

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 11th July 2016** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present:

Cllr. Ms. J. Bates	
Cllr. T. Bloomfield	Vice Chair
Cllr. Mrs. G. Collins	
Cllr. Mrs. M. Gateley	
Cllr. D. Isham	
Cllr. A. Mahi	Town Mayor
Cllr. H. Mordue	
Cllr. L. O'Donoghue	
Cllr. M. Smith	Chairman
Cllr. Mrs. Strain-Clark	
Cllr. R. Stuchbury	

Also attending

Mrs. A. Brubaker	Events Co-ordinator
Mr. D. Jones	Deputy Town Clerk
Mrs. K. McElligott	

208/16 Apologies for Absence

Apologies were received and accepted from Cllr. Mordue who expected to arrive late.

209/16 Declarations of Interest

The Deputy Town Clerk declared an interest in item 17, Road Closure Order, as a Scout Leader.

210/16 Minutes

The minutes of the meetings held on Monday 23rd May 2016 ratified at Full Council on 27th June 2016 (**TCE/01/16**) were received and accepted.

211/16 Action List

(76/16; Twinning Civic Lunch). The Chairman asked about the menu; the Events Co-ordinator said that it had been agreed as traditional English food. Cllr. Newell was organising wine.

(877/15; DisabledGo) Cllr. Strain-Clark said the launch was imminent, and everyone interested should be invited to attend.

ACTION DEPUTY TOWN CLERK

212/16 Markets

212.1 (64/16) Market Health Check: Members discussed the document and the Deputy Town Clerk's recommendations where these were not agreed.

2a) Incentives. Discussion was deferred on a suggestion that existing traders might be offered a rebate on pitch fees if they introduced a trader who stayed for three months.

2b) A new quality food van with seating area was felt to be a good idea.

2d) To be considered when staff time allowed: visits to other markets like Tring, Thame, Berkhamsted and Bedford. Some family members of MK market traders were said to be looking to expand into other markets.

4a) For consideration.

4f) Some traders attended on alternate weeks, which can leave gaps; it was decided that if enough new traders are recruited, these traders should be asked to attend weekly or leave.

Non-traditional stalls, such as franchise-holders or car dealers were suggested.

4i) uniform stalls; some Members liked the different appearance of the stalls, feeling that identical stalls gave a more commercial, less characterful, look. However, some covers were shabby, and heaps of emptied boxes gave the market an untidy appearance and these could be remedied.

4j) printed covers – eg *Thank you for visiting Buckingham Market*; Members pointed out that printing worked best on a new surface. However banners could be investigated.

5a) diminishing trade; there was an upturn, if slow.

5b) Direct Debit payments were felt to be a non-starter; some traders paid cash out of the day's takings. Arrears of pitch fees had largely ceased since the appointment of the Market Manager.

6d) Additional lamp-post banners; there were very few posts left without vertical banners at present. Noticeboards and A-boards were discussed to promote the market near the car park and bus station. The roundabout sponsors could also be contacted to see if they minded the markets being advertised as well.

7b) Flea market; very weather-dependent, and if any more complications were introduced it might discourage traders from attending.

Members confirmed that no more than 2 traders in any line was sensible competition; markets with 3 or more were larger markets.

Advertising in the local paper was not recommended by NABMA due to decreasing sales, so less benefit for the expenditure involved. Social media was better and cheaper.

Developers could be encouraged to include the markets in the 'benefits of the locality' information in sales brochures and websites (some already do).

ACTION DEPUTY TOWN CLERK

212.2 To receive, discuss and agree a response to a request from a trader.

Members agreed, unless the number of new traders reduced the space available.

212.3 To receive and discuss a letter from the traders.

Noted.

213/16 Budgets

To receive the latest budget figures.

Noted.

214/16 Terms of Reference

A list of the Chairman's suggestion had been circulated.

Proposed by Cllr. Smith, seconded by Cllr. Bloomfield and **RECOMMENDED** that the Terms of Reference be amended as follows:

Paras 1 to 2 – no changes suggested; Para 3 – merge para 3 and para 3.1; Para 4 to 9 – no changes suggested; Para 10 – revise to: The Committee shall be responsible for and, unless stated elsewhere, have authority in respect of the functions and activities stated at paragraphs 11.1 to 11.16 herein.

