



Buckingham Town Council

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Verney Close, Buckingham, MK18 1JP
01280 816426

office@buckingham-tc.gov.uk

Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 07 February 2024

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 12th February 2024 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 13th November 2023.

[Copy previously circulated](#)

4. Christmas Parade

To receive a report from the Deputy Town Clerk.

[TCE/135/23](#)
[Appendix A](#)

5. Budget

To receive and note the latest budget figures.

[Appendix B](#)



Twinned with Mouvaux, France;

Neukirchen-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. Motion: Cllr. Stuchbury

"That we write to Buckinghamshire Council to ask when the decision not to fund the Buckingham Christmas tree and lights in 2024 was taken and when the decision notice was posted."

[Appendix C](#)**7. Great Fire of Buckingham 1725 Anniversary**

To receive a report from the Town Clerk.

[TCE/136/23](#)**8. Markets**

To receive a report from the Town Clerk.

[TCE/137/23](#)[Appendix D](#)**9. Swan Trail Update**

To receive a report from the Town Centre and External Services Manager.

[TCE/138/23](#)**10. Calendar of events**

To receive the current calendar of events and verbal updates on Pancake Day, Easter Event and Spring Green Fair.

[Appendix E](#)**11. Food Fair**

To receive a report from the Administrator.

[TCE/139/23](#)**12. Street Food Fair**

To receive a report from the Town Centre and External Services Manager.

[TCE/140/23](#)**13. Skate Park Event**

To receive a report from the Town Centre and External Services Manager.

[TCE/141/23](#)**14. May Day**

To receive a report from the Administrator.

[TCE/142/23](#)**15. Buckingham Live (was Music in the Market)**

To receive a report from the Deputy Town Clerk.

[TCE/143/23](#)[Appendix F](#)**16. Fringe Week**

To receive a report from the Deputy Town Clerk.

[TCE/144/23](#)**17. Event reviews**

- | | | |
|------|----------------------------|----------------------------|
| 20.1 | Remembrance Sunday | TCE/145/23 |
| 20.2 | Christmas Lights Switch On | TCE/146/23 |
| 20.3 | Small Business Saturday | TCE/147/23 |
| 20.4 | Holocaust Memorial Day | TCE/148/23 |

18. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

19. Action list

To receive action reports and updates.

[Appendix G](#)**20. Climate Emergency Action Plan**

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

[Appendix H](#)**21. PSPO update**

To note the response from Buckinghamshire Council which was distributed to Full Council last year.

[Appendix I](#)**22. News releases**

23. Chair's items**24. Date of the next meeting:** Monday 8th April 2024**COMMITTEE IN PRIVATE SESSION****Exclusion of public and press**

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.

25. Lamp post tests

To receive a report from the Deputy Town Clerk.

[TCE/149/23](#)**26. Annual First Aid costs**

To receive a report from the Administrator.

[TCE/150/23](#)**27. Security Cover costs**

To receive a report from the Administrator.

[TCE/151/23](#)**28. Update from RBL.**

To receive a verbal report from the Deputy Town Clerk.

To Committee Members:

Cllr. R. Ahmed
Cllr. F. Davies
Cllr. L. Draper
Cllr. M Gateley
Cllr. J. Harvey
Cllr. A. Mahi

Vice Chair

Cllr. L. O'Donoghue
Cllr. A. Schaefer
Cllr. R. Stuchbury
Cllr. R. Willett

Town Mayor
Chair

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Deputy Town Clerk

Christmas Parade

1. Recommendations

- 1.1. It is recommended that this Committee thank our partners in the Christmas Parade Committee for their work on this event.
- 1.2. It is recommended that Members receive and note the Parade Committee's Partner Event Report.
- 1.3. It is recommended that road closure arrangements are reviewed before the 2024 event. Including, signage, cones, barriers and arrangements with external contractors.

2. Background

- 2.1. The annual Christmas Parade took place on Saturday 16th December 2023. The Christmas Parade is a partnership event between Buckingham Town Council and Buckingham Christmas Parade Committee.
- 2.2. The duties of each party were agreed by contract, signed in 2023.
- 2.3. An end of event report was requested from the Buckingham Christmas Parade Committee this has been received and is attached to this report.
- 2.4. A wash up meeting between BTC and the Parade Committee is planned to discuss any issues and look forward to the next event.

3. Budget

- 3.1. The total budget for the event was £5,000.
- 3.2. Non-staffing costs for the road closure were deducted by the Town Council from the £5000 and the remaining allocated to Buckingham Christmas Parade Committee.

This is in line with the partner events contract:

10) a. ii. & iv. *"The Council will support your organisation in the following ways: in advance of the event: book road closure, external road closure contractor and first aid for your event, and any other costs required to run the road closure safely. This will be paid from the total budget awarded for your event... After costs identified in 10(a)(i) have been paid, an email will be sent*

to you confirming that the bookings have been made and how much of the amount awarded remains to be transferred to your organisation towards other costs.”

3.3. The Town Council paid an initial £2,800 to the Parade Committee.

3.4. Between first allocating the award to the Parade Committee and February 2024, there was a reduction in the Town Council's costs due to issues with external contractors. Firstly, the traffic management company only managed to send two operatives rather than the three expected. Therefore, there was a reduction in their bill. Secondly a number of cones were ordered and the supplier sent the wrong item. Therefore, that cost will also be less than expected.

3.5. This means the allocation to Parade Committee has increased and the amended budget is below.

3.6. The costs for the Town Council, excluding VAT, and paid from 301/4205 Christmas Parade.

Items	Expenditure 301/4205 Christmas Parade Budget: £5,000
Road Closure	£40
First Aid	£100
No Parking Cone Signs	£820
Road closure operatives/traffic management	£571
Barriers	£133
TOTAL	£1,665

3.7. Paid to date to the Christmas Parade Committee is £2,800. A further £535.34 has been committed to them making a total of £3,335.34 in contribution towards their costs. In comparison, the amount paid to the Christmas Parade Committee in 2022 was £2897.64.

3.8. To note, the partner contract states:

*14.a, “the council reserves the right to ask for repayment of unspent funds **at the end** of your Events Agreement period which would future fund further Christmas events.”*

This allows events organisers to plan for the future and any contingencies they may have year to year. The end of events agreement period is **not until April 2027**. Therefore, it is expected that the parade Committee will request the full amount that they are entitled to claim.

4. Event Review

- 4.1. The parade was particularly impressive this year with more than 30 colourful and entertaining floats on the theme of pantomimes. The Christmas Parade Committee awarded prizes for the best floats.

Parade Winners

Floats:

1. Buckingham Primary School.
2. Field House Nursery.
3. Lace Hill Academy.

Adult Walkers:

1. Autism Early Support.
2. Swan Pool Leisure Centre.

Junior Walkers:

1. 1563 Air Cadets.
2. Royal Latin School.

Best Dressed Shop Window

Florence Nightingale Hospice.

Best dressed Restaurant/Pub

Prego.

- 4.2. Floats and walking groups included interpretations of Alice in Wonderland, Cinderella, Beauty and the Beast, Snow White and the Seven Dwarfs, and Robin Hood. Heading the parade this year was the traction engine, which made a welcomed return after a few years away, followed by the Royal Latin School which entered to celebrate its 600th anniversary.
- 4.3. Additional cones and no parking cone signage were used to deter parking at key parade locations, from the night before the event, including at Cattle Pens and Chandos Road. This was extremely effective. Only two cars were parked in obstructive positions within the road closure area at the beginning of the road closure. Thames Valley Police made contact with the owners and both vehicles were removed before the floats for the parade began to arrive.
- 4.4. There were new issues this year at both Stratford Road at the bottom of Addington Road and Brackley Road at the bottom of Western Avenue with cars parking on the roadside after the road closure began in the 'soft' or open road closure areas and obstructing the flow of traffic travelling along the diversion routes. This is likely due to higher traffic flow than normal. Additional cones will need to be laid out to prevent this parking in the future – moving it along the road where it will not cause an obstruction.

4.5. The Town Council distributed laminated marshal point cards which explained what the marshal at each point should be aware of, whether it was a hard or soft closure and what that meant in practice. These were useful and allowed Town Council operatives to remind marshals of their roles. It also provided a clear audit of the information given. These will be improved and expanded upon next year.

5. Changes for the future

5.1. A number of topics are in discussion between the Christmas Parade Committee and officers, and these will be developed and dealt with through the usual 'wash-up' process in order to plan for the next event.

5.2. A meeting has already taken place with a TTRO officer at Buckinghamshire Council to discuss the road closure and any improvements that could be made, particularly around the Page Hill area and additional cone use. It was recommended that larger areas of the road closure are submitted in the event road closure application as 'hard' road closures. This gives One.Network and satellite navigation systems the best chance of redirecting traffic correctly. The TTRO paperwork has been reviewed and a new version will be submitted to Buckinghamshire Council.

5.3. Problems were identified with traffic flow around the Page Hill roundabout, consultation will take place with the external road closure company, and changes to the position of marshals made in this part of the closure. This may include additional paid marshals stationed at the Stratford Road/Page Hill Avenue entrance to stop and control traffic that might be attempting to bypass the road closure and access the town centre.

6. Environmental Impact

6.1. It was notable that many floats utilised recycled materials in their creations, which were very impressive.

Buckingham Town Council: Partner Event Report

Please complete the following form on your use of the £3021.22 that was awarded to your organisation as event funding, by **Monday 5th February 2024**, for our records.

Name of Organisation	Christmas Parade Committee
Name of event	Christmas Parade 2023
Amount awarded this year	TBC
How successful do you feel the event was?	It was a very successful event which brought many people out to watch especially children. The traders were also busy and increased footfall occurred because of the Best Dressed Shop window
Can you identify any ways in which you ensured access to the event by those with protected characteristics? <i>Under the 2010 Equalities Act, these are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.</i>	When notified we made available special areas to watch
Did you take any actions this year to reduce the event's impact on the climate emergency?	Advised participants to make them aware and to walk to the event because of restricted parking

Is there any feedback you would like to give to the Town Council about the support they offered you for this event?	BTC are great supporters of the event
Are there any changes to the event for next year that your organisation would like to discuss with the Town Council?	Currently in discussion with BTC

Alongside your report, please provide a short statement of accounts that shows how the money you were awarded for this event was spent.

Please tick this box to confirm that you have submitted the event accounts with this report.

If possible, we would like your report to be accompanied by photographs of the event. Ideally, these photographs should include images of people. We would prefer these to be sent by email, but paper copies can also be sent to our office.

Please tick this box to confirm that the photographs sent are authorised for use by the Council in the press, website and social media.

Name :h j mordue

Signature:



Date: 31.01.2024

Electronic copies should be sent to office@buckingham-tc.gov.uk. To submit paper copies please drop them off at Buckingham Library for the attention of Buckingham Town Council or via post to:

Buckingham Town Council
Verney Close,
Buckingham
MK18 1JP

05/02/2024
13:31

Buckingham Town Council

Page 1

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>TOWN CENTRE & EVENTS</u>							
<u>301 Town Centre & Events</u>							
1013 Hanging baskets	(333)	456	789			(73.1%)	Committee Decision waive charges
1028 Lace Hill events income	472	847	375			55.8%	
1062 Community Fair table income	175	230	55			76.1%	
1066 Comedy night income	1,070	1,500	430			71.3%	
1069 Charter fairs income	7,751	7,660	(91)			101.2%	More income received than expected
1091 Events Sponsorship Income	324	50	(274)			648.0%	More income received than expected
1092 Events Stall Income	397	800	403			49.6%	
1093 Dog Show Income	48	125	77			38.4%	
1096 Community Board TCE Income	2,355	0	(2,355)			0.0%	Received to cover Villiers Planters *
1104 Remembrance Contributions	1,410	0	(1,410)			0.0%	Received to cover 50% big screen *
3997 NI TC&E	3,493	4,323	830		830	80.8%	
3998 Pensions ERS TC&E	11,262	19,863	8,601		8,601	56.7%	
3999 Salaries TC&E	63,444	79,743	16,299		16,299	79.6%	
4042 Events equipment	972	1,000	28		28	97.2%	
4094 Youth project	3,456	3,485	30		30	99.2%	
4104 Town in Bloom	11,311	9,000	(2,311)		(2,311)	125.7%	Overspend due to Villers Planters, see income received *
4107 Pride of Place	25	60	35		35	41.7%	
4115 River rinse	360	450	90		90	80.0%	
4128 Small Events	66	300	234		234	22.0%	
4166 Lace Hill events	659	1,500	841		841	44.0%	
4201 Christmas lights	10,287	12,800	2,613		2613	79.6%	
4202 Firework display	6,660	6,600	(60)		(60)	100.9%	Overspend, more signage required due to bad weather conditions
4203 Community fair	258	490	232		232	52.6%	
4205 Christmas parade	4,332	5,000	668	133	535	89.3%	
4207 Remembrance parade	2,367	1,030	(1,337)		(1,337)	229.8%	Overspend due to big screen, see income received *
4208 Spring Fair	40	300	260		260	13.3%	
4211 Band Jam	4,449	4,792	343		343	92.8%	
4212 Christmas lights switch on	2,745	3,000	155		155	94.8%	
4213 Dog show	143	700	557		557	20.5%	
4220 Music in the Market	4,407	4,721	314		314	93.4%	
4241 Comedy Night expenditure	1,396	1,500	104		104	93.1%	
4243 Charter Fairs	4,540	5,500	960		960	82.6%	
4260 Twinning	0	65	65		65	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Explanation
<u>302 Street markets</u>							
1005 Street markets	15,339	16,944	1,605			90.5%	
1006 Flea market	4,940	3,800	(1,140)			130.0%	More income received than expected
4017 Subscriptions	384	501	117		117	76.6%	
4225 Rates	1,672	2,900	1,228		1,228	57.6%	
4234 Market Entertainment	220	950	730		730	23.2%	
4235 Market infrastructure & Promotion	1,105	1,250	145		145	88.4%	
<u>303 Special events</u>							
1020 Food fair income	610	571	(39)			106.8%	
1083 Fringe income	395	200	(195)			197.7%	
1094 Skate Park Income	0	950	950			0.0%	
1099 Summer Art Trail Sponsorship	2,265	0	(2,265)			0.0%	Income received to cover expenditure *
4169 Skate Park Event	0	950	950		950	0.0%	
4221 Fringe	1,964	2,000	36		36	98.2%	
4242 Food fair	492	600	108		108	82.0%	
4244 Flags	446	600	154		154	74.3%	
4273 One-off events	290	1,100	810		810	26.4%	
4278 Celebrate Buckingham Day	1,702	1,800	98		98	94.6%	
4279 Summer Art Trail	1,055	0	(1,055)		(1,055)	0.0%	Expenditure covered by income received *
<u>305 Tourist Information Centre</u>							
1084 TIC income	6,585	9,000	2,415			73.2%	
4253 TIC tickets & produce	6,865	8,500	1,635		1,635	80.8%	
4255 Heritage app expenditure	250	500	250		250	50.0%	
4274 Tourism website	275	400	125		125	68.7%	
<u>306 Accessibility</u>							
4254 Accessibility Costs	700	2,070	1,370		1,370	33.8%	
Grand Totals:- Income	43,804	43,133	(671)			101.6%	
Expenditure	154,094	190,343	36,249	133	36,116	81.0%	
Net Income over Expenditure	(110,290)	(147,210)	(36,920)				

05/02/2024
13:31**Buckingham Town Council**

Page 1

Detailed Income & Expenditure by Budget Heading 31/01/2024**Month No: 10****Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>EARMARKED RESERVES</u>						
<u>901 Ear-marked reserves</u>						
9001 Youth Council	0	2,015	2,015		2,015	0.0%
9012 Christmas lights	529	1,287	758		758	41.1%
9014 Town In Bloom	457	1,457	1,000		1,000	31.4%
9015 Charter fairs	568	5,141	4,573	411	4,162	18.3%
9030 Tourism leaflets	1,521	2,404	883		883	63.3%
9066 Summer Sculpture Trail	0	585	585		585	0.0%
Grand Totals:- Income	0	0	0			0.0%
Expenditure	3,075	12,889	9,814	411	9,403	
Net Income over Expenditure	(3,075)	(12,889)	(9,814)			
Movement to/(from) Gen Reserve	(3,075)					

Dear Louise

Further to our call, I am just confirming in writing what we discussed concerning the funding of the Christmas tree in Buckingham.

Following a review of legacy funding arrangements for Christmas trees and lights as part of the development of our Medium-Term Financial Plan, it was found that there were inconsistencies in our approach, with a small number of remaining legacy arrangements whereby Buckinghamshire Council contributed towards the costs, whilst the majority of town and parish councils funded their own lights and trees.

The review recommended ceasing these legacy funding arrangements with effect from 31 March 2024. This means Buckinghamshire Council will no longer be funding Christmas trees and lighting for any local councils from Christmas 2023 onwards.

For your information the cost for the tree in Buckingham last year (December 2023) was £2,650 for the tree, dressing and installation/removal.

I very much appreciate that you will have considered your budget and precept setting by now and this is an extra unplanned cost. In acknowledgement of this funding ceasing, I have discussed the position with the Buckingham & Villages Community Board Manager, and they would be happy to consider a funding application from the town council should it be necessary. An application would be subject to the usual criteria and approval of the Board and would only be available once, but would I hope give you time to develop an alternative arrangement.

I thought it may be helpful to share the contractors details who installed the lights for the last few years in case you wish to use them:

[REDACTED]

This is a decision we would prefer not to make but with the current financial pressures and to ensure we have a consistent approach across the county, I hope your council will understand our position.

With best wishes,

[REDACTED]

**Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024**

Contact Officer: Town Clerk

The Great Fire of Buckingham

1. Recommendations

1.1. It is recommended that Members agree to theme the 2025 Celebrate Buckingham event around the 1725 Great Fire of Buckingham

2. Background

2.1. The Great Fire of Buckingham happened in 1725 and had a significant impact on the town. Although detailed accounts of the fire, such as its cause, the extent of the damage, and the exact process of recovery are not fully understood, it is a pivotal event in the town's history. The fire and the period of recovery and reconstruction that would have followed, have a major impact on the town centre as we know it today.

2.2. In the past the Celebrate Buckingham event has focused on a theme such as the coronation. It is therefore recommended that the 2025 event focus on the 1725 Great Fire.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Town Clerk

Market rules revision

1. Recommendations

1.1. It is recommended that Members agree the below amendments to the market rules.

2. Background

2.1. The Markets Manager and the Town Clerk have met to review the current rules and have made the following recommendations.

2.2. The Markets Manager and the Town Clerk have also drafted a severe weather policy and recommend that it is added to the market rules.

3. Amendments

3.1. Add - 31 **Market stalls should be used solely for the sale and/or promotion of goods or services. The Town Council reserves the right to use the markets to promote Council activities.**

This amendment has been recommended to keep the Markets as trading markets and to restrict chugging and other pressurising tactics.

3.2. Add - 32 **All traders will comply by the Severe Weather Policy.**

A new severe weather policy has been added to the end of this document. The intention is to establish basic principles and to avoid on the spot disagreements over Officer decisions.

3.3. Add – 35 Trading is from 8am and 4pm. **Extensions to 5pm may be made at the Market Manager's discretion.**

During the Summer months the Market Manager would like the discretion to allow smaller quick to pack up stalls to continue trading while the larger stalls pack away. This will not affect rule 37 which enforces the requirement for all traders to be clear by 6pm.

3.4. Change – 44 Trader's vehicles will not be allowed on the open market between 9.00am and 3.30pm **change to 3pm.**

During the winter months traders start to pack away earlier as it gets dark.

3.5. Change – 44 In extreme weather ~~and as space allows~~ **and as directed by the Market Manager.**

Adds clarity to the decision-making process.

3.6. Amend 72 – If a trader is suspended by the Market Manager, the final decision on whether to impose a permanent ban will be made by the ~~Council~~ **Town Centre and Events Committee after investigation by the Deputy Town Clerk.**

Moves the decision-making process to this committee rather than Full Council and specifies an investigating officer.

 <p style="text-align: center;">Buckingham Town Council</p> <p style="text-align: center;">Market Rules and Regulations</p>	<p>Update: 12th February 2024</p> <p>Prepared by: Claire Molyneux</p> <p>Version: 10</p>
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General Market Rules

1. The Market Manager's decision is final and traders can be removed at the Market Manager's discretion.
2. Traders are required to display their trading details on the stall during trading times.
3. Buckingham Street Market is a free trade market and will accept a maximum of two lines of any product type. This is in accordance with the decision made at the Town Centre and Events Committee Meeting of 31st August 2010 min. No. 345/10; and of 17th October 2016 min No.493/2.
4. Any request to change goods on sale to another type or class will be considered by the Market Manager according to demand and conflict with rule 3 above.
5. Traders shall comply with the Town Council's EQUALITY POLICY. Traders shall ensure that none of their staff or customers is disadvantaged because of any physical social or mental characteristics they may have. However, the ability to communicate in English is very important.
6. Traders will comply with Health and Safety at Work standards at all times.
7. Any trader selling foodstuffs shall comply with the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1961 or any statutory modification or re-enactment thereof from time to time in force.
8. Other than service dogs, no trader will be permitted to keep any dog on the market at any time.
9. Traders will ensure that all equipment/stalls are of a sound construction and tested for safety. All canopies and awnings permitted by the market manager are to be properly secured and in good repair.
10. All displays of goods will be required by the Town Council to be safe and any large items secured by the trader to avoid injury or damage to other parties in high winds etc.
11. Any equipment deemed unsafe by the Market Manager is prohibited and will be removed.
12. Generators can be used with the Market Manager's express permission in exceptional circumstances and fuel must be stored safely.
13. Traders shall comply with our ENVIRONMENTAL POLICY.
14. Traders shall keep their pitch clean and tidy and take all refuse with them when they leave. Any breach of this rule will result in the recovery from the trader of the costs incurred by the Town Council in clearing the refuse.

15. All regular traders must ensure that all contact details are supplied to the Town Council via the Market Manager and are up to date.
16. Traders must notify the Market Manager in writing of any changes to personal details. This is to ensure that the Town Council's duty to data protection is complied with.
17. A pitch will be available, as far as we are able and in accordance with these rules, as long as the pitch rent is paid and no arrears are outstanding.
18. The Town Council may let any unoccupied pitch after 8.30am on a market day unless prior notice of late arrival is received by the Market Manager.
19. Traders shall only sell goods or services for which they have permission. The Town Council does not allow the sale of pornography, counterfeit or stolen goods or weapons, laser pens and fireworks. Other prohibited goods are detailed in APPENDIX A. Any breach of this rule will result in exclusion from the market.
20. Traders may not take more space than the footage paid for without the Manager's express permission.
21. All equipment/tables etc. must remain within the traders rented pitch; any equipment outside the pitch will be charged for.
22. The Town Council will prosecute anyone who steals its property. The trader must not alter, dismantle or abuse Council property in any way. The Town Council is not responsible for any losses or damage incurred by the trader whatsoever.
23. Anything left behind at the Market when a trader ceases trading will be disposed of after seven days.
24. Any grievance a trader may have with the day to day running of the market will be addressed to the Market Manager before taking it up with the Town Council. The Market Manager is authorised to deal with issues as and when they arise.
25. Traders and all attending the open market will observe and carry out the instructions and directions of the Market Manager.
26. Casual traders are subject to the same regulations as regular traders and will be required to submit their details to the Market Manager and display their trading details on the stall. Casual traders will be required to hold up to date insurance as the Town Council requires. Proof of insurance must be provided on request.
27. Any noise produced on trader's stalls will be kept to a permitted level.
28. No trader shall use the method known as 'calling' or 'pitching'.
29. No trader shall use the method of selling known as "demonstrating" unless prior approval has been obtained from the Market Manager.
30. Any policies mentioned within these rules are available from the Town Council Office upon request to the Market Manager.
31. Market stalls should be used solely for the sale and/or promotion of goods or services. The Town Council reserves the right to use the Market to promote Council activities.
32. All traders will comply by the Severe Weather Policy.

Market trading hours etc.

33. The Charter Bylaw begins at 1am and ceases at 6pm.
34. The normal open market hours are from 8am.

35. Trading is from 8am and 4pm. **Extensions to 5pm may be made at the Market Manager's discretion.**
36. Traders will remain at the market between the hours of 8am and 3.30pm; this is to minimise the impact and inconvenience to other traders.
37. All traders must vacate the market area by 6pm. Any breach of this rule will jeopardise your right to trade on the market.

Insurance

38. All traders must have current traders' insurance and provide on request proof of policy (National Market Traders Federation or other approved insurance).
39. It is the responsibility of the trader to ensure that a valid proof of insurance is provided to the Town Council.
40. Should the trader allow the insurance policy to lapse, their permission to trade at the market will be revoked.
41. It is the responsibility of traders to ensure that their stalls, goods, fixtures, fittings, equipment and any other valuables are adequately insured against damage from fire, theft, and flood.
42. All traders will indemnify the Town Council from and against all actions, proceedings, damage, claims, losses or outgoings of whatever nature arising out of the trader's use of any stall, pitch, vehicle or stand etc. and have an adequate policy of public liability and products liability insurance and provide an up-to-date copy of the policy to the Market Manager upon request.
43. Casual traders are subject to the same regulations as regular traders and will be required to submit their details to the Market Manager and be required to hold up to date insurance as the Town Council requires.

Vehicles

44. Trader's vehicles will not be allowed on the open market between 9.00am and 3.30pm **change to 3pm** and should at all times be brought on only for such time as is needed to expeditiously unload and load goods to and from stalls or pitches except in the following cases:
- Ill health
 - Traders that trade from a vehicle e.g. a refreshment trailer
 - In extreme weather ~~and as space allows~~ **and as directed by the Market Manager.**
 - Traders that need refrigerated storage in summer
- And subject to the discretion and/or permission of the Market Manager at all times and if space allows.
45. Traders allocated stalls or pitches on a casual basis at 9am will be allowed until 9.30am to clear their vehicles from the open market.
46. Discretion may be exercised by the Market Manager in respect of vehicles entering the market before 3.30pm if for some reason he/she considers circumstances warrant such a decision.

47. All persons manoeuvring vehicles on the market shall be appropriately qualified to drive/propel the type of vehicle and hold valid insurance cover.

Pitch Fees/rentals

48. A pitch will be available to all traders, as far as possible and in accordance with these rules, as long as the stall rent is paid and no arrears are outstanding.

49. Pitch rents will be payable in advance on a weekly basis regardless of whether or not you attend the market. This is to secure your pitch.

50. The Town Council reserves the right to let any pitch that is unoccupied by 8.30am to a casual trader or another trader that wishes to move his/her pitch on a temporary basis.

51. Pitch fees will be reviewed each year in March, in time for the new financial year and are subject to change. The Town Council reserves the right to increase pitch fees should the need arise. Current pitch fees are available from the Town Council office and are displayed on the Town Council website.

52. The pitch remains the property of Buckingham Town Council and will not be bought or sold by any trader. Any evidence of such an arrangement will result in the exclusion from the Buckingham Street Market of the parties involved.

53. The sub-letting of stalls or pitches or any part thereof is prohibited.

54. At least 7 days notice must be given to the Market Manager if a regular trader will be absent **unless there are unexpected circumstances**.

55. Regular traders are eligible for two weeks holiday pay per calendar year, where the trader does not pay rent, and does not need to trade but can choose to do so. The trader must give the Market Manager at least 14 days' notice of the intention to take holiday.

56. Any long-term absence/sickness will be looked upon sympathetically and the waiving of pitch fees will be considered in some cases. A copy of a doctor's certificate may be required.

57. Should a trader fall into arrears of more than one month's rent or remain absent from the market for more than 4 weeks without notice, the trader's name will be removed from the regular traders' list and the pitch will be let to another trader.

58. New traders will be invited to try the market and charged as a casual trader for a period of five weeks. Details of incentive rates available, to allow casual traders to trial the market, are available from the Market Manager and are displayed on the Town Council website. Thereafter they will be invited to join as a regular trader. Should they accept, the pitch fee will drop in line with regular trader's fees. Should they decline the offer of a regular pitch, the fees will remain at the casual rate.

59. Regular traders can apply for two weeks' rent free if they introduce a new trader onto the market, and that trader completes three months trading.

Conduct of Traders

60. Any act that could be construed as bullying, harassment or aggression towards another trader, their staff, a customer or member of the public, officer or Member of the Council will result in the immediate exclusion of the offender.

61. Traders and their staff are required to conduct themselves in an orderly manner and are not permitted to carry out any act that would cause a crowd to congregate and cause an obstruction or to bring the Town Council into disrepute.
62. Traders will at all times treat other traders, customers, members of the public, officers and Members of the Council with respect.
63. A trader will not act in any way that contravenes these regulations or causes nuisance, annoyance or danger to other traders or to the public or who damages the property of the Council.
64. The Market Manager will seek the immediate removal of a trader, and/or his/her employees or attendants, who in the Manager's opinion is causing a nuisance, annoyance or danger to other traders or the public or who damages any property of the Council.
65. Any dispute between traders will be settled in an adult and appropriate manner, with an agreement struck between both parties.
66. Any dispute between traders that results in violence or intimidation will be referred to the Police and will be prosecuted and the offenders excluded from the market.
67. Damage or failure of equipment belonging to the Town Council shall be reported immediately to the Market Manager and no attempt to effect a repair be made by an unqualified person.
68. Complaints by traders in respect of any matters affecting the market must be brought to the attention of the Market Manager in writing, for investigation, relevant action and, if necessary, notification to the complainant of the result.
69. Any act which contravenes one or more of these regulations may be subject to a penalty. The penalties are as follows:
 - Verbal warning (confirmed in writing)
 - Final written warning
 - Suspension
 - Permanent ban
70. The penalty imposed will depend on the seriousness of the breach and any previous penalties imposed.
71. The Council will be informed of any breach of one or more of these rules.
72. If a trader is suspended by the Market Manager, the final decision on whether to impose a permanent ban will be made by the **Council Town Centre and Events Committee after investigation by the Deputy Town Clerk.**
73. The trader is entitled to appeal against a decision the Council makes, depending on the seriousness of the contravention and the evidence gathered by the investigator. This can be either be made in writing or the traders can appear in person at an agreed time and date.
74. Any decision taken will be notified to the trader in writing which will state clearly when the action will be taken.

Appendix A

PROHIBITED GOODS AND TRADING STANDARDS

1. Prohibited Goods

Buckingham Town Council's Market Management will not permit the sale of any illegal, dangerous or inappropriate products. The following non exhaustive list of products, or product goods, is prohibited from sale at Buckingham Town Council's market or any car boot sale that are licensed to Buckingham Town Council's market management:

- Guns, replica guns, swords and knives (except Kitchen Knives and Cutlery) including antique, deactivated or collectible weapons, guns and knives, daggers and swords.
- Live animals
- Fireworks
- Counterfeit goods
- Illegally copied Videos, CDs, DVDs, MP3 Disks & Computer Games
- Sex Toys or Accessories (including Pornography in any form)
- Drugs or Drug related products
- Products made from fur or faux fur.
- Inappropriate or Offensive Products

Buckingham Town Council's Market Management reserves the right to amend the above list of products or product groups at any time.

No trader shall sell or permit to be sold and item that contravene:-

- Copyright Design and Patents Act 1988
- Trades Description Act 1968
- Trademarks Act 1994
- Video Recordings Act 1984

and similar associated legislation.

2. Trading Standards

The following is a non-exhaustive list of examples of national trading standards:

(a) Food Items

Food items sold on Buckingham Street Market should be labelled accurately to incorporate one of the following:

"Best Before Date". If this has expired it is not an offence to sell the product.

or

"Use By Date". It is an offence to sell anything with an expired use by date.

(b) Sales to minors – Age Restricted Products

The sale of cigarettes, lighters, solvents and other related products to anyone under 18 years of age is illegal and therefore prohibited.

(c) Business Names Act

Category 3 Daily Licensed Traders and Leaseholders must exhibit their names or the name of their business and an address at which documents can be served upon a sign placed in a prominent position on Stalls, in accordance with the Business Names Act 1985 and any statutory enactment thereof.

Buckingham Markets Severe Weather Policy

Wind speed and gusts

Most professional gazebos will tolerate wind speed gusts of up to 40mph. Gazebos known as garden type gazebos are advised not to be used in wind speeds of 27mph and above. Market type metal structures, those that you build using the square type metal frame bars, can tolerate a more substantial wind gusts, however Buckingham Town Council will not allow any gazebos or structures to be erected in wind speed gust of 41mph or greater. Flat trading will then be allowed.

The day prior to a market the Market Manager will check the weather forecast via the Met Office. If wind gust forecasts are predicted to exceed 26mph for any period during the next trading day (including erection/dismantling hours) the following process will be followed:

For wind gusts between 26mph and 35mph

Only Professional Grade Gazebos or Structures will be permitted.

- Erecting/dismantling to take place under normal operating safe system of work (at least two persons to each stall).
- Adequate weights, or similar, must be used to secure your gazebo/structure.
- The market manager will decide on the day if trader vehicles will be allowed on site to act as a wind buffer.

For wind gusts between 36mph and 40mph

- If wind gusts are predicted to be between 36mph and 40mph during set up/take down times this will be communicated to traders. The gazebos will be required to be cable tied to the vehicles, post, bollards or together to provide greater strength.
- Trader's vehicles may be allowed on site to act as a wind buffer if the Market Manager feels this is appropriate. This decision will be made by the market manager and must be accepted by all traders. This will be at the trader's own risk.

Advice

- Three weights should be placed on the four corners and one weight on the centre legs where wind gusts of 36mph to 40mph are predicted. Where possible gazebos should ideally be cable tied together which will offer greater strength in wind conditions
- Weights should be placed on the stall legs immediately after the stalls are expanded out, then legs should be raised
- During dismantling weights should remain in place while the legs are lowered

For wind gusts in excess of 41 mph

- No stalls will be erected
- Traders will be notified that they will be authorised to trade from their vehicles or direct from the floor or, where appropriate, tables only (flat trading)
- The Market Manager will oversee each stall on the day and the guidance provided must be followed

An assessment will be made on the morning of the market day, if the wind speed gusts for your type of gazebo or structure are assessed as dangerous then you will not be allowed to trade from your gazebo or structure.

During the Market set up/take down

The Market Manager will carry out an on-going risk assessment during the day. If it is believed that the prevailing weather conditions are likely to pose a risk to traders or any members of the public, the market will be immediately cancelled.

A decision will then be made as to the way forward to safely exit the market area and all traders must comply with this decision.

Heavy snowfall

The Market Manager can cancel the market with the authorisation of the Town Clerk if the site is deemed unsafe.

The Market Manager will monitor throughout the day and discuss with the Town Clerk if necessary.

Extreme cold

When possible, the market area is gritted by the grounds maintenance team when the temperature is forecast to fall to minus 2.5 degrees. The grit compound will be evenly distributed.

The Market Manager can provide additional treatment to areas as required.

If temperatures go to minus 5 degrees or below, the Market Manager will take a risk assessment and in consultation with the Town Clerk may decide the market will need to close early

Extreme heat

The market manager should ensure that any trader selling regulation food is able to comply with Environmental Health guidelines for its storage.

It is the responsibility of the trader to establish if the market is open. To check on trading limitations, contact the Market Manager on 07587775552.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Sam Hoareau

Swan Trail Auction and Thank You Event Update

1. Recommendations

- 1.1. It is recommended that members agree to recommend to Full Council that any remaining underspend, after the thank you event is held, in the Swan Trail budget is earmarked for a future event in 901/9066 Summer Sculpture Trail.

2. Update

- 2.1. After the sculptures had dried out and been made good, the Swan Tail Auction took place during late October 2023. The money raised at auction will be split equally between the Mayor's Charities and a future similar project for the benefit of the town and residents. At auction we sold six sculptures raising a total of £1095 but we still have four sculptures remaining. These sculptures received no bids and the ones that did sell, sold for their minimum bids. We are in discussions with two private buyers which could tie up a sale at a reasonable price and an article in the next newsletter may help generate more interest.
- 2.2. After the auction a small Thank You event was planned to take place inviting the artists and sponsors involved in the project. However, a period of purdah happened, and this resulted in the Thank You event being postponed. A busy BTC events schedule between November and December also meant it was not possible for the event to go ahead over the winter.

3. Thank You Event

- 3.1. It is desirable to continue with holding this event because it will allow us to personally thank everyone involved for their participation and generous sponsorship face to face, share event feedback, and continue to strengthen relationships with partners.
- 3.2. Depending on the availability of the Old Gaol and partners the event will be planned to go ahead mid Spring. At the event, we would hope to create a video display of photos and hear from sponsors and hosts to share feedback about the positive impact the trail had.
- 3.3. As an alternative to using the Old Gaol using Celebrate Buckingham Day was considered but, the plans for the event include the use of big screens/projectors, and this is not possible in the park.

4. Updated budget for Thank You event

4.1. Revised Event budget breakdown:

ITEM	COST
Venue hire	£300
Welcome drinks & nibbles	£150
Contingency	£50
TOTAL	£400

4.2. The event will be covered by the £699.83 underspend from the Swan Trail budget, which was agreed at committee, minute 310/23 on Monday 25th September. Project cost savings were made because we created the map design in house, we used recycled materials to make the main body of the plinths and the app cost was covered by a credit on the account.

4.3. It is proposed that Full Council be requested to add any remaining funds to earmarked reserve 901/9066 Summer Sculpture Trail and roll that EMR to the next financial year for the next event.

5. Lessons Learned for Future Sculpture Auctions

5.1. As an end product, the size and shape of the swan sculptures were impressive but probably not the easiest to rehome. And although the materials used were recycled, carbon neutral and responsibly sourced they were not really suitable for long term outdoor use.

EVENTS 2023/24

February 2024				
15/2/24	Thursday	Pancake Race	11 am – 12 noon	Green outside St Peter & St Paul Church
24/02/24	Saturday	Food Fair	10 am – 3 pm	Community Centre
March				
24/3/24	Sunday	Easter Event	2 pm – 4:30 pm	Lace Hill Community Centre

Buckingham Town Council
Town Centre & Events Committee
Monday 12th February 2024

Contact Officer: Bethanie Dowden, Administrator

Food Fair 2024

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

2.1. Food Fair will take place on Saturday 24th February 2024 from 10am – 3pm in Buckingham Community Centre. Set up for traders is from 8am.

2.2. Traders get a 6ft table where they can sell their products and provide tasters or samples at their discretion.

2.3. 22 traders are booked for this event, 18 will be based inside and 4 will be based outside. There are an additional 4 spaces allocated for the Buckingham Bakes Competition and the Buckingham's Favourite Dish Competition which will be run by Town Council officers and councillors. Over 100 local traders have been contacted to attend this event.

2.4. The Buckingham WI will be providing refreshments from the small hall and will help judge the Buckingham Bakes Competition.

2.5. Social media highlighting each trader who is expected to attend the event has been published and a full list of traders is on the website. The social media posts have been shared by the traders and had lots of great interactions online.

2.6. The Bucks Radio Bear will be attending the event to interview attendees, stall holders and potentially the Lead Councillor of the event, Cllr. Fran Davies.

3. Buckingham Bakes Contest

3.1. This year will be the 10th anniversary of the Food Fair so as an added touch of fun, there will be a Buckingham Bakes Competition. There will be two age categories, under 18's including SEND up to 25 and over 18's.

3.2. Under 18's including SEND up to 25 can make a batch of up to four biscuits of their choice. The biscuits can be the same or different types, flavours, and designs. For bonus points, participants are encouraged to include a Buckingham-inspired biscuit.

3.3. Over 18's can make and decorate either a cake or bread of choice. They can make a cake or bread of the same or different types, flavours, and designs. Adults can enter both the cake and bread categories if they fancy a challenge.

3.4. Participants have been asked to register their bakes before the event otherwise they won't be able to take part. They will need to provide a full list of ingredients on the registration form to ensure that we can manage allergens safely. Entries must also be displayed on a plate or stand for judging.

3.5. Winners of each category will receive a certificate and rosette.

4. Budget

4.1. The budget for this event is £539.

4.2. Each trader will pay a £25 pitch fee exclusive of VAT except for one charity stall which will pay a £10 pitch fee exclusive of VAT.

5. Environmental Impact

5.1. To ensure a smaller carbon footprint, we only selected traders within a 30-mile radius of Buckingham to attend.

5.2. Most of the traders who will be attending the event will be car sharing which helps to reduce emissions.

5.3. Traders who are selling products in packaging will be using environmentally friendly alternatives such as cardboard. This means that many of them can be recycled.

5.4. Many of the traders will provide various vegan, vegetarian or gluten-free options within their product ranges. Many also use locally sourced, in-season and sustainable ingredients.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2023

Contact Officer: Sam Hoareau

Pop-Up Street Food Event

1. Recommendations

- 1.1. It is recommended that Members agree to continue working with a sports club to host the Street Food Fair, but not an external provider, and instead officers would organise the event in house.

2. Background

- 2.1. BTC officers have been looking at options to host a pop-up street food event this year. The initial idea was to find an outside company who would host it with no extra work for staff and be self-financing or low cost.
- 2.2. The Town Centre Manager has approached Bite Club as an external provider who regularly host such well-established events in Northamptonshire and would potentially collaborate with us to host a one-off event. But there are some issues which makes it difficult to proceed.

3. External provider: information

- 3.1. Bite Club has previously explored the idea of hosting an event in Buckingham but has never found a suitable venue/premises. Normally, the event takes place outdoors especially during the spring and summer months. The ideal site to hold the event would be slightly out of town so as not to impact on local restaurant trade and to also have outdoor and indoor setting to accommodate a wet weather plan and free use of tables and chairs.
- 3.2. Bite Club usually only operates on a Friday evening, but they could look at holding one on a Saturday. This limits availability at venues.
- 3.3. Bite Club would provide the TENs licence, public liability insurance and DJ entertainment. Although a PRS license is the responsibility of the venue, they would expect the DJ to have all their own music licenses.
- 3.4. Bite Club only book events where they can bring a bar to the event because that is their main source of income.
- 3.5. The way that Bite Club manages the event is to charge a nominal £1 booking fee for people to attend the event, via an online booking system. This allows for the event to be managed with regards to the restrictions of the TEN, which allows up to 500 persons to attend. It also helps to stagger booking times,

and work within the limits of venue capacity, number of tables and chairs needed, parking, etc. and the £1 fee also helps pay for the DJ entertainment.

4. Locations considered using an external provider

4.1. Sports Clubs

4.1.1. Two site visits have been made to sports club in Buckingham to consider their suitability as hosts, the Football Club, and the Cricket Club.

4.1.2. In regard to location, space and parking both could be suitable, with the Cricket Club more suitable in regard to location, space and parking for this specific event. The Cricket Club has confirmed they would be willing to be hosts of an event of this kind, but this would need to work around their own usage and events programme.

4.1.3. Both clubs were clear that they could not host events unless they were the only bar as this is their main source of income, additional research suggests this is true of sports clubs in general.

4.1.4. This means that if we want to continue with an external provider hosting the event, we cannot use a sports club as a venue.

4.2. Lace Hill Centre

4.2.1. As the Lace Hill Centre is in Council ownership and does not have a bar, this was also considered however there are many negatives:

4.2.2. The hall is mostly in use on Friday nights and all day and night on a Saturday.

4.2.3. The food trucks and outdoor seating area would take up most of the extremely limited car parking leaving parking issues for people wanting to attend the event. Plus, the car park is not level which means people would eat at tables positioned on a slope or indoors in the sports hall which is not the ideal scenario if it is a warm and sunny evening.

4.2.4. Using the field is not an ideal option either because it is usually always windy, could cause additional damage to the sports pitches at the start of the season and it would be difficult to zone off an area to contain the event as it is a public space and used by lots of dog walkers, families, and children during the warming evenings.

4.2.5. Overall, there are too many negative factors and Lace Hill is not suitable as a venue.

4.3. Town Centre

4.3.1. Bite Club has also explored the Community Centre in town and Cornwalls Meadow car park as a possible location and venue and we

have also considered the Cattle Pens and Church Green. However, there are a number of reasons not to do this:

- 4.3.2. The Town Council has historically had a very poor relationship with town centre businesses. One of the approaches used to improve relationships over the last decade and since we have employed a Town Centre Manager is being thoughtful about how and where we book town council events and traders in the town centre so that these events compliment rather than compete with the Town Centre economy.
- 4.3.3. Hosting a street food event in the town centre would likely compete rather than compliment with the existing restaurants, bars, and cafes, which represent a significant part of the town centre economy and is likely to create negativity in a relationship which is currently very positive.
- 4.3.4. If the town centre was used with an external provider an indoor alternative venue in case of poor weather also has to be included, and there are very few suitable spaces for this.
- 4.3.5. Overall, the town centre is not suitable as a venue.

4.4. Location research outcomes

- 4.4.1. None of the event spaces looked at to date are suitable without amending the project plan and considering different approaches to deliver the event.

5. Budget

- 5.1. There is a precept budget of £2400 to host this event with an estimated event income of £300. This gives us flexibility to consider different options, including hiring a venue or arranging the event ourselves.

6. Amended options to deliver the event:

- 6.1. We continue working with Bite Club, or another external street food fair provider, and look for a non-sports club venue outside of the town centre. This may involve using some of the budget to hire a venue.
- 6.2. We continue working with a sports club, but not an external provider, and instead officers would organise the event in house. This would involve considerably more working hours from staff but would also mean some income may be generated. Working with a sports club, already experienced in hosting events will also significantly reduce the number of staff hours required compared to using an alternative venue.
- 6.3. We consider not holding the street food fair.
- 6.4. Whichever option is chosen by committee, a further report will be brought to committee at the next meeting detailing the event plan.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2023

Contact Officer: Sam Hoareau

Skate Park event update

1. Recommendations

- 1.1. It is recommended that members note the report, and that a further report will be brought to committee at the next meeting with more details.

2. Background

- 2.1. Work on Buckingham's skate park has finally finished and to celebrate this community asset TC&E have previously agreed to host an extra special skate park event in 2024. Officers were asked to investigate a possible event during the easter break and working with Buckinghamshire Council. (min.316/23)
- 2.2. Buckinghamshire Council have confirmed that Canvas Spaces will be hosting the launch event on behalf of Buckinghamshire Council. They have also confirmed that they intend to run the launch event as a solo venture and not a joint event with any other party. The launch event date is not yet known but will be May or later due to weather conditions and event safety requirements.

3. Event Plans

- 3.1. The Town Council's previous skate park event supplier, King Ramps, has confirmed that they have the availability to be flexible and could work with most dates this year. Another company has been contacted but has not yet replied, research continues.
- 3.2. Please note: six weeks minimum notification is needed to obtain permission to use Buckinghamshire Council parks for an event, this alongside weather issues, means that an Easter event date is not likely to be possible.
- 3.3. In order to create the best, most exciting event possible it is recommended that the Town Council event is not scheduled until after the Buckingham Skate Park launch event date is known, this will create a clear distinction between the two events and allow the Town Council to focus on bringing a unique event to the area. The expectation is that Bucks Council will host their skate park event in May or June and this would mean Buckingham Town Council can plan to hold a skate park event in the summer holidays as part of the Town Council's summer youth activities offer.
- 3.4. A further event report will be brought back to committee at the April meeting to finalise the date, budget and plans for the event.

Buckingham Town Council
Town Centre & Events Committee
Monday 12th February 2024

Contact Officer: Bethanie Dowden – Administrator

May Day 2024

1. Recommendations

1.1. It is recommended that members choose Bourton Meadow to host May Day 2024 and thereafter, whilst officers work with them to assist with the event.

2. Background

2.1. May Day usually takes place on the green outside St. Peter and St. Paul's Church at 11am. Students from local primary schools attend to showcase traditional maypole, and country dancing.

2.2. Following last year's event, there were several concerns about the number of vehicles now accessing the church and the safety of children attending having to walk a long way through an awkward area of the town centre, a local school expressed interest in becoming the hosting venue. Since then, another school has also said they would be interested in hosting May Day.

2.3. It is notable that almost all the crowd attending the event each year are students, teachers, families and carers. Very few members of the public attend.

2.4. Each primary school has been notified about the event and the possibility of a change in venue for this year. Two of the four schools have said that they will attend the event regardless.

2.5. It has previously been agreed to hold May Day this year on Wednesday 1st May.

3. Potential Venues

Bourton Meadow

Positives

3.1. The venue has supported May Day since it first started and is dedicated to ensuring the tradition continues. Each year they bring more than 100 students to the event and in previous years, they have been the only school to attend. They are willing to host this event for this year and beyond.

- 3.2. The Maypole we use is owned and stored by Bourton Meadow. They also have a miniature maypole that they would like to use for nursery-aged children.
- 3.3. Bourton Meadow effectively runs this event with little assistance from the Town Council. They transport the Maypole, and stereo system, provide the music for the dances, and liaise with other local schools providing support to teach them traditional Maypole and country dancing prior to the event whereas the Town Council only provides the venue, some event management including support with any traffic on the day, and advertising.
- 3.4. The site is nearly four times the size of the existing venue with the field comfortably fitting over 300 children at any one time. The grounds are well maintained and there is access to power and toilet facilities.
- 3.5. There is indoor space available where performances can be held if weather conditions are bad.
- 3.6. As this venue is a school, they would normally operate a sign-in system but for this event, they would treat it as they would their sports day. This means that parents and members of the public can walk onto the site via the main entrance to watch the performances. There is even enough space to have a dedicated viewing area.
- 3.7. Bourton Meadow is willing to accommodate members of the public who wish to attend. They can access the site via the main entrance the same as parents.
- 3.8. The site is located on the edge of town but has various links to and from the town centre.
- 3.9. They can provide refreshments such as water, squash, and biscuits for visitors which they used to do in previous years.

Negatives

- 3.10. There isn't a lot of parking at this venue. However, they would promote walking, car sharing, or parking nearby to the event where possible.
- 3.11. To avoid clashing with the school lunch/break time, they would like to start the event at 10:30am instead of 11am. This would be the same even if we continue hosting the event at our existing venue.

Buckingham Primary School

Due to staff sickness, we couldn't do a site visit however, we managed to speak to the Buckingham Primary School regarding hosting May Day.

Positives

- 3.12. This venue has a large site with two fields, two playgrounds, and one hall which can be utilised for this event. There is access to power and toilet facilities.
- 3.13. Parents of all children involved can walk onto the site via the main entrance to watch the performances. They will be let in via a buzzer system where they will be greeted and asked to sign in.
- 3.14. Buckingham Primary School is willing to accommodate members of the public who wish to attend. Members of the public will need to sign in the same as parents.
- 3.15. They have their own Maypole, stereo, and music which can be used for this event. This means that Bourton Meadow wouldn't need to transport equipment to Buckingham Primary School.
- 3.16. This venue can provide refreshments via a PTA fundraising stall.

Negatives

- 3.17. There is only parking at the school for staff. This means that visitors will need to park on nearby roads and or in the Stratford Fields Car Park which is an approx.10 minute walk from the venue.
- 3.18. To avoid clashing with the school lunch/break time, they would like to start the event at 10:30am instead of 11am. This would be the same even if we continue hosting the event at our existing venue.
- 3.19. The site is located on the outskirts of the town which could impact schools, parents, and visitors in attending the event.

St. Peter and St. Paul's Church Green**Positives**

- 3.20. May Day is held here each year, so people are used to attending the venue and are familiar with the setup of the site.
- 3.21. Officers have a good working relationship with the venue, and they help assist with the event.
- 3.22. There is access to toilets and power if required.
- 3.23. As it's a public open space, members of the public passing by and deciding to attend is more likely.

Negatives

- 3.24. The space where the performances take place is only large enough to accommodate approx. 150 students.
- 3.25. The venue holds various activities for residents who are mostly elderly, isolated, or have limited mobility which means an increase in vehicles wanting to access the site to park as well as the overall number of people within the event area. This poses additional risks, especially to students.
- 3.26. Parking at the church is limited, therefore members of the public, parents, and students are always advised to walk to the event. This hasn't been much of an issue in the past, but we are now finding that parents are attempting to drive to the event to watch, the number of vehicles driving to the church has also increased creating greater problems with navigating children entering and exiting the existing space, which does not have a road closure in place.
- 3.27. The venue doesn't tend to restrict vehicle access which means Town Council Officers must split their time between assisting with the event, managing vehicle movements, and ensuring the safety of those in attendance which isn't effective.
- 3.28. The location of this site is hard for most of the schools to access. There is a risk to students because they cross multiple main roads, and they struggle to have enough staff to manage large groups of students safely. One of the local schools usually hires a coach to bring their students to the event which is an additional cost.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Deputy Town Clerk

Buckingham Live (was Music in the Market)

1. Recommendations

1.1. It is recommended that Members note this report.

2. Background

2.1. It was agreed in November 2023 that Buckingham Live (was Music in the Market) could make changes to their event, in line with the following (405/23)

2.1.1. That the funding given by Buckingham Town Council to the Music in the Market organisers be used for 3 days of events, Friday to Sunday, rather than one day.

2.1.2. That the Friday and Saturday take place in the town centre, but with no requirement for road closures, e.g. in pubs/cafes, outside Old Gaol, Cattlepens etc.

2.1.3. That the Sunday take place at a family friendly venue near the town centre, e.g. Buckingham Football Club, or the old football club at Ford Meadow.

3. Event Plans: Sunday

3.1. Officers have met with representatives of Buckingham Live and of Buckingham Town Football Club and a verbal agreement is now in place that the Sunday live music event will take place on the grounds of Buckingham Town Football Club on Sunday 26th May 2024.

3.2. A site visit has taken place and all parties are satisfied that the Football Club makes a suitable venue for the event. Harriss fencing will be used to section off a portion of the land creating an enclosed space, on grass and a gentle slope, with a safe feel to encourage family attendance.

3.3. The Football Club bar will be the only bar on site, but food traders will be invited to attend including those town centre traders who also offer travelling food options.

3.4. Options are being investigated to create an accessible viewing area, near the stage, to be accessible from the footpath alongside the path, which will require some form of temporary pathway. This would allow the event to make meaningful use of the disabled parking that is available on site.

3.5. A written memo of understanding will be drawn up between the three parties confirming who is in charge of which elements of the event. Security and First Aid providers will also be consulted with to ensure any concerns or changes they may need to make to their event plans can be accommodated.

4. Event Plans: Friday – Saturday

4.1. Buckingham Live will provide an update on music booked for the Friday and Saturday of the event closer to the time. Their anticipation is that they will work with local pubs and bars to place musicians with them. It is also anticipated that the Saturday Flea Market would also host a Buckingham Live performance.

5. Budget

5.1. The costs for the event are expected to include: security, first aid, fencing hire, staging hire, musical acts etc, with a full budget being brought back at a later date.

6. Environmental Impact

4.1. The environmental impact of this event is minimal, with most attendees walking to the event.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Deputy Town Clerk

Fringe Week Update

1. Recommendations

1.1. It is recommended that Members note this report.

2. Background

2.1. Buckingham Fringe Week 2024 will take place from Saturday 20th July to Sunday 28th July.

3. Meeting of the Fringe Week Working Group

3.1. Members of the Buckingham Fringe Week Working Group met informally on Tuesday 23rd January to discuss this year's event. The following ideas were agreed for recommendation to the Town Centre & Events committee:

3.1.1. That the theme of the event be 'Totally Buckingham' with a focus on ensuring that the varied community diversity of Buckingham is fully represented throughout the week.

3.1.2. That, as much as possible, external partners would be identified that could host other Fringe Week events.

3.1.3. That a number of 'regular events' are held during the week including Oxford Fiddle Group, the Fringe Family Fun Day, Art in the Market and a Comedy Night.

3.1.4. If possible that the first sessions of the Buckingham Play Days and Summer Basketball take place during Fringe Week.

3.1.5. That the following events be investigated as possible events: Swan singers well being choir event, Sensory play, theatre group, local charity talk at the University with Pontio, Disco Bingo with the Equality, Community Diversity and Inclusion working group, skate park event, Now and Then Theatre, joint schools art project, Arts project with Florence Nightingale Hospice Shop.

3.1.6. Additionally the following suggestions have been made externally: A poetry event working with B:Muses, A SEND Disco for young people up to 25yo, and several musicians interested in attending events.

4. Dates to note

- 4.1. Another report will be brought to a later committee meeting confirming which events from the suggested list have been successfully arranged to take place during the week.
- 4.2. The Buckingham Fringe leaflet goes to print on 5th June 2024, with distribution in the weeks after. As with last year the Communications Strategy Group will lead on producing this.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Deputy Town Clerk

Remembrance Sunday

1. Recommendations

1.1. It is recommended that Members agree to continue supporting the Buckingham Remembrance Sunday Parade, including use of the big screen.

2. Background

2.1. The Buckingham Remembrance Sunday Parade took place on Sunday 12th November 2023.

2.2. This annual, and very popular, event is organised as a joint venture between Buckingham Town Council, who manage the road closure and risk assessments, and the Buckingham Royal British Legion who liaise with the local groups taking part.

3. Budget

3.1. The costs for the event were as follows:

Item	Expenditure Budget 301/4207 Remembrance Parade
Large screen	£2,350
Road Closure	£17
TOTAL SPEND	£2,367
Contribution from the RBL towards the screen.	£1,410
Budget	£1,030
Remaining	£73

4. Environmental Impact

4.1. The environmental impact of this event is minimal, with most attendees walking to the event.

5. Feedback and event review

- 5.1. The road closure went well, with additional volunteers from Buckingham Rugby Club, and some other newcomers, stepping in to act as road marshals alongside Town Council staff and regular volunteers.
- 5.2. There was one vehicle parked within the road closure, after discussions with the police and unsuccessful attempts to contact the owner, it was decided to leave the vehicle in place, with marshals monitoring the vehicle to ensure no one tried to drive it while the road closure was on.
- 5.3. A big screen (5m x 3m) and live stream was again used alongside the church to allow all attendees to get a good view of the event and discourage crowding around the War Memorial and on Castle Street.
- 5.4. The green spaces team also set up a temporary footpath guiding spectators past the war memorial to the big screen. This was marshalled by a member of the St. Peter & St. Paul's Church team, who allowed disabled access through the hard standing where needed.
- 5.5. The weather was cold, with some rain, and this did slightly decrease the usual crowd numbers, but it was still a very busy and popular event.
- 5.6. The Mayor, Cllr. Anja Schaefer laid a wreath on behalf of the town. At the dais where the salute was taken by the Deputy Lord Lieutenant. The Mace Bearer and Town Mayor stood alongside the dais.
- 5.7. There was one incident of poor behaviour in the crowd during the service, swiftly dealt with by the local police and fire department, involving an intoxicated person.
- 5.8. The following feedback was passed on by Rev. Will Pearson-Gee.

“Will, in case I don't see you tonight, I would like to tell you that this morning's service was outstanding, it was heartening to see a good crowd gathered for it, and the number of people taking part was also good - the stupendous bit was the outdoor screen! I sat in solitary state in front of it, but was joined by many people, some little families who were brave to bring their children out in such weather, tho we did get a shaft of sunlight for a little while....even so, I could not help reflecting, through my tears, that still men go to war.....“

Buckingham Town Council
Town Centre and Events Committee
Monday 12th Feb 2024

Contact Officer: Louise Stubbs and Sam Hoareau

Christmas Lights 2023

1. Recommendations

1.1. It is recommended that members note the report.

2. Background

2.1. The 2023 Christmas Lights Switch On event took place on Thursday 23rd November from 4pm to 7pm. This was a change to last years event which took place on a Saturday. The lights were switched on at 5.30pm.

3. Event Review

3.1. A huge number of residents joined us for a spectacular evening featuring a glowing and smoke breathing mechanical dragon, musical performances, a pop-up festive market, late night shopping, stilt walkers, crafts at the Chantry Chapel, hot food and drink from local businesses, an appearance from the Bucks Bear and Buckingham Table's Santa van.

3.2. The event was opened by the Mayor of Buckingham, Cllr. Anja Schaefer and the Town Crier, Patrick Laws. The lights were turned on halfway through the event at 5.30pm by the winners of the Mayor's Christmas card competition winners.

3.3. The accessibility at the event was considerably improved, with a covered accessible stage viewing area for wheelchair users or those with mobility problems – the area was very well used right until the end of the event at 7pm. Our brand-new Quiet Zone gazebo was also added offering a quiet space to rest or take part in some gentle activities, including Christmas colouring, sensory toys, and ear defenders. All this information was included on a separate accessibility guide and advertised online and on the event programme.

3.4. On the day, we were blessed with extremely goodweather which played a significant factor in the overall success of the event. Holding the event on a Thursday instead of a Saturday worked well, despite some negativity on social media in advance of the day.

3.5. Running the event on a weekday had a number of benefits, including greater participation in late night shopping both at the participating shops and the Christmas Market. One town centre trader told us they took part in the late night shopping specifically because the event was on a Thursday. Another

member of the public, who had previously traded at the Christmas Market, spoke about how busy and vibrant the event had been – with people staying after the lights had switch on for much longer than in previous years.

- 3.6. It was noticeable as well that the mix of attendees included many more older people, or families with young children who has not been able to take part in the event when it took place later in the evening.
- 3.7. The event was particularly lucky to have a visit from the Festive Road dragon, as Festive Road has sadly now ceased trading.

4. Budget

4.1. Event costs and income, and excluding VAT:

ITEM	Expenditure Budget 301/4212 Christmas Lights Switch On	Income Budget 301/1092 Events Stall Income
	£3000	£800
Road Closure	£45	
Main Stage, Sound & lighting	£910	
First Aid	£140	
Concert Band	£100	
Stilt Walkers	£450	
Festive Road Dragon	£1200	
Stall Holder net income		£246
Total	£2,845	£246
Over/Under	£155	

4.2. Town Centre Christmas lights costs:

ITEM	Expenditure Budget 301/4201 Christmas Lights	Expenditure Budget 901/9012 Christmas Lights
	£12,800	£1,287
Christmas Light motifs rental (3 year contract)	£3,761	
Installation of lights (3 year contract)	£6,426	
Cattle Pen Festoon Lighting		£192
Lamp post repairs		£337
Total	£10,187	£529
Over/Under	£2,613	£758

5. Environmental Impact

5.1. Traders were carefully chosen and were all local or located within a 30-mile radius. Products sold were largely handmade or for local charities.

5.2. Festive Road's dragon was made from recycled materials including bikes, cogs and fabrics.

6. Future Events

6.1. It is recommended that the event continues to take place on Thursday nights, as this was a success.

Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Sam Hoareau

Small Business Saturday event review

1. Recommendations

- 1.1. It is recommended that Members agree to support Small Business Saturday with similar activities to help support town centre businesses.

2. Event Details

- 2.1. Last December, Buckingham Town Council highlighted and celebrated Small Business Saturday by organising additional free activities to take place in the town centre. The aim was to help increase footfall, for people to stay a little longer with the hope that they would explore and visit more of our shops.
- 2.2. The main event took place on Saturday 2nd December with musical entertainment, face painting, a bubbleologist, an elf hunt and the launch of a festive shopping incentive prize draw.
- 2.3. The Festive Shoppers Passport initiative was created to highlight our independent shops and encourage and reward residents for shopping local this past festive season. Each purchase gained them a sticker or stamp for their passport which was also an entry into a prize draw to win a £50 voucher to spend in one of the participating independent shops.

3. Event Review

- 3.1. Even though it was a freezing cold day, people did come out to enjoy the activities on offer and participated in the Festive Shopping incentive. It was difficult to measure how many extra people attended on the day because the activities were spread out all over the town. But each musical performance attracted a crowd and created a joyful atmosphere, the face painter painted at least 25 faces, 15 families took part in the elf hunt around the market and there were nearly 40 entries for the Festive Passport prize draw.
- 3.2. Highlighting Small Business Saturday is a great way for BTC to work with, support local traders and build relationships. The business owners have been very complimentary and appreciate the efforts that we are doing something to help drive people into town.
- 3.3. There are opportunities to improve on advertising next year as it will be the second year of the event and could be included in the newsletter, and in social media schedules from an earlier date. The brand of the event is also now established in the town.

4. Budget

4.1. Event cost:

ITEM	Budget One off events 303/4273	Budget Market Ent 302/4234
Budget	£1,100	£950
Treats for Elf Hunt		£12
Bubbleologist Ent		£220
Prize Draw Voucher	£50	
Community Drumming group	£100	
Face Painter	£140	
Total	£290	£232



Buckingham Town Council
Town Centre and Events Committee
Monday 12th February 2024

Contact Officer: Estates Admin

Holocaust Memorial Day 2024

1. Recommendations

- 1.1. It is recommended that the Town Council host another event on Monday 27th January 2025.
- 1.2. It is recommended that the office explore options for a portable outdoor speak system to be used at next year's event.

2. Background

- 2.1. Holocaust Memorial Day (HMD) is the "international day on 27 January to remember the six million Jews murdered during the Holocaust, alongside the millions of other people killed under Nazi persecution of other groups and in genocides that followed in Cambodia, Rwanda, Bosnia and Darfur".
- 2.2. At TC&E on the 13th November 2023 (*min 418/23*) Members agreed that 2024's Holocaust Memorial Day event takes place on Friday 26th January, in order that local schools can take part in the proceedings.

3. 2024 Event

- 3.1 Invitations were sent to prospective guests including civic representatives, and local schools to join the Town Council for a short, reflective time to mark Holocaust Day.
- 3.2. The event was advertised from November 2023, through the Town Council's social media sites, website and Town Council notice boards.
- 3.2. The event was led by the Town Mayor, Councillor Anja Schaefer who welcomed everyone to the event.
- 3.3. The event was well attended by members of the public and three local schools. The Town Council was joined by pupils from the Buckingham School and George Grenville Primary School who enriched the ceremony by distributing hand painted memorial leaves and sharing poetry based on the Holocaust Memorial Day's theme of The [Fragility of Freedom](#). The Memorial leaves were painted by year 6 pupils from George Grenville, with names of Holocaust victims and act as a poignant and ephemeral tribute. Year 7 pupils from the Buckingham School had been studying WW2 poetry and created some moving pieces specifically for the event. A group of year 6 students from Bourton Meadow Academy, who had been learning about

WW2 and The Holocaust as part of their curriculum, brought along some beautiful artwork and poetry that was shared with attendees after the event. The school children adorned the memorial stone with hand crafted tributes and flowers were laid at the foot of the stone.

3.4. Additionally, Cllr. Jon Harvey read the powerful poem [Refugee Blues by WH Auden](#) and Ms. Sarah Katz of the Milton Keynes & District Reform Synagogue read [Elie Wiesel's poem 'Never Shall I forget'](#).

3.5. The event was well received, and all the school were keen to engage with the event next year as it compliments the children's studies on WW2 and is a fitting way to mark Holocaust Memorial Day.

3.6. Given the growing number of people that attend and participate in Buckingham's Holocaust Memorial Day event, it is recommended that the office explore options for including a PA system for use by the Mayor and public speakers. Clear projection of the event's programme would only benefit the public's participation in this important event.

Action	Action Required	Action Owner	Update	Deadline
Youth Council	<p>New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022.</p> <p>The Deputy Town Clerk will chase Buckinghamshire Council for an update.</p>	<p>Deputy Town Clerk</p> <p>Deputy Town Clerk.</p>	<p>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. UPDATE OCT 2023: Venue secured, negotiations with partners continue. FEBRUARY 2023: The Community Board now have plans for two community cafes, one at The Centre on Verney Close, and one at the Chantry Chapel. Once these are established plans will be made to visit and survey the group.</p>	Ongoing
Accessibility Workshop	Members AGREED to host an Access Awareness Day at the first possible opportunity.	Town Clerk	EDCI progressing. 63 business responses received so far. Results being analysed.	Ongoing
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	This is currently being explored as part of the BNDP process. Work is ongoing.	Ongoing
Street food	<p>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.</p> <p>Cllr. Stuchbury Proposed that a report be brought to the November meeting. Cllr. O'Donoghue Seconded. Members unanimously AGREED.</p>	Deputy Town Clerk	On agenda	On agenda

Action	Action Required	Action Owner	Update	Deadline
Best Kept Village	Cllr. Harvey Proposed that we write to the Committee and request further feedback; we should also look at which town won and if there are any towns that consistently win. Cllr. Mahi Seconded and Members unanimously AGREED	Events Coordinator	Response received "the judges will be looking for going forward. Initially, with the application form the judges are looking for a good quality, detailed map with all the features clearly marked. Some of the successful villages from this year have included laminated forms with paragraphs giving background on each of the features. That's a good starting point. Also good evidence of Community effort, newsletters, websites etc is helpful with the application. Then, positive actions on the previous year's judges comments. Environment generally, lack of litter, lack of weeds, good quality floral displays, evidence of community involvement etc. Evidence of going the "extra mile" is always good..."	On going
Fringe Week	Cllr. Harvey proposed that we ask the Fringe Committee to come up with a theme for next year. Cllr. Willett Seconded. Members unanimously AGREED . Cllr. Stuchbury suggested setting a date for a Fringe Committee meeting.	Events Coordinator	Meeting held on 23rd January 2024.	On agenda
Visitor economy report	Cllr. Harvey Proposed that we write stating that we note the report and would like to point them to the things that Buckingham Tourist Information Centre are doing. We would like this information included in their visitor economy strategy for Buckinghamshire and ask that they contact us so that we can work together on this. Cllr. Stuchbury Seconded and Members unanimously AGREED .	Deputy Town Clerk	Sent - awaits response.	
Skate park event	Members discussed the timing of an event and expressed interest in an Easter Holiday date if possible. A report will be brought to the next Committee meeting.	Deputy Town Clerk	In progress	On agenda

Action	Action Required	Action Owner	Update	Deadline
Street Food Fair & Good Endings Fair	AGREED that lead Councillors will be added to the event information: Cllr. Davies for Street Food Fair and Cllr. Harvey for Good Endings Fair.	Deputy Town Clerk	Completed.	On agenda
Street Food Fair	AGREED to amend report recommendation 1.1 to: It is recommended that Members agree to host and budget for a Street Food Fair in 2024. This agreement removes the 'and that, if successful, this event is alternated in future years with the Summer Art Sculpture Trail'.	Deputy Town Clerk		
Events review	Write and thank Stowe Sub Aqua Club for River Rinse support. Bonfire and Fireworks - check with insurers if members of the public can take part in torch bearing.	Events Coordinator Deputy Town Clerk	Completed.	Ongoing



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 are 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 also 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 2023 featured 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

Dear Claire

Thank you for your letter sent to the Complaints team within Buckinghamshire Council. I apologise for the time it has taken to respond to this matter, but the delay was due to the need to carry out additional research to respond to the queries you have raised. I understand that you received a response from our complaints department informing you that this matter would be dealt with outside of the complaints procedure and that it would be passed to my team to respond to you.

I note you have previously had a response from me in February of this year, to some of the matters that you have raised within the complaint. I have attached a copy of that response for ease. I am also aware that this matter was further raised at Full Council on Wednesday 26th April by Cllr Robin Stuchbury and once again the information which has previously been provided to you was reiterated in response. Rather than repeating these, I refer you back to the response I provided in February.

The matters that I believe to be new are responded to below in [blue](#)

Complaint one: The wording of the order

Response requested:

As part of the response to this complaint Buckingham Town Council requests answers to the following questions:

1. As the wording of the Buckingham PSPO was changed in 2020 without following the s.61 variation of order consultation process, and the current order is based on this incorrect process, does Buckinghamshire Council genuinely believe the current order is legally valid?

[Having reviewed the extension documentation from 2020, it is apparent the wording was changed. I have attempted to find out why this happened, but have been unsuccessful, as the staff member involved has since left the council.](#)

[The legality of the order in these circumstances is something I cannot answer, but it would need to be clarified by legal opinion. It is accepted the statutory time to appeal the order has lapsed and in this case, by nearly three years. Therefore it is unlikely any appeal to overturn the order would be accepted by the courts or successful. I do hold the view, that the order in its current format and wording has been accepted and complied with by all stakeholders for three years without challenge, it would indicate there is a level of 'implied acceptance or compliance'. However, as the legal area around this is complex, if the Town council feel it necessary, they will need to seek independent legal advice.](#)

[As mentioned in the email sent in February 2023, Buckinghamshire Council will be reviewing all PSPO's across the county in 2024. This will include the Buckingham Town Council PSPO and this matter will be considered then and any necessary changes will be implemented.](#)

2. It the wording was changed at a different date to the 2020 consultation, despite publicly available evidence to the contrary, when was this? Why was the Town Council not consulted on the proposed change at this date?

Please refer to answer above.

3. When the wording was changed was the map reviewed by Buckinghamshire Council and Thames Valley Police, and what evidence was used to keep the area covered by the order the same as that which was agreed in 2002? That is, what evidence “justifies the restrictions imposed by the notice” across such a large area of Buckingham?

Please refer to answer above.

Complaint two: The PSPO signage in Buckingham Town Centre.

Response requested:

As part of the response to this complaint Buckingham Town Council requests answers to the following questions:

1. Do all areas of Buckinghamshire have the same signage, if so why, when PSPO orders vary significantly across the county?

All areas of Buckinghamshire which have Alcohol related restrictions do have the same signage. This is to ensure consistency with the signs, with the web address being available for any person to review the full restrictions and prohibitions relevant to the area they are in. A copy of the sign is attached.

The signage meets the requirements of the attached Statutory Instrument- 2014 No. 2591, (section 2b (i) and (ii). This states;

2. In relation to a public spaces protection order that a local authority has made, extended or varied, that local authority must—

(a) publish the order as made, extended or varied (as the case may be) on its website;

(b) cause to be erected on or adjacent to the public place to which the order relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to—

- (i) the fact that the order has been made, extended or varied (as the case may be); and
- (ii) the effect of that order being made, extended or varied (as the case may be).

Buckinghamshire Council considers the signage to be sufficient to draw attention to the fact an order has been made and the effect of the order. Any further details can be obtained from the website link.

2. Can the signage be changed to ensure that a) it is reflective of The Anti Social Behaviour Act 2014 s.63 and b) that it is not unnecessarily negative in appearance?

The signage will not be changed at this time, as it is consistent with signage in other areas of the county. The signage is compliant with the legal requirements as set out by parliament in the statutory instrument and extending to include the wording of S.63 will require signs to be larger and be more imposing in public areas. The signs restrict the consumption of alcohol and presently, they have been limited to the minimum required information to ensure Buckinghamshire Council are legally compliant.

3. What changes can be made in the future to ensure that the Town Council does not have to go through additional steps (including additional notification and covering signage) when hosting events in the town centre that may include responsible consumption of alcohol.

The town council, along with Aylesbury Town Council and Wycombe town centre, all have alcohol restrictions in place and all areas follow this process to temporarily suspend the orders. There are no plans to change this process.

Complaint three: The Town Council's view of the renewal of the order being incorrectly represented, and insufficient public support for the order.

Response requested:

As part of the response to this complaint Buckingham Town Council requests answers to the following questions:

1. Given that the Town Council's views were misrepresented to the Development Control Committee and that there was only a very low number of positive responses from other consultees, what can be done immediately to begin the process of amending or changing the order?

Please refer to the previous response sent in February 2023, which states;

'Having reviewed the contents of Paul's letter and the subsequent report for the extension, it is unlikely the final outcome of having the order extended by a further three years would

have changed. This is based on 67% of respondents wanting the PSPO to be extended and also the views of the Police at page 14 of the report stating;

Buckingham Town Centre

Our officers advise that the PSPO is used in the management of street drinking as well as behaviour of the public, particularly within the night-time economy. In addition, an increase in homelessness/begging and related anti-social behaviour within Buckingham means that the PSPO is again an important part of our response, although the lack of signage is a barrier to this in Buckingham.'

No further changes will be made at this stage, but this will be reviewed in 2024.

Complaint four: failure to notify the Town Council of new bylaws being enacted in Buckingham.

Response requested:

As part of the response to this complaint Buckingham Town Council requests answers to the following questions:

1. What changes will be made to ensure that if a bylaw covering Buckingham, or any other town or parish in Buckinghamshire, is changed, amended or renewed by Buckinghamshire Council, parish councils for the affected area will be directly notified?

PSPO's are not Bylaws, which are covered by different statutory powers. These are the Byelaws (Alternative Procedure) (England) Regulations 2016. I am unable to comment on the Bylaw process, but the process for PSPO's is set out in the ASB, Crime and Policing Act 2014 and the Council's PSPO Policy, a copy is attached. The publication of the PSPO extension report follows the 2014 Act and the select committee procedure rules for the Council and is in accordance with the Council's constitution. If any party does wish to be additionally notified of the report, this can be accommodated by the Community safety team, but this will need to be requested prior to the report publication.

We will keep you updated on the countywide review process for PSPO's and Buckingham Town Council will have an opportunity to be a part of this and ensure your views are appropriately consulted.