

High Wycombe Town Committee Agenda

Date: Tuesday, 10th June, 2014
Time: 7.00 pm

The meeting will be preceded by a meeting of the Charter Trustees

Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman Councillor A R Green
Vice Chairman Councillor M Hussain JP

Councillors: K Ahmed, Z Ahmed, I Bates, Mrs L M Clarke OBE, R B Colomb, C A Ditta, R Farmer, S Graham, M Hanif, A E Hill, A Hussain, M Hussain, M E Knight, Ms R Knight, Ms P L Lee, Miss S Manir, S F Parker, B E Pearce, C Shafique MBE, T Snaith and Ms J D Wassell

Membership is restricted to those Members representing the High Wycombe wards.

Members are reminded that the Committee is an advisory body and does not have decision making powers in respect of either Executive or non-Executive functions.

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Agenda

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2	Minutes of the Previous Meeting	
3	Declarations of Interest	
	To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.	
	Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required	

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	to withdraw from the meeting.
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5	Community Asset Transfer of Bellfield Community House 2 - 12
6	Cemetery Site Options Appraisal 13 - 28
7	Community Infrastructure Levy Funding in High Wycombe Unparished Wards 29 - 30
8	Adoption of Wording / Logo to Identify Projects in Receipt of Funding from the High Wycombe Town Committee Community Support Grant 31 - 32
9	High Wycombe Town Committee - Forward Work Programme 33 - 34 To note the current draft work programme.
10	Information Sheets 35 - 37 The following Information Sheet is attached: 2/2014 Budgetary Control Report Outturn 2013-14 <i>** Members are reminded to give 24 hours' notice of any questions concerning an Information Sheet to ensure an answer can be given at the meeting. **</i>
11	Supplementary Items (if any)
12	Urgent Items (if any)

For further information, please contact Emma Lund, 01494 421635, emma_lund@wycombe.gov.uk

Agenda Item 1

**Item
No.**

Item

1. Apologies for Absence

To receive any apologies for absence.

2. Declarations of Interest

To receive any disclosure of disclosable pecuniary interest by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest, whether or not they are required to withdraw from the meeting.

3. Minutes of the Previous Meeting

To confirm the minutes of the meeting of the Committee held on 26 March 2014 – previously circulated.

4. Wycombe Sound – Community Radio for Wycombe

Phillipa Sawyer and Chris Phillips of Wycombe Community Radio will provide a presentation to the Committee.

Agenda Item 5

COMMUNITY ASSET TRANSFER OF BELLFIELD COMMUNITY HOUSE

Officer contact: Emma Sweeney Ext: 3188
emma_sweeney@wycombe.gov.uk

Ward affected: Disraeli

PROPOSED DECISION

That the Committee recommends to Cabinet:

- (i) That on the basis that the Council considers that the purpose for which the land is to be disposed of is likely to contribute to the achievement of the promotion or improvement of the economic, social, or environmental well-being in respect of the whole or any part of its area, or of all or any persons resident or present in its area, Bellfield Community House be leased to Action for Children for 25 years for £1 per year on a full repairing and insuring basis, with a rolling mutual break clause that can be exercised at 5 years subject to 6 months' notice (if not exercised at 5 years, then the next opportunity is at 10, and so on); the terms to include use for community hire at rates affordable to the local community and comparable to similar venues; and
- (ii) That delegated authority be given to the Major Projects and Estates Executive, in consultation with the Head of Community Services and District Solicitor & Monitoring Officer, to agree Heads of Terms for an Agreement for Lease and Lease, and to agree final terms for the Agreement for Lease and Lease.

Reason for Decision

In accordance with the Council's approved Community Asset Transfer Policy, organisations were invited to express an interest in managing Bellfield Community House. The house was built as part of the S106 agreement with Miller Homes on the site of the former Bellfield School. Expressions of interest were received for Bellfield Community House along with business plans. These were assessed and the preferred organisation was selected and agreed via Cabinet Member Decision Notice in November 2013. Negotiations on draft Heads of Terms for an Agreement for Lease and Lease have taken place and form the basis of this report.

Corporate Implications:

1. High Wycombe Town Committee allocated £50,000 budget from its Community Infrastructure Levy (CIL) allocation for the package of internal works to bring the community building into use, which was agreed at March Cabinet as part of the 2014/15 CIL Funding Programme.
2. The Council will need to Elect to Waive Exemption on this site to ensure that it is able to recover the VAT that it will incur as part of the fit out.
3. The Council has power under section 123 of the Local Government Act 1972 to dispose of land in any manner it wishes, including the grant of a long lease

subject to the proviso, for arrangements of 7 years or more, that a disposal must be for the best consideration reasonable obtainable, unless the Secretary of State consents to the disposal. The Secretary of State has issued Circular 06/03, the Local Government Act 1972 General Disposal Consent (England) 2003, which permits the disposal of land where the Council considers that the purpose for which the land is to be disposed of is likely to contribute to the achievement of the promotion or improvement of the economic, social, or environmental well-being in respect of the whole or any part of its area, or of all or any persons resident or present in its area. Disposal at less than best value is also subject to the condition that the undervalue does not exceed £2m. A disposal for £1 per year on the terms proposed will be lawful, provided that these conditions are satisfied.

Executive Summary

4. Bellfield Community House was built as part of the S106 Agreement with Miller Homes at the former Bellfield School site. The Agreement provided for a community house to be built to 'shell and core' and transferred to Wycombe District Council, for transfer then to a charitable organisation to manage the facility. Initially the section 106 just provided a piece of land for the Council then to raise funds to build a community building on, but the developer subsequently agreed to vary this to provide a community house.
5. Further works are required to make the community building fully usable and to fit it out. CIL funds allocated by High Wycombe Town Committee (HWTC) will be used to complete these works and Action for Children have also agreed to input funds to complete the fit out of the building. In accordance with the Council's Community Asset Transfer Policy, an invitation for organisations to express an interest in managing Bellfield Community House was issued in May 2013. Two expressions of interest were received along with business plans. These were assessed and the preferred organisation selected and agreed via Cabinet Member Decision Notice in November 2013. Negotiations on Heads of Terms for an Agreement for Lease and Lease have taken place and approval of these is now sought, with delegated authority for completion of the Agreement for Lease and Lease.

Sustainable Community Strategy / Council Priorities - Implications

6. The recommendations contribute to the Sustainable Community Strategy themes in the following ways:
 - Cohesive and Strong Communities – local community facilities
 - Provide a key place for people to come together.

Background and Issues

7. The Government has implemented two relevant policies: one of fiscal restraint as embodied in the Comprehensive Spending Review, which has led to significant reductions in Government grant funding to local councils; a second of localism as embodied in the Big Society and the Community Right to Bid for

community assets. The transfer of community assets to community groups is in line with both of these policies.

8. Community Centres are not part of core District Council functions and would usually be provided by Parish Councils. As the town is unparished, issues related to community centres fall within the remit of the Town Committee.
9. The Council's Community Facility Strategy identifies Disraeli as an area with a deficiency in community facilities, and also one of the District's areas of deprivation. Although there is a known shortage of youth facilities in the area, all age groups will be able to make use of the building.
10. Originally the Council was due to receive a small parcel of land in the middle of the development, upon which it could build a small community facility when it had funds to do so. The view was taken that funds were unlikely to be forthcoming for some years so instead the Council negotiated provision of a community house adjacent to the development's open space and play area as a better alternative. After the developer had transferred the house to the Council, the Council could then transfer the property to a voluntary or community organisation to manage for and on behalf of the local community.
11. The house is split over 2 floors with a total gross internal area of 137m². A hard surfaced parking area in front of the house level with the entrance accessing the building at the ground floor, stairs lead down to the lower ground floor where the outdoor space can be accessed at the rear. A plan is attached at Appendix B.
12. In February 2013 Wycombe District Council formally adopted a Community Asset Transfer Policy, which has been followed for the transfer of Bellfield Community House. Asset transfers should meet the following critical success factors:
 - (i) Reduced cost to WDC;
 - (ii) Minimal impact on delivery of services;
 - (iii) Public access secured;
 - (iv) Acceptable for both the Council and the recipient organisation;
 - (v) Achievable within public sector legal and procurement parameters.
13. Due to the fact that works are needed to complete the interior and fit out, an Agreement for Lease needs to be signed before the works begin, with the Lease being signed on practical completion of the works. The works will take place once HWTC and Cabinet approval has been given.
14. Action for Children is a national organisation that is experienced in delivering community services, especially for children and young people with disabilities and their carers, and in managing community facilities. It has had a contract with Buckinghamshire County Council to deliver services for local children and young people with disabilities for some years and this has just been renewed.

