



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 19 July 2023

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 24th July 2023 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:

<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSlfcZC9Q/>

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

2. Declarations of interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

3. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 5th June 2023.

[Copy previously circulated](#)

4. Budget

To receive and note the latest budget figures.

[Appendix A](#)

5. Local Democracy Week

To receive a report from the Events Coordinator

[TCE/42/23](#)



Twinned with Mouvaux, France;

Neurkirchen-Vluyn, Germany



Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk can send you a copy of any minutes, reports, or other information. To do this, send a request using the contact details set out above.

6. Band Jam: Big Bash

To receive a report from the events Coordinator

[TCE/43/23](#)**7. Event reviews**

- 7.1. Celebrate Buckingham Day
- 7.2. Swan Trail (verbal)
- 7.3. Fringe Week: Jumble Sale (verbal)
- 7.4. Fringe Week: Market Entertainment (verbal)
- 7.5. Fringe Week: Family Fun Day (verbal)
- 7.6. Fringe Week: Buckingham Play Days (verbal)

[TCE/44/23](#)**8. Calendar of forthcoming events**

To note the current calendar of events.

[Appendix B](#)**9. Motion: Cllr. Davies**

The option to hold a street food fair in the next financial year be explored and a report brought to a future meeting in time to be precepted for if agreed.

10. Buckingham in Bloom

To receive a verbal update from the Events Coordinator.

11. Climate Emergency Action Plan

To receive and discuss updates to the Climate Emergency Action Plan.

[Appendix C](#)**12. Motion: Cllr. Harvey.****That this committee recommends the below to Full Council:**

In line with our environmental policy to reduce plastic waste and single use plastic wherever possible, this Council calls upon the local British Legion and all those who regularly lay (plastic) wreaths on the war memorial on Armistice Sunday, to explore options to use non-plastic alternatives this coming year. The Town Council will review what options are found by local organisations with an intention to steadily seek to reduce the use of plastic in forthcoming years to zero. This coming November, the Town Mayor will lay a memorial wreath constructed of less than 10% plastic in order to lead the way forward.

13. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

14. Action list

To receive action reports and updates.

[Appendix D](#)**15. Access****16. News releases****17. Chair's items****18. Date of the next meeting:** Monday 25th September 2023**To Committee Members:**

Cllr. R. Ahmed

Cllr. F. Davies Vice Chair

Cllr. M Gateley

Cllr. J. Harvey

Cllr. A. Mahi

Cllr. L. O'Donoghue

Cllr. A. Schaefer Town Mayor

Cllr. R. Stuchbury Chair

Cllr. R. Willett

Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
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TOWN CENTRE & EVENTS301 Town Centre & Events

1013	Hanging baskets	(333)	456	789		(73.1%)	
1028	Lace Hill events income	137	847	710		16.2%	
1062	Community Fair table income	0	230	230		0.0%	
1066	Comedy night income	0	1,500	1,500		0.0%	
1069	Charter fairs income	0	7,660	7,660		0.0%	
1091	Events Sponsorship Income	0	50	50		0.0%	
1092	Events Stall Income	0	800	800		0.0%	
1093	Dog Show Income	0	125	125		0.0%	
3997	NI TC&E	638	4,323	3,685		14.8%	
3998	Pensions ERS TC&E	2,639	19,863	17,224		13.3%	
3999	Salaries TC&E	15,029	79,743	64,714		18.8%	
4042	Events equipment	86	1,000	914	16	898	10.2%
4094	Youth project	2,816	3,485	670		670	80.8%
4104	Town in Bloom	1,417	9,000	7,583	3,025	4,558	49.4%
4107	Pride of Place	25	60	35		35	41.7%
4115	River rinse	0	450	450		450	0.0%
4128	Small Events	0	300	300		300	0.0%
4166	Lace Hill events	250	1,500	1,250		1,250	16.7%
4201	Christmas lights	0	12,800	12,800		12,800	0.0%
4202	Firework display	0	6,600	6,600		6,600	0.0%
4203	Community fair	0	490	490		490	0.0%
4205	Christmas parade	40	5,000	4,960		4,960	0.8%
4207	Remembrance parade	17	1,030	1,013		1,013	1.7%
4208	Spring Fair	40	300	260		260	13.3%
4211	Band Jam	85	4,792	4,707	259	4,449	7.2%
4212	Christmas lights switch on	45	3,000	2,955		2,955	1.5%
4213	Dog show	110	700	590		590	15.7%
4220	Music in the Market	4,366	4,721	355	330	25	99.5%
4241	Comedy Night expenditure	390	1,500	1,110		1,110	26.0%
4243	Charter Fairs	312	5,500	5,188		5,188	5.7%
4260	Twinning	0	65	65		65	0.0%

