

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 24<sup>th</sup> May 2010** in Room MB1 in the Masons Building, University of Buckingham, Hunter Street, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield  
Cllr. H. Cadd  
Cllr. P. Hirons  
Cllr. D. Isham  
Cllr. A. Mahi  
Cllr. H. Mordue  
Cllr. Ms. R. Newell  
Cllr. Mrs. L. O'Donoghue  
Cllr. R. Stuchbury Chairman

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

In attendance: Mrs. A. Simonds Deputy Town Clerk

#### **82/10 Election of Chairman**

Proposed by Cllr. Isham, seconded by Cllr. Bloomfield, and **AGREED** that Cllr. Stuchbury be Chairman of the Town Centre and Events Committee for the municipal year 2010/2011.

#### **83/10 Election of Vice-Chairman**

Proposed by Cllr. Newell, seconded by Cllr. Stuchbury, and **AGREED** that Cllr. Bloomfield be Vice-Chairman of the Town Centre and Events Committee for the municipal year 2010/2011.

#### **84/10 Apologies for Absence**

Apologies were received and accepted from Cllrs. Smith (Mayor), Whyte and Mrs. P. Stevens.

#### **85/10 Declarations of Interest**

Cllr. Bloomfield declared an interest in agenda item 13 as he is a Trustee.

#### **86/10 Minutes**

The minutes of the Meeting held on Monday 29<sup>th</sup> March 2010 ratified at Full Council on 4<sup>th</sup> May 2010 were received and accepted.

## **87/10 Action List**

### 87.1 (1002.2/09) A-Boards

Members heard from Cllr. Bloomfield that he had received a letter from the Town Clerk regarding the use of A-Boards by users of the Community Centre and that there is no obstruction caused by users; he dealt with any obstructions as they arose.

*Ms. T. Lightfoot joined the meeting*

### 87.2 (717.1/09) Feeder Pillars

A quotation had been received from Mr. Paul Jones at Eon Ltd. regarding a quotation for the installation and connection of an electricity Feeder Pillar at the Old Gaol.

Members heard concerns regarding ownership of the land on which the feeder pillar will be installed.

Members heard that as the quotation was time restricted, it would be advisable to accept the quotation and for the Deputy Town Clerk to investigate land ownership and obtain permission from the land owners.

**ACTION DEPUTY TOWN CLERK**

## **88/10 Traders Association**

### 88.1 (1007/09) Ms. Lightfoot gave a verbal report.

Members were presented with a flyer that Buckingham Traders Association had produced which details shops and their locations. They have been placed around Buckingham and have been put into the Buckingham Summer Festival brochure, which had been published and distributed.

88.2 To mark the approach of the Teddy Bears Picnic on the 27<sup>th</sup> June, the Traders Association had organised a Teddy Bear Hunt, which involved various traders placing a teddy bear in their shop/cafe etc. which would have a name. Children would visit locations on the entry form and write in the name of the teddy. When all names were complete the form would go to Chocoholics and the entrant would be given a free chocolate teddy. The winner would be presented with a large teddy at the Teddy Bears Picnic.

88.3 Traders would be looking into having a STIG walking around Buckingham during the run up to the Silverstone British Grand Prix. Members were concerned about copyright issues, but this was being looked into.

88.4 The Traders Association would be entering a team for the Twinning Association's Bastille Day Boules Competition.

88.5 Members heard that the plans for the Traders Association Christmas event were well under way and included one on the 5<sup>th</sup> December to be held in Meadow Walk. Ms Lightfoot informed Members that there would be a fire eater and face painters etc.

88.6 Mr. Mark Gadd had been approached regarding a Traders page on the Buckingham Info website.

88.7 Traders were still looking for ideas for the Autumn period.

88.8 Ginny Gray Gallery and the Yellow Kite Gallery had presented an idea for a Swan Trail in Buckingham. The idea had taken hold in Liverpool in the form of Banana Sheep which are placed around the City. Members expressed concern regarding planning: Ms Lightfoot stated that this would be investigated. Members also considered whether this could be done on a temporary basis, to avoid planning issues and suggested that it could be tied in with the 3<sup>rd</sup> anniversary of the Circular Walk, as Cllr. Smith, the Town Mayor, was keen to proceed with an event.

