



## High Wycombe Town Committee Agenda

Date: Tuesday, 23rd June, 2015  
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, Mrs L M Clarke OBE, R Farmer, S Graham, M Hanif, A E Hill, A Hussain, M Hussain, M E Knight, B E Pearce, Ms J D Wassell, M P Davy, M A Hashmi, R Raja, A Baughan, M Asif, H Bull, M Clarke, S K Raja and N J B Teesdale

*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

Item		Page
1	<b>Apologies for Absence</b>	
2	<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 to withdraw from the meeting.	

<b>Item</b>		<b>Page</b>
3	<b>Minutes of the Previous Meeting</b>	2 - 4
4	<b>Update from HWBIDCo</b>	
5	<b>Update on Cemetery Site Options</b>	5 - 12
6	<b>Expenditure of Reserves Working Group</b>	13 - 15
7	<b>High Wycombe Town Committee - Forward Work Programme</b> To note the current draft work programme.	16
8	<b>Information Sheets</b> The following Information Sheets are attached:  03/2015 Budgetary Control Report Out-turn 2014/15 04/2015 HWTC Community Support Grants	17 - 20
	<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>	
9	<b>Supplementary Items (if any)</b>	
10	<b>Urgent Items (if any)</b>	

**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 3 March 2015 – previously circulated.

**4. Update from HWBIDCo**

Mr Oliver O'Dell, Chief Executive of the HWBIDCo, will be present to provide an update to the Committee.

# High Wycombe Town Committee Minutes

Date: 3 March 2015

Time: 7.00 - 7.50 pm

**PRESENT:** Councillor A R Green  
(in the Chair)

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

Apologies for absence were received from Councillors Z Ahmed, A Hussain, M E Knight and C Shafique MBE

## **ALSO PRESENT:**

Chief Inspector Rebecca Mears	Thames Valley Police
Inspector Tim McGirr	Thames Valley Police

## **36 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **37 MINUTES OF THE PREVIOUS MEETING**

In relation to minute 31 (Recommendations of the CIL Panel) the Chairman reported that at its meeting on 9 February Cabinet had resolved that subject to further discussion with Community Services confirming that they were suitable, the two schemes which had previously been recommended by the Town Committee but not endorsed by the CIL Panel (feasibility study for new toilets on the Rye and feasibility study for a new community facility on Shelley Road Recreation Ground), would be included in the allocation of funding. Authority had been delegated to the Leader and Cabinet Members for Community, Finance, and Planning & Sustainability to approve the outcome of the discussions.

In relation to the action point noted in minute 34 that an item to consider the possibility of producing a town committee newsletter be added to the work programme, the Democratic Services Manager reported that following consultation with the Chairman of the Committee and Corporate Communications it had been agreed that a regular update on the work of the town committee would be included in future editions of the Wycombe District Times.

**RESOLVED:** That the minutes of the meeting held on 20 January 2015 be agreed as a true record and signed by the Chairman.

### **38 UPDATE FROM THAMES VALLEY POLICE**

Chief Inspector Rebecca Mears and Inspector Tim McGirr of Thames Valley Police were welcomed to the meeting by the Chairman and invited to provide an update on policing matters within the town.

Inspector McGirr presented the performance data and reported that whilst there had been a slight increase in burglaries the overall figures for burglaries remained low. He also reported that detection rates remained good, particularly in relation to domestic violence.

Inspector McGirr informed the Committee of several initiatives which were currently being undertaken or were planned within the town. These included a Neighbourhood Watch stand at Sainsbury's on 4, 5 and 6 May to encourage people to sign up to the Neighbourhood Watch; a campaign to improve reporting of disability hate crimes; and National Cyber Crime Awareness Week (2 – 6 March).

The Committee was also updated on a proposal to implement a Public Space Protection Order within the town, with the aim of reducing incidences of begging, busking and public drinking. In response to concerns expressed by some members that this may result in genuine buskers being removed from the town centre Inspector McGirr clarified that, if agreed, the proposal would seek to improve the management and restriction of buskers rather than prohibiting all busking.

