

## High Wycombe Town Committee Agenda

Date: Tuesday, 16th September, 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.

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## Agenda

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| 1    | <b>Apologies for Absence</b>  |      |
| 2    | <b>Minutes of the Previous Meeting</b>  |      |
| 3    | <b>Declarations of Interest</b>   |      |
|      | 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   |      |

| <b>Item</b>   | <b>Page</b>   |
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|               |   |
|               | to withdraw from the meeting.   |
| 4             | <b>Update from Thames Valley Police</b>   |
| 5             | <b>Update from the Chiltern Rangers</b>   |
| 6             | <b>Update on Allotment Review</b> <span style="float: right;">2 - 7</span>  |
| 7             | <b>Community Infrastructure Levy local allocation</b> <span style="float: right;">8 - 13</span>   |
| 8             | <b>Adoption of Wording to Identify Projects in Receipt of Funding from the HWTC Community Support Grant</b> <span style="float: right;">14 - 15</span>      |
| 9             | <b>Information Sheets</b> <span style="float: right;">16 - 18</span>  |
|               | The following Information Sheet is attached:  |
|               | 04/2014 - Q1 Budgetary Control  |
|               | The following Information Sheets have been issued since the previous meeting:   |
|               | 03/2014 - Community Infrastructure Levy Funding in the unparished wards   |
|               | <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> |
| 10            | <b>High Wycombe Town Committee - Forward Work Programme</b> <span style="float: right;">19 - 20</span>  |
|               | To note the current draft work programme.   |
| 11            | <b>Supplementary Items (if any)</b>   |
| 12            | <b>Urgent Items (if any)</b>  |
| <b>EXEMPT</b> |   |
| 13            | <b>Cemetery Site Options Appraisal</b> <span style="float: right;">22 - 25</span>   |

**For further information, please contact Emma Lund, 01494 421635, [emma\\_lund@wycombe.gov.uk](mailto:emma_lund@wycombe.gov.uk)**

# Agenda Item 1

**Item  
No.**

**Item**

**1. Apologies for Absence**

To receive any apologies for absence.

**2. Minutes of the Previous Meeting**

To confirm the minutes of the meeting of the Committee held on 10 June 2014 – previously circulated.

**3. 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.

**4. Update from Thames Valley Police**

Chief Inspector Colin Seaton, Thames Valley Police, will be present to provide an update on policing matters.

**5. Update from the Chiltern Rangers**

John Shaw, Managing Director, Chiltern Rangers Community Interest Company, will be present to provide an update on the work of the Chiltern Rangers.

# Agenda Item 6

## ALLOTMENT REVIEW UPDATE

**Officer contact:** Sarah Randall Ext 3888  
Email: [sarah\\_randall@wycombe.gov.uk](mailto:sarah_randall@wycombe.gov.uk)

**Wards affected:** All High Wycombe Town Wards

## PROPOSED RECOMMENDATION TO CABINET

The Committee is asked to note the findings of the parish review and select an option to recommend to Cabinet as required.

### Corporate Implications

1. District and Parish Council are allotment authorities within their areas. Under s.23 of the Small Holding and Allotment Act 1908, Allotment Authorities have a duty to provide sufficient allotments if there is demand for them.
2. Subject to the Allotment Acts, an Allotment Authority can set its own rules on the management of allotments, including designating persons eligible for a plot, notices to be given, size of allotments, conditions under which they can be cultivated and rent to be paid.
3. Only option 2 has financial implications, as this would involve site investigation work at a cost across the two sites totalling £23,000, which would need to be funded from the Special Expenses reserve.

### Executive Summary

4. This report looks at allotment provision within the parishes in Wycombe District with a view to identifying the opportunity for people on the current waiting list for an allotment within the unparished area of High Wycombe to be offered an allotment plot outside of the town. It considers the number of sites and plots within each parish, the availability of vacant plots, the length of their waiting lists and time people have to wait. It also looks at whether or not the parishes have plans to extend their provision.

### Sustainable Community Strategy / Council Priorities - Implications

5. This links to the Sustainable Community Strategy objective around promoting a healthy lifestyle.

### Background and Issues

6. At High Wycombe Town Committee on 21 January 2014 an update on the District Allotment Review was provided. The Committee recommended the following to Cabinet:
  - (i) The 250 square metre plots should be divided in two as they become available and as appropriate;

(ii) The waiting list is to be reviewed on an annual basis and if demand increases review the site appraisals and seek Committee approval for funding when required;

(iii) The Abbey Barn South should provide an additional site to the south of the town as and when the site is developed;

(iv) When the master plans for Ashwells, Terriers, and Abbey Barn North sites are developed, provision for new allotments should be included;

(v) Feasibility work into Desborough Castle and Castlefield Wood options should be agreed, as these appear to be most capable of being progressed and of meeting the demand the town was experiencing. This would require £10,000 funding for Desborough Castle and £13,000 for Castlefield Wood.