The organisation is committed to maximising the use of Bellfield Community House by facilitating a wide range of community uses of the building.

15. In summary the benefits to the Council of this arrangement are as follows:
- (i) Local management of the asset resulting in community use of the asset.
 - (ii) Helping an active community organisation, with an existing local presence and local services to develop and grow its services further.
 - (iii) Eliminating any on-going financial involvement by the Council in the running of the Centre by enabling a more sustainable service to develop.

Options

16. The following options were discounted:
- (i) Contracting out, as there is no local market for the running of community centres and a commercial operator would be more likely to require a subsidy.
 - (ii) Commercial letting, as community use needs to continue under the terms of the section 106 agreement.
17. There is the option for WDC to decide not to do anything with the house. If this were the case the deficiency in community facilities would remain in this ward and the house would be returned to Miller Homes for sale.
18. It is recommended that the Committee acts to secure a community facility for local residents by agreeing the Heads of Terms and delegating authority to complete a Lease with Action for Children for 25 years. Action for Children's Business Plan forecasts a Centre with high levels of use that will become a vibrant hub for the local community.

Next Steps

19. Finalisation of the Agreement to Lease and Lease terms, completion of the works and fit out, and transfer of the Centre to Action for Children via a 25 year lease.

Background Papers

- Cabinet Member Decision Notice - Community Asset Transfer of Bellfield Community House
- Community Asset Transfer Policy
- Expression of Interest and Business Plan guidance available from Community Services along with project files

Agenda Item 5 Appendix A

DRAFT HEADS OF TERMS

FOR AN AGREEMENT FOR LEASE AND A LEASE

Bellfield House, Red Kite Way, High Wycombe

1.0 Initial information

Lease to be Code compliant: Yes

1.1 Property address

Bellfield House
Red Kite Way
Disraeli
High Wycombe
HP13 5TJ

1.2 Landlord

Wycombe District Council (Registered no. [])
Registered office: Queen Victoria Road. High Wycombe. Bucks. HP11 1BB
Correspondence address: Queen Victoria Road. High Wycombe. Bucks. HP11 1BB
Contact name:
E-mail:
Telephone: Fax:

1.3 Tenant

Action for Children (Registered no. [])
Registered office:
Correspondence address:
Contact name:
E-mail:
Telephone: Fax:

AGREEMENT FOR LEASE

- 2.0 WDC and Action for Children will enter into an agreement for lease that will precede the lease that will be signed on practical completion and sign off of the fit out works.
- 2.1 The Property is provided completed to shell and core.
- 2.2 The landlord's specification of works to be completed by the landlord is set out in appendix 1, this will be completed at the landlords cost to a maximum value of £50,000.
- 2.2 There is also a specification of works to be completed at the tenant's cost. This is set out in appendix 2.
- 2.3 The fit out specification of both landlord's and tenant's works should be agreed prior to commencement of the works.
- 2.4 Completion of the building works will be agreed with the landlord prior to completion of the lease.

LEASE TERMS

3.0 Rent

£ 1.00 per annum.

3.1 Type of lease

Head Lease

3.2 Lease length

25 years

3.3 Commencement date

1st June 2014 or ten days after practical completion of the works

3.4 Break clauses or renewal rights

- The break clause cannot be exercised until the start of year 5.
- 6 months' notice will be required by either party to end the lease.
- The landlord has the right to break the lease if the tenant does not maintain nor use the site as outlined in the terms of reference (appendix 3)
- The tenant has the right to break the lease if in 2 of 3 preceding years the centre has operated below the agreed break event point.
- In the event of the tenant no longer providing their service due to termination of Bucks County Council's contract, they should provide the landlord with 12 months' notice and,
 - a) Transfer the lease to the new provider, or
 - b) Maintain the lease and the management of the property for community use, in this instance terms of lease will be reviewed.

3.5 1954 Act protection

Excluded

3.6 Rights

The Tenant will be permitted unfettered rights of access to the land at all times for the purposes of the Permitted Use.

3.7 Assignment and subletting

The Tenant will not be permitted to underlet the premises as a whole or in part or to use the premises for primarily commercial purposes. Underletting for community purposes will be permitted subject to Landlord's consent not to be unreasonably withheld.

3.8 Repairing obligations

The Tenant is to maintain the internal and external fabric, all fixtures and fittings of the community centre, as well as parking and surrounding land and everything within the boundary in a good state of repair, and to maintain the land in a visually attractive manner, free of litter, obstructions, weeds and graffiti.

3.9 Alterations

The Tenant will be permitted to undertake alterations to the Premises subject to Landlord's consent not to be unreasonably withheld. Construction of internal partitions do not require the Landlord's consent.

3.10 Permitted use

The Lease will permit use of the site as a community centre, for the operation of a community centre and for hire at affordable rates in comparison with other similar public facilities. The Lease will permit use of the community centre for commercial uses at an economically viable rate for the centre to operate to meet its cost of hire – such uses not to exceed 30% of available hire time. Public access must be maintained and the building and surrounding land managed to provide a safe environment for visitors.

3.11 Insurance

The Tenant is to maintain appropriate insurance of the land, building and service.

The Tenant is to maintain public liability insurance in relation to the community centre and site.

3.12 Dilapidations

Schedule of dilapidations to be prepared by the landlord six months before the termination date.

3.13 Other issues

The landlord will review the service on an annual basis for years 1-5 then every 5 years beyond that to ensure the service is delivered as outlined in the terms of reference.

3.14 Rates and utilities

The tenant is responsible for all utilities and rates.

3.15 Legal costs

Each party to pay own legal costs.

3.16 Conditions

Subject to Committee and Cabinet Approval. Subject to Contract.

3.17 Landlord's solicitors []

Company address:
Contact name:
E-mail:
Telephone: Fax:
Mobile:

3.18 Tenant's solicitors []

Company address:
Contact name:
E-mail:
Telephone: Fax:
Mobile:



KEY:

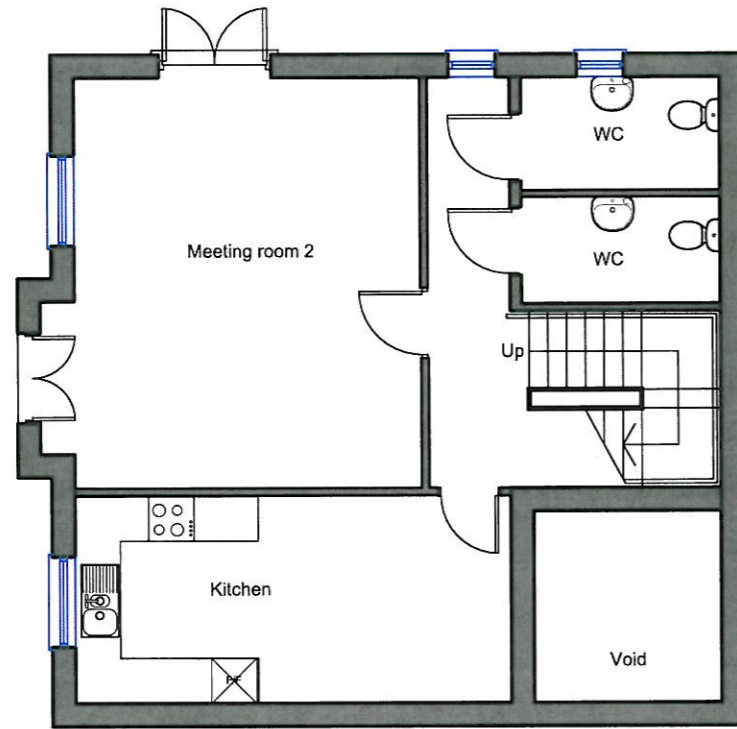
- Existing Trees
- Proposed Trees
- Parking Spaces
- Brick Walls 1800mm High
- Closed Boarded Fencing 1800mm High
- Front Entrance
- Garden Gate
- Gate with lock
- Door Location
- Private Garden
- P.O.S./Verge
- Buffer zone
- Reptile Area
- Cycle Space

Note:
 Shed to be provided in each rear garden to houses in order to provide covered cycle storage where no other coverage is provided.
 For landscaping & engineering proposals / details refer to A.C.D. & ODYSSEY drawings

