

**TCE/01/22**

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on Monday 13<sup>th</sup> June 2022 at 7.00pm in the Council Chamber at Cornwalls Meadow, Buckingham

**Present:** Cllr. R. Ahmed  
Cllr. F. Davies Vice-Chair  
Cllr. S. Hetherington  
Cllr. A. Mahi  
Cllr. L. O'Donoghue  
Cllr. R. Stuchbury Chair  
Cllr. R. Willett

**Also attending:** Ms. C. Molyneux Deputy Town Clerk  
Mrs. A. Brubaker Events Co-ordinator  
Ms. P. Cahill Committee Clerk  
Cllr. H. Mordue

**Via Zoom:** Mrs. N. Stockill Estates Administrator

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

#### **52/22 Election of Chair**

Proposed by Cllr. Mahi, seconded by Cllr. O'Donoghue and unanimously **AGREED** to elect Cllr. Stuchbury as Chair of the Town Centre and Events Committee for 2022-2023.

#### **53/22 Election of Vice-Chair**

Proposed by Cllr. Mahi, seconded by Cllr. O'Donoghue and unanimously **AGREED** to appoint Cllr. Davies as Vice-Chair of the Town Centre and Events Committee for 2022-2023.

#### **54/22 Apologies for absence**

Members received apologies from Cllr. Gateley and Cllr. Shaefer.

#### **55/22 Declarations of interest**

There were none.

Cllr. Stuchbury requested that Standing Orders be suspended to allow Cllr. Mordue to speak. Members agreed.

Cllr. Mordue requested the use of the electricity box and the power cable for the Twinning Association's boules evening on Friday 15<sup>th</sup> July. The Deputy Town Clerk agreed to look into the request.

Cllr. Mordue informed members that he and four others will next week be visiting a town in Italy on the shore of lake Como to look at establishing a friendship agreement. This will offer

opportunities for links with local schools and organisations. There is no cost to the Town Council.

### **56/22 Minutes**

Members received and agreed as a correct record the minutes of the Town Centre and Events Committee meeting held on 11<sup>th</sup> April 2022 and received at Full Council on 30<sup>th</sup> May 2022.

### **57/22 Action list**

Members received action reports and updates.

Item 4 – the Events Co-ordinator will send images to members for information.

Items 7 and 8 – to be removed from the Action list.

Item 10 – awaiting a response. Members agreed that a press release is to be made if there is no response by the next meeting in September. Cllr. O'Donoghue suggested involving Access For All.

Item 11 - The Deputy Town Clerk informed members that Gigaclear are supposed to replace surfaces 'like for like' but it will take time for the new tarmac to blend in. Cllr. Mahi expressed concerns regarding the trip hazard of the uneven tarmac. Cllr. Stuchbury recommended that the Environment Committee monitor Gigaclear's work within the estates for viability and future resilience. Members **AGREED.** **ACTION ESTATES MANAGER**

### **58/22 Budget**

Members received and noted the latest budget figures.

Cllr. O'Donoghue queried the Art Trail budget. The Deputy Town Clerk clarified that there is money remaining from the one-off events budget which will be used for the Trail this year. The plan is to still spend the remaining money this year, ordering sculptures in the Autumn. The Chair suggested an item on the September agenda to explain the ear-marked reserves.

**ACTION TOWN CLERK**

### **59/22 Summer Trail**

Members received and discussed a written report from the Town Centre Manager.

The plan was for a new version of the Otter Trail with swans. The local company providing the sculptures cannot unfortunately commit to delivering on time and it is also too late for schools to take part. It is therefore suggested that the Swan Trail is postponed, and the time used to make preparations for next year. It is also proposed that the 'gap' is filled this summer with an augmented reality trail to be paid for from the one-off events budget. Members **AGREED.** An agenda item will be placed on the October meeting for members to receive an update.

### **60/22 Outdoor Theatre**

Members received and discussed a written report from the Town Centre Manager.

The Deputy Town Clerk informed members that there will be two showings of an Illyria production of Peter Pan on Wednesday 3<sup>rd</sup> August on the church green.