302 Street markets

1005	Street markets	5,569	16,944	11,375			32.9%
1006	Flea market	2,290	3,800	1,510			60.3%
4017	Subscriptions	384	501	117		117	76.6%

4225 Rates	1,672	2,900	1,228	1,228	57.6%
4234 Market Entertainment	0	950	950	950	0.0%
4235 Market infrastructure & Promotion	750	1,250	500	500	60.0%

303 Special events

1020 Food fair income	(25)	571	596		(4.4%)	
1083 Fringe income	15	200	185		7.3%	
1094 Skate Park Income	0	950	950		0.0%	
1099 Summer Art Trail Sponsorship	1,170	0	(1,170)		0.0%	
4169 Skate Park Event	0	950	950	950	0.0%	
4221 Fringe	1,408	2,000	592	592	70.4%	
4242 Food fair	0	600	600	600	0.0%	
4244 Flags	0	600	600	600	0.0%	
4273 One-off events	180	1,100	920	13	907	17.5%
4278 Celebrate Buckingham Day	1,598	1,800	202	104	98	94.6%
4279 Summer Art Trail	642	0	(642)	(642)	0.0%	

Income from sponsorship *

Expenditure possible due to income as above *

305 Tourist Information Centre

1084 TIC income	2,304	9,000	6,696		25.6%
4253 TIC tickets & produce	1,316	8,500	7,184	7,184	15.5%
4255 Heritage app expenditure	0	500	500	500	0.0%
4274 Tourism Website	107	400	293	293	26.7%

306 Accessibility

4254 Accessibility Costs	0	2,070	2,070	2,070	0.0%
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Grand Totals:- Income	11,127	43,133	32,006		25.8%
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Expenditure	36,361	190,343	153,982	3,746	150,235	21.1%
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Net Income over Expenditure

	(25,234)	(147,210)	(121,976)		
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Detailed Income & Expenditure by Budget Heading 01/07/2023

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
901 Ear-marked reserves						
9001 Youth Council	0	2,015	2,015		2,015	0.0%
9012 Christmas lights	0	1,287	1,287		1,287	0.0%
9014 Town In Bloom	457	1,457	1,000		1,000	31.4%
9015 Charter fairs	0	5,141	5,141		5,141	0.0%
9030 Tourism leaflets	0	2,404	2,404		2,404	0.0%
9063 Twinning	0	2,418	2,418		2,418	0.0%
9066 Summer Sculpture Trail	0	585	585		585	0.0%
9074 Accessibility	0	2,513	2,513		2,513	0.0%
Grand Totals:- Income	0	0	0			0.0%
Expenditure	457	17,820	17,820	0	17,820	31.4%
Net Income over Expenditure	(457)	(17,820)	(17,820)			

Buckingham Town Council
Town Centre & Events Committee
Monday 24TH July 2023

Contact Officer: Amanda Brubaker – Events Coordinator

Local Democracy Event October 2023

1. Recommendation

- 1.1. It is recommended that the date and time of the Local Democracy event is changed to Tuesday 10th October from 11am – 1pm.

2. Background

- 2.1. Organised by Buckingham Town Council the Local Democracy Week Event is held every year in October.
- 2.2. It sees a group of students from the Buckingham School and the Royal Latin School come together for an hour to pose questions on a selected topic to a panel of representatives from Buckingham Town Council.
- 2.3. It was requested by the Town Centre & Events committee that Officers investigate whether the schools were happy with the current event structure or whether they wanted any changes.
- 2.4. On the 6th July, the Deputy Town Clerk and Events Coordinator met with teachers from The Royal Latin School and the Buckingham School to talk about this year's event. The results of this discussion were as follow.

3. Date and time:

- 3.1. Both schools said that they would like the event to last longer than the usual hour.
- 3.2. In order to facilitate a longer time slot, the date of the event will need to change from the Friday of Local Democracy Week. This is always the same day as the Charter Fair arriving in town, and all Town Council officers are involved in bringing the fair in through the morning and early afternoon.
- 3.3. Buckingham School will be hosting the event this year and they have propose holding the event on Tuesday 10th October from 11am – 1pm with a break for refreshments. All other days of the week are unsuitable due to staff availability.

