

TOWN CENTRE & EVENTS COMMITTEE

TCE/03/18

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 14th October 2019** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. T. Bloomfield	Vice Chair
Cllr. J. Harvey	
Cllr. D. Isham	
Cllr. A. Mahi	Chair
Cllr. A. Ralph	(Non-Committee Member)
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	

Also attending	Mrs. A. Brubaker	Events Co-ordinator
	Mr P. Hodson	Town Clerk
	Mrs. N. Stockill	Committee Clerk
	Ms. A. Williams	Director, Buckinghamshire Healthcare Trust
	Mr. E. McFarlane	Director of Property Services, Buckinghamshire Healthcare Trust

408/19 Apologies for Absence

Members received and accepted apologies from Town Councillors Gateley and O'Donoghue and County Councillors Clare and Whyte.

409/19 Declarations of Interest

There were no declarations of interest.

410/19 Minutes

Members received and **AGREED** the minutes of the meeting held on Monday 29th July 2019 received at Full Council on Monday 30th September 2019

*Members **AGREED** to take agenda item 6 (Car Parking Charges at Buckingham Hospital) next for the benefit of Ms. Williams and Mr. McFarlane.*

411/19 Car Parking Charges at Buckingham Hospital

Ms. Williams explained that Buckinghamshire Health Trust (BHT) managed a number hospital sites across the County including Marlow, Thame and Buckingham. All of BHT's site were experiencing issues with the lack of car parking spaces for patients and controls were being implemented across all sites to ensure sites are managed effectively for all users of the Trust. Ms. Williams said that for reasons of equalities the same control measures had to be applied across all of the BHT's car parks. The Trust Management Committee had initially agreed to introduce a charging tariff with 30 minutes free parking. However, following consultation with the Swan Practice and other GP surgeries it was agreed the tariff would include the first hour's free parking. The Trust will also provide a

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concessionary parking tariff for patient groups and their primary visitors that are frequent visitors to Trust premises. Ms Williams said the parking scheme would be introduced at Buckingham Hospital from week beginning 28th October 2019 and reviewed at the end of December to ensure it is meeting the needs of the Trust's patients and staff.

Cllr. Bloomfield asked where the income goes from parking charges at Buckingham Hospital. Mr McFarlane explained that all income generated from the car parks was reinvested into maintaining the Trust's car parks and sometimes into clinical services.

Cllr. Stuchbury said the Trust's decision to introduce parking charges came as a shock to residents and Town Councillors. Cllr. Stuchbury asked the following questions:

- At what stage did the Trust take the decision to implement charges and what was the projected income for Buckingham Hospital's site?
- What was the rationale behind the decision to introduce charges within Buckingham's hospital?
- In implementing the decision did the Trust assess the change in services to the public –as it hasn't been well received by the residents of Buckingham?

Mr McFarlane said the rationale was to free up spaces for patients as there was evidence of congestion in Buckingham Hospital's car park and The Trust want their patients to be able to park. The current projected income streams are based on the old tariff and needed remodelling. Mr McFarlane assured Members that BHT were not focusing on income generation but prioritising their patients to ensure they can actually park at their local hospital and GP surgery.

Ms. Williams said formal consultation was not required but an engagement exercise had taken place with the Swan Practice GPs and staff. Cllr. Stuchbury argued that the Swan Practice had also failed to consult with their patients as nothing had been reported at the recent Patient Focus group meeting. Ms. Williams confirmed that BHT had not directly consulted with patients but had many, recent, conversations with the League of Friends. Ms Williams said she had initially struggled to contact the Buckingham League of Friends but had now met the group and answered every question raised.

Cllr. Mahi stated that Swan Practice staff did not have parking permits. Ms Williams disputed this and explained that any members of staff that required a parking permit could apply through their Practice Manager.

Cllr. Stuchbury asked if BHT had notified the Health and Adult Social Care Select Committee (HASC) as a statutory consultee. Ms Williams confirmed that BHT's Chief Executive had attend a meeting of the HASC and would forward on the relevant minute.