Chief Inspector Mears updated the Committee on the progress of the priority-based budgeting exercise being undertaken by Thames Valley Police. The Committee heard that all policing areas, command units, major crime units and civilian units were involved in the review, which was looking at how much time officers spent on various tasks with a view to assessing whether there were any areas where efficiencies could be made. Members noted that the results of the exercise would be reported in due course.

The Chairman thanked Chief Inspector Mears and Inspector McGirr for providing the update.

### **39 INFORMATION SHEETS**

**RESOLVED:** That Information Sheet 02/2015 Quarter 3 Budgetary Control Report be noted.

### **40 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME**

The Committee's draft work programme, looking ahead to November 2015, was presented for review.

It was noted that an item to establish an Expenditure of Reserves Working Group had been added to the work programme for the June meeting and would be taken forward once the committee's membership was known following the May elections.

**RESOLVED:** That the forward work programme be noted.

#### **41 CHAIRMAN'S CLOSING REMARKS**

As it was the final meeting before the May election, the Chairman took the opportunity to thank all members for their contributions to the Committee over the term of the Council, and in particular Councillor Roger Colomb, who would not be returning to the Council in May.

---

Chairman

**The following officers were in attendance at the meeting:**

Mr I Hunt

Democratic Services Manager

Ms E Lund

Senior Democratic Services Officer

# Agenda Item 5

## UPDATE ON CEMETERY SITE OPTIONS

Officer contact: Sarah Randall 01494 421888 sarah.randall@wycombe.gov.uk

Wards affected: All High Wycombe Town Wards

## PROPOSED RECOMMENDATION TO CABINET

To agree Queensway as the preferred location for the new cemetery and to seek approval from Cabinet to allocate £20,000, from the Special Expenses reserves, to fund necessary feasibility work.

### 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. The estimated cost of a feasibility study is £20,000. This would be funded from Special Expenses reserves. Queensway is owned by WDC and was previously purchased from Hazlemere Parish Council for a sum of £100,000. Estates have re-assessed the value of this land and it is still at £100,000 due to restriction and planning constraints. This constitutes the opportunity cost of using this site.
3. Queensway is surrounded by a ransom strip. The larger part of this is owned by three parish councils, the smaller part by Hazlemere Parish Council. The Council has permission in the associated legal agreement to access over the ransom strip if it is using Queensway for a park and ride or as public open space. WDC was able to agree an exception with Hazlemere Parish Council in order to develop allotments on a small part of the site. This Parish Council is on record as supporting the development of a cemetery on the site. However the restrictions should be noted as accessing the cemetery via Queensway may not be the optimal solution, there being another possible access point at the Golf Club end of the site. Site access would be part of the feasibility work.

### Executive Summary

4. On 4 March 2014 a report went to High Wycombe Town Committee on site options for an additional cemetery. The report sought the Committee's views on suggested sites for officers to assess for use as an additional cemetery for High Wycombe. The findings were reported to the Committee in June 2014, and the Committee added a further site to those shortlisted for assessment and valuations. This work was reported to the Committee in September 2014 and subsequently Cabinet requested additional feedback from Planning and Estates. This information has been included in this report and it is now recommended that a feasibility study is undertaken for a new cemetery to be located at Queensway

## Background and Issues

5. At its meeting of 10 June 2014 High Wycombe Town Committee considered a report on possible sites for a new cemetery. The Committee recommended to Cabinet that further investigations be undertaken in relation to the Abbey Barn land south of the M40, Terriers Farm, Coates Lane and Hillbottom Road (added at the meeting and subsequently rejected due to flood risk), to include consultation with Parish Councils on the potential for shared costs and an assessment of land availability and likely cost.
6. The results of these investigations were reported to the Committee in September 2014 and they requested some additional investigations and feedback and this is detailed below.
7. As requested the Estates Team has approached the landowners of the three sites not in Council ownership to determine whether there is a willingness to sell and at what price. This information along with the opportunity cost of the Council owned Queensway is provided in the table below:

Site	Response from landowner
Abbey Barn land south of M40	The landowner has ruled out the idea of fitting a cemetery on their site
Coates Lane	The National Trust have confirmed they would not be able to accommodate a cemetery on this site
Terriers	The developer has considered this request but is unable to accommodate a cemetery on this site
Queensway 4.2ha	£0 – already owned by the Council (Opportunity cost of £100,000)

8. The feedback from colleagues in Planning is detailed below in this report.

## Feedback from Planning

9. This feedback from Planning investigates the suitability of 4 sites from a planning policy perspective. Both Abbey Barn South and Abbey Barn land south of the M40 have been included in this assessment as it is unclear which site is referred to in the above resolution.

