

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 7th September 2009** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7pm.

Present: Cllr. H. Cadd - Mayor
Cllr. D. Isham
Cllr. A. Mahi
Cllr. Ms. R. Newell
Cllr. R. Stuchbury - Chairman

Also present: Chris Wayman – Deputy Town Clerk

405/09 APOLOGIES FOR ABSENCE

Members **AGREED** to note apologies from Councillors Bloomfield, Mrs. Desorgher, Hirons, Smith and Mrs. Stevens and Ms. Lightfoot of the Traders' Association.

406/09 DECLARATIONS OF INTEREST

No declarations of interest were received.

Members expressed their sadness at the news of the death of Mr. Chris Phillips and **AGREED** that the Mayor should send a letter to his widow expressing their sadness and praising his work with the Christmas Parade and the Young Rotarians.

407/09 MINUTES

Members **AGREED** to receive the minutes of the Town Centre and Events Committee meeting held on the 20th July 2009 and approved at Full Council on the 17th August 2009.

408/09 ACTION REPORT

269.1/09 Members noted that there is no action on the Extended Services but would be willing to work with them in the future should they come back to us.

409/09 TRADERS' ASSOCIATION

There was no report as no member of the Traders Association was in attendance.

410/09 TOWN WIDE EVENTS LEAFLET

Members **AGREED** to support the idea in principle and that Cllr. Whyte who proposed the idea should come back with more details to the next meeting

ACTION CLLR. WHYTE

411/09 PARKING

411.1/09 To discuss if the committee is agreeable to a donation that may be requested for the new coach park signage in the town.

Members **AGREED** that should a donation be required a contribution would be sourced from 301/4078.

411.2/09 To receive any response form AVDC over car parking in the town.

Councillors found it disturbing and concerning that local members have been left out of the discussion regarding the car parking. Members noted that there was a meeting to take place on Friday 11th September at the AVDC offices to discuss parking provision.

412/09 BARRIERS AND SIGNS

Proposed by Cllr. Isham, seconded by Cllr. Mahi, and **AGREED** to purchase 38 metal crowd control barriers from Paragon and to put a distinguishing mark on them to identify them as the Town Council's property. (Budget 301/4232)

Members **AGREED** that the barriers would be made available for various events and organisations for hire at a cost of £5 per barrier per week or free for charities, any income from the hiring of the barriers and road signs to be put into a Renewals and Maintenance heading in the Town Centre and Events Committee budget. The Deputy Town Clerk is to produce hire forms for the barriers and road signs and to contact local clubs and other authorities to inform them of the availability of barriers.

Proposed by Cllr. Isham, seconded by Cllr. Newell, and **AGREED** the quotation form Paragon for the road signs and agreed to purchase a two way sign which was identified as being needed for the Christmas Parade. (Budget 301/4078).

Members highlighted the problems with illegal signs on the by-pass and **AGREED** to look at the feasibility of other organisations using our sign posts to publicise their events.

ACTION DEPUTY TOWN CLERK

413/09 EVENT DATES 2010

Councillors noted that the second Charter Fair's date should be October 23rd.

Members discussed in detail the dates for the 2010 events and **AGREED** that Buckingham Traders Association should produce a feasibility study as to why the Christmas Parade should be moved from a Saturday to a Sunday.

ACTION BUCKINGHAM TRADERS ASSOCIATION

Members **AGREED** that due to the following reasons the Charter Fair could not take place on a Friday.

