



## High Wycombe Town Committee Agenda

Date: Tuesday, 24th November, 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 N J B Teesdale

Councillors: K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull,  
Mrs L M Clarke OBE, M Clarke, M P Davy, R Farmer, S Graham,  
M Hanif, M A Hashmi, A E Hill, M Hussain JP, A Hussain, M Hussain,  
M E Knight, B E Pearce, R Raja, S K Raja and Ms J D Wassell

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

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

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

## Agenda

Item		Page
1	<b>Apologies for Absence</b> To receive any apologies for absence.	
2	<b>Minutes of the Previous Meeting</b> To confirm the minutes of the meeting of the Committee held on 15 September 2015 – previously circulated.	1 - 6
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	

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	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>4</b>	<b>Presentation on the Public Spaces Protection Order</b> Sarah Hazel, Community Safety Team Leader, will be present to provide an update to the Committee.				
<b>5</b>	<b>High Wycombe Town Committee Community Infrastructure Levy Funding Strategy</b> 7 - 14				
<b>6</b>	<b>Review of High Wycombe Cemetery Fees and Charges for 2016/17</b> 15 - 17				
<b>7</b>	<b>Provision of a 7 day a week burial service</b> 18 - 23				
<b>8</b>	<b>High Wycombe Town Committee Terms Of Reference - Constitution Review</b> 24 - 26				
<b>9</b>	<b>Information Sheets</b> 27 - 36 The following Information Sheets have been issued since the previous meeting:  <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">06/2015</td> <td>QEII Playing Field (formerly Shelley Road Recreation Ground) – Community Room Update</td> </tr> <tr> <td>07/2015</td> <td>Budgetary Control Report Q2 2015/16</td> </tr> </table> <p><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></p>	06/2015	QEII Playing Field (formerly Shelley Road Recreation Ground) – Community Room Update	07/2015	Budgetary Control Report Q2 2015/16
06/2015	QEII Playing Field (formerly Shelley Road Recreation Ground) – Community Room Update				
07/2015	Budgetary Control Report Q2 2015/16				
<b>10</b>	<b>High Wycombe Town Committee - Forward Work Programme</b> 37 - 38 To note the current draft work programme (as attached).				
<b>11</b>	<b>Supplementary Items (if any)</b>				
<b>12</b>	<b>Urgent Items (if any)</b>				

**For further information, please contact Jemma Durkan, 01494 421635, [committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk)**

# High Wycombe Town Committee Minutes

Date: 15 September 2015

Time: 7.00 - 9.40 pm

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

Councillors K Ahmed, Z Ahmed, Ms A Baughan, M Asif, H Bull, M Clarke, M P Davy, R Farmer, S Graham, M Hanif, M A Hashmi, A E Hill, M Hussain JP, M Hussain, M E Knight, B E Pearce, R Raja, S K Raja, N J B Teesdale and Ms J D Wassell.

**ALSO PRESENT:**

Mr Oliver O'Dell	Chief Executive, HWBIDCo
Mr Gary Saunders	Market Operator
Ms Phillipa Sawyer	Station Manager, Wycombe Sound

## 8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs L M Clarke OBE and A Hussain.

## 9 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting held on 23 June 2015 be agreed as a true record and signed by the Chairman.

## 10 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 11 UPDATE FROM HWBIDCO

The Committee welcomed Oliver O'Dell, Chief Executive of the HWBIDCo, to the meeting.

Mr O'Dell apologised for not being able to attend the last meeting of the Committee. He commenced by reminding the Committee that the BIDCo was an independent, business-led organisation with a Board comprising appointed and elected directors, which had a fixed term mandate of five years, two of which remained. He commented that inevitably, attention would be focussed on the legacy of the first BID term and a decision as to whether to pursue a second term and, if so, its priorities going forward. Mr O'Dell summarised the evolution of the company and highlighted that year 3, had been built around an ambition to become more visible

in order to differentiate the company from the Council, and in order to make it obvious in which initiatives it was instrumental.

Moving forward into year 4, Mr O'Dell explained that it was intended this was the year of engagement and collaboration. The Committee was informed that its input would be sought in relation to the following areas:

- How the Town Committee might consider financial support for some BIDCo activities (as background support so as not to jeopardise independence);
- What priorities the Town Committee might have with regard to an economic vision for the town centre and how these could align with the aspirations of the BIDCo;
- Where the BIDCo is seeking to drive strategic debates, how the Town Committee could contribute to the process, with particular reference to the Purple Flag and Thames and Chilterns in Bloom initiatives, and areas of work such as reducing empty commercial space and assisting in aligning diverse cultural interests through co-ordinated cultural activity.

In summary, Mr O'Dell also asked about the public toilets in Pauls Row and whether there was an opportunity to re-open the facility.

The Chairman thanked Mr O'Dell for his presentation, and commented that this Committee had previously agreed that the public toilets should be re-opened, funded by CIL money. It was noted that tenders had been completed for the project and the Council had confirmed that work would commence in quarter 3 of the year.

The Committee also wished to place on their thanks to Mr O'Dell for his updated and presentation, and brief discussion took place on issues such as attracting people to the town, events, evening economy, and parking.

## **12 TOWN MARKET UPDATE**

The Committee welcomed Gary Saunders, Market Operator to the meeting, who gave an update on the High Wycombe Market.

It was noted that the current issues for the Market included seeking to replace the existing infrastructure. New equipment was required to replace the existing stock and discussions were currently taking place to do this. Mr Saunders also highlighted a concern relating to the pedestrianisation/vehicle access to the High Street via the controlled barriers, and commented that he was confused by the current position. He commented that he felt it should either be totally pedestrianised or open for vehicle access, one or the other, as commercial vehicles and lorries making deliveries were being allowed through on market days. There had not been any incident to-date but this was a concern. A final current issue surrounded using Church Street, particularly on Fridays and Saturdays when there was a high occupancy of the market.

The Committee noted that the current occupancy rate of the market was 80%, and it was operational on Tuesdays, Fridays and Saturdays. Income was up this year by 6% and Members noted the current charges. It was noted there had not been any rent increase for some time, and charges may be re-considered if the new infrastructure was implemented. Mr Saunders also summarised how customer complaints and trader disputes were handled, and Members noted that the Market Manager was on site during market hours to deal with such matters.

In relation to initiatives, Mr Saunders outlined Food Court, trader sales training, the Market Facebook/High Wycombe Facebook pages, and the trader social media training, currently being piloted. Looking ahead for the future, Mr Saunders commented that new infrastructure would change how the market looked and would greatly enhance it. He was hopeful that Church Street could be used for the Saturday market, and concluded by commenting that the market was really successful in meeting the needs of certain demographic in the town.

Members thanked Mr Saunders for an interesting presentation. During discussion, the Committee asked about charities, and expressed concern that some traders were seen to leave early on occasions. Mr Saunders responded that on Tuesday and Fridays, traders should remain until 4.00pm, and to 5.00pm on Saturdays. He commented that this was enforced and written warnings were issued if not. In relation to charities, it was noted that free space was granted to them and there was 1 permitted per trading day.

With regard to the pedestrianisation and the vehicle access, Members did express some concern and asked about the current arrangement, and who was responsible. It was noted that this was the responsibility of Buckinghamshire County Council and the Police, who were ultimately responsible for enforcing it.

### **13 WYCOMBE SOUND - COMMUNITY RADIO FOR WYCOMBE**

Members welcomed Philippa Sawyer, the Station Manager for Wycombe Sound Community Radio to the meeting, who provided an update on the work of the Community Radio.

Mrs Sawyer commenced her presentation by outlining that they were now three years in, and outlined the objectives of the Community Radio station. These included engaging with local people, enthusing local people about what is good in High Wycombe, informing local people what is going on, bringing great entertainment and reporting on serious matters, boosting local economy by encouraging more people to come to the town, and bringing the town together.

In terms of where the station currently was, Mrs Sawyer outlined the following key issues:

- Moved this year to new premises in Bridge Street
- Building 2 studios
- Developing a satellite studio
- Developing 'The Blue Room'
- there would be a christmas broadcast in the Eden centre.

- A number of projects had been undertaken during the summer

In relation to businesses, the Committee was informed that the station had something for all types of businesses. For small businesses, there was the opportunity to take advantage of 'The Enterprise Hour', to talk about their business on air free of charge. For larger companies, programme sponsorships were available. A range of business services were continuing to be developed.