## Site assessments from Planning

### Field on Coates Lane – key issues

10. Access: Any development on the site would require adequate vehicular access provision. There may be conflicting interest with parking for Hughenden Estates.
11. AONB: The site is in the Chilterns Area of Outstanding Natural Beauty and in a very sensitive location in the landscape, close to the Hughenden Historic Park and Garden and beneath the Disraeli monument. Any development on the site would need to preserve the setting of the AONB. Impact on landscape/ townscape will need to be very carefully considered, given its sensitive location, as well as impacts on the future public enjoyment of the area, and other less sensitive sites in landscape terms are being considered.
12. Green Belt: Impact on the openness of the Green Belt will need to be considered, although depending on the nature of any ancillary development a cemetery use could be a use that would be appropriate development in the Green Belt.
13. Flooding: The roads recorded by Risk Management Agencies during the Winter 2013-14 to have flooded in the vicinity of High Wycombe include Bottom Road, Bradenham Road, Clayfields, Coates Lane, Coombe Lane, Curzon Avenue, Desborough Park Road, London Road, Manor Gardens, Manor Road, Penn Road, Ralphs Retreat, and Valley Road, as a combination of fluvial, groundwater and surface water flooding ; A site specific risk assessment should be done to ensure there is no risk of surface run off /groundwater flooding as this could lead to a) emergency access issues; b) water contamination.
14. Ownership: The land is in the National Trust ownership. Most of the trust's ownership is inalienable<sup>1</sup> and cannot be compulsorily purchased using the Council's CPO powers. Whilst not strictly a planning issue, this could be a fundamental constraint.
15. Recommendation from Planning: That discussions with the National Trust could be pursued but the land may be inalienable and in that case could not be purchased. In the event that the site is purchased, flooding issues, Green Belt and AONB impacts, will need very careful consideration. But overall this site is considered too sensitive given its particular landscape setting.

---

<sup>1</sup> The National Trust has the unique statutory power to declare land inalienable - such land cannot be voluntarily sold, mortgaged or compulsorily purchased against the Trust's wishes without special parliamentary procedure.

### **Land south of the M40 – key issues**

16. Access: Any development on the site would require adequate vehicular access provision
17. Archaeological Notification Site: Part of the site is an archaeological notification site. Any planning applicant would need to consult Buckinghamshire County archaeology services and the Buckinghamshire Historic Environment Records.
18. Green Belt: The site is in the Green Belt. Cemeteries are recognised as not inappropriate. Care should be taken to ensure that the proposal doesn't impact on the openness of the Green Belt and has regards to other Green Belt policies.
19. "Junction 3A": As part of the Local Plan options consultation, the site was identified as part of the area of search for land for business development associated with the possible Junction 3A. The evidence gathering work on this option would need to be explored further before it is known whether this would impact on the option of locating a cemetery in this location.
20. Landscape: Impact on landscape/ townscape need to be carefully considered. The site is adjacent to the Chilterns Area of Outstanding Natural Beauty and any development on the site would need to preserve its setting.
21. Recommendation from Planning: At this stage, the use of this site as a cemetery is an option. Issues around archaeology would need to be resolved, adequate access provided and the scheme would have to be sympathetic with the Green Belt and AONB. However before further progress can be made on this option, the options around a possible Junction 3A need to be explored further to see whether it is likely to progress and whether it would affect this site.

