



Buckingham Town Council

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Town Clerk: Claire Molyneux

TOWN CENTRE &
EVENTS COMMITTEE

Wednesday, 29 May 2024

Councillors

You are summoned to a meeting of the Town Centre & Events Committee of Buckingham Town Council to be held on Monday 3rd June 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. Election of Chair

To elect a Chair of the Town Centre & Events Committee for 2024-2025.

2. Apologies for absence

Members are asked to receive apologies for absence.

3. Election of Vice Chair

To elect a Vice Chair of the Town Centre & Events Committee for 2024-2025.

4. 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.

5. Minutes

To agree the minutes of the Town Centre and Events Committee meeting held on 8th April 2024.

[Copy previously circulated](#)



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. Terms of Reference

To note the Terms of Reference for the Town Centre & Events Committee, as agreed by Full Council.

[Appendix A](#)

7. Budget

To receive and note the latest budget figures.

[Appendix B](#)

8. Updates from representatives on outside bodies

To receive verbal updates from Councillors.

9. Fire of Buckingham 1725

To receive a report from the Deputy Town Clerk.
Letter from Mr. Lionel Weston.

[TCE/12/24](#)
[Appendix C](#)

10. Update on D-Day

To receive a report from the Deputy Town Clerk.

[TCE/13/24](#)

11. Fringe Week update

To receive a report from the Deputy Town Clerk.

[TCE/14/24](#)

12. Skate Park update

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

[TCE/15/24](#)

13. Summer Youth activities update

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

[TCE/16/24](#)

14. Celebrate Buckingham Day

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

[TCE/17/24](#)

15. Calendar of events

To receive the current calendar of events.

[Appendix D](#)

16. Comedy Night venue

To receive a report from the Administrator and Deputy Town Clerk.

[TCE/18/24](#)

17. Street Food Fair update

To receive a report from the Town Centre & External Facilities Manager.

[TCE/19/24](#)

18. Event reviews

18.3 Market Entertainment

18.4 Spring Green Fair

18.5 May Day

18.6 Buckingham Live (verbal)

[TCE/20/24](#)

[TCE/21/24](#)

[TCE/22/24](#)

19. Action list

To receive action reports and updates.

[Appendix E](#)

20. Climate Emergency Action Plan

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

[Appendix F](#)

21. News releases**22. Chair's items****23. Date of the next meeting:** Monday 22nd July 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.**

24. Fireside Theatre

To receive a request from Buckinghamshire Culture.


[Appendix G](#)

To Committee Members:

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

Vice Chair

Cllr. L. O'Donoghue
Cllr. A. Schaefer Town Mayor
Cllr. R. Stuchbury Chair
Cllr. R. Willett

	<p>Buckingham Town Council</p> <p>Terms of Reference</p>	<p>Date agreed: 13/05/2024 Minute number: 17/24.2.4 Prepared by: Claire Molyneux Version: 6</p>
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Name

1. The Committee shall be known as the **TOWN CENTRE & EVENTS COMMITTEE.**
2. The Committee may be referred to as TC&E.

Membership

3. Membership of the Committee is open to any Councillor who wishes to be a member.
4. The Committee may also include a representative of Buckingham University.
 - 4.1. Councillors who are not Members of the Committee may attend the meeting, but they may not vote on a decision.
5. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

Chair

6. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.
7. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
8. The Chair if present shall Chair the Committee meeting.

Conduct of the Meeting

9. All meetings of the Town Centre & Events Committee shall be convened in accordance with the Town Council's Standing Orders and current legislation.

Areas of Operation

- 10 The Committee shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:
 - 10.1 Budgets

The committee has authority to proceed with all items within its budget, but must refer to Full Council when non-budgeted expenditure is anticipated.
 - 10.2 Markets

The day to day running of the Street, Flea, Farmers and Specialist Markets and the promotion of environmentally friendly carrier bags.
 - 10.3 Charter Fair

To organise and co-ordinate the Annual Charter Fair and set up contract.
To liaise with the Showmen's Guild and/or their representatives, the police, and the County Council.
 - 10.4 Annual & Other Events

The Town Centre and Events Committee co-ordinate and supervise various events for the town which may include the following: May Day, Pancake Race, Music in the Market, Band Jam, Buckingham Fringe Week, River Rinse, Spring Fair, Food Fair, Dog Show, Remembrance Parade, Firework Display, Christmas Lights and Carols, Christmas Parade, Best Kept Town, and any other events

involving the Town Council. To organise and co-ordinate the Council's Christmas Lights display; set up and review contracts.

10.5 Promotion

To work towards a range of events that provide access and equality for all.

To promote the town through appropriate media and via the web site.

To work with the town centre traders.

To support any other Council events in the Town Centre.

10.6 Youth Budget

Youth Projects to be facilitated by the TC&E Committee.

10.7 Tourist Information Centre

The day to day running of the Tourist Information Centre located in The Old Gaol.