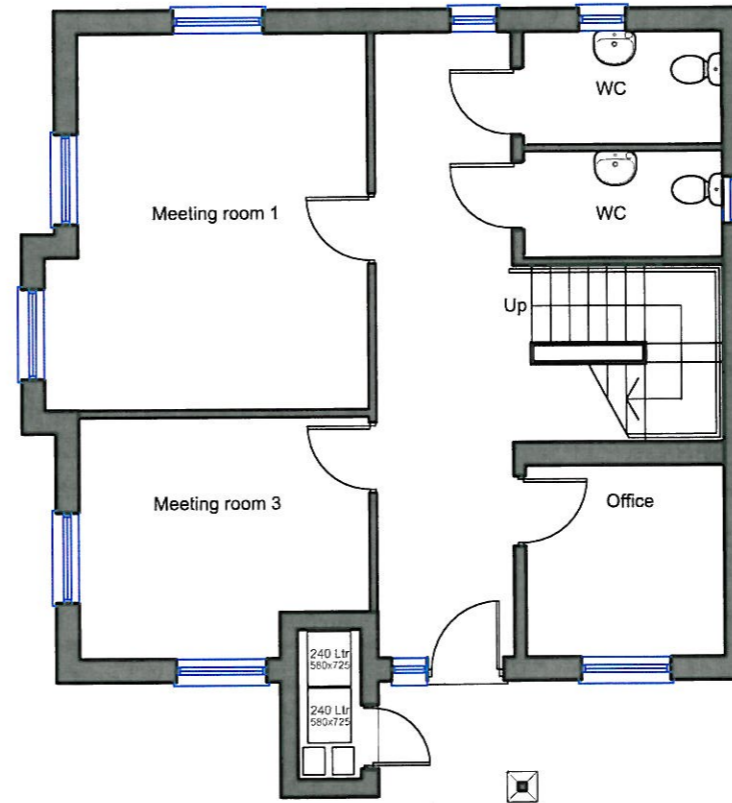
M	6 Apr 2010	Lay-bys to be 2000mm + 400mm site space. L. Footbridge removed. Fence, lockable door to buffer zone. Retaining wall between community building area and POS. Landscaping/POS amended.	
L	25 03 2010	Amended to planners & clients comments	pps
K	30 Sept 2009	Parking updated	HN
J	16 Sept 2009	Plot 56 - 61. Amended Roof Plan. 4 new parking bays in plot 26,27&39 omitted plot 61 rear fence line turning head in front of plot 9 allocated parkings to plot 9. 2 new unallocated parkings provided. refuse bin collection point adjacent plot 31. Nr multifunctional hall reorganised parking.	LL
I	06 Aug 2009	Plot 1-6: Amended Roof Plan. Plot 6: Removed Balcony. Plot 20: Increased width for drive-through. Plot 28,27,39: Replaced H2's with H3's. Plot 56,57,60,61: Amended Gable Roof Pitch. Plot 66-68: Amended Dormers. Plot 85: Removed Balcony. Plot 86-88: Amended Dormers.	JB
H	29 July 2009	Key amended as per client's comments	LL
G	28 July 2009	Amended to client's comments	LL
F	23 July 2009	Plot 9 / MF Hall: Cycle & Access moved. Plot 20-23: Alley omitted. Plot 24-31: Rear Garden Alleys Access Shortened. Plot 31: Garden Enlarged & Improved. Plot 31-32: Path between 2 plots removed. Plot 40-41: Rear Garden Access Improved. Plot 43-44: Main gate removed. Plot 43-44: New Lockable Gates. Plot 62-64: Rear Garden Access Improved. Plot 64: Alley removed. Plot 85: Became Plot 87. Plot 87: Became Plot 85.	HN
E	17 July 2009	On street parking added. 2x Houses Removed. Site Plan Re numbered. Parking Removed from POS. New Allocated Parking Added Across Site. Plot 43: Garden moved & enlarged. Plot 43-46: Gardens Enlarged. Plot 44-45: Moved back (+ 2x Parking Bay). Plot 46-48: Distance between Buildings widened. Plot 49-63: New Design + 10x Parking Bays to front. Plot 55: Driveway layout/arrangement improved. Plot 56-57: New Design (1x Unit). Plot 56-57: Rear Garden Access Shortened/Removed. Plot 60-61: New Design (1x Unit). Plot 65-66: 6x Parking Bays to front. Plot 66-68: Amended Design & Improved Refuse Plot 73-74: Double Garage replaced with Single & Workshop. Plot 74: Unit Handled. Plot 70-76: Distance between Buildings widened. Plot 81-84: 6x Parking Bays added to adjacent road. Multifunctional Hall: New Refuse Store. Plot 1-6: Layout's amended to increase SBD awareness.	HN
D	07 May 09	On street parking added. Rear Garden Access / Alleys shortened. Public Footpath Revised. Plots 24 & 25 - Gardens Extended. Plots 27 - 29 - Dormer Added to roof. Plot 30 & 34 - Roof changed to gable ends. Plots 57 & 60 - Drivd access to road added. Plot 70 Garden & Plan Addressed. Plots 85 & 86 - Relationship addressed. Pergolas & Carports Introduced. Road Hierarchy - Materials Amended. Cycle Storage Amended. Parking Numbers added. Tree Locations Updated.	HN
C	28 April 09	Plots 85 & 86 revised. Street parking added. Disabled parking added. Revised carports. Revised roads.	HN
A	10 April 09	New House Types. Rear Garden Access Added.	HN
B	23 April 09	All round revisions.	HN

No.	Date	Amendment	Initials	No.	Date	Amendment	Initials
<p>Client: Miller Homes</p> <p>Project: Bellfield School High Wycombe</p> <p>Drawing: Site Layout</p> <p>Scale: 1:500 @ A1 Status: Planning Rev: M</p> <p>Date: April 2009 Dwg No: 08 - 1345 - 002</p>							
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Lower Ground Floor Plan



Ground Floor Plan

No.	Date	Amendment	Initials	No.	Date	Amendment	Initials
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Client : **Miller Homes**

Project : **Bellfield School,
High Wycombe.**

Drawing : **Community Centre - Plans**

Scale : **1:100 @ A3**

Status : **Planning**

Rev : **-**

Date : **April 2010**

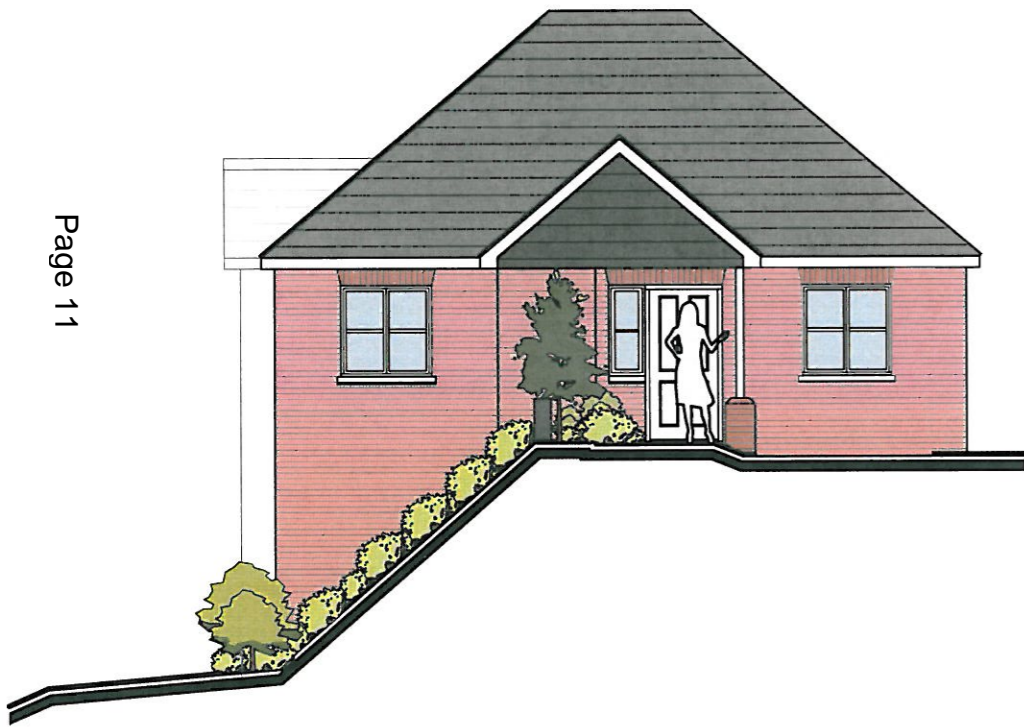
Dwg No : **08-1345-103**

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Front Elevation



Side Elevation



Rear Elevation

No.	Date	Amendment	Initials	No.	Date	Amendment	Initials
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Client : **Miller Homes**

Project : **Bellfield School,
High Wycombe.**

Drawing : **Community Centre - Elevations**

Scale : **1:100 @ A3**

Status : **Planning**

Rev :

Date : **April 2010**

Dwg No : **08-1345-104**

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Belfield House, Location Plan



Agenda Item 6

CEMETERY SITE OPTIONS APPRAISAL

Officer contacts: Sarah Randall Ext 3888
Email: sarah.randall@wycombe.gov.uk

Wards affected: All High Wycombe Town wards

PROPOSED DECISION

That the Committee consider the options, and agree which of the options as set out in paragraphs 35 to 38 of the report to recommend to Cabinet.