Mrs Sawyer also outlined that the station provided free training for people who came and worked as volunteers for the station. Formal training was also offered and being developed, which would lead to a qualification. It was noted that the number of volunteers were growing year by year, and Mrs Sawyer confirmed that there were new volunteers again this year.

The Committee noted that the launch this year would be on 19 November for a period of 4 weeks. This was the same date as the Christmas lights switch-on, and Mrs Sawyer explained that broadcasting would start at breakfast time. Members were informed that the broadcasting this year would include enhanced traffic and travel reporting, together with enhanced outside broadcast facilities.

Mrs Sawyer also stated that OFCOM would be considering the station's application for a permanent licence at the time of this year's launch on 19 November. A decision was expected in the Spring of next year although it was hoped that a decision would be made earlier.

The Committee thanked Mrs Sawyer for her interesting presentations and wished her and the Station well for both this year's launch, and the application for the licence.

#### **14 HIGH WYCOMBE TOWN COMMITTEE - COMMUNITY INFRASTRUCTURE LEVY FUNDING STRATEGY**

The Committee considered the setting up of a working group to produce a three year CIL funding strategy that would set out a range of projects that the Committee would then recommend funding for, through the CIL local allocation collected from developments in the unparished areas.

It was noted that in order that more structured decisions could be made by the Committee on what infrastructure projects they wished to recommend funding from the CIL local allocation over the next three years, the Cabinet Member for Planning had requested that the Committee develop and put forward to Cabinet for approval, a High Wycombe Town Committee CIL Funding Strategy to inform decisions.

The suggested terms of reference for the working group was set out for Members' consideration. It was noted that proposals would be presented to the November meeting of the High Wycombe Town Committee for onward recommendation to Cabinet.

The Chairman also reported that there was a necessity to establish a task and finish group to co-ordinate the process relating to noticeboards. It was noted that a

CIL allocation sum of £15,000 had been agreed by this Committee and Cabinet, for Member noticeboards last year, and a group was required to manage the allocation of this sum, to include considering requests, and determining landowner issues. A report would be brought back to this Committee at the conclusion of the project spend. A group comprising five Members was proposed.

**RESOLVED:** That (i) A working group be set up to work with officers in producing a High Wycombe Town Committee CIL Funding Strategy to be approved by Cabinet.

- (ii) The proposed terms of reference for the working group, as set out in paragraph 10 of the report, be agreed.
- (iii) That the following Members be appointed to serve on the working group: Councillors Green (Chairman), Knight, Wassell, Mahboob Hussain, K Ahmed, Farmer, Pearce, SK Raja, and Hill; and
- (iv) A task and finish group to manage the CIL sum of £15,000 allocated to Members noticeboards be agreed and the following Members serve on the group: Councillors N Teesdale (Chairman), Hill, Mahboob Hussain, Baughan, and Pearce.

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

The Committee's draft work programme, looking ahead to June 2016, was presented for review.

It was noted that the report back from the CIL working group on CIL Funding Strategy would be added to the November 2015 meeting.

**RESOLVED:** That the forward work programme be noted and updated as above.

## **16 INFORMATION SHEETS**

**RESOLVED:** That the Information Sheet 05/2015 be noted.

## **17 URGENT ITEMS**

The Chairman had requested that the report on 'Short Term Employment Land Review', which would be considered by Cabinet on 21 September 2015, be added to this agenda to enable Members to have the opportunity to be aware of the issues outlined in the report relating to the town centre.

It had been considered as an urgent item as Cabinet would be considering the report at their next meeting on 21 September 2015.

The Chairman commented that he wanted to ensure Members were aware of the report and encouraged any member who had any questions or concerns about the

report to contact the relevant officer or Cabinet Lead Member in advance of the Cabinet meeting, and/or attend the meeting itself on 21 September.

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Chairman

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

Mr I Hunt

Democratic Services Manager

Mr G Coll

Developer Contributions Officer



# Agenda Item 5

## HIGH WYCOMBE TOWN COMMITTEE COMMUNITY INFRASTRUCTURE LEVY FUNDING STRATEGY

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 DECISION

The Committee is asked to agree the draft 2016 to 2018 High Wycombe Town Committee Community Infrastructure Levy Funding Strategy attached at Appendix A for submission to Cabinet for formal approval.

#### 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.
3. It is estimated that there will be between £600,000 to £1m local allocation CIL income received over the next three years in the unparished area.

#### Executive Summary

4. Following deliberations by the CIL working group, the Committee are being asked to agree a three year High Wycombe Town Committee (HWTC) CIL Funding Strategy that sets out a range of prioritised projects to be funded from 15% of CIL collected from CIL liable developments in High Wycombe. The Strategy will be presented to Cabinet for approval with delegated authority sought to relevant service heads to and deliver the identified projects using CIL funds.

#### Sustainable Community Strategy / Council Priorities - Implications

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

#### Background and Issues

6. The CIL Regulations impose a duty on the Council to pass 15% of CIL funds directly to the relevant parish or town council raised from developments in their areas. This is known as the "local allocation." Cabinet have previously resolved in the adopted CIL & Planning Obligations Funding Decision Protocol that the Town Committee is the appropriate forum in the unparished areas to make

recommendations annually on the use of the 15% funds which is tantamount to the local allocation.

7. For the last two financial years Cabinet have approved funding for a number of schemes recommended by the HWTC to be funded from the CIL local allocation. The Cabinet Member for Planning has requested that the HWTC agree a longer term strategy for the range of projects they may wish to see implemented through the CIL local allocation funding that is based on close working with the relevant service providers who would have responsibility to deliver the schemes and a strategy that is based on the broad range of approved plans and strategies already adopted. A HWTC CIL funding strategy will also mean that the service providers will be in a better position to resource the delivery of projects.
8. It was agreed at the 15 September 2015 meeting of the Committee to form a CIL Working Group to work with officers in producing a HWTC CIL Funding Strategy. The Membership of the Group is as follows – Cllr Green (Chairman); Cllr Knight; Cllr Wassell; Cllr M Hussain; Cllr Ahmed; Cllr Farmer; Cllr Pearce; Cllr SK Raja; Cllr Hill.
9. The first meeting of the Working Group received a briefing paper from officers on levels of funding available and a list of potential projects that the Committee may have wished to support based on recommendations from current and forthcoming strategies and plans. The group were informed that between £600,000 to £1m will be available over the next three years. The working group rejected a number of schemes put forward, requested further information on other schemes and Members also suggested other schemes.
10. The Working Group met for the second time on 15 October 2015. Given the slight uncertainty over the levels of funding that will be received over the next number of years (as it depends on development activity in the unparished area), and reflecting the priorities of the Committee, the agreed way forward was for the Working Group to agree to a prioritised list of projects they wish to see implemented.
11. The suggested way forward is that a primary list of projects is prioritised for implementation with the first £600,000 that is received. Projects on a secondary list may be implemented if and when funds in excess of £600,000 are received over the next three years.
12. The proposed primary and secondary list of projects is set out in the draft strategy at Appendix A.

### **Options**

13. The Committee have the option to not agree the proposed HWTC CIL Funding Strategy.

### **Conclusions**

14. The Committee are asked to agree the proposed HWTC CIL Funding Strategy at Appendix A put forward by the CIL Working Group. This will enable projects

supported by the Committee to be resourced and delivered over the next number of years.

### **Next Steps**

15. Subject to approval of the Committee, the proposed HWTC CIL Funding Strategy will be presented to Cabinet for formal approval. Delegated authority will be sought to respective Heads of Service to implement the identified projects using CIL funds.
16. Regular reports will be provided to the Committee on the progress in implementing the identified projects and whether any changes to the Strategy are recommended.

## **Appendix A – Draft 2016 to 2018 High Wycombe Town Committee Community Infrastructure Levy Funding Strategy**

Based on deliberations by the High Wycombe Town Committee CIL Working Group in September/October 2015 this strategy outlines a selection of prioritised projects to be implemented over the next three years from the local allocation of CIL collected from developments in the unparished wards.

It is anticipated that in the next three financial years, between £600,000 to £1m of CIL will be available for delivery of projects recommended by the Committee.

