

## High Wycombe Town Committee Agenda

Date: Tuesday, 13th September, 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 M Hussain

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 E Knight,  
B E Pearce, R Raja, S K Raja, N J B Teesdale 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>Declarations of Interest</b> To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	

<b>Item</b>		<b>Page</b>
3	<b>Minutes of the Previous Meeting</b>	1 - 4
4	<b>Update from HWBIDCo</b> Mr Oliver O'Dell, Chief Executive of the HWBIDCo, will be present to provide an update to the Committee.	
5	<b>Next Phase of Concrete Burial Chambers</b>	5 - 10
6	<b>High Wycombe Town Committee - Forward Work Programme</b> To note the current draft work programme attached at Appendix A.	11 - 12
7	<b>Information Sheets</b> The following Information Sheets have been issued since the previous meeting:  03/2016 – Budgetary Control Report for Q1 2016/17.  <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>	13 - 14
8	<b>Supplementary Items (if any)</b>	
9	<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: 28 July 2016

Time: 7.00 - 8.58 pm

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

Councillors Z Ahmed, M Asif, Mrs L M Clarke OBE, M Clarke, R Farmer, M Hanif, M A Hashmi, A E Hill, R Raja, S K Raja and N J B Teesdale,

**ALSO PRESENT:**

Mr Joe Collins

President, Bucks Students' Union

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ms A Baughan, M Davy, A Hussain, Mahboob Hussain, Maz Hussain and M Knight.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on the 1 March 2016 be agreed as a correct record.

**4 PROPOSAL FOR MURAL IN LILLY'S WALK SUBWAY**

The Committee welcomed Joe Collins, President, Bucks Students' Union to the meeting who provided information on a project to provide a mural in Lilly's Walk subway. The aim was to create a 'transitional gateway' from the town into the University.

The Committee was informed that graphic art students at the University were invited to submit a design; submissions were then shortlisted and the winner selected by a panel of judges. The winner received £250 in prize money and the runner up also received a prize, with both being presented at the end of year degree show. The artist selected to produce the design was Dan Wilson, who had studied a degree in fine art at Bucks New University and had previously undertaken the mural on the former goods shed.

The overall cost of the project had been calculated at £2640 with costs being met from a HWTC community support grant, HWBIDco, Bucks New University, Bucks Students' Union, and Bucks County Council.

Brief discussion took place, during which the Chairman and Members thanked Joe Collins for his attendance and presentation.

## **5 MASTERPLAN UPDATE INCLUDING PROPOSALS FOR THE DESIGN OF THE NEXT STAGE OF THE ALTERNATIVE ROUTE ROUND HIGH WYCOMBE TOWN CENTRE - CONSULTATION**

John Callaghan, Team Leader (Environment and Infrastructure) provided an update on the High Wycombe Town Centre Masterplan. The update included information on proposals for the design of the next stage of the alternative route around High Wycombe town centre (between Westbourne St and Lilys Walk. Information was also provided on work to be undertaken to assess options to remake the River Wye along sections of the A40 through the town centre.

Members made a number of points and received clarification of various queries as follows:

- In May 2016 the Local Enterprise Partnership had agreed the release of £8.5m of funding towards the programme to add to the £5.64m CIL funding committed by the Council, totalling approximately £14m to be spent by 2019.
- Improvements to Westbourne Street had been completed. Some damage had been made to the planters and the Committee were informed that replacement parts were available and would be obtained.
- The first priority was to deliver the next stages of the alternative route. Design work will also be getting underway regarding the Oxford Road or Easton Street areas.
- Whilst considering the Oxford Road area work would be undertaken on the feasibility of restoring the river in parallel with this schemes. If funding were available to remake the river together with the road works this could enable savings to be made, however funding was a significant challenge, even if the options to remake the river prove technically feasible.
- There was a large amount of work to be delivered by 2019 with work scheduled to start in early September 2016. Procurement is at an advanced stage.
- In the short term a river improvement project in the Swan frontage area was being carried out in August, in conjunction with Chiltern Rangers. Any adverse effects during the works to the trout in the river would be minor and temporary and would be positive in the longer term.
- Consultation had been undertaken, for example during 2013 with stakeholder meetings at the time of the agreement of the Adopted Delivery and Site Allocations Plan. However further consultation could be undertaken with regards to the bus companies and taxi drivers.
- The emergency services had not reported any problems at Westbourne Street in relation to the improvements.
- Once the alternative route was completed appropriate signage could be put in place at Westbourne Street.