### **Abbey Barn South – key issues**

22. Access: Any development on the site would require adequate vehicular access provision
23. Landscape: Impact on adjacent landscape/ townscape will need to be carefully considered.
24. Reserve Site status: Abbey Barn South was one of the 5 sites reserved for future development in the adopted Core Strategy. Cabinet agreed on 20 October 2014 to release these sites for development to contribute towards the Council's 5 year housing land supply, and the detailed planning of these sites be taken forward with public involvement. The Council will be committing important resources towards development briefs for each site, engaging with developers and the local community and this is likely to be followed soon after by planning applications.
25. Trees: There is a protected historic woodland ride on site which will need to be preserved. The proximity of the trees and the potential tree roots will make it

difficult to create burial spaces and in any event this area is likely to provide an ideal opportunity to provide open space for the benefit of residents of the new development and the wider area.

26. Recommendation from Planning: The use of this site (even in part) as a cemetery would compromise the comprehensive delivery of the Abbey Barn Reserve site for residential development (or mixed use residential/ business). The site has now been released for development, and a development brief will be prepared for the site shortly. This site should not be considered further.

### **Terriers Farm – key issues**

27. Access: Any development on the site would require adequate vehicular access provision
28. AONB: Impact on landscape/ townscape will need to be carefully considered. The site is adjacent to the Chilterns Area of Outstanding Natural Beauty and any development on the site would need to preserve its setting.
29. Flooding: Surface water flooding has been recorded on part of the site. A site specific risk assessment should be done to ensure there is no risk of surface run off flooding as this could lead to a) emergency access issues; b) water contamination.
30. Reserve Site status: Terriers Farm was one of the 5 sites reserved for future development in the adopted Core Strategy. Cabinet agreed on 20 October 2014 to release these sites for development to contribute towards the Council's 5 year housing land supply, and the detailed planning of these sites be taken forward with public involvement. The Council will be committing important resources towards development briefs for each site, engaging with developers and the local community and this is likely to be followed soon after by planning applications.
31. The Local Plan consultation earlier this year and other earlier concept plans for the development of this site have suggested retaining the three small fields nearest Hazlemere Recreation Ground free of development. Whilst theoretically these could accommodate a cemetery, this area was identified to provide appropriate open space to serve the residents of the new development, and may also provide the opportunity to provide additional playing pitches linked to Hazlemere Recreation Ground, if appropriate. As such cemetery use is not considered appropriate for this area.
32. Recommendation from Planning: The use of this site (even in part) as a cemetery would compromise the comprehensive delivery of the Terriers Farm Reserve site for residential development. The site has now been released for development, and a development brief will be prepared for the site shortly. This site should not be considered further.

### **Additional Comment with regard to Sites in the Green Belt (ie land off Coates Lane, land south of the M40)**

33. As part of the ongoing work on the Local Plan, work to assess whether the Green Belt around the District is fulfilling the nationally prescribed Green Belt purposes is likely to take place during next year. Members should be aware that land could be identified out of this exercise that may have development potential for other uses.

#### **Comment with regard the Queensway site**

34. Planning's original comments on the Queensway site were as follows:

The site is in AONB and Green Belt and any development should preserve the AONB's special character, appearance or natural beauty of the landscape.

### **Conclusions from Planning**

35. The following are the three conclusions from Planning:
- a The Abbey Barn site south of the M40 has some potential, but will need further archaeological investigations with the County Council (HER), and more fundamentally should not be pursued until there is more certainty over the Junction 3A option.
  - b The Coates Lane option is not favoured because of its landscape sensitivity and ownership issues may prevent this from coming forward in any event (National Trust land).
  - c With regards to Abbey Barn South and Terriers Farm the use of any of these sites (or part of) as a cemetery would compromise their comprehensive delivery for residential development (or mixed use). The sites, reserved in the Council's Plans for future housing growth, have been released by Cabinet on 20 October 2014 to contribute to the District's housing supply. The Council is looking at producing development briefs to guide these and planning applications are likely to follow soon after. These options should not be pursued.

### **Capacity at the current High Wycombe Town Cemetery**

36. The remaining space at the current cemetery has been reviewed. The Snow Drop Garden (dedicated area for child burials), based on recent burial rates, which have doubled over the last year, will be full in approximately three to four years. Based on the current burial rates space for non Church of England burials will be full in approximately eight to ten years, and space for Church of England burials will last approximately 15 – 18 years.
37. There is some capacity to bury children in gaps across the cemetery which could extend burials for a further couple of years but this will not provide a dedicated area, suitably tailored.