Given the uncertainty over the levels of funding that will be received (as it depends on development activity in the unparished area), and reflecting the main priorities expressed by the Committee, plus which projects are further on in terms of delivery, it is proposed there is a primary and secondary list of projects.

Projects within the primary list will be prioritised for implementation with the first £600,000 of CIL monies received over the next three years with projects in the secondary list delivered as and when over £600,000 is received or if projects in the primary list cannot be implemented.

### **Primary list of projects for implementation**

<b>1. New Cemetery</b>	
Description	A feasibility study is being progressed to locate a new cemetery at the Queensway site. A new cemetery is required by 2018/19 due to the area at the current cemetery for children’s burial being close to capacity.
Potential Costs	Tbc following feasibility. Project would be part funded through HWTC Reserves and possibly other funding sources. This project may be implemented in 2017/18 financial year, subject to approval.
Lead Service	WDC Community Services
Anticipated date	2017/18

<b>2. New café and toilets at the Rye</b>	
Description	Project would involve a redevelopment of the existing café at the dyke with toilets included. The feasibility study for the project is proposed to be funded from existing S106 open spaces funds.
Potential Costs	Total cost will be confirmed after feasibility study. Other funding sources potentially include S106 open spaces funds collected from nearby developments.
Lead Service	WDC Community Services
Anticipated date	2017/18

<b>3. Pauls Row Toilets further improvements</b>	
Description	The Pauls Row toilets are due to re-open in late 2015 with the

	installation of coin operated paddle gates and some minor decoration. In order for the toilets to be a first-rate town centre facility, further refurbishment works will be undertaken at the toilets including new lighting and flooring.
Potential Costs	£15,000
Lead Service	WDC Environmental Services
Anticipated date	2016/17

#### **4. Improvements to undercroft of the Guildhall**

Description	The area under the Guildhall is not public highway and the paving is in need of attention/repair. The undercroft will also be repainted and lighting replaced.
Potential Costs	Approx. £10,000
Lead Service	WDC Estates
Anticipated date	2016/17

#### **5. Little Market House Undercroft**

Description	The current space is underutilised and has potential for infilling to create café space.
Potential Costs	Tbc following feasibility and design
Lead Service	WDC Estates
Anticipated date	2016/17

#### **6. Shelley Road Recreation Ground community room**

Description	A new small community room would be built at the existing changing rooms at the recreation ground. A feasibility report and consultation has been completed.
Potential Costs	£170,000. Other potential funding sources will be bidding to the QEII playing fields funding for fit out costs.
Lead Service	WDC Community Services
Anticipated date	2017/18

#### **7. Tree planting across the unparished area**

Description	WDC tree officers will liaise with local Members and landowners to identify suitable locations for additional tree planting.
Potential Costs	£10,000 to £20,000 per annum
Lead Service	WDC Planning & Sustainability
Anticipated date	2016/17

<b>8. Bollards outside laundry and fast food shop on Desborough Road</b>	
Description	Inconsiderate parking near this busy junction causes pedestrian safety issues and obstructs traffic, particularly buses, causing congestion.
Potential Costs	£2,000
Lead Service	Transport for Buckinghamshire
Anticipated date	2016/17

<b>9. Resurfacing and fencing improvements at Ash Hill School MUGA</b>	
Description	The current multi-use games area at Ash Hill School is not in use due to uneven and dangerous surfacing. The proposal is to fund the resurfacing and other necessary improvements to fencing and equipment. An agreement will be put in place with the school to ensure the MUGA is safely available for community use at non-school times.
Potential Costs	£30,000
Lead Service	WDC Community Services/ BCC Education
Anticipated date	2016/17

<b>10. High Wycombe historic town centre surfacing</b>	
Description	In light of reduced maintenance spending available to Transport for Bucks the fabric of the footways and carriageway in the historic core of the town centre has often been patched in an ad hoc and unsightly way.  A meeting has been held with the BCC Cabinet Member and Transport for Bucks to discuss a potential partnership approaching to ensuring that the historic town centre is maintained to the required standards. TfB will advise of a proposed schedule of works in late 2015.
Potential Costs	To be agreed if and when partnership approach is agreed and a schedule of works is agreed.
Lead Service	WDC Planning & Sustainability/ Transport for Buckinghamshire
Anticipated date	tbc

### **Secondary list of projects for implementation**

<b>11. Remaking the River – feasibility and design work</b>	
Description	Previous studies have highlighted the potential to remake the river as a feature in High Wycombe town centre. Alongside ongoing work on Town Centre Masterplan a further stage of more detailed technical work in relation to the river is currently being defined. This is likely to include flood risk and hydrology assessments as well as design work. Whilst other funds will be needed for implementation of actual works it is clear that technical work over

	several years will be needed to support and develop this ambition. A contribution towards this ongoing work will enable the technical work to be put in place to support future funding bids for actual works to remake the river. The changes proposed as part of the Masterplan could enable sections of the river to be restored to the surface between Westbourne St and Archway roundabout, within the next five years subject to technical work and funding becoming available.
Potential Costs	£25,000
Lead Service	WDC Planning & Sustainability
Anticipated date	tbc

#### **12. Pedestrian safety measures on Hatters Lane**

Description	The LAF have funded a feasibility study to assess whether a pedestrian crossing or other pedestrian safety measures could be installed adjacent to the new Tesco Express on Hatters Lane. Concerns have been raised from local residents over the lack of a safe crossing point in the area where there is an elderly population.
Potential Costs	Depending on the results of the feasibility study
Lead Service	Transport for Buckinghamshire
Anticipated date	tbc

#### **13. Pedestrian crossing on The Pastures**

Description	The LAF have funded a feasibility study to assess whether a controlled pedestrian crossing on The Pastures passes the relevant criteria and is cost effective. Concerns have been raised over the lack of a safe crossing in the area adjacent to the Disraeli school.
Potential Costs	Depending on the results of the feasibility study
Lead Service	Transport for Buckinghamshire
Anticipated date	tbc

#### **14. Creation of Bassetsbury Historic Quarter**

Description	A suggestion has been put forward by a local Member and residents to create an historic trail through the Bassetsbury Manor area including a craft and woodland skills centre. The project is at a very early concept stage and the Committee requires much more detailed proposals to be put forward by the scheme promoters before it is moved forward.
Potential Costs	Tbc – further work on scope and costs required by scheme promoters.
Lead Service	tbc
Anticipated date	tbc

<b>15. Pasture Church community centre</b>	
Description	The Committee have funded feasibility, design and planning costs for this proposal to reconfigure the existing Pastures Church to a full scale community building. The vast majority of the actual build costs are expected to be funded from a land sale and not CIL funds hence why the scheme is on the secondary list.
Potential Costs	Tbc but there is an expectation that the vast majority of the build costs are funded by the church themselves through a land sale.
Lead Service	Pastures Church
Anticipated date	tbc

### **Implementation**

The Draft Strategy will be put forward to Cabinet for approval and delegated authority will be sought to relevant heads of service to use CIL funds to implement the identified projects (although further approvals may be necessary where other funding sources are also required).

The Town Committee will receive reports, at least once a year, on the progress of scheme delivery and whether any changes to the strategy are proposed.



# Agenda Item 6

## HIGH WYCOMBE CEMETERY FEES AND CHARGES REVIEW FOR 2016/17

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

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

### PROPOSED RECOMMENDATIONS TO CABINET

That approval be given for the proposed charges as detailed in paragraphs 6 -10 to take effect from 1 April 2016.

#### Corporate Implications

1. The Council, as a burial authority for the purpose of Section 214 of the Local Government Act 1972, is authorised by the Local Authorities' Cemeteries Order 1977 (as amended) to charge such fees as it thinks proper, and in fixing fees may take account of the fact that cost in connection with High Wycombe Town Cemetery are designated Special Expenses.

#### Executive Summary

2. High Wycombe Town Committee is asked to agree the 2016/17 fees and charges for High Wycombe Cemetery to recommend to Cabinet for approval.

#### Sustainable Community Strategy / Council Priorities - Implications

3. This links to the Council's Pounds priority to deliver value for money.

#### Background and Issues

4. This report outlines the 2015/16 charges and the proposed charges for 2016/17. As the Consumer Price Index (CPI) for July 2015 was 0.1% a zero percentage inflation rate has been used.

