



High Wycombe Town Committee Agenda

Date: Tuesday, 22nd November, 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	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	1 - 4
4	Modernising Local Government - Buckinghamshire County Council Unitary Business Case Marco Dias, Community Officer, BCC	
5	Town Market Update Gary Saunders, Market Operator.	
6	High Wycombe Cemetery Fees and Charges 2017/18	5 - 7
7	Information Sheets The following Information Sheets have been issued since the previous meeting:	8 - 13
	04/2016 Q2 Budgetary Control Report	
	05/2016 Police Update	
	<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>	
8	High Wycombe Town Committee - Forward Work Programme To note the current draft work programme attached at Appendix A.	14 - 15
9	Supplementary Items (if any)	
10	Urgent Items (if any)	

For further information, please contact Jemma Durkan

High Wycombe Town Committee Minutes

Date: 13 September 2016

Time: 7.00 - 8.21 pm

PRESENT: Councillor A R Green
(in the Chair)

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, 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

ALSO PRESENT:

Mr Oliver O'Dell

Chief Executive, HWBIDCo

7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M A Hashmi and Councillor N Teesdale.

8 DECLARATIONS OF INTEREST

Cllr R Raja declared an interest in Minute 11 (Next Phase of Concrete Burial Chambers) as the Secretary of a bereavement society. Cllr Raja remained in the chamber throughout the discussions.

9 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 28 July 2016 be agreed as a correct record.

10 UPDATE FROM HWBIDCO

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

Mr O'Dell commenced by explaining that HWBIDCo were moving into the final year of their first BID term and the BID renewal process was due to take place in 2017.

The Committee noted that year four of the bid was almost complete and the focus for the year had been on how HWBIDCo communicated with the town. A number of activities had been undertaken such as reviewing communication skills, introducing a regular e-newsletter, working to extend the digital security radio scheme, supporting external events and closer one-to-one working with individual businesses.

Moving into year 5, Mr O'Dell explained that the full business plan would be delivered alongside the BID renewal process. Highlights for year 5 would include:

- Offering subsidised training such as First Aid at Work, safeguarding, visual merchandising, customer service and mystery shopper.
- Relinquishing the lease on 9-10 Church Street to allow for a permanent tenant.
- Working with the Council and police to address business concerns in Desborough Road.

The BID Renewal process would be taking place in 2017 with the business proposal published in May 2017. Business ratepayers would be invited to vote during June 2017 and this would be in the form of a 28 day postal ballot. Mr O'Dell commented that it would be unlikely that the BID would return if unsuccessful and businesses were unlikely to work together independently without the support of HWBIDCo.

The Chairman thanked Mr O'Dell for his update and presentation, and a discussion took place on issues such as attracting prospective businesses to the town, high rental costs of units, funding, training and high street maintenance.

It was requested that information regarding the HWBIDCo business plan for the renewal process be brought to a future meeting and this be included in the Committee's Forward Work Programme.

11 NEXT PHASE OF CONCRETE BURIAL CHAMBERS

The Committee considered a report on the next phase of concrete burial chambers.

The Community Commissioning Manager explained that the current chambers were anticipated to be full by 2019 and additional vaults would enable the service to continue at the High Wycombe Cemetery. It was reported that there were three options currently available for consideration based on the current scheme, and these were set out in the report presented to the Committee.

Members made a number of points regarding the current costs and dimension of the chambers. It was proposed that a working group be set up to support the Community Commissioning Manager in considering alternative options and costs. A report with the final proposals would be brought to a future meeting of the Committee.

RESOLVED: That

- i) A working group comprising Councillors S K Raja, Mahboob Hussain, Maz Hussain, K Ahmed, R Raja and R Farmer, be

established to consider options regarding concrete burial chambers for the High Wycombe Cemetery;

- ii) That the report be deferred until a future meeting of the Committee to consider the options explored by the Working Group and the Community Commissioning Manager.

12 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's draft work programme looking ahead to March 2017 was presented for review.

It was noted that an update would be provided regarding the market at the meeting in November 2016. It was requested that any specific issues should be emailed to the Democratic Services officers so the appropriate person could attend to answer queries.

It was also requested that an update on the Public Spaces Protection Order be added to the January 2017 meeting.

An update on the HWBIDCo business plan would be added to the March 2017 meeting.

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

13 INFORMATION SHEETS

RESOLVED: That Information Sheet 03/2016 Budgetary Control Report for Q1 2016/17 be noted.

14 URGENT ITEMS (IF ANY)

The Chairman requested that a short update be provided regarding a feasibility study for potential new visitor facilities at the Rye.