7. These recommendations were referred to Cabinet on 3 March 2014, which expressed some concerns regarding the proposal to authorise spending for additional sites before the annual allotment review had been concluded and the allotment need assessed. Cabinet therefore proposed that the recommendations be amended to ensure that the annual allotment review was completed before other sites were considered and that the proposal for the release of funds from Special Expenses Reserve be deferred for a 6 month period. Cabinet thought that some Parish Councils could be in a position to offer spare allotment plots to Wycombe District Council and that this option should be explored.
8. This report looks at allotment provision within the parishes in Wycombe District with a view to identifying the opportunity for people on the current waiting list for an allotment within the unparished area of High Wycombe to be offered an allotment plot outside of the town. It considers the number of sites and plots within each parish, the availability of vacant plots, the length of their waiting lists and time people have to wait. It also looks at whether or not the parishes have plans to extend their provision.

## **Methodology**

9. In order to explore the Cabinet suggestion nearby parishes offering allotments were contacted. These were:
  - Chepping Wycombe Parish Council
  - Downley Parish Council
  - Ellesborough Parish Council
  - Little Marlow Parish Council
  - Piddington and Wheeler End Parish Council
  - Stokenchurch Parish Council
  - West Wycombe Parish Council
  - Wooburn and Bourne End Parish Council
  - Hazlemere Parish Council
  - Hughenden Parish Council
  - Marlow Town Council

- Radnage Parish Council
  - Lane End Parish Council
10. There are privately owned allotment sites in three other parishes but no information was available about their waiting lists. These parishes were:
- Bledlow-cum-Saunderton Parish Council
  - Hedsor Parish Council
  - Great and Little Kimble cum Marsh Parish Council
11. The remaining 12 parishes in the district have no allotment provision.
12. Each parish was asked the following
- 1) How many allotments plots/half plots does the parish have?
  - 2) How many people are currently on the waiting list for an allotment?
  - 3) How long on average do people have to be on the waiting list before a suitable plot becomes available?
  - 4) If there is no waiting list, how many vacant plots are there currently?
  - 5) Are they planning to increase the number of plots in the near future? If yes,
    - (a) Will this be an extension to the current site or the development of a new site?
    - b) How many new plots will be provided?
    - c) What is the proposed timescale?

### Allotment provision in Wycombe District

13. Across the district (excluding privately owned allotment sites) there are 28 sites with 1,449 plots varying in size from 87.5 to 500 m<sup>2</sup>. The following table shows the level of provision of allotments in the district by parish.

| Parish                   | Number of sites | Number of plots | Size of plots  |
|--------------------------|-----------------|-----------------|--|
| Hazlemere                | 2               | 67              | Full - 21; half - 46   |
| Chepping Wycombe         | 2               | 129             | 74 at Flackwell Heath; 55 at Tylers Green made of half plots and full plots. |
| Downley                  | 1               | 32              | Full – 20; half - 12   |
| Ellesborough             | 1               | 9               | Various sizes  |
| Little Marlow            | 1               | 55              | Various sizes  |
| Piddington & Wheeler End | 1               | 26              | Various sizes  |
| Stokenchurch             | 2               | 119             | Stokenchurch – 47 full, 54 half<br>Water End – 11 full, 7 half               |
| West Wycombe             | 1               | 25              | Various sizes  |

|                          |   |     |   |
|--------------------------|---|-----|---|
| Wooburn & Bourne End     | 2 | 96  | Bourne End = 83 plots of which 10 are full size. The allotment site is a random shape, plots are classed as 'full' and 'half' but they are not to strict specifications.<br>Wooburn = 13 half size. |
| Hughenden                | 1 | 181 | All full size   |
| Marlow Town              | 2 | 306 | Foxes piece = 143 plots (29 are full size);<br>Hanging Hill = 163 plots (39 are full size)  |
| Radnage                  | 1 | 34  | 19 full size; 11 half size plots; 4 quarter size plots plus land given over to grazing under licence.   |
| Lane End                 | 3 | 75  | Bunkers Site - 31 full size plots<br>Sandyfield Site - 31 full size plots<br>Chalkyfield Site - 12 full size plots  |
| Wycombe District Council | 8 | 261 | Plot sizes vary from 3.5 poles to 10 poles.<br>Full size (i.e. those greater than 5 poles) = 118 and half size (i.e. those 5 poles or less) = 143   |