#### Burial Data

5. The number of burials increased again in 2014/15, as shown in the table below.

Number of burials						
Year	Standard Adult Burial	Concrete Frame	Steel Frame	Ashes	Total	Child/ Snowdrop
2010/11	60	N/A	23	46	<b>129</b>	25
2011/12	75	N/A	20	22	<b>117</b>	20
2012/13	68	N/A	19	35	<b>122</b>	27
2013/14	73	N/A	36	25	<b>134</b>	17
2014/15	80	13	29	33	<b>155</b>	20
Average number	<b>71</b>	<b>13</b>	<b>30</b>	<b>32</b>	<b>131</b>	<b>22</b>

6. It needs to be noted that the number of burials varies year on year, and for the first six months of 2015/16 there have been 20 fewer adult interments and 2 fewer child interments compared to the same period in 2014/15.

### Proposed Prices for 2015/16

7. Burial Rights – The burial rights fee is charged for each grave and provides the owner with an Exclusive Right of Burial (Deed) for 50 years. This is not ownership of the land but the right to be buried in a specific grave, to authorise further burial(s) in the grave or the interment of cremated remains where space allows and to erect or place a memorial on that grave. The proposed increase for 2016/17 is based on 0% inflation.

Burial Rights	2015/16 Charge	Proposed 2016/17 Charges
Adult	£706	£706
Child	£353	£353
Ashes	£412	£412

8. Memorial Permit – The memorial charges were benchmarked with other cemeteries in late 2013. The proposed increase for 2016/17 is based on 0% inflation.

Memorial Permit	2015/16 Charge	Proposed 2016/17 Charges
Adult	£188	£188
Child	£92	£92
Ashes	£92	£92

9. Saturday Fee – There is a fee for interments which occur on a Saturday. This fee is based on the costs of staff from the Council and contractor being on standby and overtime. In the last financial year there were 7 burials on a Saturday. The proposed increase for 2016/17 is based on 0% inflation.

Saturday Fee	2015/16 Charge	Proposed 2016/17 Charges
One off Fee	£120	£120

10. Interment fees for child burials – The current policy is that no interment fees are charged for child burials. It is recommended that this remains the case.
11. Interment fees – The recommendation is to increase the interment fees by inflation (0%) as detailed in the table below:

	2015/16 Charges	Proposed 2016/17 Charges
Interment - Adult	£314	£314
Interment - Child	£0	£0
Interment - Ashes	£166	£166
Interment – Concrete	£1,070	£1,070

### **Options for future fees and charges**

12. At the High Wycombe Town Committee meeting in November 2014, the Committee requested that in 2015/16 a proposal be tabled to allow them to consider setting the prices for a period of longer than one year.
13. Officers have considered this request and recommend this is not pursued at this time for two main reasons. Firstly the inflation rate is zero and it is uncertain what change there might be over the next 12 months, and secondly the current Green Space contract runs to December 2017, with a possible extension to December 2019, and any change in contractor may impact on the costs of different services.

### **Conclusions**

14. The Committee is asked to consider the proposed charges as set out above and agree its recommendations for Cabinet.

### **Next Steps**

15. If approved by Cabinet the charges will take effect from 1 April 2016.

### **Background Papers**

High Wycombe Town Committee Papers November 2014

# Agenda Item 7

## PROVISION OF A 7 DAY A WEEK BURIAL SERVICE

**Officer contact:** Sarah Randall 01494 421888

Email: sarah.randall@wycombe.gov.uk

**Wards affected:** All wards

## PROPOSED RECOMMENDATION TO CABINET

That the Committee decide which, if any, option contained within this report it would prefer to recommend to Cabinet.

### Corporate Implications

1. Legal Implications: The Council as a burial authority for the purposes of section 214 of the Local Government Act 1972, is authorised by the Local Authorities Cemeteries order 1972 (as amended) to charge such fees as it thinks proper, and, in fixing fees, may take account of the fact that costs in connection with High Wycombe town cemetery are designated as Special Expenses.
2. Financial Implications: Implementation of changes to the levels of service, resulting in increased costs would require an amendment to the current charges to recover these additional costs as set out in the report below.

### Executive Summary

3. High Wycombe Cemetery provides a standard burial service on weekdays, excepting Bank Holidays, and a standby burial service on Saturdays. In 2014/15 there were seven burials on a Saturday, five of which were Muslim burials and in 2013/14 there were five burials, of which two were Muslim burials.
4. A number of reports on this topic were considered by the Committee in early 2012 and no changes to the service were supported at this time. However a number of councillors have requested that options are considered again by this Committee.

### Background and Issues

5. At present WDC offers both short notice and pre-booked burials on a Saturday to all who request it, with the cut off time for short notice burials being 12pm Saturday for a burial to take place that afternoon by 4pm. In practice there are very few requests for either short notice or pre-booked Saturday burials.
6. Over the last two years, the service has had the following burials:

**Table 1: Saturday burials**

2013/14	Muslim burial	2
	Other Religion burial	2
	Cremated remains	1
	Total	5

2014/15	Muslim burial	5
	Other Religion burial	1
	Cremated remains	1
	<b>Total</b>	<b>7</b>

### Comparison with other Burial Authorities

7. In early 2012 research with other local authorities about 7 day burial provision revealed that a small number of councils provide cover at their cemeteries on Sundays and on Bank Holidays to accommodate burials but these usually attract a higher charge to cover the cost of having a Council Officer in attendance.

### Current and possible future arrangements at the High Wycombe Cemetery

8. There are two main costed elements to out-of-hours burial provision, one belonging to the services provided by the contractor and one to the cost relating to Council staff attendance.
9. Arrangements to cover Saturday burials by the contractor are currently as follows:
- The contractor, Quadron, does not charge a separate stand-by rate for each Saturday as they were aware of this service requirement at the time of tendering and therefore priced their service accordingly. This is a different approach from the previous contractor who was providing the service in 2012 and who added a charge for this standby service.

### Sunday and Bank Holiday Considerations

- For Sunday and Bank Holiday burials interment charges would need to increase to achieve full cost recovery and the indicative charges in the table reflect the increased contractor costs. However the contractor has stated that at these rates they cannot guarantee staff availability as they currently perform other duties on these days and have not currently priced for additional staff to be available. If Members are keen for this option to be progressed then a further discussion will need to be held with the contractor.

**Table 2: Interment Charges for short notice burials on Saturdays, Sundays and Bank Holidays**

<b>Activity</b>	<b>Current actual Saturday burial costs</b>	<b>Indicative Contractor Burial costs for Sunday and Bank Holiday burials</b>
<b>Interment – Adult</b>	<b>£153.23</b>	<b>£364.85</b>
<b>Interment – Child</b>	<b>£93.64</b>	<b>£275.46</b>
<b>Interment – Ashes</b>	<b>£34.27</b>	<b>£186.40</b>

<b>Concrete Chamber</b>	<b>£54.33</b>	<b>£216.50</b>
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10. The above costs are the contractor costs only and excludes WDC Staff costs and exclusive right of burial charges.
11. Current arrangements for the WDC staff member who is required to monitor any burial involve a rota system for the Cemetery Officer and one other Green Space team member. They are paid a stand-by rate on a Saturday which is currently £19.32 whether or not a burial takes place, plus they are paid 'time and a half' for the number of hours they work, based on the grade and salary for each of the staff members. The current cost for Bank Holiday standby is £25.76 per day plus all staff on standby on a bank holiday receive a day off in lieu. Standby rates increase annually. There is no current standby rate for the WDC staff for Sundays, so this would need to be approved. For the purposes of this report the cost has been based on the Bank holiday rate of £25.76
12. If Members decide to choose an option that introduces burials on Sundays and Bank Holidays, then this would effectively mean that all cemetery fees and charges would need to be reviewed and revised in order to recover all associated costs. While each burial covers its individual costs stand-by charges will be incurred for every Sunday and Bank Holiday regardless of whether any burials take place. These costs would therefore be spread across all burials.

### **Options**

13. The following options are appraised below:
  - Option 1: A seven day a week burial service
  - Option 2: A standby service that ensures that burials are never unavailable for more than one consecutive day, effectively a Bank Holiday burial service
  - Option 3: Continue with the status quo; i.e. no burials on Sundays or Bank Holidays
  - Option 4: remove stand-by Saturday service given very low level of use.