10.8 The Committee shall undertake reviews of Terms of Reference as and when appropriate.

10.9 The Committee shall co-opt members from outside bodies as and when it is appropriate on an ongoing basis.

Detailed Income & Expenditure by Budget Heading 30/4/24

Month No: 1

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 INCOME</u>							
1028 Lace Hill events income	0	850	850			0.0%	
1029 Good Endings Fair income	0	300	300			0.0%	
1062 Community Fair table income	0	230	230			0.0%	
1066 Comedy night income	0	1,500	1,500			0.0%	
1069 Charter fairs income	0	8,324	8,324			0.0%	
1091 Events Sponsorship Income	0	100	100			0.0%	
1092 Events Stall Income	0	1,100	1,100			0.0%	
1093 Dog Show Income	0	125	125			0.0%	
1104 Remembrance Contributions	0	1,150	1,150			0.0%	
1107 Street Food Fair Income	0	300	300			0.0%	
<u>301 Town Centre & Events EXPENDITURE</u>							
3997 NI TC&E	0	6,379	6,379		6,379	0.0%	
3998 Pensions ERS TC&E	0	18,677	18,677		18,677	0.0%	
3999 Salaries TC&E	0	100,694	100,694		100,694	0.0%	
4042 Events equipment	0	1,500	1,500		1,500	0.0%	
4094 Youth project	0	6,000	6,000		6,000	0.0%	
4104 Town in Bloom	0	9,000	9,000		9,000	0.0%	
4107 Pride of Place	0	60	60		60	0.0%	
4115 River rinse	0	450	450		450	0.0%	
4126 Good Endings Fair	0	500	500		500	0.0%	
4128 Small Events	0	350	350		350	0.0%	
4166 Lace Hill events	0	1,600	1,600		1,600	0.0%	
4201 Christmas lights	0	13,800	13,800		13,800	0.0%	
4202 Firework display	0	7,000	7,000		7,000	0.0%	
4203 Community fair	0	300	300		300	0.0%	
4205 Christmas parade	0	5,250	5,250		5,250	0.0%	
4207 Remembrance parade	0	2,300	2,300		2,300	0.0%	
4208 Spring Fair	0	300	300		300	0.0%	
4211 Band Jam	0	5,100	5,100		5,100	0.0%	
4212 Christmas lights switch on	0	3,250	3,250		3,250	0.0%	
4213 Dog show	0	750	750		750	0.0%	
4220 Music in the Market	0	5,100	5,100		5,100	0.0%	
4241 Comedy Night expenditure	0	1,500	1,500		1,500	0.0%	
4243 Charter Fairs	0	5,500	5,500		5,500	0.0%	
4245 Street Food Fair	0	2,400	2,400		2,400	0.0%	
4260 Twinning	0	65	65		65	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	EXPLANATION	Appendix B
<u>302 Street markets INCOME</u>								
1005 Street markets	0	17,500	17,500			0.0%		
1006 Flea market	0	4,600	4,600			0.0%		
<u>302 Street markets EXPENDITURE</u>								
4017 Subscriptions	0	450	450		450	0.0%		
4225 Rates	0	2,100	2,100		2,100	0.0%		
4234 Market Entertainment	0	1,000	1,000		1,000	0.0%		
4235 Market infrastructure & Promotion	0	1,000	1,000		1,000	0.0%		
<u>303 Special events INCOME</u>								
1020 Food fair income	0	800	800			0.0%		
1083 Fringe income	0	400	400			0.0%		
1094 Skate Park Income	0	1,000	1,000			0.0%		
<u>303 Special events EXPENDITURE</u>								
4169 Skate Park Event	0	2,000	2,000		2,000	0.0%		
4221 Fringe	0	2,150	2,150		2,150	0.0%		
4242 Food fair	0	600	600		600	0.0%		
4244 Flags	0	600	600		600	0.0%		
4273 One-off events	0	500	500		500	0.0%		
4278 Celebrate Buckingham Day	0	2,000	2,000		2,000	0.0%		
<u>305 Tourist Information Centre INCOME</u>								
1084 TIC income	0	9,000	9,000			0.0%		
<u>305 Tourist Information Centre EXPENDITURE</u>								
4253 TIC tickets & produce	(438)	8,000	8,438		8,438	(5.5%)	March Sales paid in April, will contra once expense is posted ledger	
4255 Heritage app expenditure	0	300	300		300	0.0%		
4274 Tourism Website	0	440	440		440	0.0%		
<u>306 Accessibility EXPENDITURE</u>								
4254 Accessibility Costs	0	2,250	2,250	1,250	1,000	55.6%		
	0							
Grand Totals:- Income	0	47,279	47,279			0.0%		
Expenditure	0	221,215	221,653	1,250	220,403	0.4%		
Net Income over Expenditure	0	(173,936)	(174,374)					

Buckingham Town Council
Town Centre & Events Committee
Monday 3rd June 2024

Contact Officer: Louise Stubbs, Deputy Town Clerk

Great Fire of Buckingham 1725 - 2025 External Event Request

1. Recommendations

- 1.1. It is recommended members agree that the Council support the organising group of the Great Fire of Buckingham 1725 – 2025 event by giving advice and supporting them to liaise with external road closure contractors.
- 1.2. It is recommended that members agree that, if appropriate, the Clerk will write a letter of support for use by the organising group to support any grant applications.

2. Background

- 2.1. The Council has been approached by Mr. Weston, asking for support with Great Fire of Buckingham event. The event will last from Monday 10th March to Sunday 16th March 2025, with a number of different activities planned. A draft event schedule from the organisers is attached as an appendix.
- 2.2. As part of the event, the organising group would like to close parts of the Town Centre in order to create space for a Fire Service Rescue Display, and to have musical and dance performances. This would take place on Saturday 15th March at 5pm in the town centre.
- 2.3. The organising group have approached the Town Council in order to ask for support with the road closure – both in mitigating the impact on the Street Market and in running the road closure itself.
- 2.4. As the event is due to take place in March 2025, and notification was received by the office in 2024, no staffing or budget was allocated to this event during the Town Council precept and 2024 – 2025 event planning process.

3. Aims of Event

- 3.1. To recognise the historic anniversary of the Great Fire of Buckingham in 1725, on the exact day and in the location the fire began.
- 3.2. To bring the community together in a series of arts and culture events focused around the anniversary.

4. Implications of holding the event

- 4.1. Officers have met with Mr. Weston and discussed what might be possible in terms of Council support. The organising group understand that funding for the Council year 2024 – 2025 has already been set.
- 4.2. Although the original request from the group was whether Council staff could run the road closure on Saturday 15th March entirely, Mr. Weston has confirmed in writing that support from the Council with planning and securing a road closure company to run the road closure would be an acceptable alternative to the organising group.
- 4.3. It has also been confirmed in writing that the organising group now plan to use the area of Market Hill between the White Hart and the Old Gaol for the event road closure, with set up beginning at 4.30pm. This would not overlap the space required for the Market which will still be packing up in the Market Hill area until 5.30pm. This is important as March is a busy time of year for some of our market traders, and they would be negatively affected if required to close early for the event.
- 4.4. There are no requests for direct funding from the organising group – instead they intend to apply for grant funding for other bodies. This means that the cost of using contractors to run the road closure could be included in the grant application request. Officers have already met with Mr. Weston and offered advice about how best to secure grant funding. The organising group are happy with the suggestion to include the road closure costs including contractors in the grant application. In order to support this the Council could consider writing a letter of support for the project, which can be used as evidence alongside the organising group's grant application.