4. Attendees: young people

- 4.1. Both schools suggested opening the event up to all years and inviting more students to take part, with up to 25 students per school.

5. Format of event:

- 5.1. The schools were happy with the general structure but asked for the panel to follow a question time format. This would mean 2-3 local elected politicians, and 2-3 'wild card' persons that are ideally local, interested in politics, and have opinions about local and national issues but are not elected representatives.
- 5.2. To facilitate inviting a larger number of people to the panel that are not elected politicians, invitations to take part in the panel will need to be sent earlier. This will mean a small change from the previous invitation to attend the panel process:
- 5.3. Previously, the schools would submit their questions in September, and the Events Coordinator would have a few weeks to find suitable representatives to answer these questions before the meeting in October. For some representatives this was not enough notice to attend.
- 5.4. In 2023, the schools have put together a joint survey of students asking their ideas about topics they would like to ask questions about and circulated this in July. They have also asked for suggestions of people they would like on the panel. Using the results of this survey the Events Coordinator will begin inviting possible panel attendees in July and August, giving substantially more notice. Schools will be notified of who will be taking part in the panel in September, who will use this information to prepare questions in advance (and these circulated to panel members) in advance of the meeting in October.
- 5.5. The final decision as to who will be on the panel will be made by Officers and the Lead Councillor based on the topics and suggestions received from the schools and availability. Any suggestions for panel members from other members are welcome and will be considered.

Buckingham Town Council
Town Centre & Events Committee
Monday 24th July 2023

Contact Officer: Amanda Brubaker – Events Coordinator

Bandjam Update

1. Recommendations

- 1.1. It is recommended that members note the information about changes to the staging and the visit of the National Chopper Club to BandJam in 2023.

2. Background

- 2.1. Organised by Aaron Finch Events and sponsored by Buckingham Town Council, Bandjam will be taking place on Sunday 27th August in the town centre.
- 2.2. A number of bands and solo musicians will perform on the back of a lorry, from 1pm – 10pm in the Bull Ring in the town centre. This is a return to the days when the back of a lorry was used as stage.
- 2.3. A road closure will be in place on Market Hill between the Kings Head and West Street.
- 2.4. The event is free to the public and can draw in over 1,000 people throughout the day. The audience is made up of residents and people coming in from the surrounding towns and villages.
- 2.5. Letters will be delivered to The King's Head and the White Hart before the event asking them to serve drinks in re-useable plastic glasses. This is something that has been done for several years and the pubs always comply to the request. A letter will be sent to Tesco Express asking them to remove glass bottles from their shelves during the duration of the event. This is something that has been done for several years.
- 2.6. Letters will also go out to residents and businesses within the area of the road closure informing them of the event and that a road closure will be in place from 7am until midnight.
- 2.7. This year the stage will on the back of a lorry which is being provided by F1 Lining. The trailer will be situated in the disabled parking bays outside Spec Savers.

2.8. Mr Finch has designed t-shirts which will be on sale to the public through the Bandjam Facebook page.

2.9. Mr Finch is also intending to run a wrist band scheme. These will be available to buy on the day and offer a discount a various shops, cafes, restaurants, and pubs and help to support local businesses.

2.10. Confirmed food vendors to date are.

- Go Greek
- Addys Chopz
- The Vegan African
- Marks Ices

2.11. There will be fun and games for the children including face painting, giant games, magician and more. These will be in the area outside the Old Gaol, with some small changes to the positioning of the bins to make space.

2.12. 3Bs radio station will be there broadcasting the whole event live on their show, and they will be doing interviews with bands and the crowd throughout the day. Mr Finch has been having interviews on the local radio to help promote the event.

2.13. First Aid will be provided by ALR and Complete Security will provide the security for the event.

2.14. The Deputy Town Clerk, Events Coordinator, a member of the Green Spaces team and the Town Centre Manager met with Mr Finch on 18th July and made a site visit so that everyone is aware of the set up on the day.