## Waiting lists

14. The following table shows the current situation regarding waiting lists as of April/May 2014.

| Parish                   | No of vacant plots | Number on the waiting list | Average length of time on the waiting list         |
|--------------------------|--------------------|----------------------------|--|
| Hazlemere                | 0                  | 5                          | 3 years  |
| Chepping Wycombe         | 5 (Tylers Green)   | 0                          | Varies   |
| Downley                  | 0                  | 20                         | 4 years  |
| Ellesborough             | 3                  | 0                          | N/A  |
| Little Marlow            | 0                  | 2                          | 1 year   |
| Piddington & Wheeler End | 0                  | 1                          | 12 - 18 months                                     |
| Stokenchurch             | 0                  | 3                          | 1 month – 6 weeks                                  |
| West Wycombe             | 0                  | Few                        | Short time   |
| Wooburn & Bourne End     | 0                  | BE = 23<br>W = 0           | Longest person has been on the list since May 2011 |

| <b>Parish</b>            | <b>No of vacant plots</b>                              | <b>Number on the waiting list</b> | <b>Average length of time on the waiting list</b> |
|--------------------------|--|-----------------------------------|---|
| Hughenden                | 0  | 0                                 | N/A   |
| Marlow Town              | A few (currently being shown to those on waiting list) | 6                                 | 6 weeks   |
| Radnage                  | 3 half plots   | 0                                 | N/A   |
| Lane End                 | 0  | 6                                 | Up to a year                                      |
| Wycombe District Council | 7 x 5 pole plots at Queensway                          | 32 *                              | 1 year  |

\* The waiting list for an allotment in the unparished area of High Wycombe currently stands at 40 but some people are on a number of different waiting lists. In all there are 42 individuals looking for an allotment currently (August 2014). All the ex Bassetsbury Lane allotment holders have been relocated to new sites.

15. As the table demonstrates there were 18 vacant plots as of May 2014 with 98 people on waiting lists for anything from a few weeks to 3 years. It must be noted, however, that this is a 'one point in time' assessment and the situation changes throughout the year.

### **Plans to increase provision**

16. Only Downley Parish Council currently has plans to substantially increase their level of provision of allotment plots. They have agreed with West Wycombe Estate that they can build additional allotments on the Mannings Field Sports & Recreation site. This will provide a further 20 half plots which would cover the number currently on their waiting list.
17. Piddington & Wheeler End have no plans to increase plot numbers unless they have a very large plot vacated which they will then divide into two. If this were to happen they could clear their waiting list.
18. Little Marlow again have no plans to increase plot numbers although they usually divide vacant plots into smaller parts to accommodate those on the waiting list more quickly.
19. Wooburn & Bourne End have no plans to increase provision as they added the Wooburn plots in 2013. They are currently monitoring the demand to see if they need to provide any further plots.
20. In Marlow Town both sites are surrounded by residential dwellings and/or agricultural fields so there is no space to create more plots even if they were needed. Their waiting list is, however, small and they are currently showing people the plots they currently have vacant.



21. Stokenchurch Parish have no plans to increase the number of plots, other than by making a full plot into 2 half plot when appropriate.

### **Summary**

22. Overall the parishes appear to have sufficient allotments to meet their residents' needs. Where there are pressures on the availability of plots the parishes tend to be dividing plots as they become vacant to increase the numbers.
23. There is some spare capacity within the parishes, but numbers are small and they tend only to offer allotments to people living within their parish. Residents from the High Wycombe unparished area who wanted an allotment plot would not necessarily be offered one elsewhere in the district even if one were available, although the parishes do not necessarily prevent people from outside the area putting their names on the waiting lists.

### **Options**

1. To continue to monitor the trend annually in terms of the number of people on the WDC waiting list;
2. To proceed with feasibility studies of Desborough Castle, at a cost of £10,000, and Castlefield Woods, at a cost of £13,000. This would need to be funded from Special Expenses working balances;
3. To wait until the Abbey Barn South development takes place which would provide an additional site to the south of the town.

### **Conclusions**

24. The review of parish allotments shows that there is not a significant volume of surplus capacity available for High Wycombe residents to apply for, where parishes accept non-residents on to waiting lists.

### **Next Steps**

25. These are dependent on the Committee's discussion.

### **Background Papers**

None.

# Agenda Item 7

## COMMUNITY INFRASTRUCTURE LEVY FUNDING IN HIGH WYCOMBE UNPARISHED WARDS

**Officer contact:** Gerard Coll Ext: 3412  
Email: [gerard.coll@wycombe.gov.uk](mailto:gerard.coll@wycombe.gov.uk)

**Wards affected:** High Wycombe unparished wards

### PROPOSED RECOMMENDATION TO CABINET

The Committee is asked to consider the recommendations in Paragraph 9 which have been put forward by the CIL working group on the projects to be implemented in the 2015/16 financial year and to make recommendations to Cabinet on the release of funds from the 15% local allocation of Community Infrastructure Levy funding received from developments in the unparished area.

