

TCE/06/20

Minutes of a meeting of the **Town Centre and Events** Committee of Buckingham Town Council held on Monday 8<sup>th</sup> February 2021 at 7pm online via Zoom.

**Present:**

Cllr. R. Ahmed	
Cllr. G. Collins	Town Mayor
Cllr. T. Bloomfield	Vice Chair
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	
Cllr. A. Mahi	
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	Chair

**Also attending:**

Mr. P. Hodson	Town Clerk
Miss. E. Churchill	Town Centre Manager
Mrs. A. Brubaker	Events Co-ordinator
Mrs. N. Stockill	Committee Clerk

No members of the public attended and so there was no public session

#### 1027/20 Apologies for Absence

Members received and accepted apologies from Town Cllrs. O'Donoghue and Try and Buckinghamshire Councillors Clare and Mills.

#### 1028/20 Declarations of Interest

There were no declarations of interest.

#### 1029/20 Minutes

Members received the minutes of the meeting held on Monday 7th December 2020 and **AGREED** to amend a typographical error at minute 870/20. The amended minutes were **AGREED**. (TCE/05/20)

#### 1030/20 Action List

252/20 (Bard of Buckingham) – Members **AGREED** for the Town Clerk and Events Coordinator to liaise with Mr. D. Jones on the best way to proceed with the next Bardic election.

#### **ACTION EVENTS COORDINATOR**

870/20 (Good Endings Fair) – It was **AGREED** to amend the review date for the April meeting.

#### 1031/20 Covid 19 Update

Members discussed a report from the Deputy Town Clerk and unanimously **AGREED** the following report recommendations:

- That the Pancake Race, Food Fair, Spring Fair and May Day events be cancelled.
- That the re-dedication of the War memorial be postponed until 2022.

TC&amp;E (08/02/2020)

Ratified

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*PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.*

Initial.....

- That the Community Fund Raising Fair and all subsequent events be planned for in full to take place in a socially distanced manner; with the final decision on whether to go ahead being made at a future meeting of the Committee.

Members recorded their thanks to staff for their continued efforts during the third national lockdown. It was noted that the Tourist Information Centre (TIC) was closed as per Government guidelines and it will reopen when appropriate. Staff from the TIC have been redeployed to other roles. Members acknowledged that the Shopmobility service was also closed and the equipment and furniture had been fully cleaned following the recent flood. The Shopmobility officer was currently helping prepare access information for Discover Buckingham and the service will be resumed at the appropriate time.

**1032/20 Rural Market Towns Group (RMTG)**

Members discussed and **AGREED** for the Town Clerk to join the RTMG's Clerk's Advisory Panel.  
**ACTION TOWN CLERK**

**1033/20 Bounce Back Events – Proposed approach**

1033.1/20 The Events Coordinator explained that the Council has set aside an earmarked reserve of £10,000 for Bounce Back events. The funding was created to enable the Council to help residents and businesses begin to return to normal (or establish the new normal) with some positive events and activities during 2021. Members noted the following set of proposed activities, with costs yet to be finalised:

- Fringe week
- Sculpture Trail of fibreglass otters
- Saturday entertainment in the town centre
- Youth programme throughout the summer holidays
- Basketball sessions

Members discussed and unanimously **AGREED** the list of projects in principle, subject to a costed proposal being agreed by a subsequent meeting.

**ACTION EVENTS COORDINATOR**

1033.2/20 Public art trail; Members received a written report from the Lace Hill Sports and Community Centre Coordinator and unanimously **AGREED** to support the public art trail as an event to be launched during Fringe week and one that will continue to run throughout summer 2021.

**ACTION LACE HILL SPORTS AND COMMUNITY CENTRE COORDINATOR**

**1034/20 Buckingham Fringe 2021**

The Events Coordinator explained she was investigating options for an outdoor venue to provide socially distanced events during the Fringe festival. The Oxford Fiddle Group and UK Astronomy have expressed an interest in attending and plans are in place for a Comedy Night. The Town Centre Manager is looking into various local open air theatre groups.

Members noted the verbal report and asked for further updates to be brought to the April meeting of TC&E Committee. The proposed dates for the Fringe Festival are the 17-25 July but are subject to change.

### **1035/20 Summer Hanging Baskets & Planters**

Members discussed and agreed a mixture of bright, rainbow colours to be finalised between the Events Coordinator and the Nurseries Manager for this year's summer hanging baskets and planters.

A press release was **AGREED** to publicise the replanting of the baskets and planters and the forthcoming Buckingham in Bloom competition.

### **1036/20 Future Events**

#### **1036.1/20 Community Group Fundraising Day (733/20)**

The Events Coordinator highlighted that, while it is not yet known what level of events will be allowed by June, it is proposed to plan for an event which allows for as much social distancing as possible in the paddock at Bourton Park. All groups who are based in Buckingham or who have volunteers who operate in Buckingham, or provide services in the town would be welcome to have a stall. It is hoped to have a wide variety of organisations represented, including sports clubs, arts groups, schools / PTAs, groups who have received grants from the Town Council.

Proposed by Cllr. Strain-Clark, seconded by Cllr. Bloomfield and unanimously **AGREED** that the event, titled "Celebrate Buckingham" is held, providing Covid restrictions allow.

**ACTION EVENTS COORDINATOR**

### **1037/20 Holocaust Memorial Day**

Members received and discussed a report from the Town Clerk. It was noted that The Holocaust Memorial Day Trust promote and supports Holocaust Memorial Day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi Persecution and in more recent genocides including those in Cambodia, Rwanda, Bosnia and Darfur.