Corporate Implications

1. A Local Authority has the statutory power to acquire and maintain burial grounds and cemeteries under the Open Spaces Act 1906. It also has the power to provide and contribute to the expenses of maintaining cemeteries under section 214 of Local Government Act 1972. If burials in the town ceased, the crematorium or cemeteries outside the town could be used as the Council is obliged to pay for these costs in the event of a public health funeral.
2. Purchase of additional land for use as a cemetery would have significant capital and revenue costs, which will be estimated as part of the site appraisal.
3. The estimated cost of a feasibility study is £20,000. This would be funded from Special Expenses reserves.

Executive Summary

4. On 4 March 2014 a report was presented to High Wycombe Town Committee on site options for an additional cemetery. The report considered by the Committee sought Members' views on suggested sites for consideration by officers for the provision of an additional cemetery for High Wycombe. Members were informed that the current High Wycombe cemetery capacity was sufficient for some 20 to 25 years. A site options appraisal has now been completed and this report provides options for progressing the project for Members to consider.

Background and Issues

5. On 4 March 2014 a report was presented to High Wycombe Town Committee on site options for an additional cemetery. The report considered by the Committee sought Members' views on suggested sites for consideration by officers for the provision of an additional cemetery for High Wycombe. Members were informed that the current High Wycombe cemetery capacity was sufficient for some 20 to 25 years. During discussions, Members suggested that Abbey Barn and Terriers Farm be considered as potential sites for a cemetery. A Member suggested the possibility of working in partnership with Parish Councils without burial space which has also been investigated.

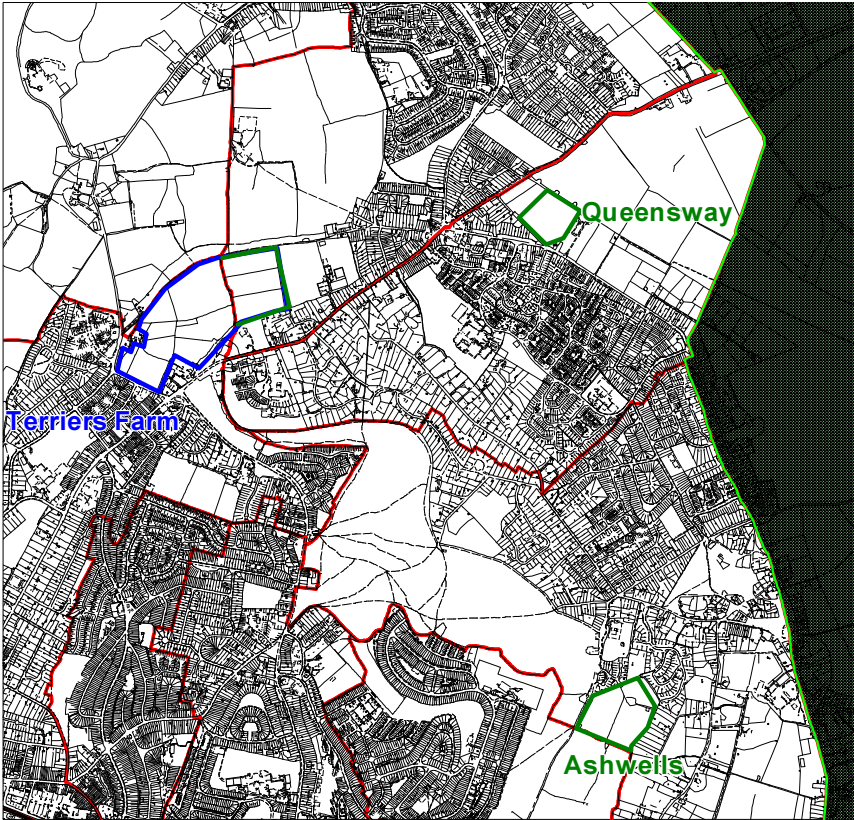
6. It was not clear which part of Abbey Barn might be suitable, so one part has been selected. Members may, however, wish to propose other sites in the Abbey Barn area if they feel it is appropriate. As well as the two sites proposed by Members; a number of other potential sites for a new cemetery for High Wycombe were considered by officers. These are both inside and outside of the High Wycombe unparished area. Although a new cemetery is needed in the unparished area of High Wycombe, land which might be both available and suitable is limited.
7. Six parish/town councils were also asked whether they were interested in a joint scheme with the Town Committee and could identify potential sites within their areas (Downley, Chepping Wycombe, Hughenden, Hazlemere, Greater Marlow and Marlow). Downley and Hazlemere expressed interest in a joint scheme and Hazlemere suggested the use of the Queensway site.

Sites for assessment

8. The sites included in the options appraisal are
 - Abbey Barn area – land south of the M40 (outside of the potential development area)
 - Abbey Barn South – between tree belt within the potential development area
 - Ashwells
 - Bassetsbury allotment site
 - Booker Air Park site
 - Fields by Amersham & Wycombe College at Flackwell Heath
 - Field on Coates Lane
 - Land by High Heavens
 - Marlow Country Park
 - Marlow Gravel Pits
 - Queensway
 - Roundwood Recreation Ground
 - Terriers Farm
 - Top of Wycombe Road at Handy Cross
 - West Wycombe (by football pitches)
9. The following maps show the locations of the sites under review.
10. Sites within unparished area of High Wycombe are shown in blue on the map overleaf. Note: Part of the Terriers Farm site is within the unparished area and part is in Hazlemere.



11. Sites to the north of the unparished area of High Wycombe are shown below. Note: the northern part of the Terriers Farm site is outside of the unparished area.



12. Sites to the south of the M40 and outside of the High Wycombe unparished area are shown below.



Methodology

13. The 15 sites were assessed by a combination of desk research and site visits. The full criteria and scoring used to assess the suitability of the proposed sites for a new cemetery are set out in Appendix A.

Initial desk-based assessments

14. In order to reduce the number of potential sites for investigation a desk based assessment was done initially. Sites which did not meet the criteria set out below would automatically be rejected as being unsuitable.
- i. Size of site – sites were mapped on MapInfo and their area measured using the mapping tools.
 - ii. Flood Risk – this assessment was done using MapInfo Environment Agency layers
 - Flood Zones 2013
 - Historical Flood Maps 2013
 - Surface Water Flooding 2009
 - iii. Impact of use on nature / geological conservation or heritage / archaeological interests - sites were assessed using the Policies, Constraints & History MapInfo workspace which includes layers for the following:
 - Biological and Geological sites and their 15m buffer zone

- Registered Common Land
- Open country
- Ancient Woodlands and their 15m buffer zone
- Special Area Conservation 2km buffer
- Listed buildings and their buffer zone
- Priority habitats

Site visit assessments

15. The second stage of the assessment was carried out by visits to those sites which met the criteria in the initial assessment to look closely at the following
- iv. Proximity to main urban area and accessibility by differing transport modes – sites were assessed in terms of proximity to main roads. Bus routes were also looked at with reference to bus timetables for Arriva and Carousel buses.
 - v. Ability to create safe highway access – a visual inspection at the sites identified where existing roads could provide access and where there might be the potential to improve access if the current situation made this difficult.
 - vi. Groundwater resources & site drainage – this aspect was difficult to assess visually unless standing water was visible.
 - vii. Suitability of ground conditions – a visual inspection of the sites was made in terms of trees, slopes etc.
 - viii. Access to services – a visual inspection determined whether there was access to services such as power, water and sewerage. In some cases there were service markers but in some the proximity of housing meant that there were services nearby.