### Reason for Decision

So that the recommendations of the High Wycombe Town Committee on the use of the local allocation of CIL for 2015/16 can be publicised prior to a decision by Cabinet on the release of funds.

### 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 asked to consider the recommendations put forward by the High Wycombe Town Committee CIL working group on the proposed use of CIL funds for the 2015/16 financial year.

### 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. At the June 2014 meeting of the High Wycombe Town Committee, Members were advised that they would be asked as a Committee to recommend the use

of £200,000 CIL funding for projects to be undertaken in the 2015/16 financial year. Submissions for potential schemes were invited until 8 August.

6. To assist in this process, Members requested that a working group of the High Wycombe Town Committee be established to assess applications before they are brought to the Committee.
7. The CIL working group comprised Cllrs Green, Ahmed, Snaith, Pearce and Mrs Clarke, and a meeting was held on 13 August 2014 to assess the applications made.
8. The working group has put forward the following recommendations.

**9. CIL Working Group recommendations**

| <b>Scheme</b>   | <b>Proposed allocation</b> |
|---|----------------------------|
| Investment in Frogmoor which may include works to establish a café, outdoor play area and a centrepiece feature including a water feature | £70,000                    |
| Feasibility and business case for a redeveloped café on the Rye including toilets   | £30,000                    |
| Re-opening of the Paul's Row toilets  | £30,000                    |
| Fire safety works to building adjacent to Kingsmead Depot, Fennels Road to enable use of upper floors                                     | £10,000                    |
| Refurbishment of the Guildhall to enable greater use  | £5,000                     |
| Community notice boards in locations across the town  | £15,000                    |
| Redevelopment of Pastures Church to full scale community building   | £20,000                    |
| Feasibility study for the extension of the changing rooms at Shelley Road playing fields to provide a new community facility              | £20,000                    |
| Mayoral public art scheme   | Members' views sought      |

10. Further information on all the projects including project leads and next steps is set out in Appendix A.

**Options**

11. Members have the option to put forward different recommendations than those put forward by the CIL working group, and for the Committee to vote on these if it wishes.

## **Conclusions**

12. The HWTC CIL working group have put forward recommendations for the use of the local allocation of CIL funding for financial year 2015/16. Agreement is sought from the Committee that these recommendations are put forward to Cabinet to approve the release of the funds.

## **Next Steps**

13. The recommendations from the Committee will be put forward to Cabinet at their February meeting to seek the release of funds for the identified projects. Where appropriate background work will get underway to ensure that the appropriate resource is in place to support the Committee priorities. Updates on the progress of schemes will be report in the Quarterly Financial Monitoring Reports to Cabinet.

## **Background Papers**

None.

**FURTHER INFORMATION ON PROJECTS RECOMMENDED FOR CIL FUNDING**

|                     |  |
|---------------------|--|
| Scheme              | Redeveloped café on the Rye including toilets  |
| Project lead        | WDC Community  |
| Project aims        | Project is to investigate and establish the feasibility and business case for the redevelopment of the existing café on the Rye with the inclusion of toilets.   |
| Next steps          | An externally contracted feasibility study will be carried out to assess the business case, costs and preliminary designs. This will be managed by WDC Community Services and the results of the feasibility report will be reported to Members prior to any decisions on whether to proceed to seek funds for implementation. |
| Other funding       | The project could eventually cost between £200,000 to £450,000. Other funding sources might include S106 open space funding and funding from prospective franchisers after a procurement and tender process.   |
| Proposed allocation | £30,000  |

|                     |  |
|---------------------|--|
| Scheme              | Frogmoor investment which may include works to establish a café, pop up shops, outdoor play area and a centrepiece feature including investigating a water feature   |
| Project lead        | WDC Spatial Planning/ WDC Major Projects Executive with WDC Community and HWBIDCo  |
| Project aims        | The aim of the project is to revitalise and reanimate Frogmoor which may include the enabling of pop up shops, outdoor activities and a water feature.   |
| Next steps          | Based on an existing allocation of £150,000 s106 funding officers are bringing forward proposals for changes to the public open space and parking arrangements. Subject to detailed costings of these elements and confirmation of other funding that may be available it will be possible to identify where additional funding will enable more comprehensive improvements and/or additional scope for new uses that help bring people to the area and hence add to the town centre offer. It is anticipated that officers will be working closely with HWBIDCo who have indicated a willingness to take a lead role as regards bringing new uses to the public open space. |
| Other funding       | Other funding sources include allocated S106 funding, and a bid that is being put forward from surplus outturn funding of up to £250k.   |
| Proposed allocation | £70,000  |