GREAT FIRE OF BUCKINGHAM MARCH 20TH 1725

As you will be aware next year marks the 300th Anniversary of this historic event in Buckingham and I am writing to the Town Council (provisionally on Ed Grimsdale's behalf) to ask whether you might be able to help and support the event financially and/or in a practical way please?

Below are some of the suggestions for marking the occasion.

1. The Great Fire : guided tour
2. The Great Fire Concert
3. The Great Fire Play based on original stories
4. Schools recreate buildings to scale followed by Fire
5. Possible Service of Remembrance?
6. Possible Great Fire Talk

This is by no means a definitive list as other suggestions are welcomed of course!

I also wondered whether there was a possibility of being able to invite keen and enthusiastic individual volunteers who may wish to take a more active role in the planning and delivery of the commemorations?

If so please would you be able to pass on this information and my contact details as appropriate? Thank you.

Best wishes



GREAT FIRE OF BUCKINGHAM 15th March

A week of commemorative activities to mark this historic event.

“BUCKINGHAM ABLAZE”

Monday 10th to Sunday 16th March 2025 ?

1. Shop windows to display the theme of “Fire”?

(Mary Simons.....Trade Associationwill take the initiative with this)

2. School Children Art Exhibition?

(Clare Tebboth and James Rowell (BAFA) willing to take this on.....Clare teaches at Bourton Meadow and will promote this. Lucy Fricker at RLS is also on board with older pupils)

3. (Community) Outdoor Installation by Old Gaol?

(Lionel to organize local knitters and construction.....the word “ABLAZE” on the railings will seem to be on fire!)

4. Houses in Buckingham affected by fire.....”Blaze” plaque?

Carolyn is following this up as part of the “Legacy” element. Which building or pavement? Ed to suggest wording?

5. Schools’ designed and constructed Model Houses and Buildings?

(Exhibited as part of Art Display in venue TBA Possible contact who is a retired architect and is great friend of current Rotary Chairman. He is following this up for us as he could be a perfect consultant for this project?)

6. Local Dance groups and schools.....Narrative Dance Display.....

(Buckingham School (Rachel Curness) “Up Dance” (Jade) and “Just Dance” (Katie) to combine ?

7. Pre filmed and recorded “Docu-Drama (Verbatim Drama) as a legacy of the event.

Martin Boileau, “Now and Then” Drama Group members, Schoolchildren, and invited guestsmore investigation needed)

Programme for the week.....Monday 10th to Sunday 16th

Events happening before the actual week.

Concert.....Buckingham SocietyDate TBA

Talk on the Fire.....Buckingham SocietyDate TBA

Monday 10th Tuesday 11th and Wednesday 12thGuided Tours

Guides (trained and rehearsed) Matt Parker, Mike Wisbach and Jane Wardale.

Tours round the affected areas of the town. Old Gaol as a base for this..... Evenings at 6pm and 6.45pm (To be confirmed)

Costing.....volunteers. Some advertising and administration required.

Thursday 13th Illustrated talk by local expert historian?

Ticketed event. Venue White Hart Function Room? Proceeds to Fire Fighters' Charity. Possibly followed by a tour?

Costing.....covered from ticket sales.

Friday 14th On site ceremony of unveiling the plaque? Town Crier and local dignitaries.

Followed by Exhibition "Open Evening" social?

Invited guests. Town Council event perhaps?

Saturday 15th Commemorative / Remembrance / Ceremony.....5 pm

Market Squareoutdoor event weather permitting.

Fire Service Rescue Display.

"Narrative Dance Group"

Morris Dancers , Handbell Ringers, Buckingham Ukulele Group

Winslow Concert Band and other local artists TBA

Sunday 16th Commemoration Concert 6 pm

Town Hall Ballroom,

West Midlands Fire Service Band invited.

Compere.....Charlie Ross. Sheridan Coldstream.

Costings.....complimentary from Villiers. Some overheads covered by ticket sales.

Partner Groups.....

Buckingham Society (contact and discussions already in progress)

Rotary (have offered to organize a section of our events.....possibly taking responsibility for the Sunday Concert?)

Trade Association (Mary Simons to liaise)

Old Gaol (possible venue for Model Exhibition)

Town Council (Liaison needed and possible road closure for Saturday event?)

Twinning Association,

Table,

Fire Service (Very much on side and willing to help with “Rescue Display”)

Library, (Waiting response)

BAFA, (Art Exhibition)

Royal Latin School, Bourton Meadow School.....and possible other

Possible Indoor Venues.

Community Centre, Lace Hill Community Centre, Old Gaol, Town Hall, White Hart Function Room, School halls, ,

Advertising outlets.....personnel links?

Hoardings at entrances to Town by roadsides (Michael Graham?)

Local Newspaper build up articles.

Local TV

Social Media (Buckingham Matters et al)(John Harvey?)

Poster campaign?

School projects and parent newsletters.

University radio.

Early Programme Sales?

Local Supporters?

Rosemary and Peter Frohock, Jane Wardale, Andy Cooper, Chris Gardiner, Lesley Smith, Roger Edwards, James Rowell, Cherry Baker, Nick Bayley, Martin Boileau, Gavin Love,

BUCKINGHAM TOWN COUNCIL
TOWN CENTRE & EVENTS COMMITTEE
MONDAY 3rd June 2024

Contact Officer: Deputy Town Clerk

D-Day 80th Anniversary

1. Recommendation

- 1.1. It is recommended that members note that the Town Council will mark the D-Day anniversary with a flag raising ceremony at 11am at the Flag Pole outside the Community Centre on Thursday 6th June 2024. The town centre will also be decorated and a D-Day display put together.