Third stage - on site assessment

- ix. Impact of cemetery on adjoining land uses / impact of use of adjoining land on proposed cemetery use – a visual inspection of what the land use was around the sites was made.
- x. Visual impact of use on landscape/townscape – the visual impact of a cemetery was assessed by looking at the surrounding area and its current land use.
- xi. Security and site safety issues – an assessment of security and safety issues mainly related to the potential for natural surveillance of the site from nearby houses, roads, open spaces etc.

Final assessment

- xii. Site availability – WDC land ownership was looked at on MapInfo and potential development sites included the Council's emerging New Local Plan and existing Core Strategy were identified.

Individual site assessment results

16. The following is a summary of the main results of assessments of the sites against the criteria.

Sites within the unparished area of High Wycombe

17. **Abbey Barn South – tree belt**
This site measures 2.6ha and is within the Abbey Barn South reserve site identified in the Council's Adopted Core Strategy and in the recent New Local Plan options consultation. Access to the site is currently difficult but this may change once the Daws Hill development has been completed. There is a minimal risk of flooding but the main issue with this site is the impact of tree roots which would make burials difficult and the fact that the site is part of an area reserved for future development and the comprehensive development of the site could be prejudiced by a cemetery. For these reasons this site was rejected.
18. **Bassetsbury allotment site**
Although the site was of a reasonable size at 2.3ha there would be no opportunity to extend to 4ha. Different options for the site were put forward in the recent New Local Plan options consultation including residential development and community use. There is evidence of surface water flooding across the site and an area to the west of the site is in a flood zone. Because of this, this site was rejected at the initial assessment stage.
19. **Field on Coates Lane**
The site only measures 2.6ha but there is the potential to extend to 9ha if an adjoining field was acquired. The site is on a slope which might require terracing and there is a slight flood risk by the road. The site is within 2km of a special area of conservation as well as being in the AONB and Green Belt. Cemeteries are an appropriate use in the Green Belt but the impact on the AONB would have to be assessed further.
20. **Roundwood Recreation Ground**
This is a small site measuring just 2.1ha with no potential to extend. It is within the 15m buffer zone of an Ancient Woodland and a biological/geological site, and is designated as a Green Space in the adopted Delivery and Site Allocations Plan. The impact of any detailed proposals on the ancient woodland would have to be considered. The site is on a slope but there is access to services. It is owned by Red Kite and is currently used as a recreation ground with a play area. The removal of the play area would lead to a play area deficiency. The main problem is that access is limited as there is just a single lane access road leading up to the site. For this reason this site has been rejected.

21. Terriers Farm
The site measures 23.8ha and so would be large enough for a new cemetery and the majority of the site falls within the unparished area of High Wycombe. There is evidence of surface water flooding across the middle of the site but there are large areas at the east of the site adjacent to Hazlemere Recreation Ground and to the west of the site which would be suitable. The site is flat with good access to services and roads although accessibility to the area at the west off Kingshill Road is easier than at the east. The site is not owned by WDC and is identified as a reserve site for future development in the adopted Core Strategy and a potential housing site in the recent New Local Plan options consultation. As such the purchase price is likely to be unaffordable and it is in any event already reserved for development so should be rejected.

Sites to the north and west of High Wycombe

22. Ashwells
The site measures 6.9ha which is of sufficient size. It is within 15m of the Ancient Woodland and biological/geological buffer zones and an archaeological notification site and as such the impact on these would have to be assessed. There is no evidence of flooding or surface water but the site is on a slope which may mean that terracing would be needed. The site forms part of the wider Gomm Valley reserve site for future development in the adopted Core Strategy and a potential housing site in the recent New Local Plan options consultation. Access from High Wycombe is relatively poor as the most direct route to the site is through a cul-de-sac off Cock Lane which is single track just to the south of that point. A new more direct route to the site from High Wycombe is not possible and the site is also reserved for development so this site was rejected.
23. Queensway
This is a flat site measuring 3.6ha in the AONB and Green Belt. There is access via Queensway however a new access could potentially be made off Penn Road which has good local transport links. There is access to services such as water and power and there is natural surveillance from surrounding roads and houses. The land is owned by WDC and is currently open space. Cemeteries are an appropriate use in the Green Belt but the impact on the AONB would have to be assessed further.
24. West Wycombe (by football pitches)
The site measures 6.5ha and so would be large enough to accommodate a new cemetery but there is evidence of surface water flooding along one side of the narrow site so this site was rejected at the initial assessment stage. The site is in the Green Belt and AONB. Cemeteries are an appropriate use in the Green Belt but the impact on the AONB would have to be assessed further.

Sites to the south of High Wycombe

25. **Abbey Barn area – land south of M40**
The site measures 6.0ha and there is no evidence of flood risk. It is an archaeological notification site and in the Green Belt and adjoins (but is just outside) the AONB. There is a slight slope but terracing may not be necessary. The site is on a main road with good access to public transport. There is evidence of nearby services. It is however by the motorway which may make it noisy. The land is currently agricultural so negotiations would be needed with the land owner if this option were to be progressed. Cemeteries are an appropriate use in the Green Belt but the impact on the AONB would have to be assessed further, even though it is just outside the designated area.
26. **Booker Air Park**
At 5ha the site identified was of sufficient size to accommodate a large new cemetery but there is evidence of surface water flooding in the centre of the site. There would be no opportunity to work around this so the site was rejected at the initial assessment stage. The site is also being considered as an option for future business development in the recent New Local Plan options consultation and as such it is not appropriate to pursue this option whilst wider development options are being considered for the area. Therefore this site has been rejected.
27. **Fields by Amersham & Wycombe College at Flackwell Heath**
The field is 12ha in size and is on a slight slope within the Green Belt. There is no evidence of surface water flooding but it is in close proximity to a number of springs. Further work would need to be undertaken to identify the precise location of these springs as these could present a problem. It is on a main road and access is good. Like the adjacent Abbey Barn (south of M40) site it is agricultural so its use would need to be negotiated with the land owner. The site is part of an area being considered for a possible business park and new motorway junction as part of the recent New Local Plan options consultation and as such is not appropriate to pursue this option whilst wider development options are being considered for the area. Therefore this site has been rejected.
28. **Land by High Heavens**
This site measures 8.0ha and is in the Green Belt and AONB. There is some surface water flooding across the site but this would not necessarily exclude it. The problem with this site is its proximity to the adjoining landfill site which would make its use as a cemetery incompatible. This site was therefore rejected on the basis of the impact of adjoining uses.
29. **Marlow Country Park**
The site is 5.0ha and lies in the Green Belt and adjoins the AONB. There is good access off the Marlow Road and good access to services as it adjoins the new athletics track. The site is within an area identified in the Local Plan and subsequent guidance as an area for a country park, also an area identified in the New Local Plan options consultation for a possible new business park – compatibility with these uses/options would have to be

considered. There is evidence of surface water flooding through the middle of the site which means that this site is rejected.

30. Marlow Gravel Pits
Although the site is very large at 10.7ha there is evidence of historical flooding which would make it unsuitable for a cemetery. It was therefore rejected at the initial assessment stage.
31. Top of Wycombe Road at Handy Cross
Although the size would be large enough at 5.0ha there is surface water across the far end which slopes down towards the motorway. The site is in the Green Belt and AONB. There is good access but the site is very noisy as it lies between the M40 and the Wycombe Road. Because of this impact of adjoining land uses the site has been rejected.

Site Options Appraisal Summary

32. From the initial list of 15 potential sites 5 were rejected after this first stage of the assessment because of flood risk and surface water issues (Bassetsbury allotments, Booker Air Park, West Wycombe, Marlow Gravel Pits and Marlow Country Park).
33. As a result of the site visits a number of other sites were rejected for access reasons (Ashwells, Roundwood Recreation Ground), suitability of ground conditions (Abbey Barn South tree lined avenue) and impact of adjoining uses (High Heavens, top of Wycombe Road) and lack of compatibility with current and/or emerging planning policy and related deliverability issues (eg land price) (Terriers Farm, Flackwell Heath by A&W College).
34. Three sites therefore have potential to be used as an additional cemetery. Their scores (out of a maximum of 10) based on the assessment criteria are
 - Abbey Barn area – land south of M40 +2
 - Field on Coates Lane +2
 - Queensway +5

Options

There are a number of options to consider.

