

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 29<sup>th</sup> March 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. D. Isham  
Cllr. A. Mahi  
Cllr. Mrs. L. O'Donoghue  
Cllr. M. Smith  
Cllr. R. Stuchbury                      Chairman  
Cllr. M. Try

Also present: Ms. T. Lightfoot (co-opted) Buckingham Traders' Association

For the Town Clerk: Mrs. A. Simonds                      Deputy Town Clerk  
In attendance: Mrs. K. McElligott

**998/09            Apologies for Absence**

Apologies were received and accepted from Cllrs. H. Cadd (Mayor), T. Bloomfield, P. Hirons, R. Newell (Vice Chairman) and Mrs. P. Stevens.

**999/09            Declarations of Interest**

There were no declarations of interest for items on the agenda at this point.

**1000/09          Minutes**

The minutes of the Meeting held on Monday 14<sup>th</sup> December 2009 ratified at Full Council on 11<sup>th</sup> January 2010 were received and accepted.

857.3 It was confirmed that a letter had been sent to the RBL County Association re concerns about the organisation of the road closure, and the lack of communication with the local branch about the detail of implementation, but no response had yet been received.

**1001/09          Action List**

(648.2) Fingerpost

Members heard that as it was not practical to place the fingerpost in the shrub bed next the Community Centre, it would be placed on the corner of the car park, next to Waitrose. The Town Clerk and the Deputy Town Clerk had this in hand

**ACTION TOWN CLERK/DEPUTY TOWN CLERK**

(713.7) Christmas Parade

A meeting has been arranged with Mr & Mrs Heywood, Mr T. Cocks (for Thames Valley Police), Ms. Lisa Edwards (AVDC Parking Services), Cllr. R. Stuchbury and Town Clerk and Deputy Town Clerk on 7<sup>th</sup> April 2010.

## 1002/09 Traders Association

1002.1 (855/09) Ms. Lightfoot gave a verbal report.

1002.1.1 At the Traders Association AGM Mr. Darren Kimber (Waitrose) had been elected Chairman.

1002.1.2 Traders have looked into a radio system that links them with the Police and other shops in the scheme, which can be used to spread warnings of thieves operating in the area and thus allow the traders to take appropriate action. This will cost of £20 installation charge plus £20 per month. It is proposed that the aerial for this is sited on the roof of the Old Gaol. BTC would be kept informed.

1002.1.3 Ms. Lightfoot stated that parking was still an issue, but the more argumentative members had been reminded that they had instigated the move towards all short-stay places at Cornwalls Meadow to benefit shoppers.

1002.1.4 It was reported to Members that AVDC have not yet given the Statutory six week notification in the press for charges to be brought into force, therefore charging for parking may be delayed.

1002.1.5 Traders Association meetings are now held in Waitrose and Councillors were invited to attend. A report from the next meeting of the Traders Association will be presented at the next meeting.

### **ACTION TRADERS ASSOCIATION**

1002.2 (855.2) It was noted that traders with A-boards have moved them and there is now clearer access around the town. If traders are found to have A-boards causing obstruction, the trader concerned will be approached directly in the first instance. Ms. Lightfoot also expressed concern that users of the Community Centre would need to be advised and it was **AGREED** to write to the manager of the Community Centre to ask him to draw hirers attention to the problem.

### **ACTION TRADERS ASSOCIATION/COMMITTEE CLERK**

*Cllr. Try joined the meeting*

1002.3 (855.3) Correspondence from Paul Acton was noted regarding the proposal to place noticeboards in three locations around Buckingham Town Centre. Members heard that permission was not given – it was suggested the Traders use the existing noticeboards outside the Old Gaol and in the bus stand; the landlord had also given permission for one in the archway entrance to Meadow Row. Western Avenue had been referred to Parking Services.

1002.4 Ms. Lightfoot raised the question of moving the Christmas Parade to the Sunday. Members questioned the validity of the claim by traders that the Parade has a detrimental effect of trade on the Parade day. Councillors asked that the traders produce figures comparing trading on the Saturdays immediately before and after the Parade for the next meeting.

### **ACTION TRADERS ASSOCIATION**

1002.5 Ms. Lightfoot also raised the issue of moving the time for the Christmas Carols and Lights Event to 4.30pm, as the shops will still be open and are able to catch the trade that this event would bring to the town. Members pointed out the noise and danger from the market vehicles as they took down the stalls around 4.30pm on winter nights.

## 1003/09 Markets

### 1003.1 Market Report.

A report on the current situation with the Market and the proposed changes to the charging structure was circulated with the agenda.