**ACTION TRADERS ASSOCIATION**

**89/10**

**Markets**

89.1 Market report

A full report on the end of year figures would be brought to the next meeting. Members enquired as to the figures for February and March 2010, the Chairman assured them that the money had been paid, but there had been a delay with paperwork.

**ACTION COMMITTEE CLERK**

89.2 (1003.2/09) Market Entertainment.

A Market Entertainments schedule had been circulated with the agenda. The Deputy Town Clerk presented a program of events for Saturday Market Entertainment. The Buckingham School had arranged for two students to perform on Saturday 22<sup>nd</sup> May, which had been very well received. Mr. Sean Allen and Mr. Colin Saunders from Band Jam had supported the Town Council at very short notice by providing a sound system on the day. Members **AGREED** that a letter of thanks should be sent to both Mr. Allen and Mr. Saunders.

**ACTION DEPUTY TOWN CLERK**

89.3 (1003.3/09) Continental Markets.

Members received a verbal report from the Deputy Town Clerk. Members heard that the Company that organised the November 2009 market had been booked for the 28<sup>th</sup> November. The other two dates (30<sup>th</sup> May and 29<sup>th</sup> August to coincide with the free music festivals) fell on bank holiday weekends and Mr. Glenn Dudley, who organises the November Continental Market, regretted that his market was already committed elsewhere. The Deputy Town Clerk had managed to put together an art/food market which will take place in the Cattle Pens area for the 30<sup>th</sup> May. The majority of stalls will be manned by Buckingham Art for All and will have live demonstrations by a variety of artists throughout the day.

**ACTION DEPUTY TOWN CLERK**

89.4 Members noted that a time restricted article had been sent to the Market Trader News for publication. Members heard that this may attract new traders to the market.

89.5 (1003.5/09) Parking Permits.

Members heard that although a conversation between BCC and the Town Clerk had taken place, no written confirmation of this had been received. Town Clerk would be approached to obtain written evidence of the agreement.

**ACTION DEPUTY TOWN CLERK**

89.6(1003.6/09) Information was **NOTED** on the current bookings of the charity stalls for the market:

- 15<sup>th</sup> May Cancer Research.
- 5<sup>th</sup> June The Buckingham School Race For Life
- 19<sup>th</sup> June Animals for Asia
- 26<sup>th</sup> June Gawcott Pre-School

Councillors expressed concern that some charities were being turned away due to lack of provision on the market, but were assured that this rarely happened.

## **90/10 Tree Planting, Hanging Baskets and Buckingham in Bloom**

90.1(1004.2/09) Members heard that baskets would be collected by Mr Roy Calder and publicity photographs would include Cllr. Bloomfield.

**ACTION MR. R. CALDER/CLLR. BLOOMFIELD**

90.2 Members **NOTED** that the Green Spaces Manager would be asked to present a report on successional planting to the Committee. It was believed that some of the areas around the Welcome To Buckingham signs would benefit from bulb planting that would be a low maintenance and could flower through most of the year if the correct choice of bulbs was made.

**ACTION GREEN SPACES MANAGER**

## **91/10 Budgets**

### **91.1 Virements**

Members noted that virements had been made in order to proceed with projects for this year. A full report would be presented at the next meeting when the Accounts Assistant had completed the year end accounts.

**ACTION ACCOUNTS ASSISTANT**

### **91.2 (1005.2/09) Earmarked reserves.**

The report circulated with the agenda was noted.

Cllr Bloomfield requested that a plaque be purchased, as per minute no 542/09, for the Pancake Race. This would record each year's winners. **AGREED** that the Deputy Town Clerk would investigate and purchase the plaque.

**ACTION DEPUTY TOWN CLERK**

## **92/10 Event Reviews**

### **(1007.1/09) May Day**

Members heard that the May Day celebrations had been a success and children from the Buckingham Primary School performed a display of Maypole dancing which attracted an audience of approximately 100 people. The weather was fine and the church was very supportive, providing help with serving refreshments.

