

High Wycombe Town Committee Agenda

Date: Tuesday, 1st March, 2016
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.

Item	Agenda	Page
1	Apologies for Absence To receive any apologies for absence.	
2	Declarations of Interest To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	

Item		Page
3	Minutes of the Previous Meeting To confirm the minutes of the Committee held on 19 January 2016.	1 - 6
4	Update on the Market	7 - 8
5	Presentation on the High Wycombe Town Centre Masterplan	
6	High Wycombe Town Committee - Forward Work Programme To note the current work programme as attached.	9 - 10
7	Information Sheets The following Information Sheet is attached: 01/2016 Q3 Budgetary Control Report <i>** Members are reminded to give 24 hours' notice of any questions concerning an Information Sheet to ensure an answer can be given at the meeting. **</i>	11 - 12
8	Supplementary Items (if any)	
9	Urgent Items (if any)	

For further information, please contact Jemma Durkan, 01494 421635, committeeservices@wycombe.gov.uk

High Wycombe Town Committee Minutes

Date: 19 January 2016

Time: 7.00 - 10.00 pm

PRESENT: Councillor A R Green
(in the Chair)

Councillors K Ahmed, Z Ahmed, 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, N J B Teesdale and Ms J D Wassell,

ALSO PRESENT:

John Shaw	Chiltern Rangers
Paul New	Chiltern Rangers
Lindsay Horler	Chiltern Rangers
Inspector Tim McGirr	Thames Valley Police

28 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Asif.

29 MINUTES OF THE PREVIOUS MEETING

It was noted that regarding item 22 the pedestrian safety measures were in relation to the roundabout on Hatters Lane.

RESOLVED: That the minutes of the meeting held on 24 November 2015 be agreed

30 DECLARATIONS OF INTEREST

Councillor M Hashmi declared an interest in minute 33 (Provision of 7 day a week burial service) as the Honorary Secretary of the Self Help Bereavement Society. Councillor Hashmi remained in the Chamber throughout the discussions.

Councillor R Raja declared an interest in minute 33 (Provision of 7 day a week burial service) as the Chairman of the Self Help Bereavement Society. Councillor Raja remained in the Chamber throughout the discussions.

Councillor S Graham declared an interest in minute 34 (Castlefield Allotment site) as a member of the Castlefield Community Centre. Councillor Graham remained in the Chamber throughout the discussions.

The Chairman declared an interest in minute 37 (Urgent Item - Special Expenses Budget 2016/17) in view of his chairmanship of the High Wycombe Town Twinning Association, which received funding from the Special Expenses budget. The Chairman remained in the Chamber throughout discussions.

31 CHILTERN RANGERS UPDATE - PRESENTATION

John Shaw, Managing Director of the Chiltern Rangers Community Interest Company, gave a presentation to the Committee detailing the achievements of the Chiltern Rangers over the last year. Members were informed of a number of projects being undertaken in the area engaging with a wide range of community groups. It was noted that 1,200 volunteers from numerous organisations were involved giving 4500 hours to the range of projects.

John was joined by Paul New and Lindsay Horler who provided an update on the Heritage Lottery Fund Young Roots project. Members heard that Chiltern Rangers and Wycombe Youth Council had designed an 18 month project to create a heritage trail along the River Wye from The Wycombe Swan area to Kingsmead. It was noted that 400 young people had been introduced to the project through Inspire sessions with schools and youth organisations and a core team 20 young people would be on the Wycombe Council Board or Young People Project Management Team. There would also be 150 adult volunteers working on the project. Members were invited to identify any groups within their wards that might be interested in being involved in the project.

Members noted that the age range aim for the project was 11 to 19 year olds however all ages were welcomed to be involved. It was noted that the Environment Agency had been involved in project meetings on the wider impact of the project as part of multiagency working. The project would include encouraging the use of the accessible routes along the river and enhancing the environment.

Members were asked to note that Conservation Community Group met on a regular basis and the information was available on the Chiltern Rangers website.

The Committee expressed support for the work being carried out by the Chiltern Rangers and the Chairman thanked John, Paul and Lindsay for their presentation and wished them well in the future.

32 UPDATE FROM THAMES VALLEY POLICE

The Chairman welcomed Inspector Tim McGirr of Thames Valley Police to the meeting and was invited to provide an update on policing matters within the town.

Inspector McGirr presented the performance data and reported that crime was down by 1.1%. However there had been a slight increase in burglaries and theft from motor vehicles. Also the reporting of crimes in relation to domestic violence had increased however this was considered positive due to awareness being raised on the issue of domestic violence.