Cllr. O'Donoghue asked why there are no family tickets. Cllr. Willett asked if any concessions are available. Cllr. O'Donoghue suggested that the Chair, Vice-Chair and Deputy Town Clerk consider options for families and concessions. The Deputy Town Clerk informed members that this charge was suggested by the production company, but she understands councillors' concerns. Cllr. Stuchbury reminded members that young carers were given tickets free of charge last year and currently there are about 30 Ukrainian families

in the community. He asked if, in principle, members would be happy to offer something similar for these families and young carers. Members unanimously **AGREED**.

**ACTION CHAIR/VICE-CHAIR AND DEPUTY TOWN CLERK**

**61/22 Other forthcoming events**

Date	Day	Start Time	Event	Venue
16/07/22	Saturday	12:00	FRINGE Skate Park Event	Skate Park
16/07/22	Saturday	20:00	FRINGE Comedy Night TBC	Community Centre
16/07/22	Saturday	TBC	FRINGE Inspiration Art Trail Map	Town Centre
17/07/22	Sunday	11:00	FRINGE Lace Hill Fun Day	Lace Hill pitches
19/07/22	Tuesday	19:00	FRINGE Oxford Fiddle Group	Radcliffe Centre
20/07/22	Wednesday	19:45	FRINGE Quiz Night	Woolpack
21/07/22	Thursday	11:00	FRINGE Art event	Outside Old Gaol
22/07/22	Friday	12:00	FRINGE Event TBC	
23/07/22	Saturday	12:30	FRINGE BFG (Wayno Promotions)	Gawcott Playing Fields
26/07/22	Tuesday	10:00	Play around the Parishes	Chandos Park
01/08/22	Monday	17:30	Free Basketball	Chandos Park
01/08/22	Monday	10:00	3 x Play Around the Parishes	Chandos Park
03/08/22	Wednesday	14:00	Outdoor Theatre	Church Green
17/08/22	Wednesday	10:00	Play around the Parishes	Chandos Park
22/08/22	Monday	10:00	Play around the Parishes	Chandos Park
28/08/22	Sunday	12:00	Bandjam	Bull Ring
11/09/22	Sunday	10:30	Dog Show	Bourton Park
25/09/22	Sunday	10:00	River Rinse 1	TBA
04/10/22	Tuesday	19:00	Bardic Trial	TBC
09/10/22	Sunday	10:00	River Rinse 2	TBA
14/10/22	Friday	11:00	Local Democracy Week event	TBC
14/10/22	Friday	09:00	Charter Fair arrives	Town Centre
15/10/22	Saturday	13:00	Charter Fair checks and opening	Town Centre
21/10/22	Friday	09:00	Charter Fair arrives	Town Centre
22/10/22	Saturday	11:00	Charter Fair checks	Town Centre
28/10/22	Friday	18:00	Lace Hill Halloween event	Lace Hill Centre
05/11/22	Saturday	18:00	Bonfire and fireworks	Bourton Park
13/11/22	Sunday	10:30	Remembrance Parade	Town Centre
20/11/22	Sunday	11:00	Winter Fair	Lace Hill
26/11/22	Saturday	18:00	Christmas Light Switch On	Town Centre
10/12/22	Saturday	10:30	Christmas Parade	Town Centre
10/12/22	Saturday	12:00	Community Fair	Community Centre

**62/22 May Day**

Members received and discussed a written report from the Events Coordinator.

The Events Co-ordinator suggested that there may be a need for training for teachers to teach maypole dancing to ensure that this tradition continues. Cllr. Stuchbury said that a small budget may be found to do this and if necessary, it can be sent to Precept. An agenda item will be added to the next meeting.

**ACTION COMMITTEE CLERK**

### **63/22 Platinum Jubilee Weekend**

#### **63.1 Celebrate Buckingham**

Members received and discussed a written report from the Administrator.

The Deputy Town Clerk explained that this was the first event put together by the Office Apprentice and it was very successful. Members **AGREED** the recommendation.

Cllr. Stuchbury asked if all involved could be written to thanking them for their involvement.

**ACTION OFFICE APPRENTICE**

#### **63.2 Beacon Lighting**

Members received and noted a written report from the Town Clerk.

Members agreed to write to the church to thank them for the event. **ACTION TOWN CLERK**

#### **63.3 Music in the Market**

Members received and discussed a written report from the Events Coordinator.

Cllr. O'Donoghue asked about the number of staff involved. The Events Coordinator explained the roles that staff played throughout the day and the hours staff worked.

#### **63.4 Picnic on the Pitch**

Members received and discussed a written report from the Lace Hill Sports and Community Centre Coordinator.

The Deputy Town Clerk explained that the weather was poor, and the forecast wasn't accurate but there was a reasonable turnout and crafts were offered inside. It is difficult to calculate the number of attendees, but 200 badges were made, and good feedback was received from those who did attend.

#### **63.5 Civic Service**

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

Cllr. Stuchbury requested an update for members at the next meeting of staff co-ordinating events.

**ACTION DEPUTY TOWN CLERK**

Members thanked officers and the Town Mayor for their work on all events.

### **64/22 Sustainable Events**

Members received and discussed a written report from the Estates Administrator.

The Estates Administrator summarised the report and the measures implemented. There is a need to consider more sustainable events. Many implemented measures hold the Town Council to account but not those employed/hired for events. It is therefore recommended that an Environmental Impact Assessment is introduced for larger Town Council led events and to introduce an environmental sustainability section within the Town Council's current external hirers booking form.

Cllr. O'Donoghue queried some of the wording in the report and the Estates Administrator agreed to amend this. Cllr. Willett expressed concerns regarding the Charter Fair and asked if any measures can be taken to offset the emissions. Cllr. Stuchbury suggested that a briefing note to committee members about the fair may be helpful and asked the Estates Administrator if she can consider the different needs of individuals and organisations, event by event. The Estates Administrator agreed.

#### **ACTION EVENTS ADMINISTRATOR**

#### **65/22 Climate Emergency Action Plan**

Members received and discussed updates to the Climate Emergency Action Plan. The Estates Administrator informed members that thirty litter pickers had been loaned to Buckingham Primary School this week. Cllr. Hetherington proposed a litter picking day in the town. Cllr. Willett seconded. This was **AGREED**. Cllr. Ahmed suggested the day is used to kick start an ongoing campaign. Members agreed to set a date, in the near future, perhaps at the start of Fringe Week, and suggested the name 'Keep Buckingham Tidy'. Cllrs. Ahmed, Hetherington and Davies will be consulted regarding the press release.

#### **ACTION ESTATES ADMINISTRATOR**

#### **66/22 Fringe Week**

Members received and discussed a written report from the Events Coordinator. The Events Coordinator summarised the events planned for Fringe Week, including the BFG event organised by Wayne King. Professionals will be running the skate park event which will offer demonstrations, a workshop, and a competition with excellent prizes. It is hoped that the comedy night will go ahead; we are awaiting confirmation of comedians. Cllr. Mahi proposed increasing the ticket price to £18. Cllr. O'Donoghue seconded. Members **AGREED**. Cllr. O'Donoghue implored members to attend events.

#### **67/22 Arts and Cultural Strategy**

Members received and discussed a written report from the Town Clerk. Members **AGREED** the recommendations.

#### **68/22 Updates from Representatives on Outside Bodies**

Members received verbal updates from Councillors. Cllr. Willett attended a Buckingham Youth Club meeting and reported two upcoming events: a barbeque for Year 6 students and a Ukrainian evening for refugee families. Cllr. Willett will provide minutes when available. Cllr. Mahi suggested sending information to the Ukrainian families regarding Fringe Week.

#### **69/22 Access**

Agreed a press release as noted in 57/22 if no response received by the next meeting.

#### **70/22 News releases**

Keep Buckingham Tidy  
Arts and Culture throughout the Fringe Week

#### **71/22 Chair's items**

Cllr. Mahi requested that the Twinning Association Boules night is included as part of the Fringe Week. The Events Coordinator will add this. **ACTION EVENTS COORDINATOR**  
Cllr. Davies thanked Cllr. Mahi for his work as Vice Chair and previously as Chair of the Town Centre and Events Committee.

**72/22 Date of the next meeting:** Monday 5<sup>th</sup> September 2022

Meeting closed at 20:54pm

Signed

Date

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