3. Changes to stage

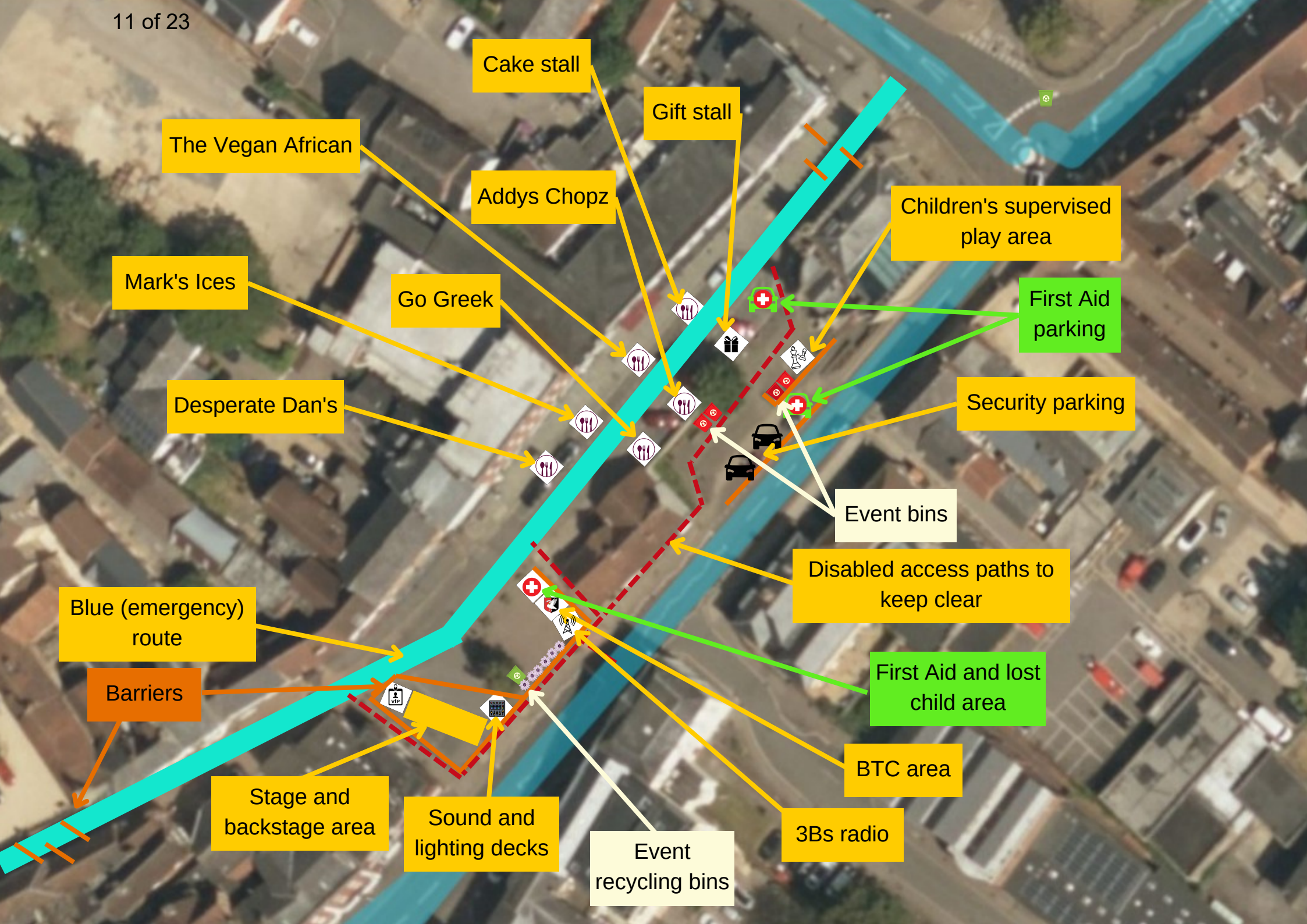
3.1. This year the stage will be on the back of a lorry provided by F1 Lining. A site visit will be made in July by the lorry driver, Mr Finch, a member of the Green Spaces Team and the Deputy Town Clerk so that he can see where the lorry will be situated and how he will position it.

3.2. After the site visit a purpose-built support frame will be built for the trailer by Warm Conservatory Roofs to make sure that the stage will be level.

13. National Chopper Club

13.1 The National Chopper Club will be having its annual ride out and will be stopping off in Buckingham between 1pm – 4pm and visiting the local pubs and restaurants as well as attending Bandjam.

