

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 23rd May 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. H. Mordue	
Cllr. Ms. Newell	
Cllr. L. O'Donoghue	
Cllr. M. Smith	Chair
Cllr. Mrs. Strain-Clark	

Also attending	Mrs. A. Brubaker	Events Co-ordinator
	Mr. D. Jones	Deputy Town Clerk
	Mrs. C. Carter	Committee Clerk

57/16 Election of Chairman

To elect a Chairman of the Committee for 2016 – 2017

Proposed by Cllr Isham, seconded by Cllr Bloomfield and **AGREED** to appoint Cllr Smith as Chairman for 2016-17

58/16 Election of Vice Chairman

To elect a Vice-Chairman of the Committee for 2016 – 2017

Proposed by Cllr Isham, seconded by Cllr O'Donoghue and **AGREED** to appoint Cllr Bloomfield as Vice Chairman.

59/16 Apologies for Absence

Apologies were received and accepted from Cllrs Stuchbury and Mahi.

60/16 Declarations of Interest

None

61/16 Minutes

The minutes of the meetings held on Tuesday 29th March 2016 ratified at Full Council on 9th May 2016 (**TCE/07/15**) were received and accepted.
Agreed.

62/16 Terms of Reference

To review and discuss any changes to be made to the current Terms of Reference
The Chairman's suggestions were attached
The version sent out with the agenda differed from those sent out for the Annual Statutory Meeting.

Clerk's note – following the meeting all terms of reference were checked. With the exception of TC&E all terms of reference issued with the ASM agenda were the most recent and up to date.

Terms of reference to be deferred to next meeting for amendment and action.

ACTION: COMMITTEE CLERK

63/16 Action List

To receive action reports and updates

Cllr Smith commented that disabled access to events should be discussed at the planning stage of each event.

64/16 Markets

To receive a verbal report from the Deputy Town Clerk

The Deputy Town Clerk reported that it was 'Love your local market' fortnight. This had started with a free NABMA health check; the local representative, Rob Nixon had visited the Tuesday market and spent time speaking with the Deputy Town Clerk, Market Manager and traders. A full report based on the markets finances and site visit would be ready for the next meeting.

ACTION: DEPUTY TOWN CLERK

Some of the points raised to consider were how to attract the next generation of traders, how to encourage younger traders and incentives the Town Council may wish to consider.

Cllr Isham asked if the market still had a no calling rule. The Deputy Town Clerk confirmed that it did.

Cllr Collins commented that markets she had visited such as Newport Pagnell, Thame, Milton Keynes and Amersham appeared to be still vibrant and thriving.

The Deputy Town Clerk reminded Members that the Market Manager was leaving at the end of June, but had indicated he was happy to return to help train the incoming new Manager.

65/16 Budgets

To receive the latest budget figures

Noted, with no queries.

65/16 Charter Fair Accounts 2015

To receive a written report and breakdown of the costs for the Charter Fair

Members agreed that the figures were a fair reflection of a well-run event and good value to the council tax payer in that the event produced a surplus.

The review of the Charter Fair accounts concluded the Committee's scrutiny of the higher cost events falling within its remit.

66/16 Western Avenue Parking

To consider a written report regarding the survey that was conducted on parking on Western Avenue during the Charter Fair and Christmas Parade.

The Deputy Town Clerk reported that despite the perceived problem in Western Avenue, only been 12 surveys out of around 150 had been completed.

Members **AGREED** the recommendation to invite the responsible authorities (BCC and AVDC) to consider what action, if any, they might offer in order to help relieve the situation.

ACTION: DEPUTY TOWN CLERK

67/16 Litter In The Town (Environment Minute 906/15)

To discuss the issue of litter in the town and the progress that is being made through Community Safety Group and AVDC.

The Chairman informed Members that this item had come through the Planning and Environment committees.

The Deputy Town Clerk reported that the Keep Britain Tidy survey had concentrated on Chandos and Bourton Parks.

Additional waste bins had been looked into for Nelson Street and Hunter Street, but no suitable location had been identified. Members commented on the outstanding job done by the street cleaners in the town centre.

Cllr Smith commented that Cornwalls Meadow was sometimes poorly cleaned and the matter had been referred to the landlord.

There was also evidence from social media to the effect that people often picked up after others in Chandos and Bourton Parks, and the skate park.

Members **AGREED** to prepare an article for the next Buckingham Town Matters.

