

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 8th July 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield – Vice Chairman
Cllr. H. Cadd
Cllr. Mrs. G. Collins
Cllr. P. Collins
Cllr. D. Isham
Cllr. A. Mahi
Cllr. H. Mordue
Cllr. Ms. Newell - Town Mayor
Cllr. L. O'Donoghue
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury - Chairman
Also attending Mrs. C. Bolton Committee Clerk
Mrs. A. Brubaker Events Assistant
Cllr. J. Harvey

192/13 Apologies for Absence

Apologies were received and accepted from Cllr Smith, and for late arrival from Cllr Newell.

193/13 Declarations of Interest

Cllrs Strain-Clark and Bloomfield declared an interest in item 19, Twinning.

194/13 Minutes

The minutes of the meetings held on Monday 20th May 2013 ratified at Full Council on 24th June 2013 were received and accepted.

195/13 Motion Cllr Harvey and Cllr O'Donoghue

The Town Council resolves to request AVDC and BCC to work together with us to install signage on the bypass and in town to inform and direct people towards the town's car parking arrangements. Specifically, both the Stratford Fields and Western Avenue car parks will need road signs indicating that they are free car parks now. Also, the council requests signs something like this to be installed on the bypass in order to attract travellers on the A422, the A421 (and possibly the Brackley Road and Maids Moreton Roads) to boost the local economy and make the most of the new parking fee structure in the town centre.

Cllr Harvey and O'Donoghue informed Members of their reasoning for the motion; that now would be an opportune time with forthcoming changes to parking arrangements in the town; to advertise free parking, both long and short term in the town and on the bypass. Cllr Harvey had consulted the Traders Association on the proposal and received very positive feedback.

Councillors discussed various ideas on where signage could be placed and the format, including placing signs to attract shoppers coming out of the National Trust property at Stowe.

Members **AGREED** that Cllrs Harvey and O'Donoghue draft a letter to Bucks County Council to open discussion on the matter.

ACTION: CLLRS HARVEY AND O'DONOGHUE

196/13 Motion Cllr Collins

Re: Charter Fair: The contract with the Nicholls brothers be presented to the next T C & E Committee along with any other contractual obligations as to why we (as opposed to any other body) have to facilitate the Nicholls brothers.
Councillor Collins informed Members that documents which had been supplied with the agenda were incomplete. The full contract was required, along with any documents that were referred to within the contract – for example - 2011 Nicholls Bros contract referred to an item "as agreed in 2010" – (without which the value could not be determined).

Concern was expressed with the Charter Fair contract and advice would be taken from the Town Clerk on the wording of the contract to ascertain the Town Council's position.

The original motion was proposed by Cllr Collins, seconded by Cllr Bloomfield and **AGREED**.

ACTION: EVENTS ASSISTANT/TOWN CLERK

Cllrs Mordue and Harvey left the meeting

197/13 Action List

Members noted the Action report.

The Events Assistant informed Members that she was in correspondence with Windsor Castle regarding crown copyright issues on the Memory Book (840/11); an update should be available for the next meeting.

463/12 Item to be removed, budget to be found from River Rinse.

The Ladies Circle would be undertaking a Fun Run on 13th October; the Mayor would be invited to open the event.

710/12 Cllr O'Donoghue advised Members that AVDC would be refurbishing the skate park, so until that was done there was little point in proceeding with the kick boards until refurbishment was complete. The play area would also be renewed at the same time.

A list of names for a focus group to put forward suggestions on the skate park would be forwarded to AVDC.

ACTION: EVENTS ASSISTANT

198/13 Markets

198.1 The Market report was received. Councillors **AGREED** the recommendations therein, regarding the Charity and Community Stalls and commencement of an Artisan Market.

198.2 (59/13) The Street Market Rules and Regulations Policy was received. Councillors **AGREED** the policy, following verification on –

Pg 5, item 2 (a) clarity was required on fresh items sold, such as fresh produce, bread etc which did not display best before dates. The paragraph should be modified to read all wrapped food should be labelled accurately.

Pg 1, item 4 – Members commented that traders were not adhering to this requirement and should be reminded to do so.

Pg 2, item 17 – Traders should be reminded of the rule, as “demonstrating” had been witnessed recently.

ACTION: DEPUTY TOWN CLERK

Councillors recorded their thanks to Mrs Anita Simonds, Deputy Town Clerk (who would be leaving the Town Council on 19th July) for her informed and modern thinking in the running of the town’s markets; consistency, professionalism and diligent manner.

199/13 Budgets

Councillors received the budgetary information. The Chairman asked Members to note that the funds available in Account 9015 Charter Fair were accrued for future items that may be required to host the fair, additional signage for example.