38. The Church of England has been approached to determine whether the previously consecrated areas in the cemetery could be de-consecrated making them available for all burial types, and they have confirmed they will not allow this to happen. Therefore there is a need to have open a new Cemetery by 2018/19 at the latest.

### **Feasibility Study**

39. The next stage is to undertake feasibility works, which will consist of:
- a a geological survey to establish the underlying ground conditions, including water courses, underground services and suitability for burials. This is a large site and the estimated cost is £12k; and
  - b to develop a costed layout plan, including pedestrian and vehicle access, a small office/toilet building, access from the highway, parking, seating and layout of sections and gardens. This work is estimated to cost £8k.

This work could include partnership work with the Grange Area Trust Queensway project group if the Committee is supportive of a combined Tranquil Park/Cemetery scheme.

### **Options**

40. There are two options to consider

#### Option 1 – Carry out detailed feasibility work at Queensway.

- The advantage of this option is that it is WDC land and could be developed as a cemetery quickly and for least cost. Feasibility work has a cost implication (estimated cost is £20,000, funded from Special Expenses reserves) because of the need to engage consultants to carry out the work and to fully price the project. The actual costs of bringing the Cemetery into use will be estimated as part of the feasibility work.

#### Option 2 – Do nothing

- This option has no financial implications. As a statutory burial authority the Council has a duty to bury while there is capacity in a cemetery, but we do not have to provide a cemetery. The Council could instead pay for public health funerals in other councils' cemeteries at the non-resident rate. However not being able to bury residents within the town is likely to result in negative feedback and publicity.

### **Conclusions**

41. A site for a new cemetery is becoming an increased priority and the Queensway site is the only available and affordable site option at this point in time. Feasibility work is necessary to ensure that the site is indeed suitable for a cemetery, and to design the cemetery in sufficient detail so as to develop a reliable cost estimate.

## **Next Steps**

42. Once the recommendation has been agreed by Cabinet the next step is to appoint consultants to undertake the geological survey, design and costing work for the Queensway site.

## **Background Papers**

Cemetery Site Option Appraisal Reports to High Wycombe Town Committee – 4 March 2014, 10 June 2014, 16 September 2014.

Cemetery Site Option Appraisal Reports to Cabinet – 16 June 2014 and 22 September 2014.

# Agenda Item 6

## EXPENDITURE OF RESERVES WORKING GROUP

Officer Contact: Ian Hunt, Democratic Services Manager, 01494 421208

Wards affected: All High Wycombe Town unparished wards

### PROPOSED DECISION

- (i) That the Committee considers whether it wishes to establish a working group to consider the expenditure of reserves.
- (ii) In the event that the Committee wishes to establish a working group, the proposed terms of reference for the group, as set out in paragraph 6 below, be agreed.

### Reason for Decision

To invite the Committee to consider whether or not it wishes to establish an informal working group to consider expenditure of reserves, and present recommendations to the Town Committee on such matters.

### Corporate Implications

1. The High Wycombe Town Committee is an advisory committee. Any recommendations from the informal working group can be considered by the Town Committee initially. The Town Committee may then refer any recommendations on to Cabinet for consideration.

### Executive Summary

2. At their last meeting prior to the District Council Elections, the High Wycombe Town Committee suggested that an informal working group should be established to consider the expenditure of its reserves. It was agreed at that time that a report should be presented to the first meeting of the Town Committee following the Elections, to consider whether the Committee wishes to pursue this. In addition, it was agreed that a draft terms of reference should also be presented for consideration.
3. As set out later in the agenda under Information Sheet 03/2015 (item 8) – Budgetary Control Report Out-turn 2014/15 - the current level of total reserves for the Town Committee is £636,175. Should the Committee wish to proceed with the establishment of a working group, it is recommended that representatives from Finance and Community attend the meetings of the working group in order to be able to provide an overview and background on the key issues and work of the Committee to assist the group's discussions on any proposals to use the level of reserves.
4. It should be noted that the High Wycombe Town Committee is an advisory committee of the Council. Therefore, any recommendations the Town Committee receive from an informal group, can be considered by the Town Committee, although the Town Committee would need in turn to recommend to

Cabinet any proposals in relation to the use of reserves.