Members noted that May Day will fall on a Sunday next year and this may cause a problem with the Church. Members discussed whether it would be better to move the May Day celebrations to the nearest Saturday to ensure a good audience. Members were concerned by this as the May Day celebrations were traditionally on the 1<sup>st</sup> May.

## 93/10 Forthcoming Events

93.1 (1007.2/09) Music in the Market – May 30<sup>th</sup>; to receive an update.

A report had been circulated with the agenda. Members heard that three bins had been ordered for the refuse and litter collection for the event. Any Councillors attending were asked to collect yellow jackets from the tent. The times for the start and finish were confirmed as 1pm to 10pm, with the hope that the goodwill of the Mayor would be forthcoming should the event overrun slightly. The Chairman also hoped that Councillors would be able to attend at some point during the event.

**ACTION DEPUTY TOWN CLERK**

93.2 Path Walking Event

Cllrs. Hirons and Bloomfield agreed to organise the event and will meet with the Deputy Town Clerk in order to arrange letters to the organisations interested in taking part in the event.

**ACTION CLLRS. HIRONS, BLOOMFIELD AND DEPUTY TOWN CLERK**

93.3 Members heard that the Festival Fortnight brochure produced by the Buckingham Town Council was now available to download on the Town Council's website. In the middle of June the brochure would be inserted into the Advertiser editions covering Towcester, Bicester, Brackley and Buckingham.

The Chairman informed Members that events in the second week would be charged at a nominal fee of £4 per ticket.

Members heard that Mr Dan Clucas had suggested that Ms Lyndsay Elliott, the Leisure Marketing Manager at AVDC, contact the Deputy Town Clerk to offer a free half page advert for the Festival Fortnight to be placed into the Do-it summer brochure that would be taken home by every school child in the county. Information had been submitted to AVDC and design and publication was offered free of charge. It was **AGREED** that a letter of thanks be sent to Mr Clucas.

The Chairman informed Members that Town Council resources had been put into the Family Fun Day to combine with the 75<sup>th</sup> Anniversary of the Buckingham School. Cllr. Stuchbury and the Deputy Town Clerk had attended meetings with the school to implement the arrangements.

Members also heard that although the Town Council was not arranging the evening event, the Brochure would contain an entry on the School 75<sup>th</sup> Anniversary Ball.

The Chairman stated that donations of raffle prizes for the evening ball would be welcome and that it was a good opportunity for Town Councillors to support the school.

**ACTION DEPUTY TOWN CLERK**

93.4 To appoint a Lead and Deputy Councillor for the following events:

- Music in the Market 30<sup>th</sup> May Lead Cllr. Stuchbury Dep Cllr. Bloomfield
- Teddy Bear's Picnic 27<sup>th</sup> June Lead Cllr. Stuchbury Dep Cllr. O'Donoghue
- Path Walking Event 18<sup>th</sup>/19<sup>th</sup> June Lead Cllr. Bloomfield Dep Cllr. Hirons
- Buckingham Festival Fortnight July Lead Cllr. Stuchbury
- Bandjam 29<sup>th</sup> August Lead Cllr. Stuchbury
- River Rinse 12<sup>th</sup> September Lead Cllr. Bloomfield
- River Rinse 10<sup>th</sup> October Lead Cllr. Bloomfield
- Charter Fair 16<sup>th</sup> October Lead Cllr. Stuchbury (ex officio)
- Charter Fair 23<sup>rd</sup> October Lead Cllr. Bloomfield
- Best Dressed Guy 6<sup>th</sup> November Lead Cllr. Smith
- Bonfire & Fireworks 6<sup>th</sup> November Lead Cllr. Mahi

- Remembrance Sunday 14<sup>th</sup> Nov Lead Cllr. Stuchbury Dep Cllr. Newell (Dep. Mayor)
- Christmas Lights/Carols 27<sup>th</sup> Nov Lead Cllr. Smith – Town Mayor
- Christmas Parade 11<sup>th</sup> December Lead Cllr. Try
- Community Fair 11<sup>th</sup> December Lead Cllr. Lehmann Dep Cllr. Bloomfield

**ACTION DEPUTY TOWN CLERK**

Members heard that a quotation for a firework display from Pa-Boom had been received and it had increased by £100 to £2,700. The increase was to cover additional fuel and a small increase in firework materials. **AGREED** unanimously to accept the quotation.