The Community Commissioning Manager explained that a public consultation was being undertaken to consider options and an event would be taking place on 24 September 2016 for residents to sketch or paint their ideal version of the park.

It was noted that Ward Members and Planning Officers would be consulted and the public consultation would conclude on the 26 September. A report would be brought to a future meeting of the Committee.

Chairman

The following officers were in attendance at the meeting:

Mrs S Randall

Mrs J Durkan

Mr I Hunt

Community Commissioning Manager

Senior Democratic Services Officer

Democratic Services Manager

Agenda Item 6

HIGH WYCOMBE CEMETERY FEES AND CHARGES REVIEW FOR 2017/18

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 2017.

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 2017/18 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 2016/17 charges and the proposed charges for 2017/18. The Consumer Price Index (CPI) for September 2016 was 1% this has been used as the proposed inflation rate.

Burial Data

5. The number of burials for 2015/16, is shown in the table below.

Number of burials						
Year	Standard Adult Burial	Concrete Frame	Steel Frame	Ashes	Total	Child/ Snowdrop
2011/12	75	N/A	20	22	117	20
2012/13	68	N/A	19	35	122	27
2013/14	73	N/A	36	25	134	17
2014/15	80	13	29	33	155	20
2015/16	56	24	7	38	125	26
Average number	70	19	22	31	131	22

It needs to be noted that the number of burials varies year on year

Proposed Prices for 2016/17

6. 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 2017/18 is based on 1% inflation.

Burial Rights	2016/17 Charge	Proposed 2017/18 Charges
Adult	£706	£713
Child	£353	£357
Ashes	£412	£416

7. Memorial Permit – The memorial charges were benchmarked with other cemeteries in late 2013. The proposed increase for 2017/18 is based on 1% inflation.

Memorial Permit	2016/17 Charge	Proposed 2017/18 Charges
Adult	£188	£190
Child	£92	£93
Ashes	£92	£93

8. 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 2 burials on a Saturday. The proposed increase for 2017/18 is based on 1% inflation.

Saturday Fee	2016/17 Charge	Proposed 2017/18 Charges
One off Fee	£263.57	£266

9. 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.
10. Interment fees – The recommendation is to increase the interment fees by inflation (1%) as detailed in the table:

	2016/17 Charges	Proposed 2017/18 Charges
Interment - Adult	£314	£317
Interment - Child	£0	£0
Interment - Ashes	£166	£168
Interment – Concrete	£1,070	£1,081

Conclusions

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


Next Steps

12. If approved by Cabinet the charges will take effect from 1 April 2017.

Background Papers

None

Agenda Item 7

 WYCOMBE DISTRICT COUNCIL	INFORMATION SHEET
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 04/2016	DATE ISSUED:14-11-2016
BUDGETARY CONTROL REPORT FOR Q2 2016/17	
Officer contact: Shaina Aziz Tel: 01494 421316 Email: shaina_aziz@wycombe.gov.uk	

Introduction

The budgetary position for Quarter 2 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 £40.7k underspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting a surplus of £12.8k 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 (Over £5k)

Cemetery

There is also a surplus of income from cemeteries for Concrete Chambers of £7.9k forecast this year as pricing generates a surplus to cover the costs for the initial outlay for installation and this surplus will be returned to reserves at the end of the year.

Allotments

There is a projected spend of £61k due to installation of the new allotment in Castlefield funded from Special reserves, this was approved by this committee on 1st March 2016 .

Footway Lighting

There is a potential underspend of £4.9k on this budget as demand for this budget has been low to date, the expenditure being reactive on street lighting and difficult to forecast.