Inspector McGirr informed the Committee of several initiatives which were currently being undertaken or were planned within the town. These included discussions taking place with Bucks County Council on enhancing the role of Neighbourhood Watch and expanding responsibility to wider communities; raising awareness of cybercrime; and a Street Triage service in partnership with the Oxford Health and Berkshire NHS Trusts in the town centre to provide the appropriate care for people experiencing mental ill health. The Committee were also informed of a grant provided by the home office to offer extra support in tackling gang crimes. It was noted that the Gangs Multi-Agency Partnership (G-MAP) would be working to identify and asset young people who were at risk of being involved with or affected by youth violence. However Inspector McGirr emphasised that there was no indication of gang problems in the area and that the grant in line with partnership working provided greater support for young people in Wycombe.

The Chairman thanked Inspector McGirr for providing the update.

33 PROVISION OF A 7 DAY A WEEK BURIAL SERVICE

The Committee considered a report on the provision of a 7 day burial service at High Wycombe Cemetery.

It was noted that, at present, the Council offered both short notice and pre-booked burials on a Saturday to all who requested it, and Members noted the cut off timings associated with a Saturday burial for it to take place on the same day. The Committee was also provided with a summary of the number of Saturday burials over the last six years.

The Head of Community explained that research had been undertaken on the provision of a 7 day a week burial service, and a short survey was sent to 28 burial services in council areas known to have populations of Muslim residents. As a result of the survey 19 responses were received of which 11 provided a weekend burial service covering Sundays and Bank Holidays. In all cases a paid staff member of the council or contractor attends. It was noted that Chesham Town Council had not been included in the survey.

The provision of a full 7 day service would incur additional standby charges from the existing contractor, as the contract did not include any provision for burials on Sundays and Bank Holidays. Members also noted the additional interment costs and costs for the attendance of Council staff. It was noted that the existing contract with the contractor currently included Saturdays, and hence this did not attract additional charges. The Head of Community commented that the contract would be up for renewal in 2019 and suggested that this may present an opportunity at that time to reduce costs for introducing a full 7 day a week burial service.

Members made a number of points and received clarification of various queries which included:

- Officers had visited Chesham Town Council's cemetery and the Gardens of Peace Muslim cemetery in Ilford. Members were asked to contact the Head of Community if they would like to have a visit arranged.

- Survey respondents included one district council and at least one metropolitan council.
- Costs were based on seven funerals on a Sunday across the year. If requested, the Head of Community would provide written confirmation from the Insurance and Finance Technical Advisor regarding the Chesham burial service, it was noted that detailed legal advice on that model would be needed if it was to be considered.
- The Council's Constitution sets out the responsibilities for Members and Officers. Legal verification processes were for officers and not Members to undertake because these were operational issues delegated to Heads of Service and their relevant officers.

Members expressed concern at the additional cost of the burials for a full 7 day a week service. It was proposed that no changes be made to the current provision, and the status quo remain in place.

Upon being put to a vote, following the Chairman's second vote, this was agreed.

As a result, it was noted that no recommendation to Cabinet was required as no changes to the service provision were being proposed. At the appropriate time a report could be brought to the Committee to incorporate a 7 day service into the next Green Space Contract.

RESOLVED: That, having fully considered the options and costs for extending the existing provision to a 7 day a week service, the status quo be maintained and no changes be proposed at this time.

34 CASTLEFIELD ALLOTMENT SITE

The Committee received a report which considered the results of feasibility work for new allotment sites in Castlefield.

In September 2014 the Committee requested a feasibility study to be undertaken on two new potential allotment sites in Castlefield. Soil surveys had been completed on Site A which was a former allotment site within Castlefield Wood, and Site B which was adjacent to Desborough Castle and the current allotment site. It was reported that Site B was likely to be unsuitable for an allotment site and that Site A had passed the tests. To create the new allotment site in Castlefield the project would require up to £61,000 from Special reserves, providing 25 new plots and helping to reduce the allotment site waiting list.

During the discussion the Committee received clarification on various queries which included:

- Section 106 and CIL funding could not be committed to the project at present as the 2016/17 allocations had already been assigned.
- It was difficult to find suitable land for allotment plots as flat land was required.
- If approved by Cabinet then work would begin in Summer 2016 for use at the start of the allotment season in January 2017.

- The plots were the smaller half size.
- The Council is responsible for providing allotments.