Cllr. O'Donoghue enquired as to the duties regarding Deputising at the Charter Fair; the Chairman gave a brief descriptions of duties.

As the new Vice Chairman of the Committee, Cllr. Bloomfield will attend some officer meetings.

**94/10 Tourist Information Centre**

94.1 An email from Mr. Warren Whyte was circulated with the agenda.

Members heard that The Old Gaol would be carrying out essential re-pointing works on the Market Hill South, which would include a partial road closure. The Chairman informed Members that the works were linked to the SOS (Save Our Stones) campaign. Mr. Whyte has requested help from the Town Council on two points:

1. To allow the use of the Charter Fair temporary signs
2. To allow the Town Council staff to locate the signs on behalf of the Old Gaol.

Members discussed whether the signs would be appropriate for this use, as they are specifically made for the Charter Fair.

It was also noted that the request would be granted where possible, but the Town Council would accept no responsibility, cost or liability and that it should be made clear that the project was the concern of the Old Gaol.

Members also raised questions regarding the duration of the works, as the signs need to be down in time for September erection for the Charter Fair, as required by law.

**AGREED** that a letter be written to Mr. Whyte for clarification.

**ACTION DEPUTY TOWN CLERK**

94.2 Councillors noted that a meeting between Mr Jon McGinty and Cllrs. Smith and Stuchbury would take place on the 3<sup>rd</sup> June at 3.30pm. Cllr. Isham expressed an interest in attending the meeting.

**95/10 Youth Projects**

95.1 Local Democracy Week

Members heard that Mr John Bercow MP had expressed in interest in taking part in Local Democracy Week. The small hall in the Community Centre had been booked on Friday 15<sup>th</sup> October and the Buckingham School and the Royal Latin School had received an email from the Deputy Town Clerk inviting them to take part. So far only the Buckingham School had responded to lodge their interest in participating. The Deputy Town Clerk would follow up with another email to the Royal Latin School.

**ACTION DEPUTY TOWN CLERK**

### 95.2 Drama Event

Members heard that the Youth Project event would be taking place on Friday 11<sup>th</sup> June in the Buckingham Community Centre. The event would involve a presentation of drama, art, photography and dance and is a collaboration between The Buckingham School and the Royal Latin School. The project theme will be the use of masks.

The project is being driven by Mrs. Hunt and she will work with Mr Boileau at the Royal Latin School to complete the project.

The Town Council will be providing funding to purchase masks for the drama and dance presentation, which will then be re-used by the school.

Members heard that the schools will be asking for donations on the door as lighting needs to be paid for.

### 95.3 (1011.3/09) Youth Council

Cllr. O'Donoghue reported that Mr Jim Whatmore, Senior Youth Worker from the Buckingham Youth Centre, had expressed a concern that the Town Council would be doubling up on work they had already done, as they already have a Youth Cabinet. A meeting between Cllr. O'Donoghue, the Town Clerk Mr. Christopher Wayman and Ms. Lisa Nicholson, a Youth Worker at Bucks. County Council, was productive, as Ms. Nicholson was keen to work in partnership with the Town Council to form the Youth Council.

A report on the progress of the Youth Council will be prepared and presented at the next meeting.

The Deputy Town Clerk had written to the schools stating the intentions of the Town Council to form a Youth Council, but as yet no response has been received.

Members advocated that the Youth Council be set up in such a way that the funding is available for use by the young people immediately, as they can become disillusioned very quickly if responses to their requests for project funding are slowed by the need to refer to Committee.

Members heard that although there might be a risk of the young people spending the money rashly, the chance should be taken to give them responsibility. This may be made a little less risky by the introduction of two "silent" Councillors, with delegated responsibility to commit funds to chosen projects and offer advice on decisions; this would also help with the condition that any monies are spent inside the parish.

Members heard that £500 had theoretically been agreed from last year's budget, with another £500 from next year's budget.