N.B. It should be noted that no burials can take place on Christmas Day or Easter Sunday as the Coroner's Service provides no service on these two days.

### **Option One – A seven day a week burial service**

14. This option would be to provide seven days a week burial service. However no burials could be undertaken on Christmas Day and Easter Sunday.
15. The cost implications are currently only available for a service subject to contractor staff being available and not undertaking alternative duties, as explained in paragraph 9 above. There is no current standby rate for the WDC staff for Sundays so this will need to be approved and for the purposes of this report the Bank holiday rate has been used on Sundays.
16. The costs of this option include:

- a) the additional burial costs as outlined in table 1 for each burial;
- b) standby costs for WDC of £1521 per annum which would need to be covered through an increase of all burial prices; and
- c) potential standby costs, as yet unknown, for the contractor in order to guarantee service cover.

17. Benefits

Responds to faith requirements for same day burials.

18. Disadvantages

Cost – both the increased burial cost to families requiring a burial, and the fact that the additional cost for stand-by charges all year will also need to be factored into new fees and charges for the whole service, and would impact all those using the cemetery for burials, not just those taking advantage of the Sunday/Bank Holiday service.

Low demand compared to the cost involved.

High average cost per burial.

Need to consult and reach agreement with Council staff on changes to employment contracts.

Need to cover WDC staff time off for working bank holidays.

Need to negotiate and reach agreement with the contractor and their staff to provide standby cover as this cannot currently be provided.

Concerns by contractor about staff availability due to current commitments on these days. If a commitment is required to provide the service then further negotiations will be required with the contractor to look at the costs and possibility of providing additional staff to cover this new service.

Any agreement with the current contractor would be valid to the end of the current contract and prices will change with the new contract.

**Option Two - A standby service that ensures that burials are never unavailable for more than one day in any week**

19. This would result in a standby service being available on Bank Holidays where these fall on a Monday or where there are two bank holidays together, but would not include Sundays. Examples of double bank holidays are Christmas Day and Boxing Day and special events such as the Queen's Jubilee.

20. This option reduces the financial costs as follows:

There are eight bank holidays per annum. Excluding Christmas Day burials, which cannot take place since the coroner's office shuts, the standby costs in relation to the Council would be reduced to £207 per year. However the increased costs of the actual burial service itself would still be charged to the applicant. The cost of the contractor guaranteeing cover may also need to be factored in.

21. Benefits

Ensures burials never later than 24-36 hours after death, except some years over the Christmas period.

22. Disadvantages

The additional cost for stand-by charges all year will also need to be factored into new fees and charges for the whole service, and would impact all those using the cemetery for burials, not just those taking advantage of this option.

Low demand vs cost incurred.

High average cost per burial.

Need to consult and reach agreement with Council staff on changes to employment contracts.

Need to cover WDC staff time off for working bank holidays.

Need to negotiate and reach agreement with the contractor and their staff to provide standby cover as this cannot currently be provided.

Concerns by contractor about staff availability due to current commitments on these days. If a commitment is required to provide the service then further negotiations will be required with the contractor to look at the costs and possibility of providing additional staff to cover this new service.

Any agreement with the current contractor would be valid to the end of the current contract and prices will change with the new contract.

**Option 3 – Status Quo**

23. This would keep costs and arrangements as they are currently.

**Option 4 – Remove the current provision for Saturday burials**

24. Given the low level of demand for Saturday burials, this option would remove current stand-by costs incurred by the Council throughout the year, which would equate to a saving of £1005.

Benefits

25. Reduces current costs for a service in low demand.

Disadvantages

26. The removal of the service offering short notice burials on Saturdays would impact in particular on the Muslim sector of the community, which has the most requirements for short notice burials.

**Equalities considerations**

27. An Equalities Impact Assessment was undertaken and published in 2012 and this remains a valid assessment. The decision needs to take account of the following equalities considerations:



- The Islamic faith indicates that Muslims should be buried as soon as is practical.
- The Jewish faith has similar requirements but there are few Jewish burials in High Wycombe.
- This service should be offered to all communities but only Muslim community funeral directors are likely to promote and support the service. Christian Ministers are unlikely to be available for burials on a Sunday. Most Funeral Directors only have emergency cover for collection of bodies not for providing funerals on a Sunday.
- The subsidy issue is finely balanced. Muslim residents can argue that additional charges should not be levied as this is a faith requirement; non Muslim residents can argue that they should not bear the cost of subsidies for a seven day service they do not require and will not use.

### **Consultation**

28. A formal consultation with affected staff will take place once the Committee's preferred option has been agreed. It is likely that it will not be possible to reach agreement given the impact on them, in which case we would seek a wider pool of internal staff to go on a standby rota. A similar process will also be required by the contractor with their staff and again it may not be possible to reach agreement given the impact on their staff.

### **Conclusions**

29. As outlined in the report there are four options for the Committee to consider and if appropriate make a recommendation to Cabinet for approval.

### **Next Steps**

30. If changes are approved by Cabinet, the next step will be for staff consultation to take place on the Committee's preferred option. Any changes to staff contracts would then need to be formally implemented prior to the start of any additional services to residents. Any changes to fees and charges will need to be brought to HWTC and Cabinet at a later date for approval.

### **Background Papers**

Files are held in Community Services

HWTC Reports in January and April 2012

## Agenda Item 8

### **REVIEW OF THE HIGH WYCOMBE TOWN COMMITTEE TERMS OF REFERENCE**

**Wards affected:** Unparished area

As part of the wider review of the Council's Constitution, each Committee is being invited to review its terms of reference.

The Committee's terms of reference are enclosed and Members are invited to review and agree the contents.

This will feed back into the wider review, which will be reported in its entirety for consideration to the Regulatory and Appeals Committee early in the New Year

## 8. High Wycombe Town Committee

Subject	Reserved to Council	Reserved to Cabinet	Reserved to Committee
1. Overall remit of the Committee	Decisions in respect of non-executive functions	Decisions in respect of executive functions	To consider and advise the Council, the Cabinet or relevant Committee on any issues affecting the High Wycombe Town Area
2. Membership	1. Appointment of Committee (membership is restricted to those 23 Members representing High Wycombe town wards – see note 1 below) 2. Appointment of Chairman and Vice Chairman		
Reporting method	Consideration of recommendations as necessary	Consideration of any recommendations relating to executive functions	Presentation of minutes to full Council or recommendations to Cabinet or any other relevant Committee
4. Consultation	The right to seek the views of the Committee on any non-executive functions	Referral of any executive issue to the Committee for advice or expression of a view	1. To consider any issue referred to it by the Council, the Cabinet, or a Committee 2. To initiate consideration of any issue, which in the opinion of the Chairman, or at least 5 members of the Committee, is of particular relevance / importance to the residents of High Wycombe town

Subject	Reserved to Council	Reserved to Cabinet	Reserved to Committee
5. Special Expenses	Determination of which services should be deemed a Special Expense	1. Recommendations as appropriate as to which services should be deemed a Special Expense 2. Recommendation as to the amount required to be raised for Special Expenses purposes	1. Recommendations to the Cabinet / full Council as to which services should be deemed a Special Expense 2. The right to be consulted on any scheme or proposal that would alter significantly the level of Special Expenses 3. To recommend to Cabinet each year the amount required to be raised for Special Expenses purposes
6. Service provision		Major decisions in respect of executive functions	1. To monitor and review those services provided under Special Expenses and make any recommendations for change or improvement to the Cabinet, appropriate Committee or <u>Head of Service, Corporate Director</u>  <del>Membership of any relevant Best Value Challenge team</del>
7. Resolution of disputes	Determination of matter in dispute having considered the views of the High Wycombe Town Committee and other relevant committees	In accordance with the Policy and Budget framework procedure	1. Request for relevant process to be initiated in respect of executive functions 2. Recommendation to Council in respect of non-executive functions
8. Meetings		Annual timetable of meetings to include one meeting of High Wycombe Town Committee per committee cycle	Other meetings as shall be necessary shall be called by the Chairman of the Committee or upon the request of at least 5 members of the Committee

**Notes**

1. Membership of the Committee is restricted to those Members representing the following wards: Abbey, Booker and Cressex, Bowerdean, Disraeli, Micklefield, Oakridge and Castlefield, Ryemead, Sands, Terriers and Amersham Hill, Totteridge
2. The Committee is an advisory body and does not have decision making powers in respect of either executive or non-executive functions

# Agenda Item 9



## INFORMATION SHEET

### HIGH WYCOMBE TOWN COMMITTEE (HWTC)

Issue No: 06/2015

Date Issued: 29-10-2015

### QEII PLAYING FIELD (FORMERLY SHELLEY ROAD RECREATION GROUND) – COMMUNITY ROOM UPDATE

Officer contact: Richard Marks Tel: 01494 421413 Email: richard\_marks@wycombe.gov.uk

#### Introduction

High Wycombe Town Committee recommended to Cabinet the release of £20,000 CIL budget funds to carry out a feasibility study into the possibility of providing a community room at the Queen Elizabeth II playing field (formerly known as Shelley Road Recreation Ground).