Members noted that the market report was thorough and it was **AGREED** that the proposal for the Change in the Market Rental Collection be actioned.

**ACTION COMMITTEE CLERK**

### 1003.2 Market Entertainment.

A Market Entertainments schedule was circulated at the meeting.

The Deputy Town Clerk presented a program of events booked so far for the Market Entertainment. It was **AGREED** that the Deputy Town Clerk look at contacting a Karate Club with the view to a demonstration.

**ACTION DEPUTY TOWN CLERK/ CLLR O'DONOGHUE**

### 1003.3(713.6) Continental Markets.

Members heard that the Company that organised the November 2009 market is unavailable for either the Music in the Market Festival on 30<sup>th</sup> May 2010 or Bandjam on 29<sup>th</sup> August 2010. The Committee Clerk is looking into a company that may be able to provide these.

**ACTION COMMITTEE CLERK**

### 1003.4 Open-air Art and Craft Markets.

The Deputy Town Clerk presented an idea for an Open-air Art and Craft Market. This would take place in a similar timescale to the Farmers Market i.e. every 2<sup>nd</sup> Tuesday in the month. Members **AGREED** that a feasibility study be conducted and presented to the Committee at the next meeting.

**ACTION COMMITTEE CLERK**

### 1003.5 (539.8) Parking Permits.

Members were assured by the Chairman that this scheme was progressing and that a meeting would be arranged, the date to be announced.

1003.6 (539.8) Information was **NOTED** on the current bookings of the charity stalls for the market:

|                        |                     |
|------------------------|---------------------|
| 24 <sup>th</sup> April | Relay for Life      |
| 1 <sup>st</sup> May    | Cancer Research     |
| 8 <sup>th</sup> May    | Church Holiday Club |
| 15 <sup>th</sup> May   | Cancer Research.    |

## 1004/09 Tree Planting, Hanging Baskets and Buckingham in Bloom

1004.2 Members discussed the colour options for the hanging baskets and planters in the Town Centre and **AGREED** that the colours this year would be red, orange and yellow. Members noted the businesses that were sponsoring hanging baskets.

**ACTION COMMITTEE CLERK**

Members discussed a request by the Town Clerk for saddle planters to be placed on the railings on the cattle pens and Bus Station. Members felt that they would not be practical on these particular railings as the railings were round and planters would slide and tip the contents onto the ground. Extra planters would be ordered instead.

1004.2 (713.1) Fruit tree planting

The report by the Green Spaces Manager was circulated with the agenda.

Members **AGREED** note that this event was a success and 37 trees were planted at Bourton Park on 27<sup>th</sup> March. This number inadvertently included two trees that had been destined for the Schools. Proposed by Cllr. Stuchbury and seconded by Cllr Smith and **AGREED** that two more trees be purchased to replace them.

**ACTION GREEN SPACES MANAGER**

**1005/09 Budgets**

1005.1 Members discussed the unspent sums in the current year's budget and to source the agreed £150 for the FairTrade banner (720/09).

A report circulated with the agenda was noted.

1005.2 To note earmarked reserves.

The report circulated with the agenda was noted.

1005.3 To consider the precepted budget.

The report circulated with the agenda was noted.

1005.4 To discuss the use of the remaining budgets.

301/4094 Youth Project: Councillors **AGREED** that the remaining budget be committed to the projects in hand.

Councillors **AGREED** that £150 for the FairTrade Banner be taken from the £175 residual monies in budget 301/4211.

Councillors **AGREED** that the remaining budget in Town in Bloom 4104 be used to fund the Old Gaol feeder pillar.

Proposed by Cllr. Mahi, seconded by Cllr. Smith, and **AGREED** that the remaining monies in Firework Display 4202 be used to produce the Events leaflet (per Min.859).

**ACTION COMMUNICATIONS GROUP**

**AGREED** that monies from 301/4228 be used to fund a dance performance for the Festival Fortnight.

**AGREED** that any residual monies be used to offset the cost of the Road Closure Order.

Members noted that the payments to the market supervisors were due (302/4226).

**ACTION ACCOUNTS ASSISTANT**

**1006/09 Event Reviews**

1006.1 (858.1) Pancake Race

In the absence of Cllr. Bloomfield Members **AGREED** that this event had been a success and noted that next year Shrove Tuesday is not in the half term which might reduce the number of competitors. Cllr. Bloomfield would be asked to consider what steps could be taken to ensure that next year's event is as successful.

**ACTION CLLR. BLOOMFIELD**

## 1007/09 Forthcoming Events

1007.1 (852.2) May Day Celebrations: to receive an update.