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| Scheme              | Re-opening of the Pauls Row toilets   |
| Project lead        | WDC Facilities Management   |
| Project aims        | This project would enable the re-opening of the Paul's Row toilets which were closed in 2013. Coin operated paddle gates would be installed to increase security and to provide an income to fund security patrols and maintenance.                           |
| Next steps          | A Facilities Management Project Brief template will be completed to commence the project. A meeting with the Police will be held to get their views on the re-opening of the toilets. Agreement and arrangements of maintenance and cleaning to be confirmed. |
| Other funding       | No other funding available.   |
| Proposed allocation | £30,000   |

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| Scheme              | Installation of fire escape hatch in the building adjacent Kingsmead Recreation Ground   |
| Project lead        | WDC Facilities Management  |
| Project aims        | Fire safety improvements are required in order to enable the upper floor of the building to be used.   |
| Next steps          | Extent of necessary works to be confirmed and quotes to be obtained for the works. Potential users of the space to be identified so as to confirm the business case. |
| Other funding       | No other funding available.  |
| Proposed allocation | £10,000  |

|                                     |   |
|-------------------------------------|---|
| Scheme                              | Refurbishment of Guildhall to enable greater use            |
| Project lead                        | WDC Facilities Management/ WDC Estates                      |
| Project aims                        | Upgrading of the Guildhall to enable greater community use. |
| Issues to be resolved/ investigated | Quotes to be obtained for kitchen refurbishment.            |
| Other funding                       | No other funding available.                                 |
| Proposed allocation                 | £5,000  |

|                                     |   |
|-------------------------------------|---|
| Scheme                              | Community notice boards   |
| Project lead                        | WDC Community   |
| Project aims                        | Provision of community notice boards throughout the town to enable increased awareness of community events.   |
| Issues to be resolved/ investigated | Officers to work with Members and local residents to identify locations. Management arrangements and rules in how the notice boards can be used to be agreed. |
| Other funding                       | Possible other funding if required may include ward budgets and S106.   |
| Proposed allocation                 | £15,000   |

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| Scheme              | Redevelopment of Pastures Church to full scale community building   |
| Project lead        | Pastures Church   |
| Project aims        | The aim of the project is to transform the site so that it becomes a more attractive flexible space for community use. The facility will include a community café with rooms, offices, play area and conference facilities.   |
| Next steps          | The Pastures Church project team are moving towards a planning application with the CIL funding approved for 14/15. They are applying for funds for 15/16 to appoint a project team to carry out detailed design in preparation for a tender process. They estimate that costs for this stage of their project will be in the region of £100,000 to £120,000. |
| Other funding       | Majority of the funding for the project build will come from the potential sale of land on the site for housing.  |
| Proposed allocation | £20,000   |

|                     |  |
|---------------------|--|
| Scheme              | Extensions of changing rooms at Shelley Road playing fields to provide a new community facility  |
| Project lead        | WDC Community Services   |
| Project aims        | The project aims to establish the feasibility of providing new community facility on the site.   |
| Next steps          | A feasibility study will be externally contracted by WDC Community Services to be carried out to establish the suitability of the site for expansion, demand and potential costs.  |
| Other funding       | There is limited other funding available at the current time. If a community facility were progressed this would likely cost several hundred thousand pounds. Other funding sources could include S106 funding, local allocation CIL funding and applications for grant funding. |
| Proposed allocation | £20,000  |

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| Scheme              | Mayoral public art scheme   |
| Project lead        | Not identified  |
| Project aims        | Town centre enhancement linked to chosen Mayoral charities  |
| Next steps          | Meetings are arranged between Mayor and Cabinet Members to consider scope of potential project and delivery options |
| Other funding       | Mayoral sponsors  |
| Proposed allocation | Members views are sought  |

# Agenda Item 8

## ADOPTION OF WORDING 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 RECOMMENDATION TO CABINET

- (i) That organisations in receipt of a High Wycombe Town Committee Community Support Grant be requested to use the following preferred wording on publicity materials to acknowledge receipt of the funding: "Funded (or part funded) by the High Wycombe Town Committee of Wycombe District Council".
- (ii) That a half-yearly information sheet be issued to the High Wycombe Town Committee listing the grants awarded.

### Reason for Decision

To enable identification of those projects which have been funded by the High Wycombe Town Committee Community Support Grant, and for organisations in receipt of such funding to acknowledge High Wycombe Town Committee on their publicity literature and materials.

