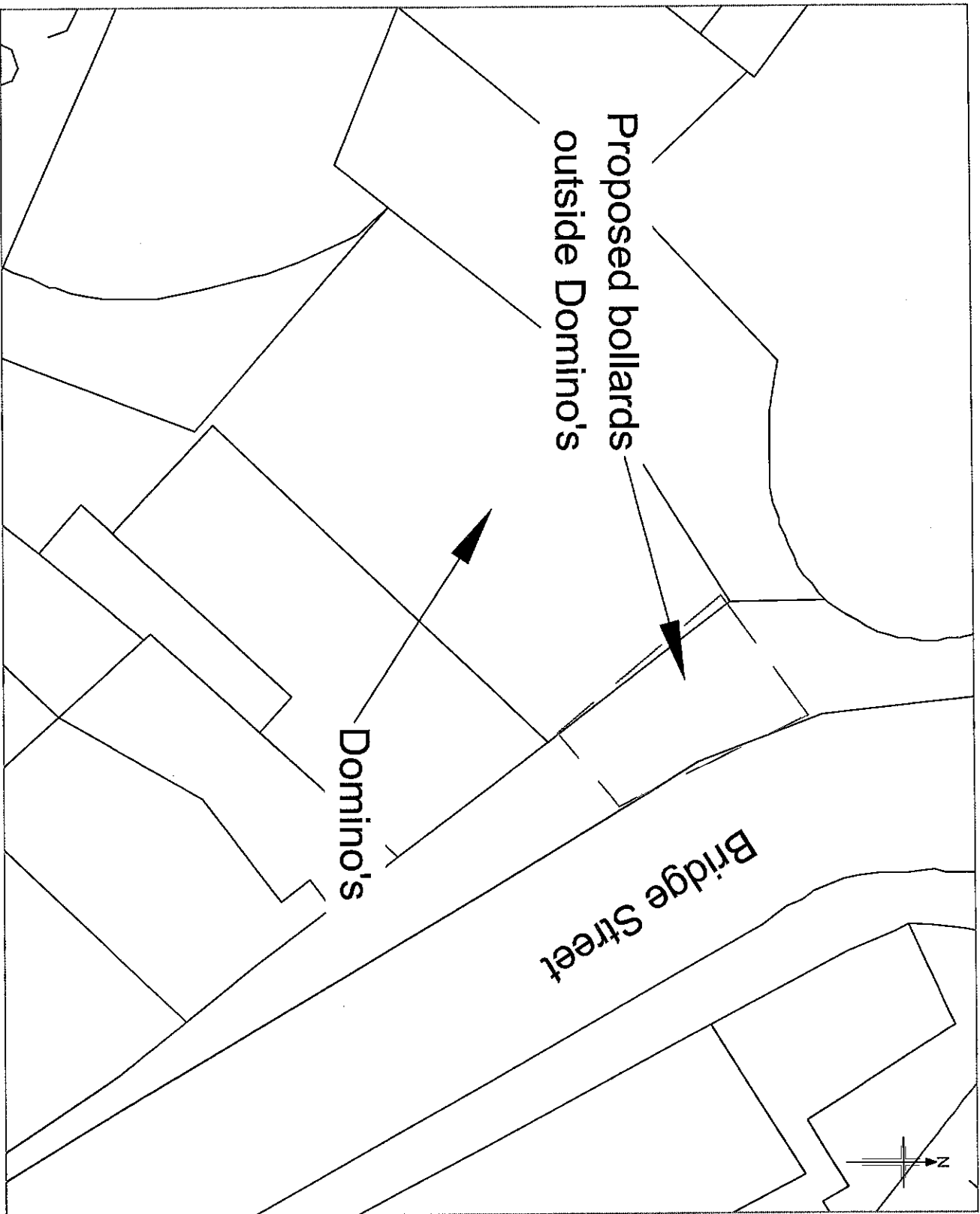
Moreton Road  
Phase 2

A422 HIGH STREET  
OUTSIDE JARDINES PHARMACY

000001  
1000 @ 10  
DO NOT SCALE

0

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**KEY:**



Proposed Location

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NO.	REVISION	DATE	BY	CHKD	APPD
1	ISSUED	10/02/13			

Transport for London  
100 Victoria Road  
London W14 7PQ  
020 7553 5000  
www.tfl.gov.uk