35. Option 1 – Carry out a detailed feasibility study of Queensway - the highest scoring site.
 - The advantage of this option is that it is WDC land and could be developed as a cemetery quickly. There would be a cost implication (estimated cost is £20,000) because of the need to engage consultants to carry out a feasibility study and cost bringing it into use.
36. Option 2 – Hold discussions with landowners of the other short-listed sites about site availability. This would also include a cost analysis of acquiring the sites (if necessary), setting up as a cemetery and revenue costs.

- This option would not involve any additional cost at this time but a feasibility study would be necessary in the future if any of the sites were deemed suitable.
37. Option 3 – Carry out a detailed feasibility study of one of the other sites.
- There would be a cost implication because of the need to engage consultants to carry out a full feasibility study.
38. Option 4 - As the cemetery still has capacity for a further 20 years, defer this work for 5 years.
- There are no financial implications of this option.

Conclusions

39. A site options appraisal has been completed on 15 sites. Three options have been highlighted as a result of the appraisal and Members' are requested to agree which option to progress. If options 1 or 2 are supported then funding will need to be allocated to undertake the feasibility study.

Next Steps

40. Dependent on the option supported by Members, a report will be submitted to Cabinet if required for approval.

Background Papers

None

Assessment matrix

Issue	Objective	Assessment criteria	Comment	Score	Maximum score = +10
Size of site	To ensure that the site is of a sufficient scale to accommodate burial needs for the foreseeable future as part of the social infrastructure serving the area	Reject any site under 2 ha.	Proposed minimum size requirement for site	Reject	+1
		Preference for site with potential to expand from 2 to 4.00 ha +.	Preference is for site that will accommodate borough's burial needs for around 50 years as strategic infrastructure serving growth area.	+ 1	
Flood Risk	To ensure that any burial site is secure from flooding.	Reject any sites in Environment Agency Flood Zones 2, 3a & 3b or where there is evidence of surface water flooding.	The flooding of a cemetery would both impede its use during times of an emergency and may result in contamination of surface waters.	Reject	N/A
Impact of use on nature/ geological conservation or heritage/ archaeological interests.	To ensure that important nature/geological or heritage/ archaeological resources are protected as a non-renewable resource.	Reject any nature conservation/geological site subject to international or national, designation.	Preference is for such sites to be preserved for their own sake as a non-renewable resource.	Reject	+1
		Reject any heritage/ archaeological site subject to international or national designation or where use as burial ground would adversely affect the setting of such a resource.	Preference is for such sites and their settings to be preserved for their own sake as a non-renewable resource.	Reject	
		Avoid any nature conservation/geological/ heritage/archaeological sites of local importance or where use of burial ground would adversely affect the setting/value of such a resource.	Preference is for such sites and their settings to be preserved for their own sake as a non-renewable resource	Reject where less sensitive site is available	

		Favour sites where the proposal would lead to an enhancement of such interests and/or the setting of the assets.	Preference is for development to enhance such resources and their settings in the interests of sustainability.	+1	
Proximity to main urban area and accessibility by differing transport modes.	To ensure convenient access to the site from the urban area by a choice of sustainable transport options.	Site within or immediately adjoining main urban area, with good access to services.	Preference for site within or adjacent to main urban area or within walking distance of its periphery. Sites must have good access to services or the cost of providing services should not be prohibitive.	+2	+2
		Site within 400m of main urban area, with good access to services .		+1	
		Site more than 400m from main urban area, with good access to services.		-1	
		Site within 100m of bus route with 30 min or better frequency Mon – Saturday or 1 hr or better frequency on Sundays.	Good public transport accessibility seen as an essential prerequisite to allow relatives of the bereaved to visit site and tend graves etc. Criteria used here is distance to bus route as stop could be provided to serve cemetery where one does not currently exist. 100m cut off walking distance reflects fact that high proportion of visitors to cemetery may be elderly and/or disabled.	+2	+2
		Site within 100m of bus route with 30 min or better frequency Mon – Saturday but with no Sunday service.		+1	
		Site more than 100m from bus route and not likely that one will be provided.		Reject	

		Reject sites where access from the public highway would be more than 100m from Primary, District or Local Distributor Road.	Good road access to district level cemetery required because of traffic generated by funeral processions + need to access by plant etc.	Reject	+1
		Access to site is achievable direct from a Primary or District Distributor Road.		+1	
		Access road to site constrained by the presence of traffic calming using road humps.	Preference for access to site not to have road humps as this may cause disturbance to mourners.	-1	
Ability to create safe highway access.	To ensure site may be operated safely from public highway.	Reject sites where safe highway access cannot be achieved.		Reject	N/A
Groundwater resources & site drainage	To minimise risk of pollution to groundwater environment and to ensure site is fit for purpose.	Reject any sites in Source Protection Zones (SPZs) 1 + 2 for purposes of initial assessment.	Whilst the Environment Agency may permit burials on sites within some Source Protection Zones (SPZs), risk to water resources is minimised by prioritising sites outside these areas.	Reject	N/A
		Avoid, where possible, any sites in Source Protection Zone (SPZ) 3 or on major aquifers of high vulnerability with high leaching potential.	Recognises that water resources are important to protect in the interests of sustainability but that option should not be precluded where it is not possible to identify alternative and constraint can be overcome.	Reject where less sensitive site is available	
		Avoid any sites with known drainage problems (unless underlain by clay and this protects sensitive aquifers) or where the use of site may be affected by presence of land drains and constraint is not easily overcome at reasonable cost.	Poor drainage or presence of land drains may result in burials contaminating surface water and cause operational difficulties. Such sites would only be acceptable where constraints can be overcome at reasonable cost. Environment Agency will normally refuse applications for burials within 10m of field drains; 30m of a spring, ditch or watercourse; and	Reject where less sensitive site is available and constraint cannot be easily addressed	

			within 250m of a spring, well or borehole used for potable supply		
		Reject sites anywhere there is evidence of a high or perched water table that may affect the use of site for burials.	Burial should not be permitted into standing water caused by high or perched water tables due to risk of contamination of groundwater etc. Base of burial should be at least 1m above the highest natural groundwater level.	Reject	
Suitability of ground conditions	To ensure that the site is fit for purpose and will not expose employees, public or environment to unacceptable risk.	Reject any sites where there is known contamination or previous land use that make it unsuitable or where soil conditions are such that grave cuts would be unstable.	Existing on-site contamination likely to make land unsuitable for burial purposes, whilst inappropriate soil conditions may make it difficult or dangerous to make grave cuts. Wooded sites also likely to be expensive to clear, whilst tree roots may lead to operational difficulties.	Reject	N/A
Access to services	To ensure that adequate power, sewerage and water is available for the site	Give preference to sites where there are already services such as power, water and sewerage	It is important that services are available or can be made available with little disruption to surrounding facilities.	0	0
		Avoid sites where new services need to be installed		-1	
Impact of cemetery on adjoining land uses / impact of use of adjoining land on proposed cemetery use	To ensure that the use of the site and its operation is acceptable in terms of impact of adjoining residential or other uses and vice versa.	Reject sites where impact from / on adjoining sites is likely to be unacceptable or incapable of mitigation.	Basic planning constraint on development of site for cemetery use plus impact noise from adjoining land including railways, roads, and schools etc. plus proximity of industrial/waste type uses. Give consideration to potential social, cultural or religious factors which may have an impact on site suitability.	Reject	N/A