2. Information

- 2.1. It was previously agreed by the committee in November 2023, that the Council would support St Peter & St Paul's Church in marking the 80th anniversary of the D-Day landing on 6th June 2024 with a beacon lighting ceremony.
- 2.2. It was recently established St Peter & St Paul's are no longer able to hold this event. Given the short timescales to offer an alternative way of marking this important anniversary the Town Clerk has liaised with the Mayor and Chair of the Town Centre & Events committee to offer an alternative.
- 2.3. The proposed event plan is as follows:

Date/Time	Event and location
5 th – 12 th June	Union flags on 45 degree flag poles around town centre
5 th – 12 th June	Window display in Council Chamber, including local memories of D-Day. <i>Any contributions to the display would be gratefully received at the office or by email to office@buckingham-tc.gov.uk</i>
11am on Thursday 6 th June	Flag raising ceremony including official Town Cry and Mayor of Buckingham at the flag pole by the Community Centre.

- 2.4. Additionally, the Old Gaol Museum will be hosting an event from 10am to 4pm on Saturday 8th June. This will include 1940s music, dance

demonstrations, military vehicles, a reenactment group, and free entry to the Museum's interactive D-Day display.

**Buckingham Town Council
Town Centre & Events Committee
Monday 3rd June 2024**

Contact Officer: Deputy Town Clerk

Fringe Week Update

1. Recommendations

1.1. It is recommended that Members agree to sell this year's Oxford Fiddle Group tickets for £7.50 (incl. VAT).

2. Background

2.1. Buckingham Fringe Week will take place from 20th – 28th July 2024. The theme of this year's event is Totally Buckingham, with a focus on community diversity.

3. Schedule of events

3.1. This year's events include music, art, comedy and plenty of fun for all ages.

3.2. The take up of external partners has been particularly good in 2024 and new partners this year include: Gracenotes band, the Buckingham Society, local schools and care homes, The Grand Junction, The King's Head, Buckingham Summer Club and Buckingham's Swan Singers.

3.3. Old favourites Oxford Fiddle Group, Art in the Market and the Fringe Week Comedy Night will also return.

Date	Event	Location	Time
Saturday 20 th July	Gracenotes: Original folk and contemporary music performance.	Busking Spot	10am – 12.30pm
Sunday 21 st July	Family Fun Day: Community fun day including live entertainment, inflatables and zorbs.	Lace Hill Sports & Community Centre	1pm – 4pm
Tuesday 23 rd July	Oxford Fiddle Group:	Radcliffe Centre, University of Buckingham	8pm

	<p>Live fiddle music from England, Scotland, Ireland and the USA. Refreshments provided.</p> <p>Tickets £7.50 from the Tourist Information Centre and the Town Council website.</p>		
Wednesday 24 th July	<p>Art in the Market: Free have-a-go art event.</p>	Cattle Pens	1pm – 4pm
Wednesday 24 th July	<p>Buckingham Society Summer Lecture: Thea Young from Sulgrave Manor will give a special lecture about Sulgrave Manor, the Washington family and the Manor's American connections.</p>	The Vinson Centre Auditorium, University of Buckingham	6.30pm
Thursday 25 th July	<p>Buckingham Play Days: Summer fun, inflatables and crafts in the park for 0 -12 years</p>	Chandos Park	10:30am – 3:30pm
Thursday 25 th July	<p>Drag Night: Sandy Flaps Milton Keynes Pride Festival Drag Ambassador will bring comedy, chaos, and amazing musical numbers.</p> <p>Tickets £15 from the Grand Junction website.</p>	The Grand Junction	7pm
Friday 26 th July	<p>Buckingham Summer club: Special SEND session of family</p>	Lace Hill Sports & Community Centre	10am – 12pm

	fun for 3 – 12 year olds. Free tickets bookable through Sharon Crossman.		
Friday 26 th July	Disco Bingo: Musical bingo with an Equality, Community Diversity and Inclusion musical playlist. Tickets £2 a card on the door.	The King's Head	From 7.15pm, event starts at 8pm.
Saturday 27 th July	Comedy Night: Roaring comedy night, co-hosted with the University of Buckingham Students Union. Tickets £15 from the Tourist Information Centre and the Town Council website.	Tanlaw Mill (TBC)	From 7.30pm. event starts at 8pm.
Sunday 28 th July	Rhythm and Song Workshop and Concert: Buckingham's Swan Singers will host a fun musical workshop with participants invited to take part in a final concert. Tickets for workshop and concert £8 or £5 through Lucy Bignall.	Embleton Way Scout Hut & Community Centre	3.30pm – 5pm
All week	Free crafts and face painting	Chantry Chapel	Opening hours
All week	Totally Me: Totally Buckingham Art display	Cattle Pens	All hours

4. Oxford Fiddle Group

4.1. The price of Oxford Fiddle Group tickets has not increased for a substantial amount of time.

4.2. It is recommended that a small increase in ticket price is made to £7.50 from the 2023 price of £6, including VAT. (£6.25 from £5 excl. VAT) The event regularly attracts 80 – 100 attendees and this price is thought to be achievable.

5. Totally Me: Totally Buckingham community art project

5.1. At the request of the Fringe Week working group and TC&E a community art project has been set up. The project is designed to include as many people as possible of different ages and abilities to create art that they feel represents them.

5.2. Those taking part to date are:

- The Buckingham School
- Royal Latin School
- Buckingham Primary School
- Bourton Meadow Academy
- Lace Hill Academy
- George Grenville Academy
- Furze Down School
- Friends of the University of Buckingham
- Lace Hill Manor Care Home
- Hamilton House Care Home