ROB SEXTON  
MANAGING DIRECTOR  
TRANSPORT FOR LONDON  
100 VICTORIA ROAD  
W14 7PQ

Project  
MORETON ROAD  
PHASE 2

Bridge Street  
OUTSIDE DOMINO'S

PRELIM DESIGN  
DO NOT SCALE

Scale	1:1000
Project No.	105 2010-2012
Sheet No.	0

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KEY:

Proposed Location

ID	Doc/Date	Rev	Rev Date	Checked	Approved

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ROB SMITH  
DIRECTOR OF GROWTH STRATEGY  
AND HIGHWAYS  
TRANSPORT ECONOMY  
DIVISION

**MORETON ROAD  
PHASE 2**

STRATFORD ROAD  
BUS SHELTER

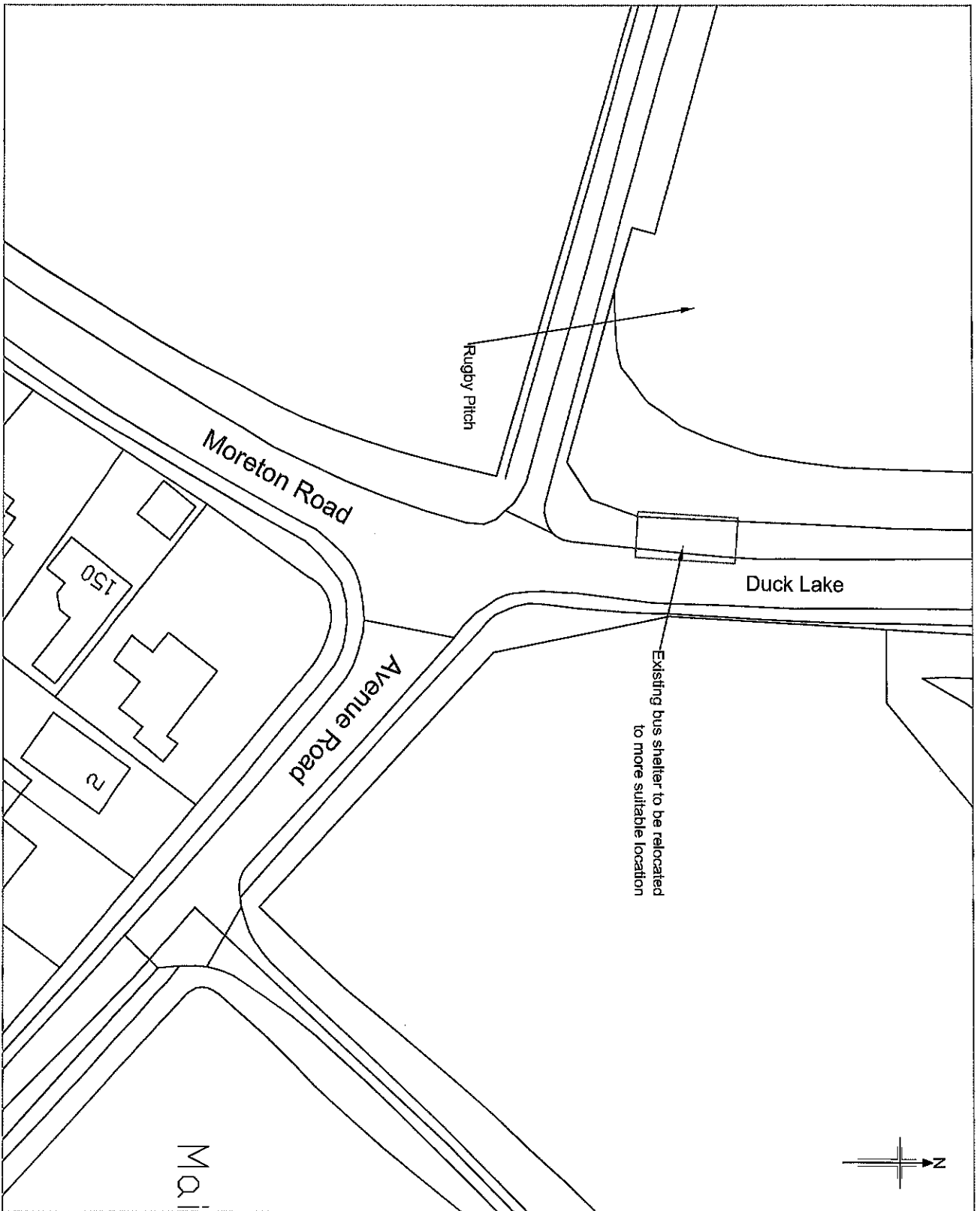
PRELIM DESIGN

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Project No.	***	

Drawing number	Page
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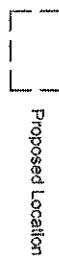