A consultation was held to capture local residents' inputs to determine if there is support for and local interest in using a community room. The results have been used to inform decision-making about possible future provision of a community facility at the playing field, and inform outline design and a cost estimation for construction of a community room.

#### Outcome of the consultation

There was a 25% response rate and the conclusions drawn from the consultation are:

- A majority of local residents are in favour of a community room which has the ability to accommodate at least 30 people, with a unisex toilet (with baby changing facilities) and kitchenette.
- A multi-purpose room will meet the greatest range of needs.
- A dialogue has been started with the Poet's Corner Residents Association about potential management of any community room.
- The free text section reinforces the local community's desire to have a community room. There are some concerns expressed about security.

#### Outline design & costings

The outline design took the results of the consultation and produced a build estimate for a community room. The location of the community room within the playing field was fixed to be adjacent to the existing changing room so that it does not interfere with the children's play area and sports pitches. The price estimations for construction of the community room for the 2016\17 financial year is £150-175k. A bid has been submitted to the Committee's CIL Task and Finish Group for consideration.

### **Further feasibility study work**

Ground investigation and utilities surveys work are to take place in the QEII playing field in late November \ early December.

### **Summary**

The consultation provided evidence of the need for a community room at QEII playing field and provided the scale \ main design elements of the building.

To construct a community room to the outline design would require a budget of £150-175k.

Appendix A – Consultation summary report.

# QEII PLAYING FIELD (FORMALLY SHELLEY ROAD RECREATION GROUND) – COMMUNITY ROOM

## CONSULTATION RESULTS – SUMMARY REPORT

### 1 INTRODUCTION

High Wycombe Town Committee authorised the release of £20,000 CIL budget funds to carry out a feasibility study into the possibility of providing a community room at the Queen Elizabeth II playing field (formerly known as Shelley Road Recreation Ground).

A consultation was held to capture local residents' inputs to determine if there is a need for a community room. The consultation was held between the dates of 10<sup>th</sup> August - 18<sup>th</sup> September 2015. The results will be used to inform decision-making about possible future provision of a community facility at the playing field, and inform outline designs as required.

#### 1.1 Research Objectives

The aim of the quantitative research (the WDC survey and online survey) was to find out:

- Did people currently use the Queen Elizabeth II \ Shelley Road Playing Field and for what purpose
- Did people think that a place in which community groups could meet be appropriate and if so what facilities should it provide
- Which activities would be envisaged and likely use a community room
- Whether there is a community group interested in managing the facility if it were to be built.
- A free text area where people were able to express other comments relating to a community room

#### 1.2 Methodology

Wycombe District Council (Community Services) conducted this consultation. Self completion questionnaires were made available for a six week period from 10<sup>th</sup> August to 18<sup>th</sup> September 2015. The questionnaires were hand delivered to all houses on the Poet's Corner housing estate and roads bordering the Queen Elizabeth II playing field. Additionally the same questionnaire was hosted by Wycombe District Council's website.

- 320 paper questionnaires were delivered.
- **80 responses were received. This constitutes a 25% response rate.**
  - 36 completed paper questionnaires were returned
  - 44 questionnaires were completed online

### 1.3 The Report

The consultation is *not* representative of the wider High Wycombe town area population, as the paper questionnaires were targeted at residents of the area surrounding Shelley Recreation Ground. The questionnaire hosted on the Wycombe District Council website was untargeted, and open to any who wished to reply.

The method of survey completion was not controlled and there was a deliberate element of free text as a vehicle of gaining additional information of the locality and the prospective use of a community room.

## 2. QUESTIONNAIRE FINDINGS

### 2.1 Current use

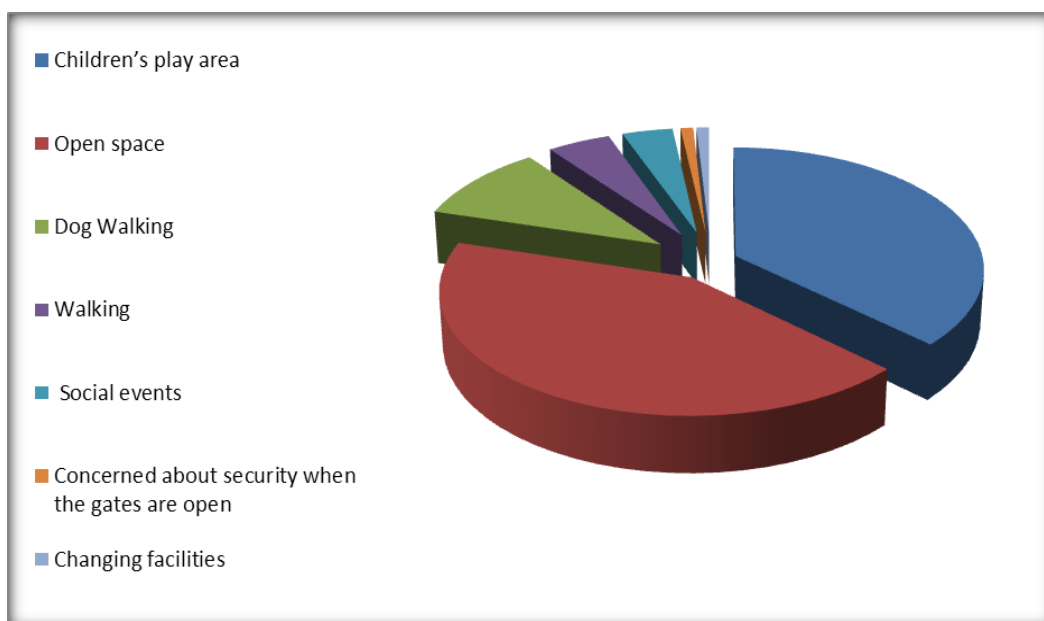
**83.5%** of respondents to the WDC questionnaire currently use Queen Elizabeth II \ Shelley Road Playing Field.

Facilities used (people were able to choose multiple answers and use the 'other' section area)

- Children's play area x40
- Sports pitches x6
- Changing facilities x1
- Open space x46

The people who use the playing field and used the 'other' section wrote:

- Dog Walking x11
- Walking x5
- Social events x4
- Concerned about security when the gates are open x1





**16.5%** of respondents to the WDC questionnaire currently do not use Queen Elizabeth II \ Shelley Road Playing Field.

The people that did not use Queen Elizabeth II \ Shelley Road Playing Field wrote:

- Unaware (of the playing field) x4
- No reason (to go to the playing field) x2
- Not Local (to the playing field) x2
- Occasionally x2
- Don't have time x1
- Elderly x1