RESOLVED: That, subject to a successful felling licence and necessary amendment to the lease to Chiltern Ranges CIC of Castlefield Wood, the Committee recommend to Cabinet the allocation of £61,000 from Special Expenses reserves to create a new allotment site in Castlefield.

35 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

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

It was noted that there was now only one presentation due to the March meeting and it was suggested that the High Wycombe Town Centre Master Plan presentation also be brought to the meeting in March.

36 URGENT ITEMS (IF ANY)

The Chairman requested that the Special Expenses Budget 2016/17 report be added to the agenda. The report included recommendations for setting of the Council Tax for the High Wycombe Town area and the next meeting of the Committee would be too late as it occurs after the Council tax has been set at Council in February.

The Committee considered the details of the 2016/17 Special Expenses Budget which explained the Council Tax precept. Nisar Visram, Financial Services Manager explained that the increase in properties means that the precept would increase by £5,039 if the Band D Charge was left unchanged. Also as part of the Government's Comprehensive Spending Review announcement in November 2015 the Council Tax Reduction Scheme had been reduced significantly for 2016/17. As a result, the amount given to the Town and Parishes has been reduced in line with this and for High Wycombe Town it will be £37,500 in 2016/17 a reduction from 2015/16 level of £45,200.

Various options had been costed for Members' consideration which presented the impact to the annual surplus/deficit and to working balances and how this impacted the maximum level the District Council could increase Council tax.

In discussion Members sought clarification on salary costs and it was reported that salary costs had been moved to overheads and were now reported as Group Management costs. On another query the Chairman confirmed that if applications for grants matched the criteria then they would be approved, however not many applications were submitted.

A proposal to reduce Council Tax precepts by 1.09% was put to the vote but fell, and on a further vote it was

RESOLVED: That Option 5 in the report in respect of the Special Expenses council tax setting for 2016/17 be recommended to Cabinet which would see the precept reduced by 1% and the charge for a Band D property reduce to £17.33.

Chairman

The following officers were in attendance at the meeting:

Mr I Hunt
Ms E Jewell
Nisar Visram

Democratic Services Manager
Head of Community
Financial Services Manager

Agenda Item 4

HIGH WYCOMBE TOWN COMMITTEE

HIGH WYCOMBE TOWN CENTRE UPDATE ON THE MARKET

Officer contact: Robert Daniels Ext 3157 01494 421157
robert.daniels@wycombe.gov.uk

PROPOSED DECISION

To note the update provided

New Stalls

The existing market stalls are reaching the end of their usable life with the cost of repairs starting to impact market income. The existing stalls are bulky and time consuming to set up (high man hours and associated costs), expensive to repair and also involve a significant number of forklift movements (30+ of which 20 are very heavy loads) to bring the stalls to the High Street from the market store on market days.

Officers are currently reviewing proposals from the market operator for a new way of working. The current proposals are as follows:-

- 1) New 'gazebos' provided to replace the infrastructure.

This will require WDC investment of c.£60k which will be recovered by increasing the minimum guaranteed fee received from the market operator over the term of the market contract. The market operator's set up and staffing costs will be reduced resulting in a cost saving which will be passed to WDC further improving income. In addition estimated forklift movements will be reduced to no more than 10 per day, all of which will be light weight loads for general site infrastructure (bins/tables/traders fittings), causing less stress on the surrounding public realm. The gazebos can be moved by van and trailer. The gazebos would result in a more uniform look to the market and a better presented High Street on market days.

- 2) No stalls provided by the market operator.

The vast majority of traders have their own equipment and some stalls can be provided for those one-off traders requiring them. This requires next to no stall set up costs but will still require the same forklift movement of infrastructure as above. This requires minimal initial investment from WDC (only a small number of new stalls required) and the level of cost saving is better than with the gazebos due to limited market day set up costs. The income to WDC is therefore marginally better than providing stalls. However, in doing so the ability of WDC to impact on the look of the market would be curtailed.

Market Charges

It is proposed that from April market stall charges are increased. There has been no increase since 2011. Current and proposed increases are set out below. These changes are proposed on the basis that stalls continue to be provided.

Pitch	Current	Proposed (Tues & Fri)	Proposed (Sat)
Single 10ft	£23	£25	£30
Double 20ft	£40	£45	£50
Triple 30ft	£60	£65	£70

Agenda Item 6

Wycombe District Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme – JUNE 2016 – JANUARY 2017


Title & Subject Matter	Meeting / Date to be taken	Documents	Contact Officer
<u>June 2016</u>			
HWTC - Update from HWBIDCo	21 June 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC - Grants awarded from the HWTC Community Support Grant (Information Sheet)	21 June 2016		Elaine Jewell, Head of Community
HWTC - Budgetary Control Report Out-Turn 2015/16 (Information Sheet)	21 June 2016		Brenda Watson, Finance Service Manager
<u>September 2016</u>			
HWTC - Policing Update	21 Jun 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC – Q1 Budgetary Control Report (Information Sheet)	13 Sep 2016		Brenda Watson, Finance Service Manager
<u>November 2016</u>			
HWTC – Annual Fees and Charges Review	22 Nov 2016		Sarah Randall, Community Commissioni ng Manager

Title & Subject Matter	Date to be taken	Documents	Contact Officer
HWTC – Q2 Budgetary Control Report (Information Sheet)	22 Nov 2016		Brenda Watson, Finance Service Manager
<u>January 2017</u>			
HWTC – Chiltern Rangers Update	17 Jan 2017		Jemma Durkan, Senior Democratic Services Officer
HWTC – Q3 Budgetary Control Report (Information Sheet)	17 Jan 2017		Brenda Watson, Finance Service Manager

Meeting contact officer: Jemma Durkan, 01494 421635,
Committeeservices@wycombe.gov.uk

Work Programme Updated: 9 February 2016

Agenda Item 7

 WYCOMBE DISTRICT COUNCIL	INFORMATION SHEET
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 01/2016	DATE ISSUED: 22/02/2016
BUDGETARY CONTROL REPORT FOR Q3 2015/16	
Officer contact: Brenda Watson Tel: 01494 421316 Email: Brenda.Watson@wycombe.gov.uk	

Introduction

The budgetary position for Quarter 3 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 9 there is a variance of £812.00 underspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting an underspend of £6.9k 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 (Over £5k)

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 as new technology with footway lighting is proving to be extremely reliable..

Table 1

SPECIAL EXPENSES POSITION SUMMARY

Brackets indicate income or a favourable variance

ISSUE NO: 01/2016

DATE ISSUED: 22/02/2016

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	Footway Lighting	Expenditure	6,600	5,900	4,419	0	(4,419)	1,000	(4,900)
700		Net Expenditure	6,600	5,900	4,419	0	(4,419)	1,000	(4,900)
183,500	Cemetery	Expenditure	270,900	87,400	68,907	71,010	2,104	89,720	2,320
0		Income	(102,900)	(102,900)	(93,145)	(95,461)	(2,316)	(105,614)	(2,714)
183,500		Net Expenditure	168,000	(15,500)	(24,238)	(24,450)	(212)	(15,894)	(394)
0	Rutland Trust	Income	(100)	(100)	(75)	0	75	(100)	0
0		Net Expenditure	(100)	(100)	(75)	0	75	(100)	0
0	Town Twinning	Expenditure	3,000	3,000	2,250	2,250	0	3,000	0
0		Net Expenditure	3,000	3,000	2,250	2,250	0	3,000	0
0	Community Grants	Expenditure	20,000	20,000	14,994	13,130	(1,864)	20,000	0
0		Net Expenditure	20,000	20,000	14,994	13,130	(1,864)	20,000	0
112,000	Recreation Grounds (Local)	Expenditure	137,300	25,300	14,841	8,710	(6,131)	25,300	0
0		Income	(6,700)	(6,700)	(5,022)	(6,700)	(1,678)	(6,700)	0
112,000		Net Expenditure	130,600	18,600	9,819	2,010	(7,809)	18,600	0
59,000	Allotments	Expenditure	62,500	3,500	2,610	17,387	14,777	26,500	23,000
0		Income	0	0	0	(94)	(94)	(23,000)	(23,000)
59,000		Net Expenditure	62,500	3,500	2,610	17,293	14,683	3,500	0
0	War Memorial	Expenditure	1,700	1,700	1,269	0	(1,269)	0	(1,700)
0		Net Expenditure	1,700	1,700	1,269	0	(1,269)	0	(1,700)
0	Hilltop / Castlefield	Expenditure	28,000	28,000	20,997	21,000	3	28,000	0
0		Net Expenditure	28,000	28,000	20,997	21,000	3	28,000	0
355,200	TOTAL	Expenditure	530,000	174,800	130,287	133,487	3,200	193,520	18,720
0		Income	(109,700)	(109,700)	(98,242)	(102,254)	(4,012)	(135,414)	(25,714)
355,200		Net Expenditure	420,300	65,100	32,045	31,233	(812)	58,106	(6,994)