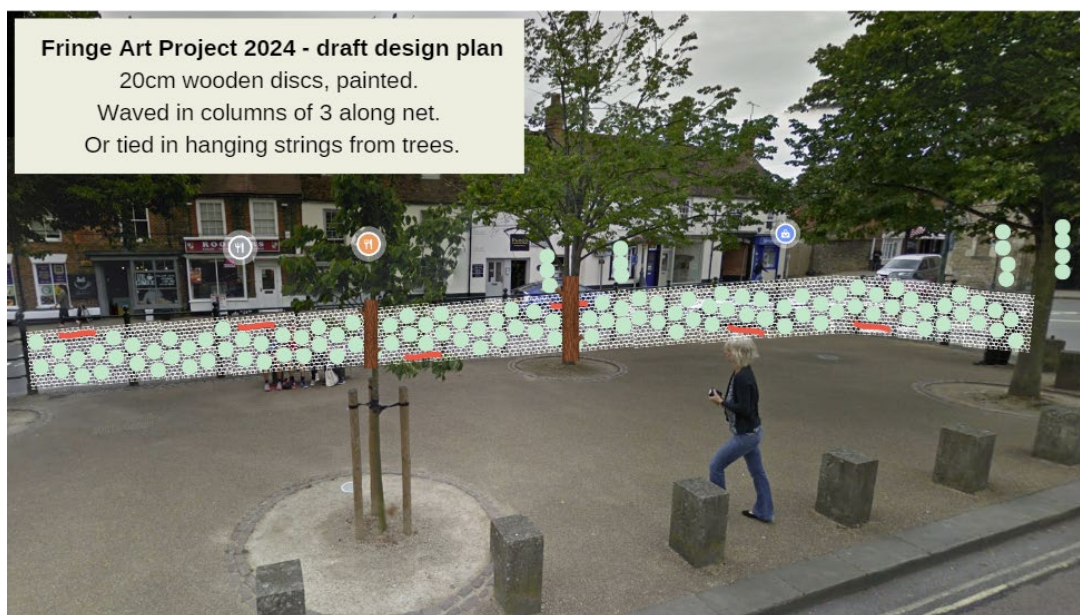
5.3. The project involves each participating group being given a number of 20cm flat wooden discs. The group are invited to paint each disc in a way that represents the painter – this could be self-portraits, landscapes, items the person has a strong connection to, abstract interpretations of emotions – any 'Me' themed art is welcomed, with variety encouraged.

5.4. 550 discs have been ordered and most have now been distributed to the community groups that are taking part. Just over 90 discs have been kept back to be decorated during Celebrate Buckingham Day on Saturday 22nd June.



Figure 1. Similar discs from Coronation Trail 2022

- 5.5. Buckingham Town Councillors and Officers will be offered a chance to decorate any remaining discs after Celebrate Buckingham Day.
- 5.6. Once painted the discs will look similar to those created for the Coronation Art Trail in 2022. They will be returned to the Town Council for weatherproofing and then gathered together, tied to netting and in strings. The gathered art piece will then be hung in the Cattle Pens, using the railings and trees as the exhibition space. The purpose of the community art is to celebrate the diversity within our community through self-expression as individuals within a community space.



- 5.7. The art will be hung up on Friday 19th July and taken down on Monday 21st July. The cattle pens has been chosen as the location for the art as this is highly public and easily accessible to all. If all 550 discs are returned with art pieces the exhibit will be expansive in size and visually powerful.
- 5.8. After the exhibit has taken place the art will be returned to its creators.

6. Budget

6.1. Confirmed and estimated costs to date:

Event	Items	Costs Budget code 303/4221 Fringe £2,150	Income Budget Code 303/1083 Fringe Income £400
Family Fun Day	Play equipment, first aid	£946	
Oxford Fiddle Group	Room hire, refreshments, TENS licence	£290 (est.)	£400 (est.)

Totally Me: Totally Buckingham Community Art Project	Wooden discs, netting, weatherproofing, string	£410 (est.)	
Comedy Night	Supplement to Comedy Night budget	£500	<i>(to Comedy Night Income budget code)</i>
TOTAL		£2146	£400

Buckingham Town Council
Town Centre and Events Committee
Monday 3rd June 2024

Contact Officer: Sam Hoareau

Skate Park Event Update

1. Recommendations

- 1.1. It is recommended that Members note the date for the Buckingham Skate Park event, Saturday 17th August.
- 1.2. It is recommended that Members agree to hire King Ramps to supplement the Skate Park event with professional skate performances and coaching, at a cost of £750.
- 1.3. It is recommended that, if the event budget allows, the prize package offered through Canvas Spaces, is upgraded at a cost of £200.

2. Background

- 2.1. A BTC skate park event is planned and budgeted to take place this year to celebrate the newly refurbished community asset. At the previous meeting it was agreed that we will work with Canvas Spaces on behalf of Bucks Council to host this event. At that time, we were waiting for Canvas Spaces to provide the package on offer which was part of s106 Skate Park development fund money.

3. Update

- 3.1. The event will take place on Saturday 17th August, provisionally 12-4pm.
- 3.2. As part of the tender, Canvas Spaces will provide the following:
 - Creation of a promotional poster for advertising the opening event.
 - MC-ing/hosting the event along with the provision of equipment and a PA sound system.
 - Organisation and running a series of competitions throughout the day.
 - Provision of a standard prize package for the competitions to the retail value of approximately £250.
 - Documentation of the day through photography & videography.
 - Conclusion at the end of the event by thanking the attendants and all who have helped out.
- 3.3. We are also talking with King Ramps, BTC's usual skate park event organisers, to provide some professional demo riders on the day. This is still to be booked and paid for, but they have confirmed availability and provided a quote of £750 to provide skate board, skater and BMX rider performance and coaching (total 1 hour).

3.4. Two or three food and refreshments stalls will be sought to attend the event.

4. Budget

4.1. Provisional event expenses:

ITEM	Costs Budget code 303/4169 Skate Park Event £2,000
King Ramps Demos	£750
First Aid	£150
Bucks Park Fee	TBC
Additional prizes	TBC
Est. TOTAL	£1,300

4.2. If budget allows, there are options for Canvas Spaces to increase the value of the prize package they offer which will occur an extra cost of £200.

Buckingham Town Council
Town Centre and Events Committee
Monday 3rd June 2024

Contact Officer: Sam Hoareau

New Summer Youth Activities

1. Recommendations

1.1. It is recommended that members agree to trial the Street Dance sessions this year, at a cost of £960 through U Do It Dance Foundation.

2. Background

2.1. Based on the success of last year's free Summer Youth Activities featuring Basketball sessions and the Buckingham Play Days, it was agreed that we would continue to fund these. The Basketball and Play Days have already been booked and agreed through committee.

2.2. However, the committee also wished to improve the offering and add additional activities particularly those more attractive to girls and teens.

3. Quotes

3.1. Three companies have been contacted to host two Street Dance sessions on our behalf, one for 8-12 years old and another for 13's and over, once a week throughout the summer holidays. The three companies contacted are: U Do It Dance Foundation, Urban Strides, and The Just Dance Company.