## 2.2 Would a community room be appropriate and what should it provide?

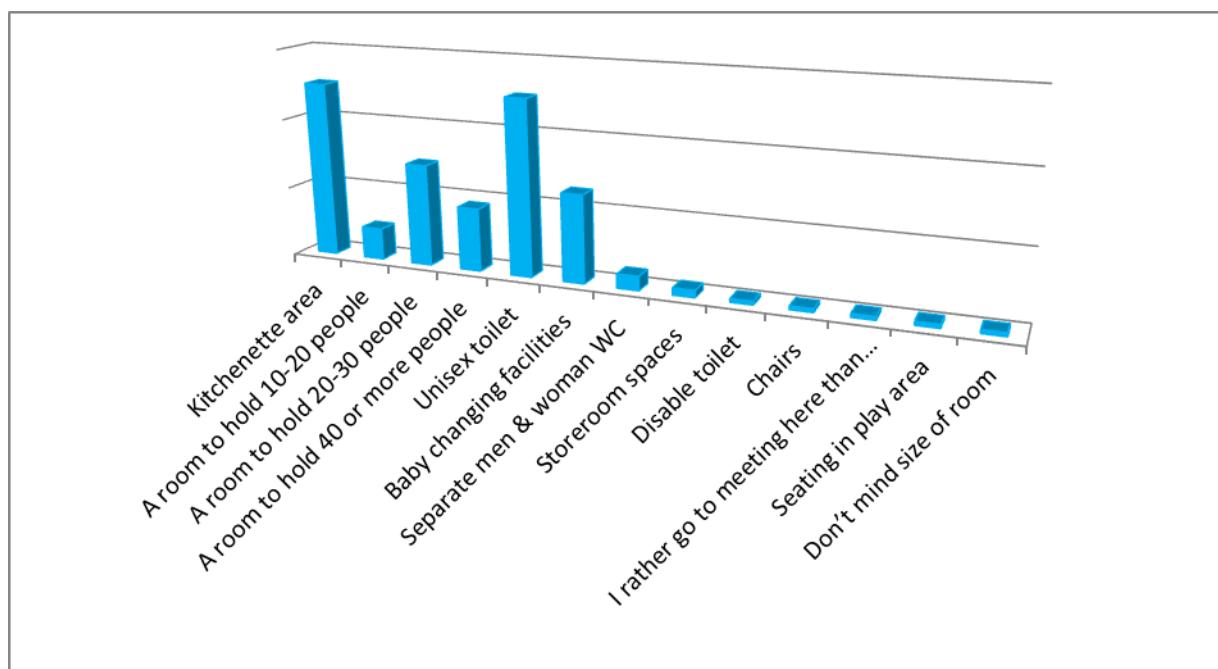
**66.7%** of respondents to the WDC questionnaire think a community room is appropriate for Queen Elizabeth II \ Shelley Road Playing Field.

The people who responded yes to the question, chose the below facilities to be provided by the community room (people were able to choose multiple answers and use 'other' section)

- Kitchenette area x50
- A room to hold 10-20 people x9
- A room to hold 20-30 people x29
- A room to hold 40 or more people x18
- Unisex toilet x50
- Baby changing facilities x25

The people that chose yes to a community room and chose to use the 'other' section wrote:

- Separate men & woman WC x4
- Storeroom spaces x2
- Disable toilet x1
- Chairs x1
- I rather go to meeting here than Aylesbury x1
- Seating in play area x1
- Don't mind size of room x1



**28.0%** of respondents to the WDC questionnaire think a community room is not appropriate for Queen Elizabeth II \ Shelley Road Playing Field.

**5.3%** of respondents to the WDC questionnaire chose to use the 'other' section for this question and wrote:

Note: some people chose to use this section for comments if previously answering yes or no.

- Fully utilise existing community buildings x1
- Use it as a drop in centre for homeless x1
- Helps to build community cohesion x1
- As long as there are no groups of young people who terrify us x1
- Classes such as exercise, book club or crèche x1
- If necessary do it elsewhere x1
- Not sure; depend who uses it and behaviour and number of parking x1
- Limited parking at playing field; parking already a problem on roads around area x1

In summary two thirds of local residents who responded were in favour of a community room which has the ability to accommodate at least 30 people, provide a unisex toilet (with baby changing facilities) and kitchenette.

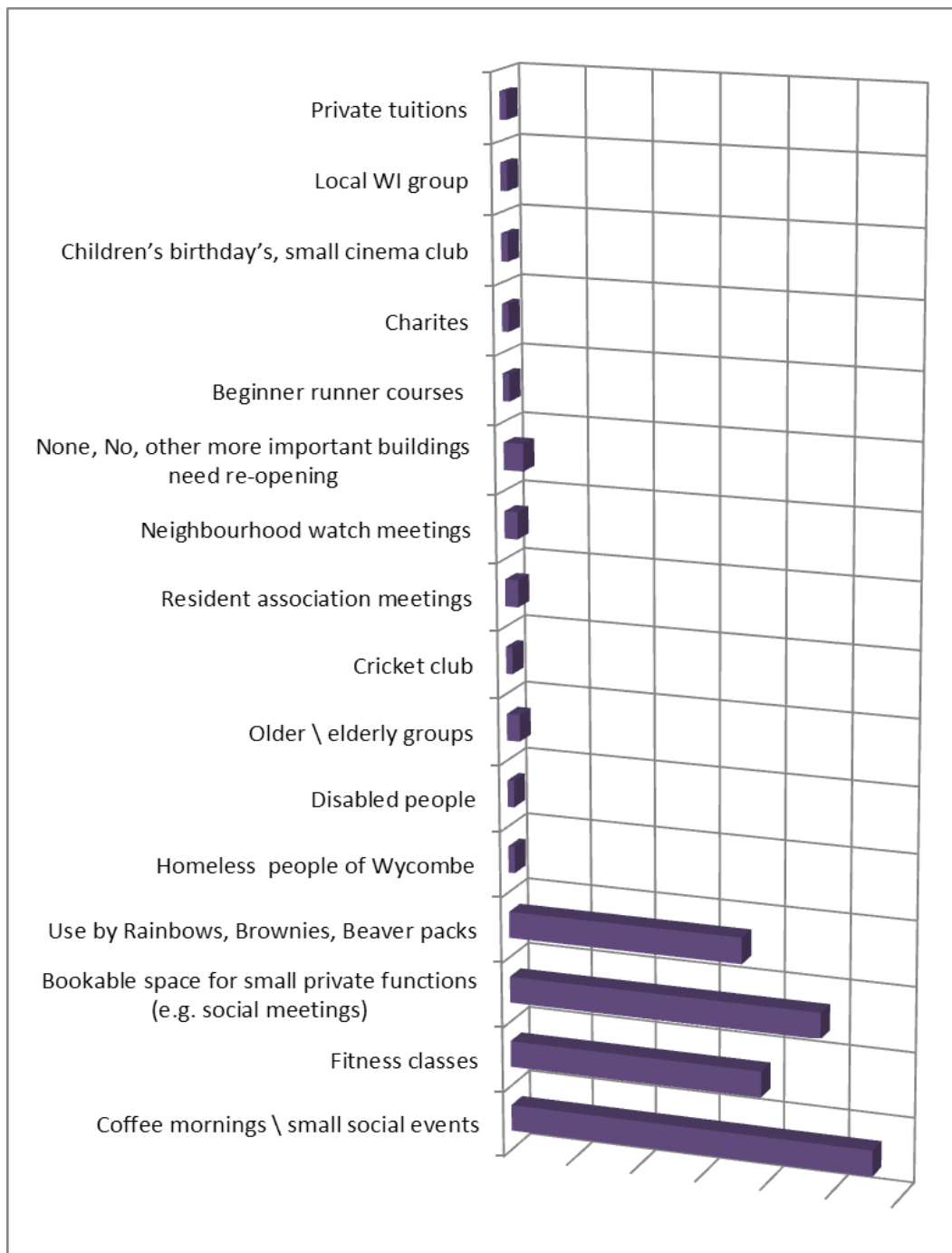
### 2.3 Activities that people would most likely use a community room for.

The people who responded to this question chose the below activities (people were able to choose multiple answers and use 'other' section)

- Coffee mornings \ small social events x56
- Fitness classes x39
- Bookable space for small private functions (e.g. social meetings) x48
- Use by Rainbows, Brownies, Beaver packs x36

The people who chose to use the 'other' section wrote:

- Young \ older children social clubs x1
- Homeless people of Wycombe x1
- Disabled people x1
- Older \ elderly groups x2
- Cricket club x1
- Resident association meetings x2
- Neighbourhood watch meetings x2
- None, No, other more important buildings need re-opening x3
- Beginner runner courses x1
- Charities x1
- Children's birthday's, small cinema club x1
- Local WI group x1
- Private tuitions x1



#### 2.4 Is there an organisation to manage the facility?

**82.3%** of respondents to the WDC questionnaire were not a member of or knew of an organisation that would express an interest in managing a community room if it were built.