ACTION: CLLR SMITH

68/16 Buckingham Fringe Week 11th – 19th June

To receive a verbal update from the Events Co-ordinator

The Events Co-ordinator informed Members that the brochure had gone out, and that posters and banners would be out by the end of the week.

Some of the events would be:

Kite flying

Picnic for the Queen's 90th Birthday with 1920's fancy dress

History tour – tickets limited to 25

Filmlace screening – tickets had to be obtained in advance, and it was advised to arrive by 6.15pm for the event

Oxford Fiddle Group

Karaoke

Acoustic Music

Disco at Buckingham Athletic FC

Youth Project

Comedy Night

Beat Goes On drum event

The Events Co-ordinator advised that tickets to the comedy night were selling fast.

69/16 Event Reviews

69.1 To receive a written report from the Events Co-ordinator – Spring Fair

Members **AGREED** the recommendation for the event to be repeated in 2017.

69.2 To receive a verbal report from the Events Co-ordinator – May Day

The Events Co-ordinator reported a well-attended morning with 130 children taking part from all 4 primary schools.

70/16 Forthcoming Events

To receive verbal reports from the Events Co-ordinator

70.1 Music In The Market

The Events Co-ordinator requested help throughout the event for litter picking and collections for the Mayors Charities; from 1-10pm.

Two security guards were to be employed as usual.
The Whale Public House was closed, but facilities would be available at the Kings Head.

70.2 Dog Show

17th July in Bourton Park

The event would also play host to a group of 'Lupine' breed dogs, known as the Watermill Wolves, who had made appearances in the Twilight films.

Cllr Smith suggested including awarding the prizes for Buckingham in Bloom during the Dog Show; the hope was to attract more entrants to the competition.

Members **AGREED**.

70.3 Bandjam

Reminder of date Sunday 28th August

71/16 Community Fair

To consider combining the December Community Fair with the Charity Christmas Card sale that is held in the Community Centre earlier in the autumn, given that attendance in December has become disappointing.

Members considered that having the fair any earlier in the year would not work and would likely clash with the Charter Fair weekends. In addition, the Community Centre had no further dates available.

Members **AGREED** to keep the Community Fair as the same date as the Christmas Parade and to step up advertising to attract more local groups and charities. The focus should be on advertising what facilities were available in the town, rather than a selling, craft based event.

ACTION:

EVENTS CO-ORDINATOR

72/16 Buckingham Activities Group

To receive a report for information from Deborah Bottomley

Members noted the minutes, and the following activities that were planned with dates and details to follow:

Bootcamp

Blood, Guts and Gore (a preliminary first aid session)

Football Gaming League

MUGA project

American football

Lace Hill Activity Day

Further details would be available after the next meeting on Wednesday 8th June.

73/16 Youth Council

To receive and discuss a written report from Cllr Lisa O'Donoghue

Cllr O'Donoghue stated there was nothing to report as Members were currently taking exams, and meetings had been short.

The Teenage Market would be taking place on Saturday 28th May.

74/16 Visitor Information Centre

To receive the latest visitor and accommodation statistics

Noted

75/16 Shop Buckingham

To receive a report from the Traders Association if provided
Nothing reported

76/16 Twinning

76.1 To receive a verbal update from Cllr Newell regarding the Civic Lunch on Sunday 2nd October

Cllr Newell reported the Community Centre was booked, provisional discussions with a caterer had taken place, though numbers were not yet confirmed.

The Events Co-ordinator said that quotations from caterers had been received, and asked Cllr Newell and Stephanie Scrace from the Twinning Association to arrange a meeting to discuss further.

The budget of £2000 to include hall hire, catering and wine was noted.

76.2 To note the minutes from the Twinning Association

Noted

77/16 News releases

Christmas fair open to charities, local societies and clubs

78/16 Chairman's Items

The summer planters had arrived, and it was suggested that a poster be created for garden centres and the market traders to promote Buckingham in Bloom.

It was announced that Keith Templeman, who had been involved in the Buckingham Fringe, had sadly passed away.

The Chairman, Deputy Town Clerk and Events Co-ordinator had met with representatives from ATG who run both the Milton Keynes and Waterside Theatres in Aylesbury to discuss promotions for Buckingham.

79/16 Date of the next meeting: Monday 11th July 2016

Meeting closed at 7.55 pm

Signed Date
Chairman