3.2. So far, only one quote from U Do It Dance Foundation has been received at a cost of £960. Due to theirs and venue availability, the sessions can only take place on a Tuesday at the LHSCC 3pm – 4pm and 4pm – 5pm.

3.3. The sessions will be more cost effective if they were to take place at the Lace Hill Sports & Community Centre (LHSCC) but we have looked into holding them elsewhere, somewhere more central to town. However, the Buckingham Community Centre does not have availability to run these sessions on a Tuesday at the same time each week. At present, we are still waiting to find out if the Youth Centre has suitable availability to host these classes, this would accrue additional costs, but there is enough budget available and it would provide a more central activity location if this is a possibility.

4. Budget

4.1. Provisional event expenses so far:

EVENT	COST Budget code 301/4094 Youth Projects	Note

	£6,000	
Basketball	£1020	*Previously agreed
Street Dance	£960	
Play Days	£2970	*Previously agreed
TOTAL	£4950	

Buckingham Town Council
Town Centre & Events Committee
Monday 3rd June 2024

Contact Officer: Sam Hoareau

Celebrate Buckingham Day

1. Recommendations

1.1. It is recommended members note the report.

2. Background

2.1. The committee has agreed for a Celebrate Buckingham event be held to enable community groups and residents to celebrate their services and activities.

3. Aims of Event

3.1. To celebrate the range of voluntary groups who are serving the town and bringing residents together.

3.2. Support local groups to raise funds and recruit volunteers whilst highlighting the importance of their services and organisation.

3.3. Encourage residents to get involved with local organisations.

4. Update

4.1. Celebrate Buckingham Day will be taking place in the paddock in Bourton Park on Saturday 22nd June 2024 from 11am – 3pm and set up will take place from 9:45am.

4.2. The Town Council will have a set of joint stalls which will include the Climate Emergency Action Plan, Tourist Information Centre, and Shopmobility as well as staffing a Quiet and Art zone area with crafts and garden games.

4.3. There will be a gazebo where announcements will be made during the day instead of hiring a stage. This will be used by the Town Crier and Mayor for the opening and where awards will be given out later in the day.

4.4. Emails were sent out to local organisations and charities inviting them to have a stall at the event to raise awareness of their activities as well as to recruit new members and volunteers and raise funds. At present we have 18

community stalls confirmed and hope to have a few more booked in before the big day. Each stallholder has been asked to provide a fun activity for children to enjoy.

- 4.5. The Buckingham Society will be in attendance and will be giving out their conservation and retailer of the year awards. As well as the Rotary who will be giving out awards for their Swimathon.
- 4.6. A bungee run, bouncy castle, and giant garden games have been booked as well as portable toilets, first aid, and a PA system.
- 4.7. At present six food and drink vendors are booked to attend which is more than last year. These include a licensed bar, We will Wok You and Sizzlers Street Food.
- 4.8. Musical Entertainment will be provided by the Ukulele Group free of charge and we have also booked Tom MacManus, a local musician to play a set.
- 4.9. The provisional event & stage schedule is as below:
- 1:00am – 11:05am Opening of Event by Buckingham Town Mayor
 - 11:05am – 11:35am Bollywood Dancing
 - 11:35am – 12:00pm Downtime/look around stalls
 - 12:00pm – 12:15pm Buckingham Society Awards
 - 12:15pm – 12:25pm Buckingham Rotary Awards
 - 12:30pm – 13:30pm Buckingham Ukulele Group
 - 13:30pm – 13:45pm Downtime/look around stalls
 - 13:45pm – 14:15pm Tom McManus Music
 - 14:15pm – 14:30pm Downtime/look around stalls
 - 14:30pm – 14:55pm Round up of stalls and winners of activities
 - 14:55pm – 15:00pm Thank you speech & instructions on how to leave

5. Budget

5.1. Confirmed expenditure so far:

ITEM	COST Budget Code 303/4278 Celebrate Buckingham Day £2,000
Toilets	£270
First Aid	£120
Inflatables, staff, and generator	£390
Garden games	£67
PA and compere	£400
Musician	£50
Bobby Beats	£60
TOTAL	£1357

Annual Events Calendar 2024 - 2025

*Please note that all dates are provisional and subject to change.

Bold indicates updates since last agenda.

2024 - Event	Month	Day	Location
Celebrate Buckingham Day	June	Saturday 22 nd	Bourton Park Paddock
Fringe: Family Fun Day	July	Sunday 21 st	Lace Hill sports & Community Centre
Fringe: Oxford Fiddle Group	July	Tuesday 23 rd	Radcliffe Centre
Fringe: Art in the Market	July	Wednesday 24th	Cattle Pens
Fringe: ECD&I Disco Bingo	July	Saturday 26th	King's Head
Fringe: Comedy Night	July	Saturday 27th	Tanlaw Mill TBC
Additional Fringe events (not hosted by TC)	July	Saturday 20 th - Sunday 28 th	Various
Summer Basketball	July/August	Monday 22 nd & 29 th July, 5 th , 12 th , 19 th & 26 th August	Chandos Park & Bourton Park
Buckingham Play Days	July/August	Thursday 25 th July, 1 st & 15 th August	Chandos Park
Street Dance TBC	July/August	Tuesdays in Summer Holidays	TBC
Skate Park Event	August	Saturday 17th	Skate Park
Band Jam	August	Sunday 25 th	Town Centre
Dog Show	September	Saturday 7 th	Bourton Park
River Rinse 1	September	Sunday 29 th	TBC
River Rinse 2	October	Sunday 6 th	TBC
Local Democracy Week	October	TBC, w/c Monday 7 th	Buckingham School
Charter Fair 1	October	Saturday 12 th	Town Centre
Charter Fair 2	October	Saturday 19 th	Town Centre
Hallowe'en Disco	October	Friday 25 th	Lace Hill sports & Community Centre
Bonfire & Fireworks	November	Saturday 2 nd	Bourton Park Paddock
Remembrance Parade	November	Sunday 10 th	Town Centre
Winter Fair	November	Sunday 24 th	Lace Hill sports & Community Centre
Christmas Lights Switch On	November	Thursday 28 th	Town Centre
Small Business Saturday	December	Saturday 7 th	Town Centre
Community Fair	December	Saturday 14 th	Buckingham Community Centre
Christmas Parade	December	Saturday 14 th	Town Centre
2025 - Event	Month	Day	Location
Holocaust Memorial Day	January	Monday 27 th	Bourton Park
Pancake Races	February	Thursday 20 th	Green at St Peter & St Paul's Church
Food Fair	February	Saturday 22 nd	Buckingham Community Centre