**17.7%** of respondents to the WDC questionnaire were a member \ knew of an organisation that would express an interest in managing a community room if it were built.

The people who were a member \ knew of an organisation that would express an interest in managing a facility wrote:

- Poet's Corner Residents Association x14
- Wycombe District Council need to manage this x1
- WADSAD (Wycombe and district sports association for the disabled) x1

## 2.5 Additional information – free text comments

The comments in this section were varied


- Good \ excellent \ useful addition \ help build social contacts \ provide meeting place x15
- Advantage of parking already in existence x1
- Good for fund raising events x1
- WDC doing the wrong thing – more pressing need re-opening others x1
- Waste of money \ no need demonstrated \ spend money on other things on estate \ adapt existing hut x7
- Ruin the private feel of the playing field \ inappropriate development x2
- Would encourage the gathering of youngsters causing nuisance \ crime \ anti-social behaviour x4

People with comments that contained suggestions \ information wrote:

- Security \ lighting \ CCTV \ secure unit would be required x3
- More parking x2
- Important to keep noise level down x1
- Community room needs furnishing x1
- Play area has no sit in swings for little children x1
- Key holder required x1
- Benches placed around playing field as well x1
- Changes kept to a minimum x1



# Agenda Item 9

 <b>WYCOMBE DISTRICT COUNCIL</b>	<b>INFORMATION SHEET</b>
<b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>	
<b>ISSUE NO: 07/2015</b>	<b>DATE ISSUED: 09/11/2015</b>
<b>BUDGETARY CONTROL REPORT FOR Q2 2015/16</b>	
Officer contact: Brenda Watson Tel: 01494 421316 Email: Brenda.Watson@wycombe.gov.uk	

## **Introduction**

The budgetary position for Quarter 2 2015/16 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 2015/16**

At month 6 there is a variance of £4k overspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting an overspend of £17.8k by the end of the year (see Current Quarter Forecast Variance column on the Special Expenses Position Summary table).

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 £3.5k YTD overspend on expenditure. The overspend on steel burial chamber frames of £3.3k are balanced against the steel frame income of £5.3k, thus will be fully recovered .

### Allotments

There is a projected overspend of £23k due to maintenance of grounds feasibility works, soil surveys for potential new allotment sites at Desborough Castle & Castlefield Wood and on fencing to secure Bassetsbury Lane allotment site, this will be off-set by 23k in reserves, this was approved by this committee on 21st January 2014 .

### Street Lighting

There is a potential underspend of £4.9k on this budget as demand for this budget is low.

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	Controllable Forecast Outturn	Budget Outturn Variance
700	<b>Footway Lighting</b>	Expenditure	6,600	5,900	2,946	0	(2,946)	1,000	(4,900)
0		Income	0	0	0	0	0	0	0
<b>700</b>		<b>Net Expenditure</b>	<b>6,600</b>	<b>5,900</b>	<b>2,946</b>	<b>0</b>	<b>(2,946)</b>	<b>1,000</b>	<b>(4,900)</b>
183,500	<b>Cemetery</b>	Expenditure	270,900	87,400	36,488	43,229	6,741	89,720	2,320
0		Income	(102,900)	(102,900)	(51,430)	(54,713)	(3,283)	(105,614)	(2,714)
<b>183,500</b>		<b>Net Expenditure</b>	<b>168,000</b>	<b>(15,500)</b>	<b>(14,942)</b>	<b>(11,484)</b>	<b>3,458</b>	<b>(15,894)</b>	<b>(394)</b>
0	<b>Rutland Trust</b>	Expenditure	0	0	0	0	0	0	0
0		Income	(100)	(100)	(75)	0	75	0	100
<b>0</b>		<b>Net Expenditure</b>	<b>(100)</b>	<b>(100)</b>	<b>(75)</b>	<b>0</b>	<b>75</b>	<b>0</b>	<b>100</b>
0	<b>Town Twinning</b>	Expenditure	3,000	3,000	1,500	0	(1,500)	3,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>3,000</b>	<b>3,000</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>3,000</b>	<b>0</b>
0	<b>Community Grants</b>	Expenditure	20,000	20,000	9,996	11,000	1,004	20,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>20,000</b>	<b>20,000</b>	<b>9,996</b>	<b>11,000</b>	<b>1,004</b>	<b>20,000</b>	<b>0</b>
112,000	<b>Recreation Grounds (Local)</b>	Expenditure	137,300	25,300	9,894	4,663	(5,231)	25,300	0
0		Income	(6,700)	(6,700)	(3,438)	(151)	3,287	(6,700)	0
<b>112,000</b>		<b>Net Expenditure</b>	<b>130,600</b>	<b>18,600</b>	<b>6,456</b>	<b>4,512</b>	<b>(1,944)</b>	<b>18,600</b>	<b>0</b>
59,000	<b>Allotments</b>	Expenditure	62,500	3,500	1,740	14,431	12,691	26,500	23,000
0		Income	0	0	0	0	0	0	0
<b>59,000</b>		<b>Net Expenditure</b>	<b>62,500</b>	<b>3,500</b>	<b>1,740</b>	<b>14,431</b>	<b>12,691</b>	<b>26,500</b>	<b>23,000</b>
0	<b>War Memorial</b>	Expenditure	1,700	1,700	846	0	(846)	1,700	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>1,700</b>	<b>1,700</b>	<b>846</b>	<b>0</b>	<b>(846)</b>	<b>1,700</b>	<b>0</b>
0	<b>Hilltop / Castlefield Centres</b>	Expenditure	28,000	28,000	13,998	0	(13,998)	28,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>28,000</b>	<b>28,000</b>	<b>13,998</b>	<b>0</b>	<b>(13,998)</b>	<b>28,000</b>	<b>0</b>
<b>355,200</b>	<b>TOTAL</b>	<b>Expenditure</b>	<b>530,000</b>	<b>174,800</b>	<b>77,408</b>	<b>73,324</b>	<b>(4,084)</b>	<b>195,220</b>	<b>20,420</b>
<b>0</b>		<b>Income</b>	<b>(109,700)</b>	<b>(109,700)</b>	<b>(54,943)</b>	<b>(54,865)</b>	<b>78</b>	<b>(112,314)</b>	<b>(2,614)</b>
<b>355,200</b>		<b>Net Expenditure</b>	<b>420,300</b>	<b>65,100</b>	<b>22,465</b>	<b>18,459</b>	<b>(4,006)</b>	<b>82,906</b>	<b>17,806</b>

# Agenda Item 10

**Wycombe District Council**  
**HIGH WYCOMBE TOWN COMMITTEE**  
**Work Programme – JANUARY 2016 – JUNE 2016**

Title & Subject Matter	Meeting / Date to be taken	Documents	Contact Officer
<b><u>January 2016</u></b>			
HWTC - Policing Update	19 Jan 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC - Presentation on the High Wycombe Town Centre Masterplan (presentation)	19 Jan 2016		John Callaghan, Team Leader (Transport and Environment)
HWTC - Chiltern Rangers Update	19 Jan 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC - Shelley Road Recreation Ground	19 Jan 2016		Richard Marks, Community Facilities Project Manager
HWTC - Special Expenses Budget 2016/17 (Information Sheet)	19 Jan 2016		Brenda Watson, Finance Service Manager
HWTC - Grants Awarded from the HWTC Community Support Grant (Information Sheet)	19 Jan 2016		Elaine Jewell, Head of Community

Title & Subject Matter	Date to be taken	Documents	Contact Officer
<b><u>March 2016</u></b>			
HWTC - Update from HWBIDCo	01 Mar 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC - Update from the Estates Team on the Market	01 Mar 2016		Robert Daniels, Surveyor
HWTC - Q3 Budgetary Control Report (Information Sheet)	01 Mar 2016		Brenda Watson, Finance Service Manager
<b><u>June 2016</u></b>			
HWTC - Policing Update	21 Jun 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC - Grants awarded from the HWTC Community Support Grant (Information Sheet)	21 Jun 2016		Elaine Jewell, Head of Community
HWTC - Budgetary Control Report Out-Turn 2015/16 (Information Sheet)	21 Jun 2016		Brenda Watson, Finance Service Manager

Meeting contact officer: Jemma Durkan, 01494 421206,  
committeeservices@wycombe.gov.uk

Work Programme Updated: 10 November 2015