- 13.2. We have been informed that there will be approximately 350 bikes and that they will park them in the Cattle pens and Verney Close. The road closure that is in place for Bandjam does not cover these areas.
- 13.3. The Events Coordinator has been in touch with the Neighbourhood Team and The Safety Advisory Group regarding this. The Safety Advisory Group meets on the 26th July and will discuss this.
- 13.4. We will follow any advice that the Safety Advisory Group gives us in relation to the parking of the bikes.
- 13.5. Complete Security who are providing the Security for Bandjam will also be informed of the group attending the event and will be given the advice that we get from the Safety Advisory Group.
- 13.6. The Town Centre Manager will also liaise with local businesses and make them aware that this is likely to be a very busy day for food and drink sales. An additional bin for waste disposal is also being ordered.



Cake stall

Gift stall

The Vegan African

Addys Chopz

Children's supervised play area

First Aid parking

Mark's Ices

Go Greek

Security parking

Desperate Dan's

Event bins

Disabled access paths to keep clear

Blue (emergency) route

First Aid and lost child area

Barriers

BTC area

Stage and backstage area

Sound and lighting decks

3Bs radio

Event recycling bins

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 24th JULY 2023

Contact Officer: Bethanie Dowden, Administrator

Celebrate Buckingham Day

1. Recommendation

- 1.1. It is recommended that members note this report and the budget.
- 1.2. It is recommended that we consider merging Celebrate Buckingham Day with the Spring Green Fair to create one big community event, as there is considerable overlap in the attendees for both events.

2. Background

- 2.1. The Celebrate Buckingham Day took place on Saturday 17th June 2023 in the Paddock in Bourton Park from 11am – 3pm and was the third year that the event has run.
- 2.2. The event was created to enable voluntary and community groups to promote their services and activities, recruit volunteers and raise funds.
- 2.3. All stall holders were notified in March about the event and were sent parking permits once they had confirmed they were going to attend. All stall holders were asked to provide a children's activity and encouraged to decorate their stalls accordingly.
- 2.4. Staff and volunteers marshalled vehicles in to and positioned them in the Paddock. A voluntary group was approached for additional help but were not available.
- 2.5. The Buckingham Society's Chairman, Ian Orton presented the group's annual awards from the PA gazebo. The winners of the 2023 Heritage and Design Awards were The Grand Junction (Oakman Inns), 19 High Street, Morrison Development Consultancy, The Buckingham Town Council Grounds and Maintenance team, Clarendon House (The Crown Care Group), Smith & Clay and The Mitre.
- 2.6. Groups and organisations that had a stall at the event were:
 - Buckingham Town Council - Buckingham Neighbourhood Development Plan
 - Buckingham Town Council - Climate Emergency Action Plan

- Buckingham Town Council - Art in the Market
- Tourist Information Centre / Shopmobility
- Buckingham & District Angling Association
- Buckingham Cancer Research UK
- Buckingham River Wardens
- The Buckingham Society
- Friends of Buckingham Library
- Friends of The University of Buckingham
- National Women's Register
- National Trust Stowe
- The Film Place
- Community Care North Bucks – Hospital Car Service, Adult Care & Young Carers
- Florence Nightingale Hospice Charity
- Buckingham Hockey Club
- Buckingham Rotary Club
- Buckingham Twinning Association
- 3rd Buckingham Scouts
- Buckingham Community Pantomime
- Buckingham Choral Society
- Mother's CAN (climate café)

2.7. There were 22 stall holders in total, each providing a children's activity. Some of the activities were maggot racing, whack the rat, treasure hunts, various quizzes and painting one of the ten swan sculptures. Buckingham and Villages Community Board, Buckingham West End Bowls Club and Berks, Bucks and Oxon Wildlife Trust cancelled due to unavoidable circumstances.

2.8. There were five local vendors at the event. These included: Good Times Café, Sizzlers Street Food, We Will Wok You, Jay's Ices, and Roman Way Brewery. Another food vendor was due to attend but cancelled as of staff shortages.

2.9. Other entertainment consisted of a bouncy castle, bungee run and giant Jenga. Musical entertainment was provided by the Buckingham Ukulele Group and CrazyHeart.

2.10. There was also a face painter and our giant deck chair.

2.11. Les Gridley provided the sound for the event and commentary was done by Cllr. Anja Schaefer, Mayor of Buckingham, and the Town Crier.