Cllr. Strain-Clark relayed the concerns of Buckingham's AccessforAll group:

- BHT didn't ask residents of Buckingham before instigating the changes.
- The car park isn't properly maintained and there are not enough spaces.
- Where is the evidence that people parking at Buckingham Hospital are not patients of the Trust?

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- What about when the Swan Practice moves to The (proposed) Lace Hill Medical Centre – will patients also be expected to pay for parking?

Cllr. Strain-Clark summarised the proposals as ill thought out and unfair on residents of Buckingham.

Mr. McFarlane said BHT allocated more disabled parking spaces than most other Trusts in the UK - proportionate to the size of the car park. Resurfacing, line marking and upgrade projects are planned for other car parks across the Trust. Mr. McFarlane said The Trust have to provide access for patients and whilst it is unknown who is parking in Buckingham's site the congestion is obvious and hopefully these measures will resolve the situation. Mr. McFarlane said it was unacceptable that emergency service vehicles could be prevented accessing the hospital's entrance by inappropriate parking on site.

Cllr. Strain-Clark asked if the car parking charges would be removed if, following the review in December, the scheme was not seen to be working in Buckingham. Mr McFarlane said it would be reviewed but not withdrawn as the Trust had to have a common policy across all the sites.

Cllr. Cole said it would have been courteous for BHT to consult the Town Council and it was a mistake not to contact the Buckingham League of Friends. Ms. Williams said she had personally tried to contact the League of Friends but their webpage did not have up to date contact information.

Mr McFarlane said the Trust were responding, with a logical plan, to patient's complaints about not being able to park for their appointments at Buckingham Hospital or North End Surgery

Cllr. Mahi said there was simply not enough parking spaces on site. Mr McFarlane said The Trust could not change the size of the car park so had to manage the existing spaces.

Cllr. Ralph quoted Mr McFarlane's saying the objective for charging was to mitigate overcrowding - caused by people not entitled to park. Cllr. Ralph said it would have been honest to say that charging was to generate a revenue stream needed to maintain the car park. Cllr. Ralph suggested installing token/code operated parking barriers to prevent inconsiderate parking. Mr McFarlane assured Members that Automatic Number Plate Recognition technology would be introduced across all of BHT's sites in the near future. Cllr. Harvey said that there was a lack of evidence based decision making despite simple ways of contacting the Buckingham League of Friends or Town Council.

Members listed the following issues for Ms. Williams and Mr McFarlane to investigate and report back on:

- What income is generated (Oct 2019 – Feb 2020) following the inception of the car parking charges in Buckingham.
- Details of BHT's consultation with HASC
- How will charges be regulated and enforced?
- The Equality Impact Assessment

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- Consideration of continuity of the footpath railings at North End Surgery.

Proposed by Cllr. Stuchbury, seconded by Cllr. Cole and unanimously **AGREED** for the Town Clerk to summarise the Councillors' concerns and invite Mr McFarlane and Ms Williams the Town Centre & Events Committee on the 10th February 2020.

ACTION TOWN CLERK

19.52 Ms. Williams and Mr. McFarlane left the chamber

412/19 Action List

Litter Picking Event (69/19) – Cllr. Stuchbury suggested early plans were made. The Events Coordinator explained that the event would be run alongside Keep Britain Tidy's 'Spring Clean'. Councillors were needed to volunteer alongside other organisations.

Buckingham Calendar (72/19) Cllr. Harvey recognised the success of publishing the first Buckingham Calendar – now on sale in the Tourist Information Centre.

Good Endings Fair (254.7/19) Cllr. Harvey offered assistance with the event. The Events Coordinator said that planning would commence once the Charter Fair was over.

413/19 Budget

Members received the latest budget figures.

Cllr Stuchbury asked the Town Clerk to forward him confirmation of the accrued underspends vired into Earmarked Reserves. **ACTION TOWN CLERK**

Cllr. Stuchbury reported an issue with the Community Centre's oven. Cllr. Bloomfield said there is not enough gas to run all hobs so works are required and Cllr. P. Collins had the matter in hand.

414/19 Process for Precept and Business Plan Setting

Members received a written report from the Town Clerk.

An amendment was proposed by Cllr. Stuchbury to include... 'that Councillors use the report as guidance when setting the Precept budget for 2020/21'. No seconder was found and the amendment fell.