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	Footway Lighting	Expenditure	5,900	2,946	0	(2,946)	1,000	(4,900)
700		Net Expenditure	5,900	2,946	0	(2,946)	1,000	(4,900)
193,700	Cemetery	Expenditure	87,300	43,628	36,086	(7,542)	87,395	95
0		Income	(101,300)	(50,580)	(68,092)	(17,512)	(109,316)	(8,016)
193,700		Net Expenditure	(14,000)	(6,952)	(32,006)	(25,054)	(21,921)	(7,921)
0	Town Twinning	Expenditure	3,000	0	0	0	3,000	0
0		Net Expenditure	3,000	0	0	0	3,000	0
0	Community Grants	Expenditure	20,000	9,996	3,000	(6,996)	20,000	0
0		Net Expenditure	20,000	9,996	3,000	(6,996)	20,000	0
133,500	Recreation Grounds (Local)	Expenditure	10,300	5,142	1,700	(3,442)	10,300	0
0		Income	(6,700)	0	0	0	(6,700)	0
133,500		Net Expenditure	3,600	5,142	1,700	(3,442)	3,600	0
42,100	Allotments	Expenditure	3,600	1,794	390	(1,404)	3,600	0
42,100		Net Expenditure	3,600	1,794	390	(1,404)	3,600	0
0	Feasibility Study	Expenditure	61,000	5,072	5,072	0	61,000	0
0		Income	(61,000)	0	0	0	(61,000)	0
0		Net Expenditure	61,000	5,072	5,072	0	0	0
0	War Memorial	Expenditure	1,700	846	0	(846)	1,700	0
0		Net Expenditure	1,700	846	0	(846)	1,700	0
0	Hilltop / Castlefield	Expenditure	28,000	0	0	0	28,000	0
0		Net Expenditure	28,000	0	0	0	28,000	0
370,000	TOTAL	Expenditure	220,800	69,424	46,248	(23,176)	215,995	(4,805)
0		Income	(169,000)	(50,580)	(68,092)	(17,512)	(177,016)	(8,016)
370,000		Net Expenditure	51,800	18,844	(21,844)	(40,688)	38,979	(12,821)

Page 9

Agenda Item 7

 WYCOMBE DISTRICT COUNCIL	<h1>INFORMATION SHEET</h1>
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
<i>Issue No: 05/2016</i>	<i>Date Issued: 14-11-2016</i>
Policing Update	
Officer contact: Jemma Durkan Tel: 01494 421635 Email: Jemma.durkan@wycombe.gov.uk	

For information an update is attached from Inspector Gillian Fox, Urban Neighbourhood Inspector Wycombe LPA.

Policing Update

The Force Restructure is gaining momentum and plans are now in place for Local Police Areas to move to a new operating model early next year. The fine details are still being worked out but in essence Wycombe Police Area will have a smaller response team who will attend emergency calls, ensuring a prompt response to those individuals who need our immediate assistance, gathering vital evidence and information within the golden hour of investigations.

Neighbourhood teams will be smaller and more focused upon problem solving to prevent crime and reduce demand, targeting our resources at the areas of greatest need and to the most vulnerable in our communities.

Every Neighbourhood will have a named point of contact. We will maintain a visibility within the community through our PCSO and Cadet teams. We will engage with communities via a number of different forums which will include social media and world café style events.

We will work with our partners and local communities to build stronger, more resilient communities. We will support our NAGs and we will promote Neighbourhood watch and Good Neighbour Schemes within communities, with our focus shifting to safeguarding the vulnerable we will support these groups to ensure the most vulnerable feel safe and secure.

The Police Area will have a much larger body of staff to respond to the bulk of incidents and crimes which are reported to us but are not emergencies. This will include the local CID teams working alongside uniform officers. This is a different way of working and it will ensure that the right resource from the area attends in the first instance, ensuring a quality service and victim satisfaction.

The Volunteer Police Cadet unit is now operational. In common with most other police areas in Thames Valley, we now have a functioning unit that enables young people between the ages of 13 – 18 to become part of the extended police family; giving them the opportunity to work on a range of community projects designed to assist in reducing crime and to improve their confidence and leadership skills through a structured training programme.

This month our cadets will be visible within the community during Remembrance Day and During the Switching on of the Christmas Lights.

The NH teams have now all been trained to problem solve. Using data held by TVP we have identified areas generating greatest demand and analysed the problems. In many cases the Police should not be the lead agency however we are working with partners to resolve matters.

For example:

All Saint`s Church and issues surrounding ASB/Drugs

There is currently issues surrounding street drinkers, ASB and drugs within the grounds of the Church. We are currently working in partnership with the Church, Michelle Harvey from the Council, Wycombe Homeless Connections and SMART. Following a meeting held two weeks ago, we plan to visit the Church as a group to target those that are using the Church for anti-social purposes. This will be a regular event, potentially when Chefs for Jesus attend as this appears to be the peak time for individual congregating. In addition, the Town Centre Police team will be running operations targeting those that have committed offences.

Multi Storey Car Parks

The number of people sleeping rough in Eastern Street and Swan Car Park continues to be a concern. The Night Shelter will operate for three months over the Christmas period, however the numbers are limited. Following a meeting with Robin Evans from WDC, we discussed the current issues. There are a number of measures in place where we will look to tackle to the issue, however we have to be mindful that some of those sleeping rough are vulnerable and have nowhere to sleep. It has been agreed that the Car Park staff and TVP need to work closely together on this problem and patrols are going to be conducted as a joint operation so that we can gather intelligence and distribute accordingly to partner agencies. PCSO Adkins will be attending the Car Parks next week to complete a head count.