Visual impact of use on landscape/townscape.	To ensure that the impact of the use on landscape/ townscape assets is minimised or where possible provides visual enhancement	Reject sites where impact on landscape/townscape would be highly or moderately adverse	The use of land for burials and the creation of a cemetery is likely to have an impact on landscape and/or townscape and it is important that this is taken into account in the decision making process. The preference is that any such development should have a beneficial effect on landscape/townscape assets. Where this is not possible, the need for burial facilities is likely to outweigh landscape/ townscape considerations where the impact is only minor adverse. In undertaking such an assessment, it is noted that 1995 PPG2 - <i>Green Belts</i> accepts that cemeteries are an appropriate land use within the Green Belt provided that they preserve its openness and do not conflict with the purposes of including the land within it.	Reject	+2
		Avoid sites where impact on landscape/ townscape would be minor adverse		-1	
		Impact on landscape/ townscape is likely to be negligible although it may result in change.		0	
		Give preference to sites where impact on landscape/ townscape would be moderately or minor beneficial.		+1	
		Give increased preference to sites where impact on landscape/ townscape would be highly beneficial and/or result in restoration of previously developed land.		+2	
Security and site safety issues	To ensure that the use of the site is acceptable in terms of the safety of users and can be made secure.	Reject sites where the safety of users or security may be compromised by the character or location of the site and where these issues cannot be dealt with through management or mitigation.	It is important that the safety and security of visitors to sites and those working on site is acceptable if a burial ground is to be fit for purpose. Natural surveillance can add to the sense of security of those on site and ensure that inappropriate or anti-social behaviour is monitored.	Reject	+1
		Give preference to sites where there is natural surveillance from adjoining uses and/or on site management can be linked to other activities to provide increased presence during out of hours.		+1	

Site availability	To ensure there is a reasonable expectation that the site will be available for burial purposes within a reasonable timescale and that competing uses will not preclude its use for that purpose.	Reject sites where it is unlikely that they will be available for burial use due to existing continuing into the future or where there is likely to be a preferred alternative use of the site which would outweigh burial use.	It is necessary to make judgements as to whether a site is likely to become available for the intended purpose within the necessary time-frame required. In addition, competition for the use of land may mean that an alternative use is preferable. No approaches to individual landowners made at this stage.	Reject	N/A
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Agenda Item 7

COMMUNITY INFRASTRUCTURE LEVY FUNDING IN HIGH WYCOMBE UNPARISHED WARDS

Officer contact: Gerard Coll Ext: 3412
Email: gerard.coll@wycombe.gov.uk

Wards affected: High Wycombe unparished wards

PROPOSED DECISION

The Committee is asked to note that £200,000 will be available from the local allocation of Community Infrastructure Levy (CIL) funding in the unparished wards for financial year 2015/16. Members should put forward suggestions of schemes for CIL funding by 8 August 2014.

Corporate Implications

1. The introduction of the Community Infrastructure Levy (CIL) is provided for by Part 11 of the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended). After a public examination, the Wycombe CIL Charging Schedule was adopted at Full Council on 1 October 2012 and came into effect on 1 November 2012.
2. The District Council is the charging and collecting authority for CIL. 15% of the funds raised are passed to relevant parish councils. As per the adopted CIL and Planning Obligations Funding Decision Protocol, the High Wycombe Town Committee will make a recommendation to Cabinet annually on the use of the local allocation in the unparished wards.

Executive Summary

3. The Committee is advised that there will be £200,000 CIL funding available for infrastructure improvements in 2015/16 that the Committee will be asked to recommend the use of at its 16 September 2014 meeting. This will be followed by an autumn consultation on overall draft CIL and S106 funding programmes. Members should put forward initial suggestions for schemes by 8 August 2014.

Sustainable Community Strategy / Council Priorities - Implications

4. Effective use of CIL and planning obligations will ensure the provision of improved infrastructure to support the development of the area. This contributes to the broad themes of the Sustainable Communities Strategy, notably a thriving economy, sustainable environment and cohesive and strong communities.

Background and Issues

5. As set out in the adopted Funding Decision Protocol in the unparished area of the district; although the High Wycombe Town Committee is asked to make recommendations on the use of the 15% local allocation of CIL funds in the unparished area.

6. It is anticipated the Committee will be asked to recommend the use of £200,000 CIL funding for the implementation of projects in the 2015/16 financial year.
7. Suggestions for the use of these funds should be submitted to the Wycombe District Council Infrastructure Officer (Gerard Coll) by 8 August 2014 so they can be collated and initially assessed against the funding available. Prior consultation should be undertaken with relevant service providers to confirm the projects can be implemented and are supported.
8. At its 5 November 2013 meeting the Committee resolved to recommend to fund two community centre projects in the Disraeli ward for the current financial year. These two projects are the fit out of the Bellfield House community facility and a contribution towards the upgrade of the Pastures Church. Other projects put forward that were not recommended for funding by the Committee because of the limited funds available and implementation timescales where a new community facility at the former de la rue site and a new High Wycombe cemetery.

Options

9. As set out above, suggestions for the use of these funds should be submitted to the Wycombe District Council Infrastructure Officer by 8 August 2014 so they can be collated and initially assessed against the funding available.

Conclusions

10. The Committee are asked to note that £200,000 CIL funding will be available for the Committee to recommend the use of for infrastructure improvements in the 2015/16 financial year. Suggestions from Members on the use of these funds should be submitted by 8 August 2014. Bids put forward from service providers and other stakeholders will also be shared with the Committee.

Next Steps

11. Based on the submissions received from Members and service providers a report will be brought to the 16 September 2014 meeting of the Town Committee seeking recommendations on the use of these funds to be put forward for consultation and a decision by Cabinet on the release of funds.

Background Papers

Adopted CIL and Planning Obligations Funding Decision Protocol

Agenda Item 8

ADOPTION OF WORDING / LOGO TO IDENTIFY PROJECTS IN RECEIPT OF FUNDING FROM THE HIGH WYCOMBE TOWN COMMITTEE COMMUNITY SUPPORT GRANT

Councillor Tony Green: Chairman of the Committee

Wards affected: All High Wycombe Town unparished wards

PROPOSED DECISION

- (i) That the Committee considers whether it wishes in principle to support a proposal for the adoption of wording and / or a logo to identify projects in receipt of funding from the High Wycombe Town Committee Community Support Grant.
- (ii) In the event of a positive decision, the Committee is invited to agree - subject to there being no legal issues preventing the proposal - that authority be delegated to the Head of Community, in consultation with the Chairman of the Committee and the District Solicitor, to agree the format of the wording and / or logo to be adopted.

Reason for Decision

To enable identification of those projects which have been funded by the High Wycombe Town Committee Community Support Grant, to enable these to be distinguished from those projects which have been funded from the Council's General Fund.

Corporate Implications

1. As the High Wycombe Town Committee is an integral part of Wycombe District Council, which already has its own corporate and statutory identity and its own logo, there are legal, identity and branding implications for the Council corporately, which would need to be fully considered prior to any prospective decision to adopt a separate logo for one of the Council's Committees.

Executive Summary

2. The High Wycombe Town Committee Community Support Grant provides one-off grants to organisations in High Wycombe to support community projects that they are organising. One of the conditions of the grant is that the applicant must acknowledge High Wycombe Town Committee on their literature if a grant is awarded. At present there is no logo or agreed form of words for this acknowledgement and organisations tend to use the WDC logo. This gives the impression that the funding was from the Council General Fund rather than the Special Expenses of High Wycombe.

Background and Issues

3. The Committee is invited to decide in principle at this stage whether it wishes to support further investigation into this proposal.

Options

4. The Committee may decide not to support the in principle proposal, in which case the current arrangements will continue.

Conclusions

5. The Committee is invited to consider the proposal outlined above.

Next Steps

6. If a decision is made in principle, the Head of Community and Chairman of the Committee, in conjunction with the District Solicitor, will further investigate the legal, identity and branding implications of the proposal.

Background Papers

None.