Charter Fair

11.1 to oversee all arrangements, including contractual arrangements with representatives of the Showman’s Guild; 11.2 to liaise as appropriate with the Showman’s Guild and/or their representatives, and the Police and other appropriate authorities

Town Events (New heading to replace Annual Events) 11.3 to organise and co-ordinate all regular town events and entertainments; 11.4 to oversee inclusion of the town in the Best Kept Village (Small Towns Section) competition and similar activities as deemed appropriate from time to time; 11.5 to maximise the good appearance of the town by arranging suitable hanging baskets and similar floral arrangements; 11.6 to oversee and review all contracts associated with items 11.3 to 11.5 above

Twinning (no change proposed)

Promotion 11.8 to promote the town via its Tourist Information Centre and any appropriate social media, and review effectiveness from time to time; 11.9 where appropriate, work closely with the town trader and business communities; 11.10 where appropriate, offer support to other local organisations wishing to hold events and activities in the town for the benefit of all residents

Markets 11.11 in conjunction with the Deputy Town Clerk as Market Co-ordinator, oversee the day to day running of the Street market, Flea Market and any occasional specialist markets; 11.12 to promote the widespread use of environmentally friendly carrier bags, in line with the Council’s policy to make Buckingham a plastic bag free area

Younger Residents (New heading) 11.13 encourage and support activities and events for younger people, via the Youth Council and other youth-orientated organisations; 11.14 utilise external organisations (eg AVDC’s Play Around the Parishes) to provide activities for the youngest members of the community

Road Closures

11.15 arrange, oversee and administer, in conjunction with the appropriate authorities, all road closure requirements for any town council event held in the town; 11.16 advise on and (where appropriate) arrange, oversee and administer any road closure sought by third-parties for their own events where the cost of that Road Closure Order shall be met by the third-party organiser(s)

Paras 12 to 14 – no suggested changes.

215/16 Forthcoming Events

To note for information:

215.1 River Rinse 25th September and 9th October

Cllr. Stuchbury reminded Members about the silting-up of the University mill leat noted on previous occasions. The Events Co-ordinator said that letters had been sent in 2012 and 2014, but no response had been received. Members suggested writing to the Vice-Chancellor.

ACTION EVENTS CO-ORDINATOR

215.2 Best Carved Pumpkin competition 5th November

There would be no Best-Dressed Guy competition this year.

215.3 Bonfire and Fireworks 5th November

215.4 Remembrance Day Parade 13th November

215.5 Christmas Light Switch-on 26th November

215.6 Christmas Parade 10th December

Imminent BTC Events:

216/16 Dog Show Sunday 17th July

The Events Co-ordinator reported that the Watermill Wolves (*Twilight; Game of Thrones*) would be giving a demonstration at 1.30pm, and that sponsors had been found for the rosettes and prizes.

217/16 Buckingham in Bloom

Cllr. Bloomfield reported that the entry had been disappointing – 6 independents and 2 community gardens. Members discussed whether to suspend the event for a year or so; it was suggested that inserting the entry form in the Summer Newsletter would reach all residents and encourage more entries. New competitions for schools and hanging baskets/window boxes were mooted, and also perhaps sponsoring a prize for the regular allotment show.

ACTION EVENTS CO-ORDINATOR

218/16 BandJam (Sunday 28th August)

There were new organisers this year, but they seemed to have everything in hand including a proper sound system.

Volunteers would be needed to clear up after the event; last year there had been enough for the work to be done by 11.00pm.

219/16 Other events in the town

219.1 BAG: Basketball starts Monday 4th July for 6 weeks

219.2 Play Around the Parishes in Chandos Park 27th July, 11th August, 18th August, 25th August

Noted.

220/16 Event Reviews

To receive reports from the Events Co-ordinator on past events as follows:

220.1 Buckingham Fringe 2016

Noted.

220.2 Music in the Market 2016

The broken glass had been cleared and the window blocked-up by the time the owner arrived; thanks were expressed to Richard Watkins, the Town Clerk, Mrs. Harvey and Mr. Munday for their help during the clear-up at the end of the event.

221/16 Charter Fair:

To receive and agree the quotation for street-works necessary for the 2016 Charter Fairs. The quotation was the same as the previous year's.

Agreed.

222/16 Licence for Chandos Park

To discuss the Premises Licence for Chandos Park; its renewal and nominated Licensee

Members agreed that this had not been used for years and should not be renewed.

Should an event with alcohol sales be suggested for the Park, the Chandos Park Bowls Club would be approached for use of their premises and licence.

ACTION EVENTS CO-ORDINATOR

223/16 Disabled Toilet Provision

The report from the Events Co-ordinator on the provision of disabled toilets for outdoor events recommended that these not be hired.