Proposed by Cllr. Harvey, seconded by Cllr. Bloomfield and unanimously **AGREED** to accept the following report recommendations:

- That the Committee agree the proposed revisions to be included in the new Business Plan
- 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 Town Centre and Events Committee to review before the budget is provided for Full Council to consider.

Cllr. Stuchbury said he was unclear as to why staffing costs were included. The Town Clerk said every Committee had a budget for staffing costs and this was the practice agreed by Councillors.

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415/19 Forthcoming Events

415.1/19 Charter Fair 12th and 19th Oct

The Events Coordinator thanked members of staff and Councillors that assisted with the road closures. The opening of the first Charter Fair went very well and the Head Showman was extremely pleased with The Bard of Buckingham's poem.

415.2/19 Bonfire & Fireworks 2nd Nov
Noted.

415.3/19 Remembrance Day Parade 10th Nov

Cllr. Stuchbury recommended that the Events Coordinator seek early advice on where Councillors and other dignitaries are required to stand. The Events Coordinator said there were so many more children attending the event and not everyone could fit around the War Memorial.

Cllr. Harvey asked if British Royal Legion had completed a full Risk Management Assessment for the event to take into account the numbers of people attending the event – particularly in such a restricted space.

ACTION EVENTS COORDINATOR

415.5/19 Christmas Light Switch On & Christmas Market 30th Nov
Noted.

415.6/19 Christmas Parade 14th Dec
Noted

415.7/19 Community Fair 14th Dec
Noted.

415.8/19 Comedy Night Jan/Feb 2020

Cllr. Harvey said the report should have included the fact that a temporary alcohol licence was not in place. Cllr. Stuchbury said the new venue worked well and asked if it was possible to use a spotlight at future nights.

415.9/19 Pancake Race 22nd Feb
Noted.

415.10/19 Food Fair 29th Feb
Noted.

415.11/19 Good Endings Fair 21st Mar
Noted.

416/19 Event Reviews

416.1/19 Fringe Week – Members recorded their thanks to all the groups, staff and Councillors that helped at the events. Members **AGREED** the following report recommendations:

- 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.
- The Council continue with the Fringe Week next year and that we find a suitable theme for the week.
- It is recommended that we seek sponsorship for the week of events.

416.2/19 Dog Show – Members **AGREED** the following report recommendations:

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- The Council 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.
- A new class Musical Walk is added to the programme next year. This will be organised by Kimberly Cox.

416.3/19 River Rinse – Members **AGREED** the following report recommendations:

- 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.
- 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.
- In 2020 we should aim to find a sponsor for the skip hire.

416.4/19 Bandjam - The Event Organisers had not provided the Deputy Mayor with a microphone to address the crowd. Members would like assurances that this will not be repeated at future Bandjam events. Members **AGREED** the following report recommendations:

- 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.
- Glass recycling is repeated next year
- A recycling bin for cardboard or cans is introduced

Cllr. Stuchbury noted that he was working the event as Lead Councillor and not simply 'attending'.

416.5/19 Lace Hill Family Fun Day – Members **AGREED** the following report recommendations:

- Members to agree to support a similar event next year.
- In future recycling facilities be provided at the event.

Councillors complimented the LHSCC Coordinator on a well run event. Cllr. Bloomfield said that people from all over the town had attend the event and it was not simply attended by Lace Hill residents.

416.6/19 Charter Fair – Members noted a brief verbal report from the Events Coordinator.

417/19 Evaluating Events

Members received a written report from the Events Coordinator/Deputy Town Clerk and **AGREED** to create a webpage to collect feedback from Town Council events.

ACTION TOWN CLERK

418/19 Bard of Buckingham

Members received a written report from the Events Coordinator and congratulated Mr D. Jones on becoming Buckingham's first Bard. Members were very pleased with his performance at the Charter Fair and expressed their thanks to the Town

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Crier for furnishing The Bard with a ceremonial wooden staff with a carved swan's head. Members unanimously **AGREED** for the Council to formally congratulate Dean Jones on becoming the first Bard of Buckingham
ACTION TOWN CLERK

419/19 **Volunteer Marshall for the Christmas Parade**

The Events Coordinator asked Members to consider volunteering at the Christmas Parade to marshal road closures.