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0	000000	0000000000
1	100000	1000000000

Transport for Birmingham	City of Birmingham
City of Birmingham	City of Birmingham



Moreton Road  
Phase 2

Duck Lake  
Bus Shelter

PRELIM DESIGN  
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Drawn by: <u>                    </u>		Rev
***		0

**BUCKINGHAM TOWN COUNCIL  
TOWN CENTRE AND EVENTS COMMITTEE  
MONDAY 14<sup>th</sup> October 2019**

Contact Officer: Claire Molyneux, Deputy Town Clerk

**Illegal Signs Policy**

**1. Recommendations**

- 1.1. It is recommended that Members AGREE the revised wording of the Illegal Signs Policy and AGREE to change the policy name to the 'Buckingham Signage Policy'.
- 1.2. It is recommended that the Town Clerk be instructed to interpret the Buckingham Signs Policy as flexibly as possible and whenever possible will support appropriate business advertising.

**2. Background**

- 2.1. On the 10<sup>th</sup> June 2019 TC&E agreed a recommendation that –

"Committee provides feedback as to what a revised signage policy should include, and agrees to consultation being carried out with residents and town centre businesses to establish their views."

The committee duly provided feedback and a number of amendments were put forward. As was also agreed a range of businesses have now been consulted.

- 2.2. There are some elements of the current policy which are unclear or contradictory as well as some concerns that are not fully addressed. Firstly, section 1 of the policy now states:

*"Buckingham Town Council will remove all signs in and around the town which have no written permission for display from Buckinghamshire County Council".*

Aside from the issue that BCC no longer give out any permissions, there is a contradiction in that on the 10<sup>th</sup> June 2019 members AGREED to change the wording of section 3 to:

*"All 'A' boards or swing signs in and around the town will be removed unless in the opinion of the Clerk of Buckingham Town Council the location of the boards a) is not detrimental to the townscape, and b) is sufficiently clear of the main footpath as not to cause an obstruction, or c) is not causing an obstruction to the main pedestrian traffic, or d) causes attention to be drawn to an obstruction or potential danger (e.g. a step)".*

Clearly if the policy is to remove all signs that do not have permission (and there is no mechanism to give permission) then section 3 becomes redundant.

#### 2.3. Part 4 of the policy states

*"For 'A' boards and substantial signs other than those in para.3, above, a warning letter will be sent to the advertiser stating that the board will be removed in 7 days. After that date the boards will be removed and stored in Buckingham Town Council's storage facility for a period of 3 months, after which the sign will be destroyed."*

This adds the confusion of referring to "substantial signs" rather than swing signs. In order to remove any ambiguity, the draft policy below only refers to 'Signage'.

#### 2.4. A number of businesses in the town have been consulted for their views (including businesses who have been asked to remove signage) and were unanimous in wanting both fairness and tolerance. The office is regularly contacted by businesses asking how they can legally advertise and currently other than joining the waiting list to sponsor a roundabout there are few options available. As a town we want our businesses to not only survive but to flourish and it is important to recognise that advertising is incredibly important to them. They would not invest so much time and money if the effect was negligible.

#### 2.5. Comments from consulted businesses:

*"I have to have some sort of a sign up on the roundabout, it is absolutely essential to my business"*

*"I have to say I can't see the problem with a small sign. If it is bothering anyone then why?"*

*"Please tell me how I can advertise legally"*

*"So signs on the roundabout aren't distracting if they are paid for?"*

*"Most of the signs are the council's anyway"*

*"We have just moved in and while we put a lot out over social media we are aware that a lot of people see our A-board and pop in. These are people that didn't know that we had opened. It really is worth it being there."*

*"It is extremely important. It is only when my A-board is out that people know I am open and come down to look".*