Agenda Item 9

Wycombe District Council HIGH WYCOMBE TOWN COMMITTEE

Work Programme – SEPTEMBER 2014 - MARCH 2015


Title & Subject Matter	Meeting / Date to be taken	Documents	Contact Officer
<u>September 2014</u>			
HWTC – Update from the Chiltern Rangers To receive a presentation from the Chiltern Rangers	16 Sep 2014		Emma Lund, Senior Democratic Services Officer
HWTC - Policing Update To receive a Policing Update from Thames Valley Police (to be confirmed).	16 Sep 2014		Catherine MacKenzie, Principal Democratic Services Officer
HWTC - Update on Allotment Review	6 Sep 2014		Sarah Randall, Community Commissioning Manager
HWTC - Q1 Budgetary Control Report	16 Sep 2014		Jake Bacchus, Senior Accountant
HWTC - Community Infrastructure Levy Allocation	16 Sep 2014		Gerard Coll, Infrastructure Officer
<u>November 2014</u>			
HWTC - Update from HWBIDco <i>Twice yearly update from HWBIDCo Ltd.</i>	25 Nov 2014		Catherine MacKenzie, Principal Democratic Services Officer
HWTC - Q2 Budgetary Control Report	25 Nov 2014		Jake Bacchus, Senior Accountant

Title & Subject Matter	Date to be taken	Documents	Contact Officer
HWTC - Annual Fees and Charges Review <i>The annual review for fees and charges for services treated as Special Expenses and provided in the un-parished wards of High Wycombe.</i>	25 Nov 2014		Sarah Randall, Community Commissioning Manager
<u>January 2015</u>			
HWTC - Special Expenses Budget 2014/15 To receive the provisional outturn for 2013/14 and consider the budget for 2014/15.	20 Jan 2015		Jake Bacchus, Senior Accountant
<u>March 2015</u>			
HWTC - Policing Update To receive a Policing Update from Thames Valley Police (to be confirmed).	03 Mar 2015		Catherine MacKenzie, Principal Democratic Services Officer
HWTC- Update on Major Projects (as required) <i>Update on major projects/developments affecting High Wycombe town.</i>	03 Mar 2015		Catherine MacKenzie, Principal Democratic Services Officer

Meeting contact officer: Emma Lund, Democratic Services, 01494 421635, emma_lund@wycombe.gov.uk

Work Programme Updated: 28 May 2014

Agenda Item 10

 WYCOMBE DISTRICT COUNCIL	INFORMATION SHEET
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 02/2014	DATE ISSUED: 2 June 2014
BUDGETARY CONTROL REPORT OUTTURN 2013/14	
Officer contact: Jake Bacchus Tel: 01494 421278 Email: jake.bacchus@wycombe.gov.uk	

Introduction

The 2013/14 outturn position for HWTC is set out in Table 1.

£100k contribution for Wrights Meadow has been allocated from working balances but has been included as a budget in Table 1 for presentational purposes.

Special Expenses 2013/14

Explanations have been provided for variances over 10% or £1,000. Further explanation on any variance can be provided on request.

Budgets have now been split into controllable and non-controllable budgets. Forecasts for controllable budgets have been provided by services and a variance has been calculated against the controllable budget.

Non-controllable budgets relate to overhead costs and depreciation budgets. While these are monitored centrally, they cannot be controlled by individual budget holders and have been separated from the current analysis.

The net outturn position for 2013/14 is £378k, a variance of £78k against a working budget of £455k (including £100k contribution for Wrights Meadow). This is a movement of £60k since Q3.

Commentary on Significant Variances

Cemetery

There was a controllable expenditure underspend of £4.8k at year end. This was a movement from a forecast overspend of £7k since Q3. This movement has arisen from full year underspends in maintenance and utilities costs, totalling £10k. The £6k underspend from salaries was reported and budgets have been adjusted accordingly for 2014/15. The £12k overspend in the maintenance to grounds budget is a one-off and relates to resurfacing of the access road.

Income was £57k higher than budgeted arising from various income budget lines. Prices (and budgets) have been amended for 2014/15 to reflect the decision by the Committee to make interment fee income cost neutral.

Recreation Grounds

As with the cemetery, the YTD underspend arises from underspends on Maintenance to Grounds, Treeworks and General Maintenance. Some of this is from maintenance costs now being subsumed within the new grounds maintenance contract. These budgets have been amended in 2014/15 to reflect the new arrangements.

Football related income deficit worsened in the last quarter due to the bad weather and resulted in an adverse variance of nearly £5k. There is a risk that this budget may not be achieved in 2014/15.

Allotments

The income variance of £4k arose from the final quarter of 2012/13 income being recognised in 2013/14 and is a one-off.

Expenditure was largely on budget, although salary savings of £19k offset an overspend of £18k caused by the Bassetsbury Lane contamination survey.

Wrights Meadow Community Centre

£100k expenditure in this cost centre has been funded from working balances but included in Table 1 for presentational purposes. Expenditure came to £120k, £20k of which was funded from S106 receipts.

Section 106 funds earmarked for this project have not been received from the developer. A payment plan is in place, but in the event that any of this balance is not collected there is a risk that any shortfall will have to be funded from working balances.

Impact on Working Balances

The impact of 2013/14 activities are given in the table below.

Balance at 1st April 2013 (A)		(496,628)
Revenue Expenditure	277,555	
Wrights Meadow contribution	100,000	
Precept 2013/14	(360,700)	
Council Tax Support 2013/14	(62,100)	
Reversal of capital charges	(11,600)	
Interest	(3,465)	
Balance at 31st March 2014 (B)		(556,938)
Movement in reserves (B - A)		(60,310)

Balances at the end of year 2013/14 have increased by £60,310 and have been added to Special Expenses earmarked reserves, bringing total reserves to £566,938.

Some prices have been reduced in 2014/15 to reduce the level of working balances and £105k working capital has been earmarked for 2014/15 for cemetery lodge works and concrete burial chambers. Council Tax support for 2014/15 has reduced by 14% (to £53,400) to reflect the grant reduction from Central Government.

Working balances are therefore expected to reduce to £487k by the end of 2014/15.

Table 1

SPECIAL EXPENSES POSITION SUMMARY

Brackets indicate income or a favourable variance

Cabinet Portfolio	Analysis	Full Year Budget	Full Year Actual	Total Budget Outturn Variance	Full Year Non- Controllable Variance	Full Year Controllable Variance	Controllable Forecast Q3	Difference on Q3 Controllable
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Footway Lighting	Expenditure	6,500	3,679	(2,821)	(22)	(2,799)	5,900	(2,799)
	Income	0	0	0	0	0	0	0
	Net Expenditure	6,500	3,679	(2,821)	(22)	(2,799)	5,900	(2,799)
Cemetery	Expenditure	269,100	262,503	(6,597)	(1,774)	(4,823)	124,540	(12,063)
	Income	(143,300)	(200,221)	(56,921)	0	(56,921)	(168,266)	(31,955)
	Net Expenditure	125,800	62,282	(63,518)	(1,774)	(61,744)	(43,726)	(44,018)
Rutland Trust	Expenditure	0	0	0	0	0	0	0
	Income	(100)	(29)	71	0	71	0	(71)
	Net Expenditure	(100)	(29)	71	0	71	0	(71)
Town Twinning	Expenditure	3,000	3,000	0	0	0	3,000	0
	Income	0	0	0	0	0	0	0
	Net Expenditure	3,000	3,000	0	0	0	3,000	0
Financial Assistance	Expenditure	10,000	13,403	3,403	0	3,403	10,000	3,403
	Income	0	0	0	0	0	0	0
	Net Expenditure	10,000	13,403	3,403	0	3,403	10,000	3,403
Recreation Grounds (Local)	Expenditure	144,900	131,818	(13,082)	(292)	(12,790)	30,994	(11,884)
	Income	(8,900)	(4,109)	4,791	0	4,791	(6,000)	1,891
	Net Expenditure	136,000	127,709	(8,291)	(292)	(7,999)	24,994	(9,993)
Allotments	Expenditure	62,200	59,842	(2,358)	(1,011)	(1,347)	37,677	(2,524)
	Income	(9,800)	(13,773)	(3,973)	0	(3,973)	(10,500)	(3,273)
	Net Expenditure	52,400	46,069	(6,331)	(1,011)	(5,320)	27,177	(5,797)
War Memorial	Expenditure	1,700	1,275	(425)	0	(425)	1,700	(425)
	Income	0	0	0	0	0	0	0
	Net Expenditure	1,700	1,275	(425)	0	(425)	1,700	(425)
Wrights Meadow Centre	Expenditure	100,000	119,681	19,681	0	19,681	100,000	19,681
	Income	0	(19,681)	(19,681)	0	(19,681)	0	(19,681)
	Net Expenditure	100,000	100,000	0	0	0	100,000	0
Hilltop Community Centre	Expenditure	12,000	12,000	0	0	0	12,000	0
	Income	0	0	0	0	0	0	0
	Net Expenditure	12,000	12,000	0	0	0	12,000	0
Castlefield Community Centre	Expenditure	8,000	8,167	167	0	167	8,000	167
	Income	0	0	0	0	0	0	0
	Net Expenditure	8,000	8,167	167	0	167	8,000	167
TOTAL	Expenditure	617,400	615,368	(2,032)	(3,099)	1,066	333,811	(6,445)
	Income	(162,100)	(237,813)	(75,713)	0	(75,713)	(184,766)	(53,088)
	Net Expenditure	455,300	377,555	(77,745)	(3,099)	(74,646)	149,045	(59,533)