5. In order to manage the operation of the working group, it is suggested that the membership be no greater than 8 members. The group would set up its own meetings as and when required, and that representatives from Finance and Community support the meetings by attending to aid discussion and provide background as appropriate. Any recommendations made by the working group to the Town Committee should be presented in the form of a report to the Town Committee, to ensure a clear mechanism is in place to consider them. The working group would not be open to the public.
6. Accordingly, should the Committee wish to establish an informal working group, the following terms of reference are proposed:
  - The informal working group be established for the sole purpose of considering the current level of reserves for the High Wycombe Town Committee.
  - Membership of the informal working group to be a maximum of 8 members, from within the High Wycombe Town Committee.
  - The working group be chaired by the Chairman of the High Wycombe Town Committee.
  - Meetings of the working group be held as and when required.
  - Recommendations from the working group be presented to the September meeting of the High Wycombe Town Committee (15 September) in the form of a report. The Town Committee will then consider the recommendations, and decide to either accept, reject or amend them, for further recommendation then on to Cabinet. This will also enable any proposals to be included within the overall budget process for the Council.
  - Meetings of the working group not be open to the public, and be supported by representatives from Finance and Community.
  - The first meeting of the working group receive a brief summary from Finance and Community officers on the reserves and issues that the working group may like to consider as part of its work, in order to provide an overview of current key issues, and assist Members with their deliberations.

### **Background and Issues**

7. The Committee is invited to decide whether or not it wishes to establish an informal working group to discuss its level of reserves.

### **Options**

8. The Committee may decide not to support the establishment of a working group and that the full Committee should consider the matter.

## **Conclusions**

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

## **Next Steps**

10. If a decision is made to establish an informal working group, members are invited to express an interest to serve on the group, and the date of the group's first meeting will be set up accordingly.

## **Background Papers**

Minutes of High Wycombe Town Committee meetings 20 January & 3 March 2015.

# Agenda Item 7

**Wycombe District Council  
HIGH WYCOMBE TOWN COMMITTEE**

**Work Programme – SEPTEMBER 2015 – JANUARY 2016**

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<b><u>September 2015</u></b>		
HWTC - Policing Update	15 Sep 2015	Emma Lund, Senior Democratic Services Officer
HWTC - Q1 Budgetary Control Report (Information Sheet)	15 Sep 2015	Brenda Watson, Finance Service Manager
<b><u>November 2015</u></b>		
HWTC - Chiltern Rangers Update	24 Nov 2015	Emma Lund, Senior Democratic Services Officer
HWTC - Q2 Budgetary Control Report	24 Nov 2015	Brenda Watson, Finance Service Manager
HWTC - Annual Fees and Charges Review	24 Nov 2015	Sarah Randall, Community Commissioning Manager
<b><u>January 2016</u></b>		
HWTC - Update from HWBIDCo	19 Jan 2016	Emma Lund, Senior Democratic Services Officer
HWTC - Grants Awarded from the HWTC Community Support Grant (Information Sheet)	19 Jan 2016	Elaine Jewell, Head of Community
HWTC - Special Expenses Budget 2016/17	19 Jan 2016	Brenda Watson, Finance Service Manager

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

Work Programme Updated: 8 June 2015

# Agenda Item 8

 WYCOMBE DISTRICT COUNCIL	<b>INFORMATION SHEET</b>
<b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>	
<b>ISSUE NO: 03/2015</b>	<b>DATE ISSUED: 15 June 2015</b>
<b>BUDGETARY CONTROL OUT-TURN FOR 2014/15</b>	
Officer contact: Jake Bacchus Tel: 01494 421278 Email: jake.bacchus@wycombe.gov.uk	

## **Introduction**

The 2014/15 outturn position for High Wycombe Town Committee is set out in Table 1.

## **Special Expenses 2014/15**

The net outturn position for 2014/15 is £274k, a favourable variance of £121k against a total budget of £396k. This is a movement of £43k since Quarter 3. A further £81k was spent from working balances on the Cemetery Lodge and concrete burial chambers.