*"It shouldn't be a free for all and I agree that there should be oversight but the people who make these decisions need to be realistic".*

*"I'm only a small business and this has a big effect on me".*

### **3. Proposed revised wording**

#### **Buckingham Signage Policy**

1. Buckingham Town Council will always seek to work in partnership with our business and organisations. We will accommodate tasteful and safe signage where possible. Should signage not meet the required standards then we will engage constructively with the signage owner in the first instance and attempt to find a solution. However, should signage present a genuine danger or be offensive it will be removed straight away.
2. This policy only refers to signage that is not already covered by planning or highways regulations.
3. All signage must be clean and in good condition.
4. Signage must be appropriate for the immediate area. For instance, what may be considered suitable for the industrial estate may not be suitable for the conservation area.
5. Signage must not block the pavement, or cause an obstruction to those with pushchairs or mobility equipment. Signage must be such that it is easily detected by the blind and visually impaired and be placed at least two metres from tactile paving.
6. Signage must never block vehicle sightlines or obstruct emergency vehicle access.
7. Signage must not contain any elements that could harm passers-by for instance by snagging or tripping. It must be heavy enough that it will not present a danger in high winds.

8. It is the sign owner's responsibility to ensure that they have sufficient public liability insurance to cover any incident found to be caused by their signage.
9. Buckingham Town Council will not impose an arbitrary limit on the amount of signage per business and recognises that signage such as A-boards are an effective way for businesses to advertise. However, in return businesses are expected to be respectful of the environment and to enhance the atmosphere of the town. Should excessive and detrimental signage build up in an area the Council will first engage with relevant interests and if necessary remove signage.
10. Should signage contravene this policy and after engagement has failed, the signage owner will receive a warning letter. If the issue is not rectified, then after seven days the signage will be removed and stored by the Council for up to three months. A charge of £20 will be applied to each item removed. This does not apply to dangerous or offensive signage which will be removed immediately.
11. The Town Clerk (or in their absence the most senior officer on duty) will decide if signage is in contravention. Their decision is final.

#### **4. Information**

##### **4.1. Current Illegal Signs Policy (Before the 10<sup>th</sup> June 2019)**

*1. Buckingham Town Council will remove all cardboard, paper or wooden signs in and around the town which have no written permission for display from Buckinghamshire County Council. 2. All cardboard, paper or wooden signs will be disposed of as the Town Clerk or authorised representative of the Town Council decides. 3. All 'A' boards or metal swing signs in and around the town will be removed unless in the opinion of the Mayor, the Chairman of the Environment & Property Committee and the Clerk of Buckingham Town Council the location of the boards a) is not detrimental to the townscape, and b) is sufficiently clear of the main footpath as not to cause an obstruction, or c) is not causing an obstruction to the main pedestrian traffic, or d) causes attention to be drawn to an obstruction or potential danger (e.g. a step). 4. For 'A' boards and substantial signs other than those in para.3, above, a warning letter will be sent to the advertiser stating that the board will be removed in 7 days. After that date the boards will be removed and stored in Buckingham Town Council's storage facility for a period of 6 months, after which the sign will be destroyed. 5. Buckingham*

*Town Council will charge £20 for each sign removed following a warning letter.  
Buckingham Town Council will review costs in January of each year.*

#### **4.2. Amendments from 10<sup>th</sup> June 2019**

- Only refer to 'signs' and not 'cardboard, paper or wooden signs'.
- 3. All 'A' boards or ~~metal~~ swing signs in and around the town will be removed unless in the opinion of the Mayor, ~~the Chairman of the Environment & Property Committee and the~~ Town Clerk of Buckingham.
- 4. For 'A' boards and substantial signs other than those in para.3, above, a warning letter will be sent to the advertiser stating that the board will be removed in 7 days. After that date the boards will be removed and stored in Buckingham Town Council's storage facility for a maximum period of 6 3 months, after which the sign will be destroyed.





New chart begun April 2018 with change of ownership

November – 672 locals. 296 FA

December - 474 locals. 130 FA

January 591 Locals. 83 FA

February 500 locals. 236 FA

March 418 locals. 208 FA +400

April 500 locals. 230 FA

May 624 locals. 283 FA

June 602 locals. 340 FA

July 595 locals. 417 FA

August 471 locals. 462 FA

September 498 locals. 293 FA