Members **AGREED** to request an update from the Environment, Health and Property Committee on the funds which had been provided from the Youth Project budget to assist with the provision of a new Trim Trail.

ACTION: E,P&H SEPTEMBER AGENDA

200/13 Christmas Parade

The Chairman reported to Members that in light of the decision from Full Council on 24th June, a meeting was being sought with members of the Parade Committee and authorities to progress safety and road closure issues.

201/13 Forthcoming Events

201.1 Bandjam - The Events Assistant reported that 4 professional stewards would be provided for the event. Assistance was requested from Councillors on the day, specifically litter picking at the end of the day.

Cllr Newell arrived

River Rinses – Cllr Bloomfield would be leading on the first event on 15th September.

201.2 Bonfire 2nd November – Councillors noted the quotation. Cllr Mahi would contact the Scout group to discuss running the hot dog stall this year.

Cllr Isham left the meeting

202/13 Event Reviews

26th May Music in the Market – The Events Assistant reported a very successful event with good weather and large crowds. 2 paid stewards had assisted at the event and provided useful advice on positioning of the barriers.

15-23rd June Fringe Week - The week of events had been a success and gone well to plan. The comedy night had sold out, the Oxford Fiddle Group had sold 90 tickets; cream teas at Villiers and the ghost walk were also very popular. All the associated Fringe events run by various organisations throughout the town had all been reported as successful and well attended

Councillors commented that there had been a significant input from the younger community this year and that it should be encouraged with more events for young people in 2014. The Chairman requested that the Fringe Committee Group start work on organising the 2014 Fringe calendar as soon as possible.

Cllr O'Donoghue suggested that Ed Grimsdale put on a 'virtual' ghost walk using Google maps for those people in the town who would find it difficult to walk round the trail.

ACTION: EVENTS ASSISTANT

203/13 (72/13) Cone hire/Purchase

The Events Assistant advised Councillors that cones were needed for the Charter Fair, and as they could no longer be provided by AVDC, hiring or purchasing were the proposed options. Members discussed the quotations, agreeing that hiring was not a viable solution as they were needed several times during the year; the cost was excessive.

Councillors **AGREED** to proceed with the purchase of cones, with company number 3 at a cost of £845. The Events Assistant would discuss storage of the cones with the Green Spaces Manager.

Councillors also discussed the possibility of hiring cones out from the Town Council should it be requested. The Events Assistant would work on a policy for the next meeting.

ACTION: EVENTS ASSISTANT

204/13 Youth Project

Councillor O'Donoghue had previously reported on the Skate Park competition. The Drama and Art event held at The Buckingham School had been a great success, with much help from both Rachel Hunt of The Buckingham School and Martin Bouileau from the Royal Latin School. A letter of thanks would be sent to both schools. Next year's drama and art event would take place at the Royal Latin.

ACTION: EVENTS ASSISTANT

The Chairman commented on the excellent co-operation demonstrated and requested that Cllr O'Donoghue begin work on a proposal for the next event.

ACTION:CLLR O'DONOGHUE

205/13 St George's Parade

A request from the Buckingham Scout Group was received. Councillors **AGREED** that the Scouts should approach Bucks County Council direct for the road closure. A letter would be sent to the Scouts to advise them how to go forward.

ACTION: EVENTS ASSISTANT

206/13 Charter Fair

206.1 An email quotation from AVDC ref cleaning after event was noted.

206.2 A quote from TfB for removal of signs was noted.

207/13 Christmas Lights Switch On

A request from the Glee Club was received. Concern was raised that the organisation was profit making. Further information was required, to be discussed at the next meeting.

ACTION: EVENTS ASSISTANT/AUGUST AGENDA

208/13 Visitor Information Centre

The visitor information was noted.

Members deviated from Agenda order

Members briefly discussed a paper submitted by Cllr Smith for a proposed music group. Cllr O'Donoghue would gather information on a similar organisation; the item would be discussed at the next meeting

ACTION: CLLR O'DONOGHUE

209/13 Trader's Association

The minutes dated 10 June 2013 were noted.

Members deviated from Agenda order

The Gazebo Hire Agreement form would be discussed at the next meeting.

210/13 Twinning

No items were reported.

211/13 Correspondence

None.

212/13 News releases

- 1. Free Car Parking signs, dialogue with BCC.
- 2. River Rinses.

213/13 Chairman's Items

The Chairman informed Councillors of an invite to attend the opening of Buckingham Brewery.

214/13 Date of the next meeting: Tuesday 27th August 2013

Meeting closed at 9.30pm

Signed Date
Chairman