3. Expenditure

2.1 The budget for this event was £1,800.

	Expenditure Budget code
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	4278/303
Total Budget	£1,800
Venue and Event Costs	£1,125
Entertainment	£595
Actual	£1,720
Remaining	£80

2.2 This event did not produce any income.

4. Environmental Impacts

- 4.1. Water: Stall holders who required water for their activities brought their own and recycled used water as appropriate.
- 4.2. Staff and Public Travel: The majority of stall holder's car shared, and volunteers tasked with setting up stalls walked to the event.
- 4.3. Food and Drink: Food vendors supplied locally sourced products such as meat, bread, cheese, coffee, beer etc.
- 4.4. Materials and Equipment: Stall holders provided ecofriendly and biodegradable materials. Organisations promotional materials will also be reused at other events.
- 4.5. Waste: Food vendors had additional bins and managed disposing of waste appropriately. Stall holders cleared litter generated by their stall / activities.

5. Future Considerations

- 5.1. Following on from previous years, the grass in the paddock was mown shorter to help alleviate difficulties for those with limited mobility or using mobility scooters and should be considered again for the next event.
- 5.2. Due to the hot weather that we experienced leading up to the event, the ground was very hard and dry which made filling any holes in the paddock difficult. However, the greenspaces team visited the area multiple times and filled as many holes as possible. On the day of the event, we laid out cones over any trip hazards and put-up notices on the entrances to the park to warn people. This should be considered for any future event in this area.
- 5.3. Liaise with Buckingham Literary Festival about when they plan to hold their event to ensure dates don't clash.
- 5.4. Investigate options for more children's activities. For example, life size chess board, cartoon characters, circus performers, beach cut out boards etc. Equipment could be purchased to be used for multiple events or hired for one of use.

EVENTS 2023/24

July 2023				
25/07/2023	Tuesday	Fringe Week: Art in the Market	1 pm – 4 pm	Cattle Pens
25/07/2023	Tuesday	Fringe Week: Oxford Fiddle Group	8 pm – 10 pm	Radcliffe Centre
26/07/2023	Wednesday	Fringe Week: Childrens Crafts run by NT	10 am – 3 pm	Chantry Chapel
27/07/2023	Thursday	Fringe Week: Garden on a Plate Judging	1 pm – 4 pm	Buckingham Library Garden
27/7/2023	Thursday	Fringe Week: Buckingham In Bloom judging	2 pm	Buckingham
28/07/2023	Friday	Fringe Week: Now and Then Theatre Play in a Day	10 am – 5 pm	St Peter & St Paul's Church Green
29/07/2023	Saturday	Fringe Week: Comedy Night	8 pm – 10 pm	Tanlaw Mill
30/07/2023	Sunday	Fringe Week: Buxopoly (Organised by Alec's Angels)	11 am	Buckingham Cricket Club
31/07/2023	Monday	Basketball	5:30 pm – 6:30 pm 6:45 pm – 7:45 pm	Chandos Park Bourton Park
August				
03/08//2023	Thursday	Basketball	5:30 pm – 6:30 pm 6:45 pm – 7:45 pm	Chandos Park Bourton Park
07/08/2023	Monday	Basketball	5:30 pm – 6:30 pm 6:45 pm – 7:45 pm	Chandos Park Bourton Park
08/08/2023	Tuesday	Buckingham Play Days	10 am – 3 pm	Chandos Park
14/08/2023	Monday	Basketball	5:30 pm – 6:30 pm 6:45 pm – 7:45 pm	Chandos Park Bourton Park
17/08/2023	Thursday	Basketball	5:30 pm – 6:30 pm	Chandos Park