Cllr. Stuchbury explained that Councillor Ruth Newell had attended the event in Milton Keynes and has asked for the Council to consider providing something similar in Buckingham.

Members discussed the proposal to install a memorial stone in Bourton Park. The stone would provide somewhere for anyone to reflect during the year, as well as a focal point for the annual memorial service. The cost for this is not yet known. However, it is estimated to be no more than £1,000. The current forecast underspend for TCE in 2020/21 is £22,331. This is an increase of £2,482 from the forecast given in December 2020 of £19,849. It is therefore proposed to recommend that the Council creates a new ear-marked reserve of £1,000 using the additional underspend. Members identified that the cost may be more or less than £1,000 so agreed for the Town Clerk to obtain a detailed cost and recommend the appropriate amount be put into an ear-marked reserve. Members unanimously **AGREED** the following report recommendations:

- The Town Council hold an event to mark Holocaust Memorial Day on 27<sup>th</sup> January each year.
- A sub-committee is established to devise the programme for the first event

- The Environment Committee are asked to consider obtaining a memorial stone and installing this in a suitable location in Bourton Park
- The Town Council creates an appropriate ear-marked reserve to allow for the production of an engraved stone using the additional underspend now forecast for the TCE budget. For an appropriate future to place into the ear marked reserve to be reported to the next meeting of Full Council.

### **1038/20 Social Media initiatives and Small Projects**

Members received and discussed a written report from the Communications Clerk.

Members **AGREED** to allow the office team to develop and publish online activities that are free apart from administration and stationary costs. These activities should reflect the Committee's activities and previously agreed policies and priorities.

Members recorded their thanks to the office staff for initiating so many engaging social media campaigns and asked for future initiatives to be circulated, for information, to committee members in advance of publication.

### **1039/20 Buckingham Action Group**

To be discussed at the April meeting of TC&E.

### **1040/20 Budget**

Members received and noted the budget figures.

#### **1040.1/20 To receive the latest budget figures**

Members noted the report and acknowledged a typographical error.

#### **1040.2/20 Revised budget forecast (covid-19 impact)**

Members received and noted the budget figures.

#### **1040.3/20 Budget for 2021/22**

Members received and noted the budget figures.

### **1041/20 Town Centre Management Update**

#### **1041.1/20 To receive and discuss a verbal report from Town Centre Manager**

The Town Centre Manager reported on a recent meeting with the Town Centre Manager at Princes Risborough and the creation of a business questionnaire to be published this week.

#### **1041.2/20 To receive the latest visitor and accommodation statistics**

The reported was noted.

#### **1041.3/20 Town Centre Design Working Group; to receive and discuss a written report from the Town Clerk**

The Town Clerk explained that during the first Covid 19 lockdown, there was much discussion about the merits of pedestrianising part of the town centre. The subject was raised during the Covid 19 and Economic Recovery sub-group of the Buckingham & Villages Community Board, held on 26th January 2021 and attended by the Town Clerk and Cllr. Smith. It was agreed at that meeting to seek to establish a small working group to review the options, and to develop a scope of work for a suitable designer to

propose options to change the town centre's layout, including options for pedestrianisation. It is likely that the Community Board would be asked to fund the ensuing design work, and may also be asked to support the implementation of any agreed schemes in the longer term. Any designs created would then form the basis of public consultation to assess local support for their implementation. It was agreed to invite representatives of Buckinghamshire Council, Buckingham Town Council and the Buckingham Society to take part in the group.

Members raised a number of issues that they hoped the Working Group would consider, including the impact on parking, local businesses and neighbouring streets who may experience more traffic if pedestrianisation is put in place. Members were keen to ensure that a full consultation takes place before any works are agreed.

Cllr Stuchbury proposed writing to the Town Centre Design Working Group suggesting that road closure is arranged to trial any proposed measures for pedestrianisation of the town centre.

Members unanimously **AGREED** that the Committee support the creation of the working group and to comment on the consultation with such lessons learned from previous pedestrianisation schemes and road closures for the Charter Fair and Christmas Parade. Members **AGREED** for the Town Mayor, Committee Chair and Vice-Chair to act as representatives on the Town Centre Design Working Group.

#### **1042/20 Access**

Access Awareness Day – Members **AGREED** to host an Access Awareness Day at the first possible opportunity.

#### **1043/20 News Releases**

Members **AGREED** the following press releases:

- Town Centre Manager
  - Hanging Baskets and Planters, including the Buckingham in Bloom
1. Draft a press release for the Fringe Festival.

#### **2. 1044/20 Chair's Items**

The Chair recorded thanks to the Market Manager for his efforts to sustain the Street Market during these difficult times.

#### **3. 1045/20 Date of the next meeting: Monday 12<sup>th</sup> April 2021**

#### **4. 1046/20 Confidential Session**

#### **5. Exclusion of Public and Press**

6. **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.

**1046/20      Lighting Columns**

Members received and discussed a written report from the Events Coordinator regarding arrangements for the re-testing of lighting columns in and around Buckingham Town Centre advertising the Hidden Quarter and shopping in Buckingham. Members **AGREED** that the re-testing is conducted by Rei-lux and paid for using budget code **301/ 4212** Christmas Light Switch On.

**1047/20      AccessAble Service**

Members discussed correspondence to the Town Clerk and asked for any updates to be brought to a future meeting of Committee.

Meeting closed at 20.36pm

Signed

Date