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

A total net underspend of £90k been made up mostly from a surplus of £96k against an income budget of £100k, £40k of which has arisen from interment fees and £35k on burial rites. Interment fees income for 2014/15 remained in line with 2013/14 even though fees had reduced for this year. This confirms that the number of burials has increased this year, although this does not support a general trend at this point. This will be reviewed on a regular basis in the future. A further £20k for steel frames was received which is offset by frame purchases.

### Financial Assisitance (Community Grants)

The £14k underspend against this budget will be transferred into working balances and will be made available in 2015/16. This will give a total available budget in 2015/16 of £34k.

### Recreation Grounds (Local)

Recreation grounds has shown a net underspend of £6k. This is made up of a £10k underspend on reactive maintenance (plus smaller underspends totalling £3k across various services lines) and a deficit of £7k on football income. This has been a trend across the district.

### Allotments

A vacant post resulted in an underspend of £8k while non-controllable costs (i.e. overheads relating to back office functions) showed a small underspend of £3k.

### Wrights Meadow Community Centre

Expenditure relating to Wrights Meadow is S106 funded and will have no net impact on HWTC's accounts by year end.

### Cemetery Capital Works

£25k on the Cemetery Lodge and £56k on concrete chambers have been funded from working balances and have been reported separately from budgetary control for presentational purposes.

### **Impact on Working Balances**

The impact of 2014/15 activities are given in the table below.

<b>Balance at 1st April 2014 (A)</b>		<b>(556,938)</b>
Revenue Expenditure	274,223	
Cemetery Works	80,907	
Precept 2014/15	(366,046)	
Council Tax Support 2014/15	(53,400)	
Reversal of capital charges	(10,800)	
Interest	(4,121)	
<b>Balance at 31st March 2015 (B)</b>		<b>(636,175)</b>
<b>Movement in reserves (B - A)</b>		<b>(79,237)</b>

Balances at the end of year 2014/15 have increased by £79,237 and have been added to Special Expenses earmarked reserves, bringing total reserves to £636,175.

A report to Committee has been submitted requesting earmarking of £20k for a feasibility study scoping out a new cemetery. Pending the decision this may result in further earmarking of the working balances for the construction of a new cemetery.