- Charters can only be amended through Act of Parliament
- The proposals would breach the charter
- There is a contract running and signed with the fair – this would mean renegotiating the contract

- There is existing operational practice through and with Bucks CC – this would have to be re-negotiated
- The policing of the event would have to be re-negotiated (it is already known that TVP would need an additional £20k if a Friday was added to opening days of the fair)
- Staffing costs of Buckingham Town Council would increase
- The logistics of moving the town furniture is impractical – Saturday is a busier day
- Surrounding main roads are busier
- Bringing in a fair in a live environment is untested
- The fair arriving in town at 3-4 a.m. in a residential area is a health and safety risk and may fail the noise regulations for residents
- Would have to carry out new risk assessments on each item coming to the fair – custom and practice
- Change to our insurance operations
- Cost of talking to other authorities and organisations
- Loss of goodwill with fair operator – could breach his own trading conditions and with the Showman’s Guild
- Too much additional administration for the office
- No feasibility study and impractical
- Could incur additional finances for the Town Council
- Re-negotiate all bus and coach times and practices
- If we changed everything the Town Council is legally liable

Members **AGREED** to ensure that the lay-by by the Old Gaol should stay within the Road Closure Order.

ACTION DEPUTY TOWN CLERK

414/09 EVENT REVIEWS

414.1/09 To receive Aylesbury Vale District Council’s costs for the Festival Fortnight 2009 and agree if we should pay the over budget spend once all their costs have been received

Members **AGREED** that we should pay the overspend from AVDC’s budget once all the costs have been received.

414.2/09 To receive a verbal review of Band Jam (30th August)

Members noted that the event was very well attended with over 1,000 people in the town centre at the end of the night.

Concerns were raised over the barriers; however, it was agreed that these problems should be rectified with the purchase of the new metal barriers.

Members noted their thanks to BandJam, NATCO, Paragon, the Councillors who helped at the event and the Town Council staff.

BandJam have enquired if it would be possible to expand the event to three days. Members **AGREED** to investigate a possible alternative venue.

ACTION DEPUTY TOWN CLERK

Members **AGREED** that for 2010-11 BandJam’s budget should be increased by £1000 as no budget would be required for barriers.

415/09 EVENTS

415.1/09 Buckingham in Bloom

Cllr. Newell explained that the winners would be announced before the end of September.

415.2/09 River Rinse

Cllr. Newell reported that preparations are nearly complete for the River Rinse on the 13th September.

Cllr. Mahi had donated two items found last year to the Old Gaol Museum and a press release had been sent to the paper.

415.3/09 Charter Fair

Members **AGREED** that if the purchased barriers and signs had not arrived in time then barriers and signs would be hired from Paragon.

Members **AGREED** that the Deputy Town Clerk contact Councillors and arrange for at least 4 to help with the Charter Fair arriving in town.

ACTION DEPUTY TOWN CLERK

415.4/09 Fireworks Display

Members **AGREED** that if the purchased barriers and signs had not arrived in time then the barriers would be hired from Paragon.

Members discussed the role of the Carnival Queen and **AGREED** that she should be in attendance, but that the Mayor should light the bonfire.

415.5/09 Remembrance Parade

Members noted that the Royal British Legion will be sending out invitations soon.

Members **AGREED** that a letter should be sent to The Buckingham School asking if they would like to take part in the Parade. If they need a wreath Members **AGREED** to purchase one for them and the Royal Latin School.

DEPUTY TOWN CLERK

415.6/09 Christmas Lights

Members **AGREED** that the new Christmas Lights be purchased from Company A and the Deputy Town Clerk order as many as the budget allows. Company A was preferred over Company C which was cheap but Company A provided the colour which matched with the existing lights.

ACTION DEPUTY TOWN CLERK

Members **AGREED** to carry out a review of the Christmas Lights next year and look at the future provision of the lights.

Members noted that the road closure for the Christmas Light Switch On only starts at 4pm and so this year we can not move the switch on time.

415.7 Christmas Parade

Members discussed the correspondence from the Christmas Parade and **AGREED** that the Carnival Queen be invited to attend the Town Council Events. However, it would be at the discretion of the Mayor or Deputy Mayor as to her role in the opening of an event.

Members noted correspondence from Winslow Concert Band asking if there was any objection to them performing as last year under Waitrose's Canopy. There were no objections.