			6:45 pm – 7:45 pm	Bourton Park
21/08/2023	Monday	Basketball	5:30 pm – 6:30 pm	Chandos Park
			6:45 pm – 7:45 pm	Bourton Park
22/08/2023	Tuesday	Buckingham Play Days	10 am – 3 pm	Chandos Park
27/08/2023	Sunday	Band Jam: Big Bash	1 pm – 10 pm	Bullring
28/08/2023	Monday	Basketball	5:30 pm – 6:30 pm	Chandos Park
			6:45 pm – 7:45 pm	Bourton Park
September				
01/09/2023	Friday	Raising of the Merchant Navy Day Flag	10 am	Flagpole outside Community Centre
10/09/2023	Sunday	Dog Show	11 am – 3 pm	Paddock, Bourton Park
17/09/2023	Sunday	River Rinse 1	10:30 am – 12:30 pm	Location TBC
October				
01/10/2023	Sunday	River Rinse 2	10:30 am – 12:30 pm	Location TBC
10/10/2023	Tuesday	Local Democracy Event	2 pm – 3 pm	Buckingham School
13/10/2023	Friday	Charter Fair arrives	10:30 am	Town Centre
14/10/2023	Saturday	Charter Fair	1 pm -11 pm	Town Centre
20/10/2023	Friday	Charter Fair arrives	10:30 am	Town Centre
21/10/2023	Saturday	Charter Fair	1 pm – 11 pm	Town Centre
27/10/2023	Friday	Halloween Event	TBC	Lace Hill Centre
November				
04/11/2023	Saturday	Bonfire and fireworks	6 pm – 8 pm	Paddock Bourton Park
12/11/2023	Sunday	Remembrance Parade	10:15 am – 12:30 pm	Parade forms up Bull Ring
19/11/2023	Sunday	Winter Fair	2 pm – 4:30 pm	Lace Hill Centre
23/11/2023	Thursday	Christmas Light Switch On	TBC	Market Hill

December				
02/12/2023	Saturday	Small Business Saturday	TBC	TBC
TBC	Weekday	*Winter Tree Planting	TBC	TBC
16/12/23	Saturday	Community Fair	11:30 am – 2 pm	Community Centre
16/12/2023	Saturday	Christmas Parade	10:30 am – 12:30 pm	Town Centre
January 2024				
27/1/24	Saturday	Holocaust Memorial		
February				
13/2/24	Tuesday	Pancake Race	11 am – 12 noon	Green outside St Peter & St Paul Church
March				
09/03/24	Saturday	Food Fair	10 am – 3 pm	Community Centre
24/3/24	Sunday	Easter Event	2 pm – 4:30 pm	Lace Hill Community Centre

Winter Tree Planting is the remit of other committees and shown here for reference only



Buckingham Town Council Climate Emergency Action Plan

At Full Council on the 15th July 2019 Members AGREED:

“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

Objectives

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

Buckingham Town Council's Climate Emergency Action Plan

Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.				
	Action	Measure	Responsibility	Update
3.	Encourage practical action by local people through proactive communication campaigns.	Number of visitors per year to webpage	TC&E and Environment Committee	<p>Monthly social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.</p> <p>The office has engaged with local schools to discuss our Action Plan and how they can get involved in community climate action.</p> <p>As a way of generating further engagement, competitions and awards for innovative approaches to tackle the climate emergency should be promoted by the council.</p>
5.	Encourage the formation of Local Climate Action Groups.	One formed	Climate Champions	A Community Climate café hosted its first meeting on 22 nd April 2023 @ 10am in Buckingham Library and attended Celebrate Buckingham to consult on the public's climate priorities.
6.	Host a public meeting on the issue.	One per year	Climate Champions	It is suggested that the Town Council host an information stall on climate change at every public event in Buckingham, as deemed appropriate. Feedback from each event is to be reviewed in line with the objectives of the Climate Emergency Action Plan's objectives.

Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat				
	Action	Measure	Responsibility	Updates
10.	Investigate the environmental impact of Town Council events	Publication of Environmental Impact Assessment for each relevant event	Town Centre & Event Committee	Introduced an Environmental Impact Assessment for Town Council led events with over 400 participants/attendees, as part of the existing Events Management Plan. A summary of which, is reviewed by TC&E Committee.
Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water				
	Action	Measure	Responsibility	Update
13.	Provide recycling facilities at all Town Council Events and within Town Council owned buildings.	One mixed recycling bin per event	TC&E /Environment	Recycling bins are now being provided at all Town Council events. Noting the success of recycling Biffa bins at Music in the Market & Bandjam. Recycling in all BTC offices (including Lace Hill Centre's public areas) now implemented.
14.	Work with and support litter picking initiatives around town including the increased promotion of annual River rinse events.	One Town Council event per year in addition to the two annual river rinses.	TC&E Committee	Community Litter Picking kits are housed at the Town Council's depot and Buckingham Library for community use. The equipment is in regular use by community groups, including weekly litter picks by pupils at Furze Down School.



Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.				
	Action	Measure	Responsibility	Updates
22.	Consider holding an event that promotes cycling around the town	To be considered on a future agenda of TC&E	Town Centre & Events Committee	Cycling and walking trails are promoted through the Tourist information Centre and will be publicised at the Spring Green Fair. The Spring Green Fair will have a stand from Dr Bike, offering cycle repairs and second hand bike sales.
Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
33.	Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.	All events BTC	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.	Deputy Town Clerk	The project will be run with Buckinghamshire Council. April 2023 Update: A survey of young people about youth space and youth council took place via Buckinghamshire Council. Buckinghamshire Council is now looking for a Youth Café venue and an update to TC&E will be provided once this is secured.	Summer 2023
868/20;1042/20	Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	On the next EDCI agenda. Consider transferring this action to them.	Ongoing
869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED that a working group be set up, consisting of councillors and partners, at the appropriate time.	Town Clerk	First focus group took place 25th February 2023, as part of BNDP. Work is ongoing.	Ongoing
745/22	Best Kept Village	Members agreed to encourage the owners of these areas to tidy them up. Cllr. Davies suggested writing to owners and putting out a general press release regarding the outcome of the competition and encouraging the entire community to come together to make the town shine.	Events Coordinator	Letters and press release sent out May 2023. Inspection date organised for Tuesday 6th June at 2pm, contact the events coordinator for details.	Completed - Awaiting results
758/22		Cllr. Gateley Proposed that a working party is formed to inspect the 'problem areas' a few days ahead of this year's judging date to ensure that remedial work can be undertaken. Invitations to participate in the working group will be issued to all Councillors. Seconded by Cllr. O'Donoghue and unanimously AGREED by Members.	Events Coordinator		
249/22 602/22 760/22	PSPO byelaw - BandJam	<p>The byelaw regarding alcohol in the town is relaxed for the event and written advice was received that notices could be temporarily covered. Concern was expressed by Cllr. Davies regarding this. The Interim Deputy Town Clerk will provide a report about the Buckingham Town Centre PSPO byelaw.</p> <p>A consultation took place in the Summer but the Officer who was working on this has now left; this means that there is no firm update. An update will be brought to the next meeting.</p> <p>Proposed by Cllr. Stuchbury, Seconded by Cllr. Willett, and unanimously AGREED by Members to write a formal letter of complaint regarding Buckingham Town Council having been misrepresented in the consultation leading to the decision.</p> <p>Cllr. O'Donoghue Proposed that once the complaint has been submitted a note of concern be sent to all Councillors to inform them of them of the PSPO update. Seconded by Cllr. Mahi and unanimously AGREED by Members.</p>	Deputy Town Clerk	Debated by Interim. Actions in progress.	With interim

Minute No.	Action	Action Required	Action Owner	Update	Deadline
495/22	Local Democracy Week	Cllr. O'Donoghue Proposed that we explore with the schools what they would like and feed back to Committee. Cllr. Gateley Seconded and Members unanimously AGREED . Proposed by Cllr. O'Donoghue to bring to the summer meeting AGREED .	Events Coordinator	Meeting was held with both schools July 2023. Report on agenda.	On Agenda
755/22	Christmas Lights Switch On	Cllr. Stuchbury proposed that a report about the event plans is brought to committee in September.	Deputy Town Clerk		September
761/22	Partner events contracts	It is recommended that the attached contracts are accepted and presented in full to Buckingham Christmas Parade, Music in the Market and BandJam Big Bash. Cllr. Stuchbury Proposed, Cllr. Gateley Seconded, and Members unanimously AGREED the recommendation.	Deputy Town Clerk	In progress, Music in the Market and BandJam contracts signed, final queries being resolved with Christmas Parade.	Ongoing
34/23	Climate action plan	Proposed that post-event we monitor the outcomes against the agreed standard.	Event organiser	On going	On going
35/23	TIC annual visitors statistics	Cllr. Stuchbury Proposed that we compile a resumé to show what we do and send it to the Cabinet Member, highlighting the promotion of events, organisations, and visitor attractions outside of Buckingham. Seconded by Cllr. O'Donoghue and unanimously AGREED by Members.	Town Centre Manager	Statistics amended 6th June 2023. Letter sent.	Completed
38/23	New skate park	Agreed to write to Canvas Spaces Ltd and offer to help with local information about skate park event launch	Deputy Town Clerk	Email sent.	Completed
44/23	Music in the Market	All bands were local and there was a great variety of music and entertainment, including a children's choir, Bollywood dancing, poetry, and a DJ set. Members agreed to write to the committee and thank them.	Events Coordinator	Email sent.	Completed