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

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	TOTAL OUTTURN	Total Variance	Q3 Forecast Outturn	Q3 - Q4 Movement
300	Footway Lighting	Expenditure	5,700	5,400	1,681	(4,019)	2,200	(752)
0		Income	0	0	0	0	0	0
<b>300</b>		<b>Net Expenditure</b>	<b>5,700</b>	<b>5,400</b>	<b>1,681</b>	<b>(4,019)</b>	<b>2,200</b>	<b>(752)</b>
150,400	Cemetery	Expenditure	261,700	111,300	267,305	5,605	107,893	7,415
0		Income	(100,300)	(100,300)	(195,811)	(95,511)	(151,700)	(44,111)
<b>150,400</b>		<b>Net Expenditure</b>	<b>161,400</b>	<b>11,000</b>	<b>71,494</b>	<b>(89,906)</b>	<b>(43,807)</b>	<b>(36,696)</b>
0	Rutland Trust	Expenditure	0	0	0	0	0	0
0		Income	(100)	(100)	0	100	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>(100)</b>	<b>(100)</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
0	Town Twinning	Expenditure	3,000	3,000	3,000	0	3,000	0
0		Income	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>
0	Financial Assistance	Expenditure	20,000	20,000	5,720	(14,280)	20,000	(14,280)
0		Income	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>20,000</b>	<b>20,000</b>	<b>5,720</b>	<b>(14,280)</b>	<b>20,000</b>	<b>(14,280)</b>
112,600	Recreation Grounds (Local)	Expenditure	143,500	30,900	130,923	(12,577)	18,700	(844)
0		Income	(8,900)	(8,900)	(1,846)	7,054	(8,900)	7,054
<b>112,600</b>		<b>Net Expenditure</b>	<b>134,600</b>	<b>22,000</b>	<b>129,077</b>	<b>(5,523)</b>	<b>9,800</b>	<b>6,210</b>
22,500	Allotments	Expenditure	47,200	24,700	35,974	(11,226)	17,300	(1,136)
0		Income	(5,800)	(5,800)	(7,068)	(1,268)	(5,800)	(1,268)
<b>22,500</b>		<b>Net Expenditure</b>	<b>41,400</b>	<b>18,900</b>	<b>28,906</b>	<b>(12,494)</b>	<b>11,500</b>	<b>(2,404)</b>
0	War Memorial	Expenditure	1,700	1,700	275	(1,425)	1,700	(1,425)
0		Income	0	0	(1,350)	(1,350)	0	(1,350)
<b>0</b>		<b>Net Expenditure</b>	<b>1,700</b>	<b>1,700</b>	<b>(1,075)</b>	<b>(2,775)</b>	<b>1,700</b>	<b>(2,775)</b>
0	Hilltop / Castlefield Centres	Expenditure	28,000	28,000	34,071	6,071	28,000	6,071
0		Income	0	0	(853)	(853)	0	(853)
<b>0</b>		<b>Net Expenditure</b>	<b>28,000</b>	<b>28,000</b>	<b>33,218</b>	<b>5,218</b>	<b>28,000</b>	<b>5,218</b>
0	Wrights Meadow Centre	Expenditure	0	0	27,539	27,539	0	27,539
0		Income	0	0	(25,336)	(25,336)	0	(25,336)
<b>0</b>		<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,203</b>	<b>2,203</b>	<b>0</b>	<b>2,203</b>
<b>285,800</b>	TOTAL	Expenditure	<b>510,800</b>	<b>225,000</b>	<b>506,487</b>	<b>(4,313)</b>	<b>198,793</b>	<b>22,587</b>
<b>0</b>		Income	<b>(115,100)</b>	<b>(115,100)</b>	<b>(232,264)</b>	<b>(117,164)</b>	<b>(166,400)</b>	<b>(65,864)</b>
<b>285,800</b>		<b>Net Expenditure</b>	<b>395,700</b>	<b>109,900</b>	<b>274,223</b>	<b>(121,477)</b>	<b>32,393</b>	<b>(43,276)</b>

# Agenda Item 8



## INFORMATION SHEET

### High Wycombe Town Committee

**Issue No: 04-2015**

**Date Issued: 15 June 2015**

### High Wycombe Town Committee Community Support Grants

Officer contact: Barbara Eccleston Ext: 3424

DDI: 01494 421424

High Wycombe Town Committee have agreed to award an annual budget of £20,000 for the payment of grants to the voluntary and community sector (VCS), within the unparished Wards of High Wycombe.

The budget of £20,000 is divided as to £10,000 for Facility Grants and £10,000 for Community Support Grants.

Applications received during the financial year 2014/2015 reflect the diversity of communities operating in the area of benefit.

#### Facility Grants

Facility Grants are awarded to VCS organisations that use their premises for community use as their primary purpose and operate within the unparished Wards of High Wycombe. These grants enable community facilities to benefit from essential building works and refurbishment to ensure they remain available for community use. Work must be completed within one year of confirmation of an award and grants are only paid upon completion of works, and receipt of a satisfactory report.

For the financial year 2014/2015, two applications were received. Firstly from Oakridge Baptist Church for an enhanced heating system and secondly from Riverside Ex-Servicemen's Club for a major refurbishment of Club facilities. Both applications were refused thus no grants awarded.

#### Community Support Grants

Small community support grants, up to a maximum of £1,500, are awarded to community groups that operate within the unparished Wards of High Wycombe. These grants are intended to cover the capital cost of an activity, project or event that directly benefits the local community being served.

For the financial year 2014/2015, grants totalling £5,719.67 have been awarded, leaving £4,280 of the budget unspent.

A list of successful organisations to date, and grants awarded, is shown below:

<b>HWTC Community Support Grants</b>		<b>Grant Awarded</b>
Sv2g	Community Festival	1,500.00
All Saints Church	Flower Festival	1,500.00
Chequers Avenue Fun Day	Community Day	300.00
Wycombe Community Arts Centre	Digital Equipment	1,474.67
Mayor's Appeal	Annual Festival of Choirs	945.00
<b>Total</b>		<b>5,719.67</b>