Appendix D

Good Endings Fair	March	Saturday 29th	Buckingham Community Centre
2025 – 2026 event dates known to date:			
Street Food Fair TBC	July	Saturday 26 th	Embelton Way Scout Hut & Community Centre TBC

**Buckingham Town Council
Town Centre & Events Committee
Monday 3rd June 2024**

Contact Officer: Bethanie Dowden, Administrator

Fringe Week Comedy Night Venue

1. Recommendations

- 1.1. It is recommended that Members agree to use Tanlaw Mill for this year's Fringe Week Comedy Night.
- 1.2. It is recommended that members consider the Mount Pleasant Campus for the Fringe Week Comedy Night 2025.

2. Background

- 2.1. It was agreed that officers should investigate using the University of Buckingham's Mount Pleasant Campus to hold this year's Fringe Week Comedy Night following a request from the Buckingham Student Union.
- 2.2. Following the Town Centre and Events Committee meeting on Monday 8th April 2024, officers visited the Mount Pleasant Campus to inspect the site.

3. Review of Venues

- 3.1. Officers thought the Mount Pleasant venue had good potential for a future event. There was ample space in the Winslow Room, reception and bar area, disability access including parking, parking facilities, and additional facilities such as air conditioning, and designated smoking areas.
- 3.2. However, it was not guaranteed that the renovations currently taking place, and the required checks and procedures after this work eg fire safety procedures would be in place in time for the July 2024 Comedy Night.
- 3.3. There also won't be a student population at the Mount Pleasant Campus until September 2024 which may will affect target attendance numbers compared to the existing town centre location.
- 3.4. The Fringe Week Comedy Night will take place on Saturday 27th July from 8pm with doors opening at 7:30pm.

4. Additional Considerations – Tanlaw Mill

- 4.1. Chandos Park Car Park will be open for visitors to use for the event. If that car park starts getting full, the Student Union said that visitors can also use the Hunter Street Car Park, opposite.
- 4.2. The Film Place is planning to hold showings on the same night but has agreed to direct Comedy Night attendees to Tanlaw Mill if needed. A poster will be positioned on The Film Place's entrance, with directions to the Comedy Night.

5. Budget

- 5.1. The budget for this event is £1,500 and will come from the budget code 4241/301 Comedy Night Expenditure. £500 has also been allocated from 4221/303 Fringe to supplement the budget and secure a more well-known act. The Town Council will pay for the comedians and external security. The total expenditure is anticipated to be £2,000.
- 5.2. Maintaining a £15 purchase ticket price, and an expected event capacity of 120 tickets, this would lead to the budgeted income of approximately £1,500 after VAT and online transaction fees.

Buckingham Town Council
Town Centre and Events Committee
Monday 3rd June 2024

Contact Officer: Sam Hoareau

Street Food Event Update

1. Recommendations

- 1.1. It is recommended that Members agree to delay the planned 2024 Street Food Fair event.
- 1.2. It is recommended that Members agree to collaborate with Bite Club to host the first Buckingham Street Food Event next year during Fringe Week 2025, on Saturday 26th July at Embleton Way Scout Hut and Community Centre.

2. Update

- 2.1. A new Street Food event is scheduled to take place this year alongside a fun day at Buckingham Cricket Club. However, despite best efforts, a suitable date has not yet been agreed upon with the venue and therefore no progress has been made.
- 2.2. Given recent staff changes and current capacity, it would be sensible to defer this event to ensure it has the best possible chance of success.

3. Options

- 3.1. **Option 1: Cricket Club.** Although coordinating a date with the cricket club has not yet been possible, we still have the option to move forward with the event at the cricket club and look at dates in 2025.
- 3.2. **Option 2: Embleton Way Scout Hut & Bite Club.** The Council could also reconsider collaboration with an external organisation like Bite Club. Initially, BTC intended for Bite Club to manage the main event, but this approach was not recommended due to potential issues with scheduling, no suitable venue available, and bar operation management.
- 3.3. Ongoing discussions with Bite Club have led to a suitable venue being identified that is in a suitable location: Embleton Way Scout Hut & Community Centre. This location is outside the Town Centre, flat, with parking and an indoor option in case of bad weather. The Scout Hut does not run its own bar, and therefore there is no issue with bringing in an external provider to provide a bar.
- 3.4. Both the Scout Hut and Bite Club are available for a provisional date for next year: Saturday 26th July 2025, which will be during Fringe Week. In this scenario, Bite Club would organise and run the event, while the Town Council would provide support, possibly including covering the venue hire fee.

Buckingham Town Council
Town Centre and Events Committee
Monday 3rd June 2024

Contact Officer: Sam Hoareau (Town Centre Manager)

Town Centre & Market Easter Activities

1. Recommendations

1.1. It is recommended that Members note the report.

2. Background

2.1. This Easter BTC organised free town centre and market entertainment for people to enjoy over the holidays.

3. Aims of the Event

3.1. The activities were organised to help encourage footfall into town and support local businesses whilst also providing residents with free things to do with their children.

4. Information

4.1. The event included a two-week long egg hunt around the town centre shops with free treats and a chance to win a £50 voucher to spend in a local shop. Plus, live entertainment from 10am-1pm on three consecutive Saturdays. Featuring a visit from the Easter Bunny on 30th March, a face painter on 6th April, and a magician on 13th April. The live entertainment took place at the market and outside the Old Gaol.

5. Event Review

5.1. The Easter Bunny visit to the market was a big hit. Market traders have praised the concept and said it worked really well. The Easter Bunny posed for photos and gave out free chocolate treats to children. The Tourist Information Centre had a record number of 120 visitors this day! Most of these were people picking up their free egg hunt map to embark on their adventures.