#### **ACTION CLLRS STUCHBURY/O'DONOGHUE/DEPUTY TOWN CLERK**

95.4 Cllr. O'Donoghue gave a verbal report on the possibility of a film provision and football coaching for young people during the school summer holidays. She had approached Mr. Mark Gadd from The Film Place, who said he would require £100 before he would agree to show a film, as he has previously lost money on a similar project. The issue of CRB checks was raised, but as the film would also attract adults, this might not be a problem.

Councillors **AGREED** that this was a good initiative: proposed by Cllr. Isham and seconded by Cllr. Mordue to make £100 available to move the project forward.

Members heard that the facilities of the Buckingham Athletic Sports and Social Club had been placed at the disposal of this project by the kind permission of Mr. Charles Bassano for the possibility of football coaching for young people during the summer school break. The Deputy Town Clerk had received an emailed quotation from Mr. Matt Ogle regarding possible coaching lessons at the Club. This would

cost £20 per coach per hour. The coaches have CRB clearance, but it was felt that this was too costly for the project to proceed. Cllr. O'Donoghue would contact the Action for Youth organisation with the view to engaging their coaches at a reduced rate.

**AGREED** unanimously that £100 be made available to move the football coaching forward initially.

Cllr. O'Donoghue to approach Mr. Gadd and Action for Youth and present a report to Committee at the next meeting.

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

## **96/10 Correspondence**

96.1 To receive a letter from the Mitre Public House regarding fundraising for the HELP for HEROES organisation.

A letter had been received from Mr. David Gibson of The Mitre Golf Society regarding a series of events taking place throughout June and asking for support in the form of a donation or prize for a raffle.

Members felt that as it would be inappropriate to donate cash, the Town Council could offer Town Council Millennium Mugs as an alternative, the office to decide the number of mugs to be sent.

**ACTION DEPUTY TOWN CLERK**

96.2 (1014.1) To receive an email from Mr. Mark Chapman regarding the Town Twinning Football Tournament

The contents were noted.

96.3 (857.3) To receive a response from the Royal British Legion.

The contents were noted.

96.4 (1007.2) To receive a response from Tesco Stores Ltd regarding a donation for Music in the Market.

Members noted that Tesco policy dictates that they do not sponsor events.

## **97/10 Quotations obtained**

97.1 Members considered two quotations for the removal and replacement of the traffic bollards for both weeks of the Charter Fair, one from Volker Highways and one from Transport for Buckinghamshire at Bucks. County Council.

Members **AGREED** unanimously to accept the quotation from BCC, as it was the most competitive.

97.2 Members received a quotation from Mr. Sean Murray regarding the appearance of the Sealed Knot at the Bonfire and Fireworks night on 6<sup>th</sup> November 2010.

Members **AGREED** to accept the quotation as it was the same as last year.

97.3 Members received two quotations for the provision of skips for the river rinse. Proposed by Cllr. Newell, seconded by Cllr. Hirons and **AGREED** to accept the quotation from Mursley Skips as it was the most competitive.

*Cllrs. Cadd and Mordue left the meeting.*

97.4 Members **AGREED** to accept the recommendation of the Chairman and Clerk that Aylesbury Vale be engaged to clear litter and refuse after the Charter Fairs.

**98/10 News releases**

**AGREED** that the Deputy Town Clerk issue a press release when the Hanging Baskets have been installed.

**ACTION DEPUTY TOWN CLERK**

**AGREED** that the Deputy Town Clerk issue a press release regarding the Path Walking event on 18<sup>th</sup>/19<sup>th</sup> July.

**ACTION DEPUTY TOWN CLERK**

**AGREED** that the Deputy Town Clerk issue a press release regarding the Youth Project on Friday 11<sup>th</sup> June 2010.

**ACTION DEPUTY TOWN CLERK**

**AGREED** that Cllr. O'Donoghue issue a press release regarding the special film showing.

**ACTION CLLR. O'DONOGHUE**

**AGREED** that if AVDC does not issue written agreement on parking permits, a press release be issued.

**ACTION DEPUTY TOWN CLERK**

**99/10 Chairman's Items**

There were no Chairman's Items, but Councillors were urged by the Chairman to attend the Music in the Market event on Sunday at some point during the day.

**100/10 Date of the next meeting:**

Monday 12<sup>th</sup> July 2010

Meeting closed at 21.09pm

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