Retail Thefts

Retail Crime continues to be an issue within the Town. PCSO Hogarth has been working with Bidco to develop the current Shop watch system, as there are numerous improvements that can be made that would offer more protection to the Stores and their staff. The current message that we are trying to deliver is that the Stores need to be more pro-active in their work as opposed to re-active. In addition, they to work closer together and make better use of the radio system that they have been provided with. This involves Stores being visited on an individual basis and at the Shop watch meetings, however the turnout from Stores has been poor.

Hotel Watch

The Town Centre Team and WDC have been working on Hotel Watch for a couple of months now. Hotel Watch is mainly focused around child sexual exploitation. All of the Hotels within the urban areas have signed up to the scheme. We plan to launch the scheme prior to Christmas. Hotels will receive induction packs with key information held within. We are currently working with R U Safe (Barnardo`s) to deliver training to all hotel staff to promote awareness.

Crime

Levels of crime generally remain low within the Wycombe District – of note robbery is down 58%.

Violent Crime

Across the TV region there has been an increase in violence against the person, Wycombe is no exception to the trend (17% increase). To date there are no trends/patterns to account for this increase and every incident is being investigated robustly. Violent crime figures will include domestic related incidents – this is an area of business which is heavily scrutinised. Wycombe LPA has a monthly safeguarding meeting where repeat victims of domestic abuse are identified and appropriate measures are put into place to manage and reduce the risk these individuals face. This may be as simple as a reassurance visit or signposting to agencies and support groups.

Wycombe LPA has entered into a consortium with other Police areas from Buckinghamshire and partner agencies, including adult and child social care, health, women`s aid, housing associations – the aim of this group is to identify the most vulnerable domestic abuse victims and work in partnership to problem solve the abuse or to identify ways to empower the victims.

Hate Crime

Year to date Wycombe District has seen a 49% increase in reported hate crime. This figure represents an additional 48 incidents compared to this time last year – taking the total number of reports to 145.

Each report is scrutinised and investigated thoroughly and only 3 of those reports have been linked directly to Brexit and each of those incidents have been resolved to the victim`s satisfaction.

An increase in reporting should be seen as a positive step forward but there is much more to do to raise awareness that any form of hate crime should not be tolerated.

Last month we supported Hate Crime Week through our “Lets Hate Hate campaign”. Through social media and face/face contact within our communities we were busy raising awareness of hate crime and the need to report.

TVP has placed Hate Crime firmly on its agenda, this type of crime will be the subject of quarterly reviews, Local Policing Area`s will be held to account with the emphasis being upon the accuracy of reporting and a quality service to the victims.

Agenda Item 8

Wycombe District Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – NOVEMBER 2016 – MARCH 2017

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>January 2017</u>		
HWTC - Policing Update	17 Jan 2017	Jemma Durkan, Senior Democratic Services Officer
HWTC – Public Spaces Protection Order Update	17 Jan 2017	Sarah McBrearty – Community Safety Team Leader
HWTC - Special Expenses Budget 2017/18	17 Jan 2017	Nisar Visram, Financial Services Manager
HWTC – The QEII Community Room Management Arrangements	17 Jan 2017	Richard Marks – Community Facilities Project Manager
HWTC – Memorandum of Understanding with Mirpur	17 Jan 2017	Elaine Jewell – Head of Community
HWTC – New Cemetery-Feasibility Report	17 Jan 2017	Elaine Jewell – Head of Community
HWTC – Q3 Budgetary Control Report (Information Sheet)	17 Jan 2017	Shaina Aziz, Assistant Accountant
<u>March 2017</u>		
HWTC – Chiltern Rangers Update	7 March 2017	Jemma Durkan, Senior Democratic Services Officer
HWTC – HWBICo Business Proposal update	7 March 2017	Jemma Durkan, Senior Democratic Services Officer
HWTC – Community Infrastructure Levy Funding Updates	7 March 2017	Gerard Coll, Infrastructure Officer
HWTC – Concrete Burial Chambers	7 March 2017	Sarah Randall, Community Commissioning Manager
HWTC – Budgetary Control Outturn 2016/17 (Information Sheet)	7 March 2017	Shaina Aziz, Assistant Accountant

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>June 2017</u>		
HWTC – Q1 Budgetary Control Report (Information Sheet)	June 2016	Shaina Aziz, Assistant Accountant

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

Work Programme Updated: 9 November 2016