420/19 **Buckingham Action Group**

In Cllr. O'Donoghue's absence the agenda item was not discussed.

421/19 **Bonfire and Fireworks Resident's Query**

Members discussed a written report from the Town Clerk and **AGREED** that the 2019 Firework display continues as planned.

422/19 **Proposed locations for Bike Racks**

Members received a written report from the Town Clerk. Cllr. Cole spoke in support of the report recommendations and said the report must be referred the Planning Committee so it can also be considered by the Buckingham Society. **AGREED**

ACTION COMMITTEE CLERK/TOWN CLERK

423/19 **Proposed S106 schemes**

Members received and noted proposals for projects to use S106 funds collected from Maids Moreton Phase 2. Councillors were in general agreement that the installation of a crossing point at the junction of Bradfield Ave and Moreton Road should be a priority.

424/19 **Illegal Signs Policy**

Members received and **AGREED** the revised wording of the Illegal Signs Policy and **AGREED** to change the policy name to the 'Buckingham Signage Policy'. Members **AGREED** that the Town Clerk be instructed to interpret the Buckingham Signs Policy as flexibly as possible and whenever possible will support appropriate business advertising.
ACTION TOWN CLERK/DEPUTY TOWN CLERK

425/19 **Access**

Cllr. Strain-Clark reported on the AccessforAll meeting that took place earlier in the day. AccessAble were due to present to the group but were unable to provide sufficient data on website statistics. The Town Clerk explained that AccessAble would be attending Full Council on the 18th November 2019. Cllr. Stuchbury proposed that any information on the AccessAble contract is circulated to Members prior to meeting of Full Council.

Cllr. Strain-Clark said there was possible subsidence on the pavement outside of Coffee#1 caused (potentially) by heavy vehicles from the Charter Fair. The Events Coordinator said the area would be reviewed by the Town Council and the Head Showman ahead of this weekend's Fair.

426/19 **Tourist Information Centre (TIC)**

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426.1/19 Members received and noted the latest visitor and accommodation statistics.

427/19 News Releases

Members **AGREED** a press releases for the following:

- Christmas Parade volunteers
- Hospital Car Parking and Town Councillors' views
- Buckingham's Calendar
- Charter Fair

428/19 Chair's Items

Community Heritage App – The Town Clerk explained that the Council have been awarded Lottery funding to develop a community heritage app. The Full Grant of £10,000 will allow The Town Council to pay the contractor to build the app, as well as to run some community events to promote it, produce publicity and evaluate its success. The Town Clerk attributed the success to The Administrator, Louise Stubbs and Members recovered their thanks to Louise for all her hard work.

429/19 **Date of the next meeting:** Monday 2nd 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.

430/19 Replacement of Icicle Lights

Members received a written report from the Events Coordinator. The Events Coordinator explained that when the icicle lights were installed for Christmas 2018 it became apparent that there were 200 metres missing. The previous contractor advised that they have given us all they had. At this time, we are still missing 200 metres of the 750 metres we should have. It has not been possible to recover either the lights or the relevant funds from the previous contractor. The lights that we do have do not match and are different shades of warm white and cool white as they have been replaced at different times.

When the current lights were tested this year more of them are not working. The icicle lights are a hugely important part of the Christmas lights display and the poor quality of them was raised by both businesses and members of the public in 2018.

If we just replace the broken missing ones we are cannot guarantee that they will match any that we already have. Cllr. Cole suggested there maybe a resale value for the old sets of lights.

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There is currently £7,967 remaining in the Christmas lights budget (3014201) and £7,753 in the earmarked reserves budget for Christmas lights (9019012). Together, these amounts could be used to replace the entire 750 metres with new matching, high quality cool white lights.

The remaining current lights potentially could be used in other locations such as the cattle pens and Lace Hill.

Members discussed and unanimously **AGREED** that all of the icicle lights are replaced with 750m of new static cool-white lights from Blachere Illuminations so they all work and match. Members **AGREED** the purchase totalling £9645.65 (inc delivery and VAT)

Meeting closed at 21.22pm

Signed Date
Chair