Members heard that out of the three schools that were invited to the celebrations, Grenville School and Bourton Meadow could not attend. Buckingham Primary would be attending and bring their Maypole. Members agreed that publicity be sent to other schools such as Maids Moreton C of E School, Chackmore CE School and Roundwood Primary School (Tingewick).

### **ACTION COMMITTEE CLERK**

The Mayor would be in attendance, as would Cllr. Stuchbury. A face painter had been found. Due to a prior engagement, the Town Jester would not be able to attend.

1007.2 Music in the Market – May 30<sup>th</sup>, to receive an update.

A report from the Acoustic Club had been circulated with the agenda.

Members heard that the Mayor would be collecting money for his charities at all appropriate events via the usual bucket collection.

Councillors discussed the requirements regarding rubbish disposal and **AGREED** that the committee clerk would request another skip for the event, as two were not sufficient.

### **ACTION COMMITTEE CLERK**

**AGREED** that the practice of tying black plastic bags onto lampposts would be discontinued. Groups would be approached and given bags for their rubbish, which would be collected and placed in the skips.

**AGREED** that heavy duty rubber gloves be purchased for use by the rubbish collection volunteers.

### **ACTION COMMITTEE CLERK**

**AGREED** that a letter would be sent to the Police informing them that the consumption of alcohol will be permitted in the area of the Music in the Market event, although in the case of unruly or aggressive behaviour, the Police would still be able to confiscate alcohol as per the 'no-drink' zoning.

### **ACTION COMMITTEE CLERK**

**AGREED** to contact AVDC regarding the error in the date for this event, as they had stated that the event would take place on 31<sup>st</sup> May 2010. This had already been released in the newsletter and had been published on the website.

### **ACTION COMMITTEE CLERK**

**AGREED** that Tesco Metro be approached to request a donation toward this event, as they benefit from the increased trade on this day.

### **ACTION COMMITTEE CLERK**

Members discussed the fact that the crowd at the Bandjam last year had moved too close to the stage and **AGREED** that the barriers should be secured with cable ties to ensure that they could not be easily moved.

1007.3 To appoint a lead and deputy Councillor for the following events:

The following volunteered:

- May Day Festival 1<sup>st</sup> May Cllr. Stuchbury
- Music in the Market 30<sup>th</sup> May Cllr. Stuchbury
- Teddy Bears Picnic 27<sup>th</sup> June Cllr. Stuchbury,  
Cllr. O'Donoghue
- Buckingham Festival Fortnight 3<sup>nd</sup> – 18<sup>th</sup> July
- Bandjam 29<sup>th</sup> August Cllr. Stuchbury
- River Rinse 12<sup>th</sup> September

- River Rinse 10<sup>th</sup> October
- Charter Fair 16<sup>th</sup> October Cllr. R. Stuchbury (Ex-officio)
- Charter Fair 23<sup>rd</sup> October
- Best Dressed Guy 6<sup>th</sup> November Cllr. Smith Mayor Elect
- Bonfire & Fireworks 6<sup>th</sup> November Cllr. A. Mahi
- Remembrance Sunday 14<sup>th</sup> November Mayor present (Clerk and Chair to decide)
- Christmas Lights & Carols 27<sup>th</sup> November (Clerk and Chair to decide)
- Christmas Parade & Community Fair 11<sup>th</sup> December

It was **AGREED** that as several of the Committee Members were unable to attend this meeting the Committee Clerk would seek Councillor volunteers for the remaining events.

**ACTION COMMITTEE CLERK**

#### **1008/09 Tourist Information Centre**

(859/09) To agree to present a report from Cllrs. Mordue and Isham on the situation so far, to Committee at the next meeting.

Members heard that it would not be possible to present a report to the next meeting as AVDC's funding still had six months to run. With reference to the sublease of the Police Office, the Heritage Trust would need to make a case for the transfer of the lease and negotiate with AVDC/AVE. A meeting with Joe Caulkley, Jon McGinty, Cllrs Stuchbury and Smith would be arranged. It was **AGREED** that a report regarding the meeting would be presented at the May committee meeting.

**ACTION CLLRS. MORDUE/ISHAM; MAY AGENDA**

#### **1009/09 Buckingham Summer Festival and Buckingham Festival Fortnight**

(860.1) Buckingham Summer Festival and (860.2) Buckingham Festival Fortnight  
Members **AGREED** that regular updates on the progress of this event be circulated to Councillors.

It was noted that two of the three quotations received from companies for the production of the BTC Buckingham Festival Fortnight did not contain sums for artwork and design. Members **AGREED** that this information would be presented to the committee as soon as it became available.