5.2. The dragon egg hunt proved extremely popular with at least 86 families taking part who completed the trail and handed back their trail maps. We also received support from Tesco Express who kindly donated a bag of small chocolate eggs to give to the children on their return. Shop hosts have said they saw loads of families taking part and were happy that it drew attention and highlighted where in town they are located and would like to be part of future similar events.

5.3. The face painter and magician drew smaller crowds but still provided enjoyment to peoples visit to town.

6. Budget

6.1. The total cost of these activities was £767.50. The majority of the cost, £717.50, was covered by the remaining market entertainment budget 302 4234 and £50 was covered by the one-off events budget 303 4273.

6.2. Event cost breakdown:

ITEM	COST
Easter Bunny	£200
Easter Bunny Chocolate treats	£42.50
Face painter	£150
Magician	£325
Egg Hunt gift vouchers	£50
TOTAL	£767.50



Buckingham Town Council
Town Centre & Events Committee
Monday 8th April 2024

Contact Officer: Nina Stockill, Estates Administrator

Spring Green Fair 2024

1. Recommendations

1.1. It is recommended members note the report.

2. Background

2.1. Despite the April showers, the Spring Green Fair held on Sunday, April 28th, was a vibrant celebration of sustainability and community spirit. Showcasing a diverse array of eco-friendly initiatives and local talents, the fair drew crowds of enthusiastic attendees who embraced the opportunity to learn, engage, and support green living.

2.2. The poor weather led to seven traders cancelling due to insufficient equipment or ill health. In total nine organisations supported the event with a range of stalls and activities. Considering the rain, the event was well attended, and stall holders were pleased with footfall.

2.3. The Town Council hosted a children's stall making magic wands from recycled craft materials, some of which were kindly donated by the [Nimble Thimble](#). Due to low turnout, there is plenty of craft materials that can be used at future events.

2.4. Among the highlights were stalls from [The River Wardens](#) who hosted an interactive table, showcasing invertebrates from the local river and highlighting their importance in understanding the health of the local river ecosystem. [Pyxis Beauty](#) delighted children and adults alike with their face-painting stall and Buckingham's [Women's Institute](#) contributed to the fair with their stall, offering delicious homemade cakes and knitted crafts.

3. Budget

3.1. The total budget for this event was £300. The event was delivered substantially under budget.

	Expenditure Budget code 301/4203	Income
Total Budget	£300	£0
Craft materials	£50	£0
Road Closure Order	£40	

Profit/Loss	£89.99	
Remaining Balance	£210.01	

4. Environmental Impact

- 4.1. All of the traders completed the environmental impact section on the Town Council's booking form.
- 4.2. Most people attending the event walked as they were residents and live within walking distance. Most traders attending the event used environmentally friendly products. Therefore, the impact on the environment was low.

Buckingham Town Council
Town Centre & Events Committee
Monday 3rd June 2024

Contact Officer: Louise Stubbs, Deputy Town Clerk

May Day 2024

1. Recommendations

1.1. It is recommended that Bourton Meadow School, or other local schools, continue to host the event in future years.

2. Background

2.1. The May Day event took place on Wednesday 1st May 2024, at Bourton Meadow Academy.

2.2. Three schools took part: Bourton Meadow Academy, Lace Hill Academy, George Grenville Academy. Each school performed with country dances, may pole dances or both. Many of the dances were taught by Debbie Dearlove of Bourton Meadow Academy, who coordinated the event and attendance of other schools.

2.3. The event saw it's largest ever attendance from parents and members of the public, who were able to enter the school grounds and view from a large cordoned viewing area.

2.4. The Mayor and Town Crier opened the event. A small viewing area was also kept open for the Town Council.

2.5. There were no notable traffic or parking issues, and all school groups were able to travel safely to the event site.

2.6. Feedback from attendees was entirely positive, many comments were made about the space and number of children and attendees that were therefore able to attend.

3. Budget

3.1. There were no costs to holding the event.

Minute No.	Action	Action Required	Action Owner	Update	Deadline
884/19 183/23	Youth Council	New Town Council representatives have been agreed, who will be able to plan for the best approach for 2022. The Deputy Town Clerk will chase Buckinghamshire Council for an update.	Deputy Town Clerk Deputy Town Clerk.	The project will be run with Buckinghamshire Council. April 2023 Update: A survey of young people about youth space and youth council took place via Buckinghamshire Council. Buckinghamshire Council is now looking for a Youth Café venue and an update to TC&E will be provided once this is secured. UPDATE OCT 2023: Venue secured, negotiations with partners continue. FEBRUARY 2024: 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.	Ongoing
868/20;1042/20	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. On agenda for May meeting.	Ongoing
869/20	Culture & Arts Strategy	Members received a written report from the Town Clerk and unanimously AGREED for Council staff to provide a detailed plan for creating a culture and arts strategy. It was AGREED that a working group be set up, consisting of councillors and partners, at the appropriate time.	Town Clerk	Discussed at BNDP - on July TC&E agenda	Ongoing
178/23	Street food	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. Cllr. Stuchbury Proposed that a report be brought to the November meeting. Cllr. O'Donoghue Seconded. Members unanimously AGREED .	Deputy Town Clerk	On agenda	Ongoing
315/23	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.	
418/23	Events review	Bonfire and Fireworks - check with insurers if members of the public can take part in torch bearing.	Deputy Town Clerk	Insurers stated that members of the public could not take part in torch bearing.	Completed

Minute No.	Action	Action Required	Action Owner	Update	Deadline
590/23	Christmas Parade	Cllr. Stuchbury Proposed that a meeting is arranged with the Town Clerk, Deputy Town Clerk, Cllr. H. Mordue and Cllr. Fealey to look further at the issues raised here and how we can work together moving forward. Cllr. Davies Seconded and Members unanimously AGREED	Town Clerk	Meeting held in April.	Completed



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	Buckingham boasts a Community Climate café and Repair café, who meet (individually) every month 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	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	The Town Council have 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 Councillors and 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 BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events. Referencing the Town Council's Sustainable Procurement Strategy