### Corporate Implications

1. The High Wycombe Town Committee is an integral part of Wycombe District Council, which already has its own corporate and statutory identity. The use of the proposed wording is considered to be the way forward to avoid any legal, identity and branding implications for the Council corporately.

### Executive Summary

2. The High Wycombe Town Committee Support Grant provides one-off grants to organisations in High Wycombe to support community projects. 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.
3. At the last meeting of the High Wycombe Town Committee on 10 June 2014, Members resolved that subject to there being no legal issues preventing the matter, the proposal to adopt a form of wording and/or logo to identify projects in receipt of funding from the High Wycombe Town Committee Community Support Grant be supported in principle. It was also agreed that an informal working group be established, comprising Councillors Green, Snaith, K Ahmed and Pearce, the District Solicitor, and Communications, to take forward this proposal and that a report be brought back to the Committee in due course for a final decision to be recommended to Cabinet



## **Proposals**

4. The informal working group met on 5 August 2014 and the meeting was attended by Councillors Green and K Ahmed, the District Solicitor, and the Corporate Communications Team Leader.
5. The working group noted that when the decision was taken to make provision for Community Support Grants, the criteria required recipients to acknowledge High Wycombe Town Committee on their literature but no guidance had been given as to how this should be achieved. The working group discussed the possibility of using a logo, but concerns were raised about setting a precedent and diluting the Council's existing brand. The working group was also mindful that the High Wycombe Town Committee is part of Wycombe District Council, which already has its own corporate and statutory identity, and noted comments of the District Solicitor and Communications representative to this effect. It was therefore agreed that a logo should not be used, and that a prescribed form of wording should be used instead.
6. In discussing the form of wording to be adopted, the working group acknowledged that a variety of size of organisations received grants so there would be varying levels of ability to produce publicity materials to promote the receipt of the grant. Some organisations may not have the space on their publicity materials to be able to use the full text. As a result, the working group agreed that some flexibility and discretion would need to be utilised.
7. The working group agreed to recommend that the following preferred wording should be used: "Funded (or part funded) by the High Wycombe Town Committee of Wycombe District Council."
8. In addition, the working group felt it would be helpful to members of the High Wycombe Town Committee if a half-yearly information sheet was issued to them listing the grants that had been awarded.

## **Options**

9. The Committee is invited to agree the wording recommended by the informal working group or it may decide to alter the proposed wording.

## **Conclusions**

10. The Committee is invited to consider the proposed recommendations.


## **Next Steps**

11. The recommendations from the Committee will be taken forward to Cabinet.

## **Background Papers**

High Wycombe Town Committee report 10 June 2014.

# Agenda Item 9

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|--|--------------------------------|
| <br>WYCOMBE<br>DISTRICT COUNCIL | <b>INFORMATION SHEET</b>       |
| <b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>  |                                |
| <b>ISSUE NO: 04/2014</b>   | <b>DATE ISSUED: 08/09/2014</b> |
| <b>BUDGETARY CONTROL REPORT FOR Q1 2014/15</b>   |                                |
| Officer contact: Jake Bacchus Tel: 01494 421278 Email: jake.bacchus@wycombe.gov.uk                               |                                |

## Introduction

The budgetary position for Quarter 1 2014/15 for HWTC is set out in Table 1. In addition to the usual year to date position, this report includes a year end forecast for each service provided by the budget holder.

## Special Expenses 2014/15

At month 3 there is a variance of £44k overspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting an overspend of £85k by the end of the year (see Current Quarter Forecast Variance column on the Special Expenses Position Summary table).

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

Budgets are 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.

## Commentary on Significant Variances

### Cemetery

There is an overspend of £47k on expenditure items, arising from £52k expenditure on concrete burial chambers. This is off-set by a £9k creditor provision for rates which has not yet been paid, while general maintenance is overspent by £4k from a payment for steel frames. The concrete burial chambers project has been completed and no further costs are expected. This expenditure was approximately £5k less than estimated at the beginning of the financial year. The costs will be covered by income in the coming years.

£43k has been allocated for works to the cemetery lodge and is expected to be completed by the end of September. A higher rental income will be forthcoming once the new tenant takes occupancy. The works on both the burial chambers and the lodge will be funded from working balances.

Income budgets were reduced for 2014/15 to reflect the reduction in fees agreed by members at the budget setting stage. Forecasts reflect this and are currently on budget. There is an adverse variance of £12k due to as yet unpaid burials income. Budget holders are currently pursuing payment.

#### Recreation Grounds (Local)

Expenditure is projected to be approximately £3k under spent as the cost of cleansing has reduced following the commencement of the Serco joint waste contract.

#### Allotments

There is a projected underspend of nearly £5k due to the vacant allotment officer post. Alternative arrangements for delivery are being negotiated with the grounds maintenance contractor.