ACTION DEPUTY TOWN CLERK

415.8/09 Pancake Race

Members **AGREED** that Cllr. Bloomfield and the Deputy Town Clerk discuss ideas for the Pancake Race and report back to Committee

DEPUTY TOWN CLERK & CLLR. BLOOMFIELD

415.9/09 Twinning Civic Event

Members noted the reply and **AGREED** to contact the Twinning Association and ask for further details regarding the international football tournament.

ACTION DEPUTY TOWN CLERK

415.10/09 Green Fair

Cllr. Newell informed Members that the Buckingham Green Group wished to hold a Green Fair in March 2010. Members **AGREED** that the Committee would help out in any way it could.

416/09 HANGING BASKETS AND PLANTERS

Cllr. Newell and Cllr. Bloomfield would meet with the Deputy Town Clerk to discuss ideas for next year.

ACTION CLLRS. NEWELL AND BLOOMFIELD AND DEPUTY TOWN CLERK

417/09 YOUTH PROJECTS

417.1/09 To receive a verbal report on Youth Projects

Members **AGREED** to write a letter to the two secondary schools to progress the project for this year.

ACTION DEPUTY TOWN CLERK

417.2/09 To receive a verbal report on Local Democracy Week

The Chairman had been in contact with John Bercow MP and agreed to hold an event with the two schools in which a topic is debated between them with Mr Bercow acting as the Speaker and informing the young people of the role of the Speaker and Parliament.

ACTION DEPUTY TOWN CLERK

417.3/09 To receive a verbal report on Tree Planting

Members **AGREED** to donate two cordon trees to The Buckingham School, seek advice about which species to plant in the town and look more favourably on the rare species.

Members **AGREED** to ask the Environment and Property Committee if they would like any fruit trees to be planted in the parks.

Members **AGREED** to purchase the trees from Buckingham Nurseries and to arrange for a tree planting day in November 2009.

ACTION DEPUTY TOWN CLERK

418/09 TOWN MAP

Members **AGREED** to small changes in the text for the Town Map, some photographs were agreed and others have been specified.

ACTION DEPUTY TOWN CLERK

419/09 POWER OUTLET AT THE OLD GAOL

Members **AGREED** that the Deputy Town Clerk should look at the best solution to the problem and report back to Committee.

ACTION DEPUTY TOWN CLERK

420/09 FAIR TRADE

Members noted the success of the Fair Trade Group and their renewal of the status. A Fair Trade stall will be outside the Old Gaol on September 26th during the market.

421/09 MARKETS

421.1/09 To receive a copy of the NABMA newsletter 2009

Members noted the NABMA newsletter.

421.2/09 To note the date of the NABMA market health check – Saturday 26th September 2009

Members noted the date of the health check.

421.3/09 To receive a report on the Markets

Councillors were very pleased to see that the market income last year was above £30,000.

Members **AGREED** that the Town Clerk should obtain the market rent figures so that it is up to date for the next meeting.

ACTION TOWN CLERK

Members **AGREED** that new Farmers' Market signs be purchased from Company B and the money should come from the Farmers' Market income budget, thus investing the money back into the Farmers' Market.

ACTION TOWN CLERK

Discussion took place over the new Winslow Farmers' Market and the positioning of it on the first Sunday of the month; however, it was noted that we could not change our day from a Tuesday.

Cllr. Newell left the meeting

Members felt that promotional material e.g. free pencils did not constitute a good marketing investment.

Members **AGREED** that the Chairman and the Town Clerk review the proposed licence for market traders. Members felt that a smaller licence which could be displayed by the traders with relevant contact details on would be a good idea.

ACTION TOWN CLERK

422/09 BUDGETS

Members noted the budget for this year.

423/09 NEWS RELEASES

Members **AGREED** that a press release would go out before and after every event and once a month a report will be sent into the local newspaper outlining the events for the coming month.

424/09 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that a group had been formed to help fight changes at Buckingham Hospital and has the backing of John Bercow MP.

425/09 DATE OF THE NEXT MEETINGS

Meeting with Marshall Nichols	- 22 nd September 2009
Events Committee Meeting	- 26 th October 2009

Signed Date
Chairman