Cllr. O'Donoghue said that normally she would argue the necessity for portable toilet provision, but in this instance she would support the recommendation as there was adequate provision in the town centre. Cllr. Strain-Clark agreed, and

noted that collection next day – or the day after that on Bank Holiday weekends – presented problems, so unless same-day collection could be arranged she would oppose the hiring. Cllr. Stuchbury disagreed, and felt that disabled people might not be attending events because of the lack of provision. The Deputy Town Clerk and Events Co-ordinator had walked the town centre checking for a suitable site for a portable toilet, and there was none with level ground and an anchorage for security chains.

Cllr. Collins asked whether those at the Old Gaol could be made available; Cllr. Smith said that this would mean opening the shop for access. The church centre in Verney Close was also suggested; Cllr. Collins would enquire.

ACTION CLLR. G. COLLINS

Members noted that eventually The Whale would re-open, and the Town Council's new toilets would be built at Cornwall's Meadow, though this might lead to Moreton Road's being closed. AVDC would be asked if the timer on Moreton Road toilets could be extended past 8pm for this event.

ACTION EVENTS CO-ORDINATOR

Members voted 9:1 to support the report's Recommendation.

The Deputy Town Clerk left the meeting during the following item.

224/16 2017 Road Closure Order

The Scouts wished to celebrate their 75th Anniversary with a Parade to the Church and had asked for the route to be included on the BTC Road Closure Order. The route had already been changed from the Remembrance Day Parade one to the shorter and less disruptive University – Manor Street – Church Street following a meeting with the Scouts' representative.

The Events Co-ordinator pointed out that if Members agreed, then the Closure would become a Town Council responsibility, involving staff time (double rate for a Sunday); barriers would have to be placed (and marshalled) across Hunter Street and all side accesses, Nelson Street, Mill Lane, St Rumbolds Lane and Well Street, and then taken off as the parade passed and replaced for the return journey. The Scouts would have to provide an Event Management Plan in time for the November application.

If Members were not willing to accede to the request, the Scouts would have to arrange their own RCO to SAG's satisfaction (at a cost of £860) plus hire of barriers and trained marshalls (or hire Council staff & barriers) which they probably couldn't afford.

Members agreed to fund the costs from Charter Fair (901/9015) on the understanding that this was a one-off event for a 75th anniversary celebration and not a precedent.

ACTION EVENTS CO-ORDINATOR

The Deputy Town Clerk returned to the meeting.

225/16 Advertising

Jill Hemmings, Senior Communications & Marketing Officer at AVDC had asked to place posters for new developments in Aylesbury under the 'Eye Opening Aylesbury' brand in BTC noticeboards (with a reciprocal arrangement to display posters of Buckingham events).

Members agreed year's trial, provided there was space in our noticeboards, the posters were for District rather than commercial events, and there was evidence that our posters were being displayed in similarly public places.

226/16 Youth Projects & Youth Council

Cllr O'Donoghue reported that the Youth Project (part of the Fringe) had gone really well and was much enjoyed.

The Youth Council was looking to recruit Year 7's for September. The next Teenage Market would be in August at a date yet to be settled.

227/16 Visitor Information Centre

To receive the latest visitor and accommodation statistics. The May figures were circulated with the agenda, the June ones at the meeting.

Noted.

228/16 News releases

(Min.224) Support for the Scouts' parade, at an appropriate date.

229/16 Chairman's Items

229.1 A meeting had been held a few weeks earlier with the Aylesbury Theatre Group wanting to promote the Waterside in Buckingham. They had been told that the MK Theatre was preferred as more accessible and had a better programme. An event for the organisers of many Buckingham groups, which included free tickets for the current production of *Chicago*, had been arranged for 12 July. There was a possibility of receiving Panto tickets for the Mayor to raffle, and suggested that free coach transport might encourage Buckingham residents to visit Waterside shows.

229.2 MK Dons. The Buckingham Big Day would be on 11 March next year, but the Dons would also be organising other events throughout the year.

229.3 University 40th Anniversary: the Chairman would be attending as 5th Juror in the Hale Wytch Trials, and there was a very varied programme from a Duck Race to Shakespeare, plus music and a cake competition; and he recommended Councillors attend, with their badge, to show the town's support.

229.4 This would be the Deputy Town Clerk's last TCE Committee meeting before he moved on; he thanked Mr. Jones for all his efforts and wished him luck in his new post.

230/16 Date of the next meeting: Tuesday 30th August 2016

Meeting closed at 8.35 pm

Signed Date
Chairman