Table 1

**SPECIAL EXPENSES POSITION SUMMARY**

Brackets indicate income or a favourable variance

| Non-Controllable | Cabinet Portfolio                   | Analysis               | Full Year Budget | Controllable Budget FY | Controllable Budget YTD | Actual inc. Commitments | Variance YTD   | Previous Quarter Forecast Outturn | Controllable Forecast Outturn | Budget Outturn Variance |
|------------------|-------------------------------------|------------------------|------------------|------------------------|-------------------------|-------------------------|----------------|-----------------------------------|-------------------------------|-------------------------|
| 0                | <b>Footway Lighting</b>             | Expenditure            | 5,700            | 5,700                  | 1,521                   | 99                      | (1,422)        | 5,700                             | 3,800                         | (1,900)                 |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>5,700</b>     | <b>5,700</b>           | <b>1,521</b>            | <b>99</b>               | <b>(1,422)</b> | <b>5,700</b>                      | <b>3,800</b>                  | <b>(1,900)</b>          |
| 150,400          | <b>Cemetery</b>                     | Expenditure            | 261,700          | 111,300                | 27,813                  | 74,674                  | 46,861         | 111,300                           | 205,000                       | 93,700                  |
| 0                |                                     | Income                 | (100,300)        | (100,300)              | (25,075)                | (12,242)                | 12,833         | (100,300)                         | (100,300)                     | 0                       |
| <b>150,400</b>   |                                     | <b>Net Expenditure</b> | <b>161,400</b>   | <b>11,000</b>          | <b>2,738</b>            | <b>62,432</b>           | <b>59,694</b>  | <b>11,000</b>                     | <b>104,700</b>                | <b>93,700</b>           |
| 0                | <b>Rutland Trust</b>                | Expenditure            | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| 0                |                                     | Income                 | (100)            | (100)                  | (25)                    | 0                       | 25             | (100)                             | 0                             | 100                     |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>(100)</b>     | <b>(100)</b>           | <b>(25)</b>             | <b>0</b>                | <b>25</b>      | <b>(100)</b>                      | <b>0</b>                      | <b>100</b>              |
| 0                | <b>Town Twinning</b>                | Expenditure            | 3,000            | 3,000                  | 750                     | 0                       | (750)          | 3,000                             | 3,000                         | 0                       |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>3,000</b>     | <b>3,000</b>           | <b>750</b>              | <b>0</b>                | <b>(750)</b>   | <b>3,000</b>                      | <b>3,000</b>                  | <b>0</b>                |
| 0                | <b>Financial Assistance</b>         | Expenditure            | 20,000           | 20,000                 | 2,499                   | 3,000                   | 501            | 20,000                            | 20,000                        | 0                       |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>20,000</b>    | <b>20,000</b>          | <b>2,499</b>            | <b>3,000</b>            | <b>501</b>     | <b>20,000</b>                     | <b>20,000</b>                 | <b>0</b>                |
| 112,600          | <b>Recreation Grounds (Local)</b>   | Expenditure            | 143,500          | 30,900                 | 7,722                   | 4,072                   | (3,650)        | 30,900                            | 28,100                        | (2,800)                 |
| 0                |                                     | Income                 | (8,900)          | (8,900)                | (1,113)                 | 44                      | 1,156          | (8,900)                           | (8,900)                       | 0                       |
| <b>112,600</b>   |                                     | <b>Net Expenditure</b> | <b>134,600</b>   | <b>22,000</b>          | <b>6,610</b>            | <b>4,116</b>            | <b>(2,494)</b> | <b>22,000</b>                     | <b>19,200</b>                 | <b>(2,800)</b>          |
| 22,500           | <b>Allotments</b>                   | Expenditure            | 47,200           | 24,700                 | 6,197                   | 4,269                   | (1,928)        | 24,700                            | 20,200                        | (4,500)                 |
| 0                |                                     | Income                 | (5,800)          | (5,800)                | (1,448)                 | (6,053)                 | (4,605)        | (5,800)                           | (5,800)                       | 0                       |
| <b>22,500</b>    |                                     | <b>Net Expenditure</b> | <b>41,400</b>    | <b>18,900</b>          | <b>4,749</b>            | <b>(1,784)</b>          | <b>(6,533)</b> | <b>18,900</b>                     | <b>14,400</b>                 | <b>(4,500)</b>          |
| 0                | <b>War Memorial</b>                 | Expenditure            | 1,700            | 1,700                  | 423                     | 0                       | (423)          | 1,700                             | 1,700                         | 0                       |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>1,700</b>     | <b>1,700</b>           | <b>423</b>              | <b>0</b>                | <b>(423)</b>   | <b>1,700</b>                      | <b>1,700</b>                  | <b>0</b>                |
| 0                | <b>Hilltop Community Centre</b>     | Expenditure            | 13,000           | 13,000                 | 0                       | 0                       | 0              | 13,000                            | 13,000                        | 0                       |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>13,000</b>    | <b>13,000</b>          | <b>0</b>                | <b>0</b>                | <b>0</b>       | <b>13,000</b>                     | <b>13,000</b>                 | <b>0</b>                |
| 0                | <b>Castlefield Community Centre</b> | Expenditure            | 15,000           | 15,000                 | 3,750                   | 2,271                   | (1,479)        | 15,000                            | 15,000                        | 0                       |
| 0                |                                     | Income                 | 0                | 0                      | 0                       | 0                       | 0              | 0                                 | 0                             | 0                       |
| <b>0</b>         |                                     | <b>Net Expenditure</b> | <b>15,000</b>    | <b>15,000</b>          | <b>3,750</b>            | <b>2,271</b>            | <b>(1,479)</b> | <b>15,000</b>                     | <b>15,000</b>                 | <b>0</b>                |
| 285,500          | <b>TOTAL</b>                        | Expenditure            | 510,800          | 225,300                | 50,675                  | 88,385                  | 37,710         | 225,300                           | 309,800                       | 84,500                  |
| 0                |                                     | Income                 | (115,100)        | (115,100)              | (27,660)                | (18,251)                | 9,409          | (115,100)                         | (115,000)                     | 100                     |
| <b>285,500</b>   |                                     | <b>Net Expenditure</b> | <b>395,700</b>   | <b>110,200</b>         | <b>23,014</b>           | <b>70,134</b>           | <b>47,120</b>  | <b>110,200</b>                    | <b>194,800</b>                | <b>84,600</b>           |