**ACTION COMMITTEE CLERK**

#### **1010/09 (861) Buckingham Community Wildlife Project**

Members agreed that this subject was more properly within the E&P remit.

#### **1011/09 (863) Youth Projects**

1011.1 (863.3) To consider whether to hire a synthetic ice rink, and if so, when. Quotations from ISK8 were circulated with the agenda.

It was **AGREED** the costs were too high to merit consideration.

1011.3 To discuss the forming of a Youth Council and agree to invite Deborah Bottomley, Youth Development Officer, to the next meeting.

A report previously prepared by Mr Christopher Wayman was circulated with the agenda.

Members **AGREED** that a report should be actioned in the next academic year and The Buckingham School and The Royal Latin School would be approached immediately to lay the groundwork. Cllrs. O'Donoghue, Stuchbury and the Deputy Town Clerk would progress the matter.

**ACTION CLLRS STUCHBURY/O'DONOGHUE/COMMITTEE CLERK**

#### **1012/09 Path Walking Event**

It was noted that the date of the event was approaching. **AGREED** that Cllrs. Hiron and Bloomfield be approached to organise the event.

**ACTION CLLRS. BLOOMFIELD/ HIRONS**

#### **1013/09 Flower Festival**

The Committee Clerk read an email received from Cllr. Newell.

Cllr. Newell has stated that although she does not know for sure the full cost of the flower festival arrangement, she does know that she will need a maximum of £100 to cover materials.

Members **AGREED** that funds be sourced from Town in Bloom budget 301/4104, up to a maximum of £100.

#### **1014/09 Correspondence**

1014.1 To receive information on the Twinning football tournament from Moretonville JFC.

Information was received from Mr. Mark Chapman was circulated with the agenda, with an email from Mrs. Jane Betts circulated at the meeting.

Members noted that both the information from Mr Chapman and Ms. Betts appeared to be invitations, rather than requests for funding. **AGREED** that the office will seek further information and should be funding be appropriate to make a donation.

Proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **AGREED** to make available up to £250, source budget to be agreed by Clerk and Chairman.

**ACTION THE COMMITTEE CLERK**

1014.2 To consider a request from Mr. P. Tomes for support for a charity event.

Members discussed the letter from Mr. Tomes which had been copied out with the agenda. It was considered that although the charity (Milton Keynes Sexual Health Centre) was outside the parish, the Council could offer some advice. The date of 18<sup>th</sup> July 2010 was suggested as there is a Road Closure Order in effect in the Cattle Pen area of the High Street on this date which will not now be needed by the Council.

**AGREED** that the Committee Clerk send a letter to Mr Tomes with details of regulations he would need to comply with such as Health and Safety Risk Assessments, Public Liability insurance, Public Entertainment and Charity Collection Licenses and the provision of responsible Event Stewards, etc. The letter should go on to suggest that a better way to proceed might be to approach the

Grand Junction or Woolpack Public Houses to see whether the event could be held in their garden as they would have their own cover for some of the above regulations.

**ACTION THE COMMITTEE CLERK**

1014.3 To receive a request from Ms. Gassor for help with a VE Day event.

An email from Ms Gassor was circulated with the agenda.

Members heard that the Council's Public Entertainment Licence does not extend over the Verney Close area so the event would have to be moved to the area outside the Old Gaol or Jardines. Members also **AGREED** that the red white and blue bunting could be loaned for the event. The Mayor would also be in attendance. It would also be suggested that the Royal British Legion be invited and coverage of the event placed on the events section of buckinghamuk.info website.

**ACTION THE COMMITTEE CLERK**

1014.4 To consider an event to mark the 3<sup>rd</sup> Anniversary of the opening of the Circular Walk (September) – Cllr. Smith.

Members heard that an event to mark the Anniversary would be held to publicise the Walk.

**AGREED** that Cllr. Smith report with more information on the event at the next meeting, once it has been organised.

**ACTION CLLR. SMITH**

1014.5 To receive a request from The Ginny Gray Gallery to put an additional finger on the Market Square signpost, pointing to "The Gallery".

The letter received from the Ginny Gray Gallery was circulated with the agenda.

Members discussed the request and felt that it was not practical due to the design of the post.

**ACTION COMMITTEE CLERK**

**1015/09 News releases**

None were agreed.

**1016/09 Chairman's Items**

There were no Chairman's Items.

**1017/09 Date of the next meeting:**  
Monday 24<sup>th</sup> May 2010

Meeting closed at 21.52pm

Signed ..... Date .....  
Chairman