- Contamination on the gas works site was an issue and was the responsibility of the developer to decontaminate. A remediation process would be required prior to the start of development on the site.
- There was discussion about the scope of the project and the extent to which it included Desborough Road.

Members thanked the officer for his presentation.

## **6 LOCAL PLAN UPDATE**

Ian Manktelow, Team Leader Planning Policy, provided an update on the new Local Plan. During the presentation and discussion, the following points were made:

- Previous consultation on the new Local Plan had taken place two years ago.
- A separate consultation was currently being undertaken due to end on 8 August with the plan being submitted to the Government early 2017.
- A newsletter regarding the consultation on the draft new Local Plan had been distributed to households during 2016.
- The requirement was for up to 15,000 homes to be found in the Wycombe District area. There was a current deficit of 5000 homes and work had been undertaken with Aylesbury Vale District Council to see if development needs for Wycombe District could be met within Aylesbury Vale.
- Included in the new Local Plan would be site proposals and Development Management Policies.
- The vision and strategy were set out in the document with six key themes identified.
- Key site proposals for High Wycombe included housing, employment and gypsy and traveller sites.
- Work would be undertaken with Highways England, the LEP, Bucks County Council and the railways regarding improving connectivity across the district. Including access to High Wycombe from the M40.
- The Committee received information regarding issues with road infrastructure works and standards required by Highways England in relation to junction separation distances.
- The draft Plan identifies the aim to commission a study to look at the scope to re-establish the High Wycombe to Bourne End rail link as part of improving north/south rail connectivity.
- Members were concerned regarding the use of green belt land for development in the High Wycombe unparished area. It was confirmed that a small amount of green belt land had been proposed however this was a very small percentage of the overall housing requirement and a very small amount of the District's green belt.
- Members were also concerned regarding the use of land at the back of properties on Hughenden Road.
- Current High Wycombe town centre policies such as the Masterplan and the recently adopted Delivery and Site Allocations Plan would remain in place.
- It was noted that there were constraints on development around Marlow due to the flood risk, AONB and Green Belt reasons.

The Chairman thanked the officer for his attendance and presentation.

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Chairman

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

Ian Manktelow	Team Leader, Planning Policy
John Callaghan	Team Leader, Environment and Infrastructure
Ian Hunt	Democratic Services Manager
Jemma Durkan	Senior Democratic Services Officer

# Agenda Item 5

## NEXT PHASE OF CONCRETE BURIAL CHAMBERS

**Officer contact:** Sarah Randall Ext:3888

Email: Sarah.randall@wycombe.gov.uk

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

## PROPOSED RECOMMENDATION TO CABINET

That the Committee decides which of the three available options (paragraphs 17-19 of the report) to recommend to Cabinet; (Option 1 best matches known local requirements for Muslim burials)

### Reason for Decision

As the current chambers are anticipated to be fully utilised within the next 2-3 years installing additional vaults will enable the service to be continued at High Wycombe Cemetery.

### Corporate Implications

1. The Council, as a burial authority for the purposes of section 214 of the Local Government Act 1977, 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. Any costs associated with this project will need to be met from the Special Expenses Account for the High Wycombe Town Area. At the end of 2015- 6 this had a balance of £801,000. There are therefore sufficient funds available to meet the projected costs of this scheme pending recovery through increased fees and charges. Each burial would continue to be provided on a full cost recovery basis.
3. Section 149 of the Equality Act 2010 places a duty (“the public sector equality duty”) on the Council, in the exercise of its functions to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and those who do not; and to foster good relations between persons who share a relevant protected characteristic and those who do not. One of the protected characteristics is religion or belief. The report outlines steps taken to comply with this duty.

### Executive Summary

4. The current burial chambers at High Wycombe Cemetery are predicted to be fully utilised by early 2019. Additional burial chambers will need to be purchased and installed to allow this preferred form of burial to continue to be available for the town’s Muslim residents.

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

5. This project fits with the Cohesive and Strong Communities theme of the Sustainable Community Strategy by meeting the specific requirements of Wycombe's Muslim residents.

### **Background and Issues**

6. The current burial chambers were installed in 2012 with further work to respace them being undertaken before use started in June 2014. 111 chambers have been installed and as at 31 July 2016, 49 chambers have been used. At the current rate of burials, an average of 25 per year, additional chambers will be required by early 2019 at the latest. From the time the order is placed and without significant adverse weather it should take 16 to 20 weeks to complete installation, though it should be noted that this will be dependent on the ability of the contractor to start on site at the time the order is placed.
7. Muslim Burial Vaults were introduced in 2012 to meet community requirements expressed by the Wycombe Islamic Mission (WIM) group of mosques. When the proposal was developed all mosques were written to but only WIM responded. Following their introduction further feedback was received from WIM representatives and the vaults were respaced. The proposal this time takes account of both the additional spacing requested and the additional depth requested.
8. The proposal is to install chambers in the terrace below the current upper level (see photos in Appendix A) which will provide an estimated 76 chambers. The supplier has estimated that the capital cost of installing 76 burial chambers will be c£115,102. However this number may not be possible on site as the footings of the retaining terrace walls may restrict the number of chambers that can be installed. This can only be determined when the ground is excavated.
9. The proposed spacing between chambers is based on the current respaced layout of chambers, namely 45cm between each chamber and 1m between each row. A plan has been attached in Appendix B.
10. Following feedback on the current depth of the single chambers from Muslim residents a deeper double ring chamber installation has been investigated. The current single ring chamber would cost £68,819.52 to install. The double chamber is 1530mm deep and the single chamber is 809mm deep. The width and length remains the same at 2420mm by 990mm. There is a plan in Appendix C.
11. High Wycombe Town Committee funded the original installation of the chambers as a capital project and the funding is now being recouped from income as the burial cost includes the relevant cost of each chamber's installation alongside the actual costs for an interment.
12. The current cost (2016/17) of interment in a burial chamber is £1,070. This includes: £756 returned to reserves to meet the cost of the capital project and enable funds to be available for the next tranche of chambers; and £314 for the interment. It should be noted that the fee is reviewed by the Committee on an annual basis. In addition, for any new burial in the cemetery there is a Right of Burial charge which is currently £706. Therefore the total cost of burial in a chamber is currently £1,776 for residents of High Wycombe town.



13. The cost of an interment in double depth burial chamber, based on current contractor and WDC costs, would be £1,828.50, The total cost of burial in the in a double depth chamber, including the Right of Burial charge of £706, would be £2,534.50 for residents of High Wycombe town.
14. The cost of an interment in a single depth burial chamber, based on current contractor and WDC costs, would be £1,219.52. The total cost of burial in a single depth burial chamber, including the Right of Burial charge of £706, would be £1925.52 for residents of High Wycombe town.
15. Officers are aware that the use of burial chambers for Muslim burials is a cultural requirement of some Muslim residents, though a number of traditions allow for unchambered burials.

### **Options**

16. There are three options.
17. Option 1 – This option would provide an estimated 76 double depth burial chambers in the next terrace at a capital cost of £115,102. This will provide the additional depth requested by a number of Muslim residents.
18. Option 2 - This option would provide 76 single depth burial chambers in the next terrace at a capital cost of £68,819.52.
19. Option 3 – The Committee always has the option to do nothing. This would enable Special Expense funds to be allocated elsewhere but would mean that the provision of the current service is very unlikely to continue from c2019. This is likely to be unacceptable to a number of residents. As the project is self-financing over time this option is not recommended. Delaying the project is not recommended as the cost of installation is likely to increase and the ground would have less time to settle before use is necessary. There is a further risk that the number of burials in chambers may continue to increase above past burial rates.

### **Conclusion**

20. In conclusion the Committee is asked to select a preferred option to enable the chambers to continue to be provided for residents who require this service.

### **Next Steps**

21. The Committee's recommendation will be considered by Cabinet. Once determined by Cabinet, an order can then be placed and arrangements made for the installation of the additional burial chambers.

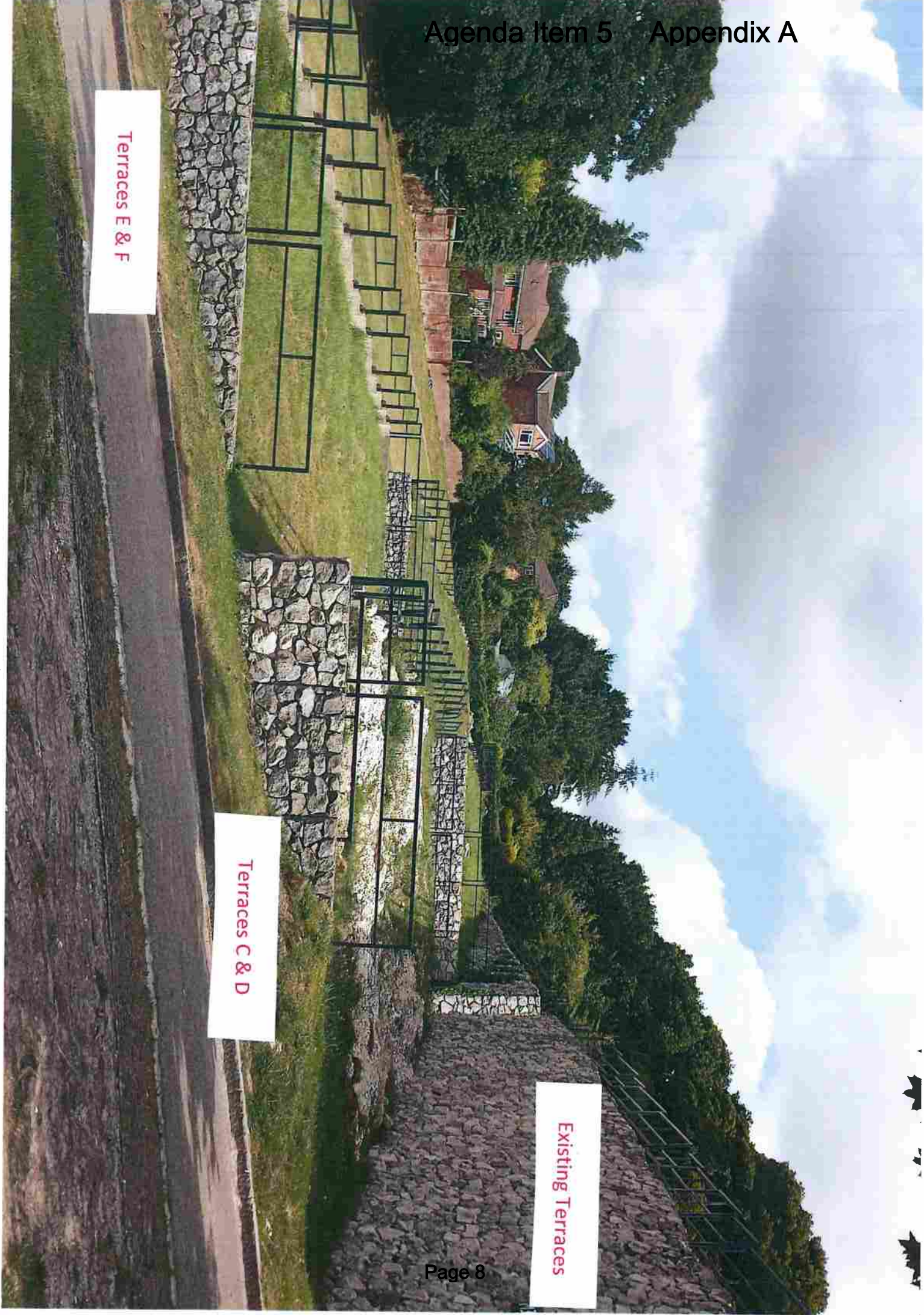
### **Background Papers**

Previous High Wycombe Town Committee reports.

Terraces E & F

Terraces C & D

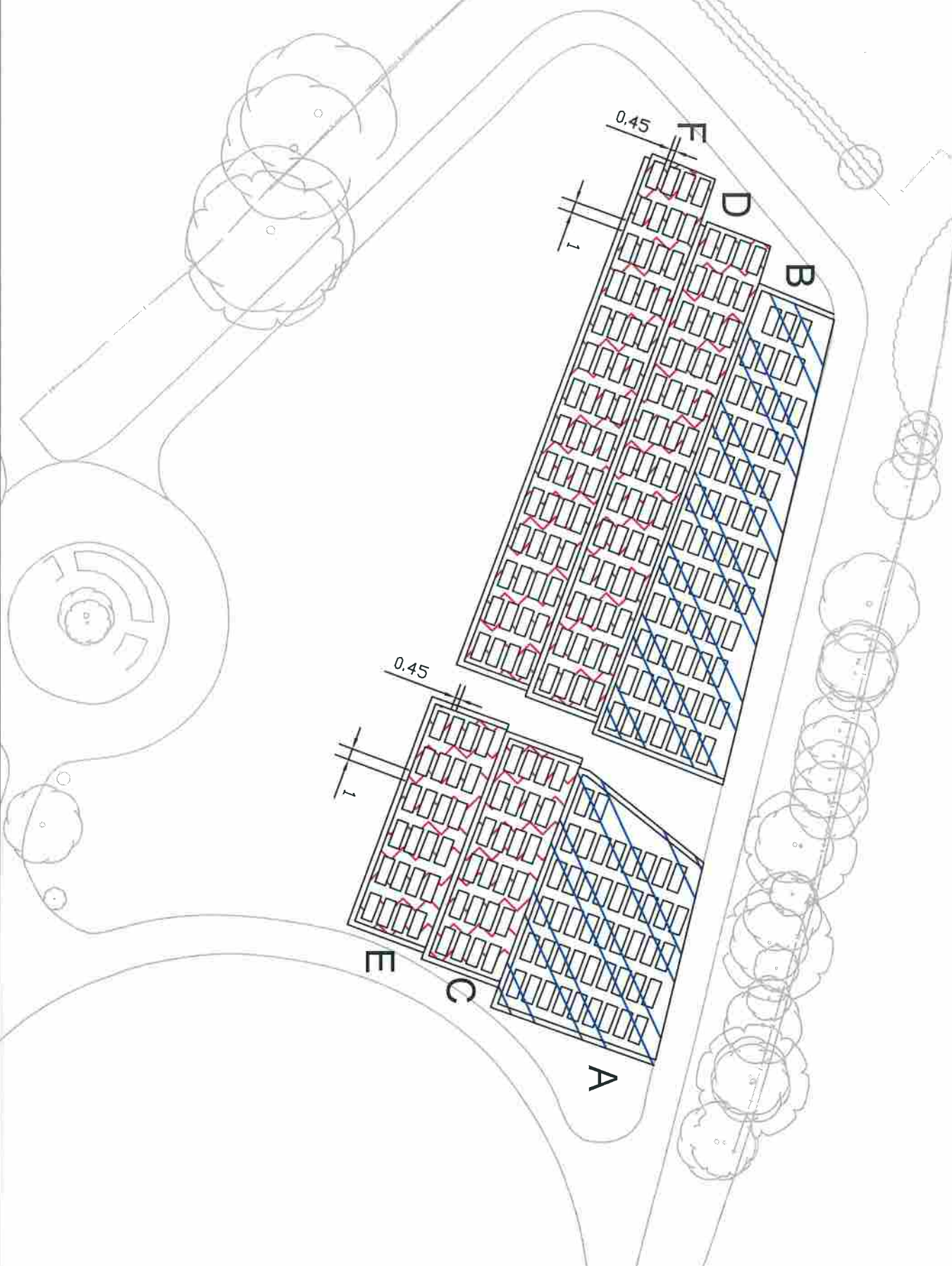
Existing Terraces





Area currently in use  
 Future Areas  
 ALL MEASUREMENTS IN METRES

HIGH WYCOMBE CEMETERY -  
 CHAMBER LAYOUT



REVISIONS  
 Rev 0 Drawing created 10-08-2016

Scale	NOT TO SCALE
Ref Number	CEMCHAM.LY1
Revision date	10-08-2016
Drawn by	R Marks

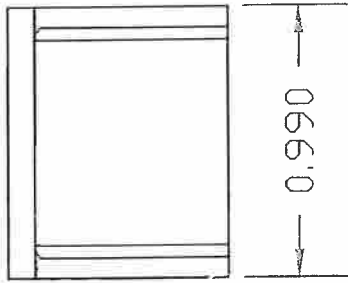




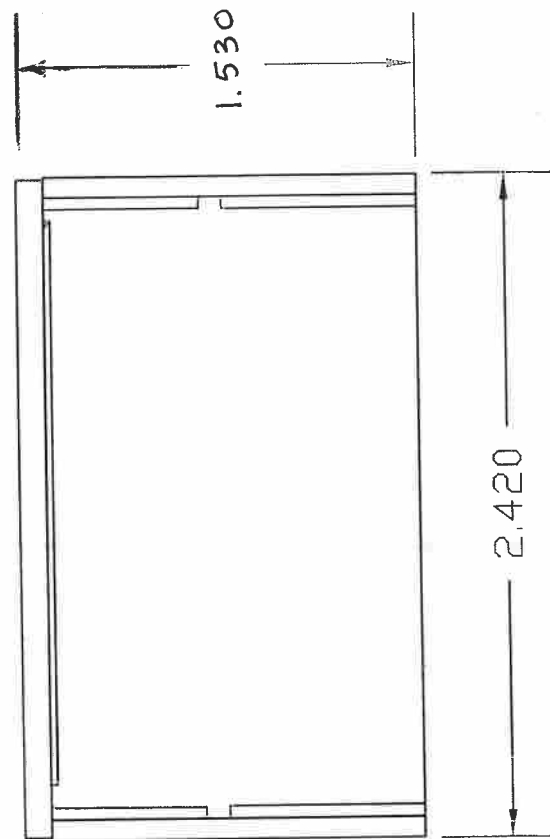
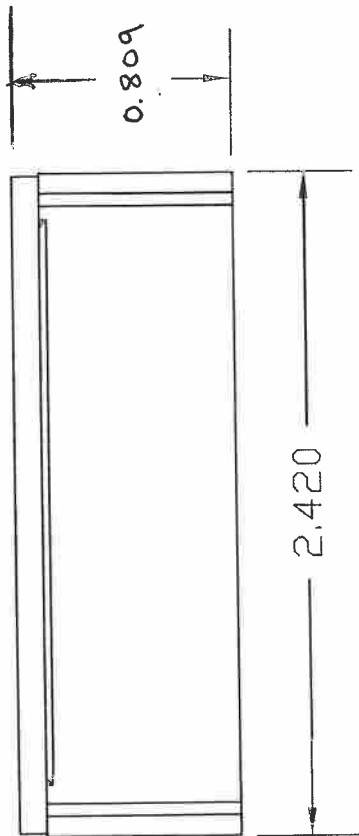
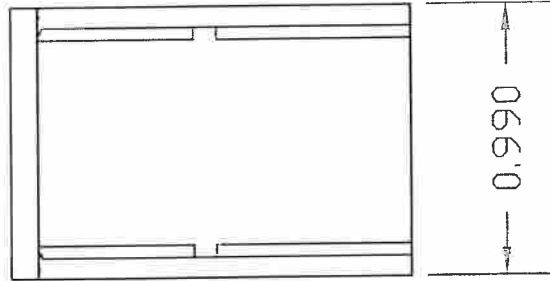
Scale	NOT TO SCALE
Ref number	CEMBURCHAM 1
Revision date	08-08-2016
Drawn by	JR Marks

Revisions  
Rev 0 Drawing created 08-08-2016

Single burial chamber



Double burial chamber



BURIAL CHAMBERS

# Agenda Item 6

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


Title & Subject Matter	Meeting / Date to be taken	Documents	Contact Officer
<b><u>November 2016</u></b>			
HWTC - Policing Update	22 Nov 2016		Jemma Durkan, Senior Democratic Services Officer
HWTC – Annual Fees and Charges Review	22 Nov 2016		Sarah Randall, Community Commissioni ng Manager
HWTC – QEII Playing Fields Community Facility	22 Nov 2016		Catherine Silva Donayre, Projects Manager
HWTC – Q2 Budgetary Control Report (Information Sheet)	22 Nov 2016		Shaina Aziz, Accountant Technician
<b><u>January 2017</u></b>			
HWTC – Chiltern Rangers Update	17 Jan 2017		Jemma Durkan, Senior Democratic Services Officer
HWTC - Special Expenses Budget 2017/18	17 Jan 2017		Nisar Visram, Financial Services Manager
HWTC – Q3 Budgetary Control Report (Information Sheet)	17 Jan 2017		Shaina Aziz, Accountant Technician
<b><u>March 2017</u></b>			

Title & Subject Matter	Date to be taken	Documents	Contact Officer
HWTC – Budgetary Control Outturn 2019/17 (Information Sheet)	7 Mar 2017		Shaina Aziz, Accountant Technician

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

Work Programme Updated: 19 August 2016

# Agenda Item 7

 WYCOMBE DISTRICT COUNCIL	<b>INFORMATION SHEET</b>
<b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>	
<b>ISSUE NO: 03/2016</b>	<b>DATE ISSUED: 05/09/2016</b>
<b>BUDGETARY CONTROL REPORT FOR Q1 2016/17</b>	
Officer contact: Shaina Aziz Tel: 01494 421316 Email: shaina_aziz@wycombe.gov.uk	

## **Introduction**

The budgetary position for Quarter 1 2016/17 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 2016/17**

At month 3 there is a variance of £4.4k overspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting a surplus of £12k 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)**

### Cemetery

There is a surplus of income from Cemeteries for Concrete Chambers of 7.2k. The pricing generates a surplus to cover the costs for the initial outlay for installation and there have been more burials than forecasted.

### Street Lighting

There is a potential underspend of £4.9k on this budget as demand for this budget is expected to be 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

Non-Controllable	Cabinet Portfolio	Analysis	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Controllable Forecast Outturn	Budget Outturn Variance
700	<b>Footway Lighting</b>	Expenditure	5,900	1,473	0	(1,473)	1,000	(4,900)
<b>700</b>		<b>Net Expenditure</b>	<b>5,900</b>	<b>1,473</b>	<b>0</b>	<b>(1,473)</b>	<b>1,000</b>	<b>(4,900)</b>
193,700	<b>Cemetery</b>	Expenditure	87,300	21,814	24,964	3,150	87,388	88
0		Income	(101,300)	(25,290)	(16,807)	8,483	(108,560)	(7,260)
<b>193,700</b>		<b>Net Expenditure</b>	<b>(14,000)</b>	<b>(3,476)</b>	<b>8,156</b>	<b>11,632</b>	<b>(21,172)</b>	<b>(7,172)</b>
0	<b>Town Twinning</b>	Expenditure	3,000	750	0	(750)	3,000	0
<b>0</b>		<b>Net Expenditure</b>	<b>3,000</b>	<b>750</b>	<b>0</b>	<b>(750)</b>	<b>3,000</b>	<b>0</b>
0	<b>Community Grants</b>	Expenditure	20,000	4,998	1,500	(3,498)	20,000	0
<b>0</b>		<b>Net Expenditure</b>	<b>20,000</b>	<b>4,998</b>	<b>1,500</b>	<b>(3,498)</b>	<b>20,000</b>	<b>0</b>
133,500	<b>Recreation Grounds (Local)</b>	Expenditure	10,300	2,571	805	(1,766)	10,300	0
0		Income	(6,700)	(1,671)	0	1,671	(6,700)	0
<b>133,500</b>		<b>Net Expenditure</b>	<b>3,600</b>	<b>900</b>	<b>805</b>	<b>(95)</b>	<b>3,600</b>	<b>0</b>
42,100	<b>Allotments</b>	Expenditure	3,600	897	0	(897)	3,600	0
<b>42,100</b>		<b>Net Expenditure</b>	<b>3,600</b>	<b>897</b>	<b>0</b>	<b>(897)</b>	<b>3,600</b>	<b>0</b>
0	<b>War Memorial</b>	Expenditure	1,700	423	0	(423)	1,700	0
<b>0</b>		<b>Net Expenditure</b>	<b>1,700</b>	<b>423</b>	<b>0</b>	<b>(423)</b>	<b>1,700</b>	<b>0</b>
0	<b>Hilltop / Castlefield</b>	Expenditure	28,000	0	0	0	28,000	0
<b>0</b>		<b>Net Expenditure</b>	<b>28,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>0</b>
370,000	<b>TOTAL</b>	Expenditure	159,800	32,926	27,268	(5,658)	154,988	(4,812)
0		Income	(108,000)	(26,961)	(16,807)	10,154	(115,260)	(7,260)
<b>370,000</b>		<b>Net Expenditure</b>	<b>51,800</b>	<b>5,965</b>	<b>10,461</b>	<b>4,496</b>	<b>39,728</b>	<b>(12,072)</b>