# Agenda Item 10

**Wycombe District Council**  
**HIGH WYCOMBE TOWN COMMITTEE**  
**Work Programme –NOVEMBER 2014 - MARCH 2015**

| Title & Subject Matter   | Meeting /<br>Date to be<br>taken | Documents | Contact<br>Officer  |
|--|----------------------------------|-----------|---|
| <b><u>November 2014</u></b>  |                                  |           |   |
| HWTC - Update from HWBIDco<br><i>Twice yearly update from HWBIDCo Ltd.</i>   | 25 Nov<br>2014                   |           | Emma Lund,<br>Senior<br>Democratic<br>Services<br>Officer   |
| HWTC - Q2 Budgetary Control Report   | 25 Nov<br>2014                   |           | Jake<br>Bacchus,<br>Senior<br>Accountant                    |
| HWTC - Annual Fees and Charges Review<br><i>The annual review for fees and charges for services treated as<br/>Special Expenses and provided in the un-parished wards of High<br/>Wycombe.</i> | 25 Nov<br>2014                   |           | Sarah<br>Randall,<br>Community<br>Commissioni<br>ng Manager |
| HWTC – Community Facilities Update   | 25 Nov<br>2014                   |           | Elaine Jewell,<br>Head of<br>Community<br>Services          |
| Linking Proposal with the Philippines  | 25 Nov<br>2014                   |           | Cllr<br>Chaudhury<br>Shafique                               |
| County Council Grass Cutting – Devolution of<br>Services   | 25 Nov<br>2014                   |           | Elaine Jewell,<br>Head of<br>Community<br>Services          |
| <b><u>January 2015</u></b>   |                                  |           |   |
| HWTC - Special Expenses Budget 2015/16<br><i>To receive the provisional outturn for 2013/14 and consider the<br/>budget for 2014/15.</i>   | 20 Jan<br>2015                   |           | Jake<br>Bacchus,<br>Senior<br>Accountant                    |
| <b><u>March 2015</u></b>   |                                  |           |   |
| HWTC - Policing Update<br><i>To receive a Policing Update from Thames Valley Police (to be<br/>confirmed).</i>   | 03 Mar<br>2015                   |           | Emma Lund,<br>Senior<br>Democratic<br>Services<br>Officer   |

| Title & Subject Matter   | Date to be taken | Documents | Contact Officer                                  |
|--|------------------|-----------|--|
| HWTC- Update on Major Projects ( as required)<br><i>Update on major projects/developments affecting High Wycombe town.</i> | 03 Mar 2015      |           | Emma Lund,<br>Senior Democratic Services Officer |

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

Work Programme Updated: 29 August 2014

## **Notification for Press and Public**

### **Notification of Items expected to be taken in exempt session, as required by access to information requirements.**

The meeting will be asked to resolve that the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:-

#### **Item 13 Cemetery Site Options Appraisal**

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

[The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations]

# Agenda Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted