

High Wycombe Town Committee Agenda

Date: Tuesday, 13th June, 2017
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 S K Raja

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, 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.	

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3 Minutes of the Previous Meeting	1 - 5
4 Chiltern Rangers Update	
5 Market Update	
6 Update on Cemetery Security	To Follow
7 Rye Feasibility Study	6 - 19
8 Affordable Funerals	20 - 26
9 Information Sheets	27 - 34

The following Information Sheets have been issued since the previous meeting:

02/2017	Community Support Grants
03/2017	Public Spaces Protection Order to close footpath HWU/80/1
04/2017	Budgetary Control 2016/17

*** 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. ***

10 High Wycombe Town Committee - Forward Work Programme	35
To note the current draft work programme.	
11 Supplementary Items (if any)	
If circulated in accordance with the five clear days' notice provision.	
12 Urgent Items (if any)	
Any urgent items of business as agreed by the Chairman.	

For further information, please contact Jemma Durkan

High Wycombe Town Committee Minutes

Date: 7 March 2017

Time: 7.00 - 9.00 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, N J B Teesdale and Ms J D Wassell

ALSO PRESENT:

Mr Oliver O'Dell

Chief Executive, HWBIDCo

34 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hashmi.

35 DECLARATIONS OF INTEREST

There were no declarations of interest.

36 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on the 17 January 2017 be agreed as a correct record.

37 HWBIDCO BUSINESS PROPOSAL

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

Mr O'Dell explained that HWBIDCo would be undertaking the Business Improvement District (BID) renewal process. He informed the Committee that business rate payers would be receiving voting papers in June this year and would be asked if they would like HWBIDCo to continue for another five year term. The vote would be a 28 day postal ballot run independently of HWBIDCo. It was noted that voters must be able to vote on a formal business proposal document; which would be provided to each voter for consideration. To achieve a second term, over 50% must vote yes with over 50% equivalent Rateable Value of those who choose to vote. The outcome of whether the BID Company had achieved a second term would be known by 5 July 2017.

It was reported that the BID area would be the same and would not include the Baker Street development area at this stage and the rate of the Bid Levy would be 1% of the rateable value. Mr O'Dell stated that this minimum threshold was low in comparison to other BIDs.

Mr O'Dell said that there had been various challenges in addition to delivering projects. These included: establishing HWBIDCo in the town, securing trust to deliver promises, working with a core team of two people and changing perceptions.

He stated that the type of BID would be based on economic development of the town with four key themes based on what businesses had said they want for the town, and these were Busy, Good Management, Thriving Businesses, and Well Represented.

Mr O'Dell explained that there were approximately 300 BIDs nationwide with Milton Keynes as the most recently confirmed. He stated that BIDS were an established mechanism and he hoped that High Wycombe would continue to take advantage of the opportunities that the BID would bring.

The Chairman thanked Mr O'Dell for his update and presentation, and a discussion took place on issues such as engaging the larger shopping centres, examples of successes over last 5 years, engaging with businesses and work undertaken with partners regarding Desborough Road.

Discussions also took place on the Market and specifically the management of the contract. It was noted that the Estates Team would be contacted to provide an update at the next meeting.

38 COMMUNITY INFRASTRUCTURE LEVY FUNDING UPDATES

The Committee received a report which provided progress on the implementation of projects previously supported by the Committee with the local allocation of CIL funding collected from developments in the unparished area. The Committee also considered the recommended draft 2017/18 to 2018/19 CIL funding programme at Appendix B to the report, which had taken into account income projections.

It was noted that the HWTC CIL Working Group had met previously in December 2016 however since meeting the costs of the new Cemetery at Queensway had been finalised. The Chairman noted that the New Cemetery would require substantial funding and requested that the funding be amended to support the project. The amendments suggested to Appendix B were as follows:

2. Remaking the River on Oxford Road, £300,000 in 2018/19 – to be reallocated to funding for the New Cemetery at Queensway.
5. Little Market undercroft for 2017/18, £100,000 – to be reallocated to funding for the New Cemetery at Queensway.

The Committee were informed that a Heritage Lottery bid may be submitted for remaking the river and plans had been delayed regarding the Little Market undercroft.

Members considered the list of projects that had been implemented and the Officer responded to more detailed questions.

RESOLVED:

- i) That the progress and spend on schemes previously supported by the HWTC through CIL funding be noted.
- ii) That the funding programme outlined in Appendix B to the report be amended so that
 - Remaking the River on Oxford Road, £300,000 in 2018/19 – be reallocated to funding for the New Cemetery at Queensway,
 - Little Market undercroft for 2017/18, £100,000 – be reallocated to funding for the New Cemetery at Queensway.
- iii) Following the above amendments, that the recommended draft 2017/18 to 2018/19 Community Infrastructure Levy funding programme (Appendix B to the report), be submitted to Cabinet for formal approval.

39 PUBLIC SPACES PROTECTION ORDER (PSPO) TO CLOSE FOOTPATH HWU/80/1

The Committee welcomed Sarah McBrearty, Community Services Team Leader to the meeting, who provided information on a possible public consultation on the implementation of a Public Spaces Protection Order (PSPO) to close a footpath behind houses on West End Road.

It was reported that there had been numerous reports of anti-social behaviour taking place along the footpath which had been reported to the local Councillor, the Anti-Social Behaviour Officer and the police. Due to the number of complaints it was felt that restricting the public right of way was the only option.

Main issues arising from closing the footpath included that some residents used the footpath to access parking spaces in rear of their gardens, which they are legally able to do, the general use by the public and residents, access to rear gardens and the rear of the local shop, access for emergency services, and access for BCC Waste and Cleansing for maintenance.

Members noted that proposal was to install gates, with key-coded access for residents and business owners, to restrict the public right of way.

Members were concerned that the gates would not be secure and the ongoing costs of maintenance. It was suggested that a different approach regarding permanently closing the public right of way needed to be considered. Therefore the Committee agreed not to proceed with a public consultation.

RESOLVED: That a public consultation exercise not be undertaken.

40 NEW CEMETERY - PHASING AND BUDGET REQUIREMENTS

The Committee considered a report which outlined the proposed funding requirement of £404,000 for the first phase of the new Cemetery at the Queensway site.

It was reported that following a previous decision by the Committee a feasibility study had been undertaken on the new Cemetery which provided an initial cost of £1,963,322. Following this, a valuation exercise was undertaken which achieved savings of £283,532, providing a revised capital cost of £1,679,790.

The project would be phased over three years with phase one works to include planning, procurement, preparation of the site, planting, associated fees and contingencies. It was noted that phase one would enable child burials to start taking place.

The Committee was informed that the CIL Working Group had recommended £400,000 of Community Infrastructure Levy (CIL) funds in 2017/18 be awarded to the project. During earlier discussions at the Committee meeting, it was also decided to award a further £100,000 of 2017/18 CIL funds and £300,000 of 2018/19 CIL funds towards the overall project. To enable phase one of the project to begin additional funds from the Special Expense Reserves were required.

A query was raised regarding the planned security arrangements at the new Cemetery and it was reported that these would include high railings on all sides, CCTV on the building and only funeral vehicles would be allowed beyond the car park.

It was also reported that, regarding the current High Wycombe Cemetery, a meeting had taken place on site with Mr Chandler. Following this a section of fencing had been installed, signs put up and extra police patrols. Officers were exploring a range of ways to improve security, including low cost CCTV in a few areas for daytime use. A report would be brought back to the Committee in June with options.

Discussions would need to take place with Hazlemere Parish Council regarding use of the new Cemetery and if this was to be considered, then details would be brought to the Committee for consideration.

The Head of Community and all the Officers involved were thanked for all their work on the project.

RESOLVED: That it be recommended to Cabinet

- i) that £404,000 be allocated in 2017/18 from Special Expenses Reserves to fund the first phase of the project; and
- ii) to note that additional funding could be required over the following two years but could be allocated from CIL and/or Reserves.

41 INFORMATION SHEETS

RESOLVED: That Information Sheet 01/2017 Budgetary Control Q3 2016/17 be noted.

42 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

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

Members agreed that the Council's Estates Team should be invited to attend the June meeting of the Committee to provide an update on the Market contract. A report outlining options regarding security at the High Wycombe Cemetery would also be added to the June Committee.

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

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan	Senior Democratic Services Officer
Mr I Hunt	Democratic Services Manager
Mrs S McBrearty	Community Services Team Leader
Ms E Jewell	Head of Community
Mr G Coll	Developer Contributions Officer

Agenda Item 7

1. RYE FEASIBILITY STUDY

Officer contact: Elaine Jewell; elaine.jewell@wycombe.gov.uk; X3800

Wards affected: Abbey and Ryemead

PROPOSED RECOMMENDATION

To note the conclusion of feasibility work funded by High Wycombe Town Committee and consider whether any additional work is required.

Reason for Decision

The Town Committee funded feasibility work into the provision of a second set of public toilets at the Rye to serve users of the two play areas. The operation of the toilets needed to be cross-financed by an income generating service.

Corporate Implications

This report contains no recommendations that would lead to further expenditure. However the Committee's discussion may generate additional work that may require funding.

Executive Summary

The Town Committee funded a feasibility study to explore options to develop self-financing public toilets on the Rye, which is a General Fund asset. One option appears to be financially sustainable – a leased visitor centre with a café and toilets on the London Road edge. However this may prove difficult to implement and there are a range of alternative improvements to the Rye that can be made instead that may be more welcomed by the Park's many visitors.

Sustainable Community Strategy / Council Priorities - Implications

The work supports the People and Place priorities in the Corporate Plan as it looks to improve one of the town's most attractive assets and provide a better visitor experience for residents and visitors.

Background and Issues

A petition three years ago campaigned for public toilets at the town end of the Rye between the two play areas on the grounds that it was too far for small children to go to the existing toilets by the car park. The car park is an eminently sensible location for the toilets, being central to the Rye, the main point of arrival for many visitors and close to the sporting facilities. Most parks do not have toilets. Across the District WDC only provides toilets at the Rye, Higginson Park and Kingsmead (a historical anomaly).

The Town Committee funded feasibility work up to a cost of £25,000. Following

procurement Atomik Architecture Ltd. were appointed as consultants to carry out a feasibility study. They have developed and costed a range of options and the points below summarise the findings.

- Toilets are only financially sustainable as part of a café/visitor offer (otherwise they will require additional annual revenue funding of £2,300k per toilet)
- To provide public toilets the café/visitor facility must be open all year round
- To be sustainable on a daily basis throughout the year the café offer needs to be prominent and run by a commercial operator
- Only the London Road front of the Rye provides this prominence
- There is an option to develop within the Pann Mill boundary, but this would require agreement with the High Wycombe Society as this area is leased separately
- A further option would be to locate the café and toilets on the Rye side behind Pann Mill, but this is in the flood zone and would be less prominent and reduce potential income from passing trade
- The boathouse does not have a sewage connection and is in a poor location that would not allow it to become financially sustainable all year round. It also has very limited opening times.

Planning Comments

Early input from Planning indicates that the front edge of London Road will be a difficult location to site any development. This frontage of the Rye has never been developed. Development on the south side of the London Road 'stopped' at the location where City Garage now is, and 'began again' at Pann Mill – with Pann Mill, in effect, marking the start of the centre of High Wycombe. The mill itself was of course demolished, in part to allow for road widening, but the historic role of the site remains. Introducing a building – albeit a small one – 'in front' of Pann Mill, would undermine this historic relationship.

Findings

The consultation results showed that, people liked the facilities that were in situ, and wanted modest improvements but no substantial changes. The dilapidated condition of the boathouse was commented on. An excerpt from the Feasibility Report is attached at Appendix A.

Options

In terms of resources £400k of s106 monies have been allocated for improvements

at the Rye. This allocation can fund a significant number of modest improvements or one major one.

The only 'major' improvement option in the form of a new café with toilets, that could generate income sufficient to operate on a sustainable commercial basis is the prominently located, visitor centre on the London Road side.

The available funding could, for example, support the delivery of:

- A modular visitor centre with toilets and a coffee shop on the London Road side of the Rye.

Or some or all of the following

- Cost effective replacement of the boathouse with two conjoined containers, with a sewage connection for staff toilets (a legal requirement if the structure is replaced)
- New table tennis tables for outdoors use
- Outdoor gym equipment in clusters towards the rear of the Dyke
- Surfaced footpath from Bassetsbury Lane to join the existing footpath network
- Widening of London Road side footpath to accommodate cycles as well.
- Replacement of any felled trees
- Improved signage/wayfinding

Note also that Pann Mill Trust/High Wycombe Society are interested in developing a small visitor facility and staff only toilet at Pann Mill (likely to be open on a limited basis).

Conclusions

The feasibility study indicates that the only financially sustainable location for public toilets, integrated as part of an income generating visitor centre, is the London Road edge close to the pedestrian crossing by Pann Mill. However, in planning policy terms, this would be a complex location in which to develop such a facility. If this option cannot easily be delivered it may be better for the available funding to be allocated to a range of improvement projects from the list above.

Next Steps

These are dependent on the Committee's discussion. The Committee may commission additional work or accept the study's findings.

Background Papers - Rye Feasibility Study – files held in Community Services

The Rye



Rye Visitor Facilities - Future Options

Summary

Wycombe District Council commissioned Atomik Architecture to conduct a public consultation on the existing facilities on offer to visitors to The Rye, and to undertake a feasibility study to establish what new facilities or improvements could potentially be made to further enhance the Green Flag Award-winning park for its visitors.

Introduction

Based on the findings of the first Public Consultation in 2016, a number of issues affecting the visitor experience on The Rye were identified. These can be described as:

- A lack of a 'sense of arrival';
- Absence of good quality public toilet facilities at the western end near playgrounds;
- Capacity and proximity of car parking;
- The Boathouse Cafe building is in poor condition;
- Lack of knowledge regarding parking in the area;
- Insufficient disabled parking spaces.

In addition to the points above, there were also discussions regarding the future development of Pann Mill and what part it possibly could play in any future development of The Rye. Although outside of the scope of this study, the introduction of a footpath from Keep Hill Road into Holywell Mead and The Rye was also raised.

Through developing solutions to the issues above, improvements to visitor facilities could be addressed in the following two ways:

- The creation of a new Rye Visitor Centre, including an improved Sense of

Arrival and orientation / link to the town centre and town centre car parks;

- A minor refurbishment of the Boathouse.

1. A new Rye Visitor Centre and Sense of Arrival

A new Rye Visitor Centre would provide the opportunity to define and create a real sense of arrival for The Rye Public Open Space. A number of potential locations were explored, but it was felt that the new visitor centre should occupy a clearly visible and prominent location at the threshold of The Rye. The location of the new visitor centre should also be strategically placed to provide much needed public toilet facilities to the Western side of The Rye, close to the two main playground spaces. The new visitor centre should be able to provide more visitor interpretation for The Rye, including information about the Public Open Space, the range of activities hosted there and to enable visitors to make the most of their visits.

The new Rye Visitor Centre should include the following facilities; a small exhibition space, accessible public toilets, a café.

It was clear from the public consultation that the majority of visitors to The Rye travel by car. However, lack of awareness about nearby town centre car parking facilities means that the Lido car park often becomes over-subscribed, while car parks closer to activities at the Western side of The Rye have far more capacity. An improved Sense of Arrival combined with a consistent strategy for way-finding should be located near to the new Rye Visitor Centre. The new way-finding would provide opportunities for demonstrating the close proximity and

walking distances to nearby car parks, links to the town centre and facilities within The Rye itself.

2. Minor refurbishment of the Boathouse

The existing boathouse building dates back to the 1930's and has been adapted and re-clad on an adhoc basis since. The construction of the building is fairly agricultural in nature with limited thermal performance. The boathouse has electricity, running water, but no rainwater or foul water drainage. The current boathouse is located in very close proximity to a tree, which could also lead to problems with the boathouse, the tree, or both in the future.

A minor refurbishment could be carried out in order to resolve immediate repairs and maintenance issues. This would not aim to expand the current offering as a new visitor centre would provide enhanced visitor facilities.

A refurbished boat house could include drainage connections, an improved thermal envelope and renewed internal finishes including a saff toilet to provide a facility fit for purpose. These aims can be achieved in two ways:

- Refurbishment of existing building
- New prefabricated building

The following concepts identify possible solutions for the improvement of the visitor experience to The Rye.

In developing these options we have explored and reviewed numerous approaches.



Rye Visitor Facilities - Future Options

Location Plan

The plan shows the proposed location of a new Rye Visitor Centre and Sense of Arrival location, adjacent to the Pann Mill bridge on the north side of The Rye.

The location is a key point on the edge of The Rye next to Pann Mill and the River Wye. It is arguably the main clearly visible entrance to The Rye from the town and next to the A40 (London Road), and the centre would be viewed by a high number of drivers every day.

The location is also next to the pedestrian crossing linking the north and south sides of the A40, which connects The Rye with the town centre car parks.

The Pann Mill entrance to The Rye is also situated equidistantly between the Under 8's playground to the east and the 'Ropes on The Rye' playground and Boathouse to the west. In addition, this location is ideally suited to providing a clear orientation point within The Rye and will significantly reduce travel distance to the public conveniences for the park's users.

The location also provides significant improvements for disabled visitors in reducing travel distances between the dedicated disabled car parking bays and the proposed new public toilets at the new Rye Visitor Centre.



Right: Location Plan of The Rye



Rye Visitor Facilities - Future Options

New Rye Visitor Centre

A new Rye visitor Centre could be located by the main entrance on the north side of The Rye opposite Pann Mill. The new visitor centre would be strategically located between the A40 London Road to the north, the River Wye to the south, Pann Mill and the Pann Mill entrance to the west and the War Memorial to the east. This is the most prominent location for The Rye in terms of visibility from the A40 and its location next to the existing pedestrian crossing, linking The Rye with the town centre and the town centre car parks.

The location here of the new Rye Visitor Centre also provides a convenient location for the much needed public toilets at the west side of The Rye. These facilities will be ideally situated between the two main playgrounds on The Rye. The facilities within the new Rye Visitor Centre will include:

- A small exhibition and interpretation area and store
- Publicly accessible toilets
- A daytime café

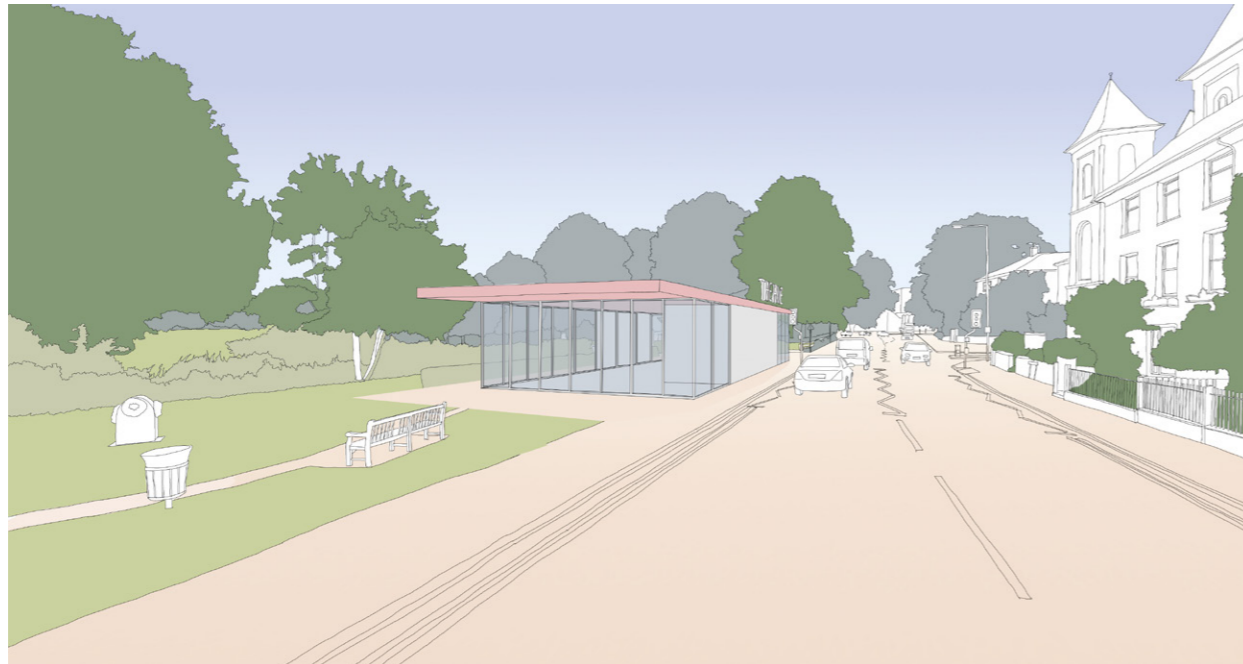
Access to the new Rye Visitor Centre is via the main entrance by Pann Mill Bridge and will give an ideal location for orientating the visitor. The café will have views over the Rye and river. It will enjoy the sun throughout the day on the south facing terrace while being protected from the noise of the road.

This option arranges the service accommodation towards the centre of the plan to make best use of the views across The Rye.

The proposal will require the removal of two trees.



Rye Visitor Facilities - Future Options



View of a new Rye Visitor Centre looking west along London Road



View of a new Rye Visitor Centre looking east along London Road

Examples of Centres



Sister Cities park Visitor Center, Philadelphia. Designed by DIGSAU



Sister Cities park Visitor Center, Philadelphia. Designed by DIGSAU



The Green, Community Centre, Nunhead, London. Designed by AOC



Community Centre in Urberach. Designed by Netzwerk Architekten



Moorsel Community Centre, Belgium. Designed by De Kort Van-Schaik Van-Noten



Trail Centre, Sweden. Designed by Kotten Tengbom

Rye Visitor Facilities - Future Options

Example of Centres and Different Construction Material Options



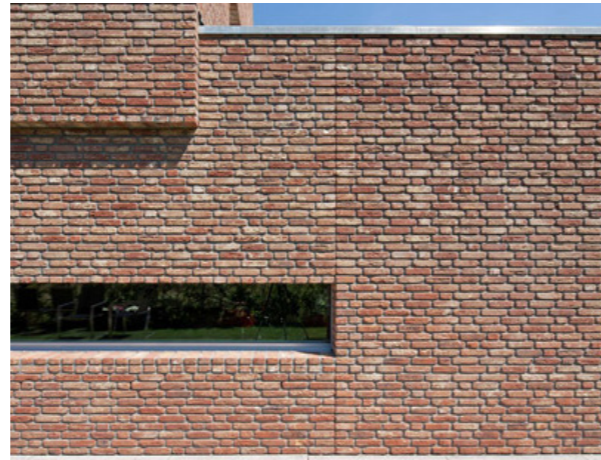
Metal cladding



Thames Barrier Park Visitor Centre and Cafe, London. Designed by Patel Taylor



Community Center Sardine. Designed by Gayet Roger Architects



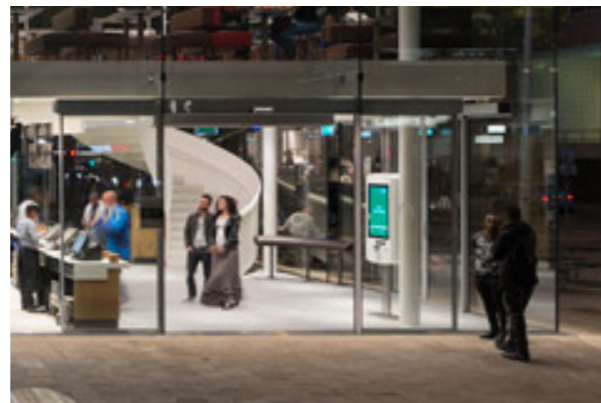
Brickwork



Centre Sociocultural. Designed by Guillaume Ramillien Architecture



Orandajima House. Designed by Vander Architects



Glazed curtain walling



Festival Hall Neckarallee. Designed by Ackermann and Raff



Visitors Centres Quebec, Canada. Designed by Anne Carrier Architecture

Rye Visitor Facilities - Future Options

Sense of Arrival – Existing Signage

The Rye currently utilises a combination of vertical information boards, finger signs, and angled visual information signs. The main vertical information boards are located at each of the main entrances, sometimes accompanied by an additional information board which has the capacity for changing information. Elsewhere, there are additional signs for specific activities in the park or to inform visitors about what is not permitted.

Whilst the maps and signs show information about the Open Space they show little or no information about the urban context that The Rye sits within. The introvert nature of the sign therefore fails to make wider connections with the town and its facilities, which could potentially enhance the visitor's experience of The Rye.

Strategic Aims

It is clear from the consultations that there is a need to address car parking for visitors to The Rye. Currently there is a tendency for the majority of visitors to park in the Lido Car Park, which is accessed from the East via Keep Hill Road. Parking provision at the Lido is limited and only really sufficient for visitors to the leisure facilities located there and cannot cope with all the visitors to the Rye. In addition, many of the facilities on The Rye, such as the playgrounds, boathouse and playing fields, are located on the Western side of the open space.

It is neither advisable nor necessary to create additional car parking on The Rye. There is actually a lot of parking provision to the West of The Rye, in the area between the Wye river and the

town centre and railway. This existing parking provision is able to provide the parking required for The Rye and potentially encourage more visitors to use the Open Space. New way-finding and signage should address this issue of context and highlight the existing provision of car parking and the wider facilities of the town centre.

A coherent approach to the display of information about The Rye will enable visitors to make the most of their visit to the location.

Potential solutions

We have discussed a number of possible solutions, from traditional signage methods to more experimental methods to assist visitors with navigation and way-finding to create a more significant Sense of Arrival.

Understanding what information the way-finding or signage needs to communicate is the key to identifying the correct solution for delivery. The signage needs to identify and convey the following information:

- The facilities within The Rye itself (Pann Mill, visitor centre, toilets, café, the river, playgrounds, walks & runs, the Dyke and the Lido)
- The location of The Rye in relation to the Town Centre and its facilities (car parking, town centre, railway station, university)
- Information about the relative distances between objects in time and or in measured distance.

During the public consultation we received feed-back that it was often difficult to find out about up-coming events on The Rye and some regular visitors only discovered specific events, such as fairs by chance. It may be difficult to keep information up to date on all the signage, all the time, however the proposed new visitor centre may provide a more appropriate venue for the display of this information.

Proposed Method of Way-finding

There are currently three maps located on the Rye and this method may be the ideal way of conveying the information required. Currently these maps only show information relating to The Rye itself. However, if the area of the map was increased to include the town centre and car parks, this would help to graphically convey their location and proximity.

The orientation of the map should also be considered. If the map is re-orientated so that it is laid out in the direction the viewer is facing, it can help their understanding and perception of the location. The method has been tried with some success with the 'Legible London' signage, which also allows for the integration and layering of many levels of information.

The advantage of this approach is that the changes can be enacted very quickly and easily, by utilising the existing sign boards on the Rye. At least the existing signboards could be used to trial and test new signs, before rolling out a new signage design.

The new signage would be located at the entrance bridge adjacent to Pann Mill and the new visitor centre.

In addition to the main sign board, a finger post located at the same entrance, is proposed, showing the walking times and directions to the nearest car parks and town centre facilities from The Rye.

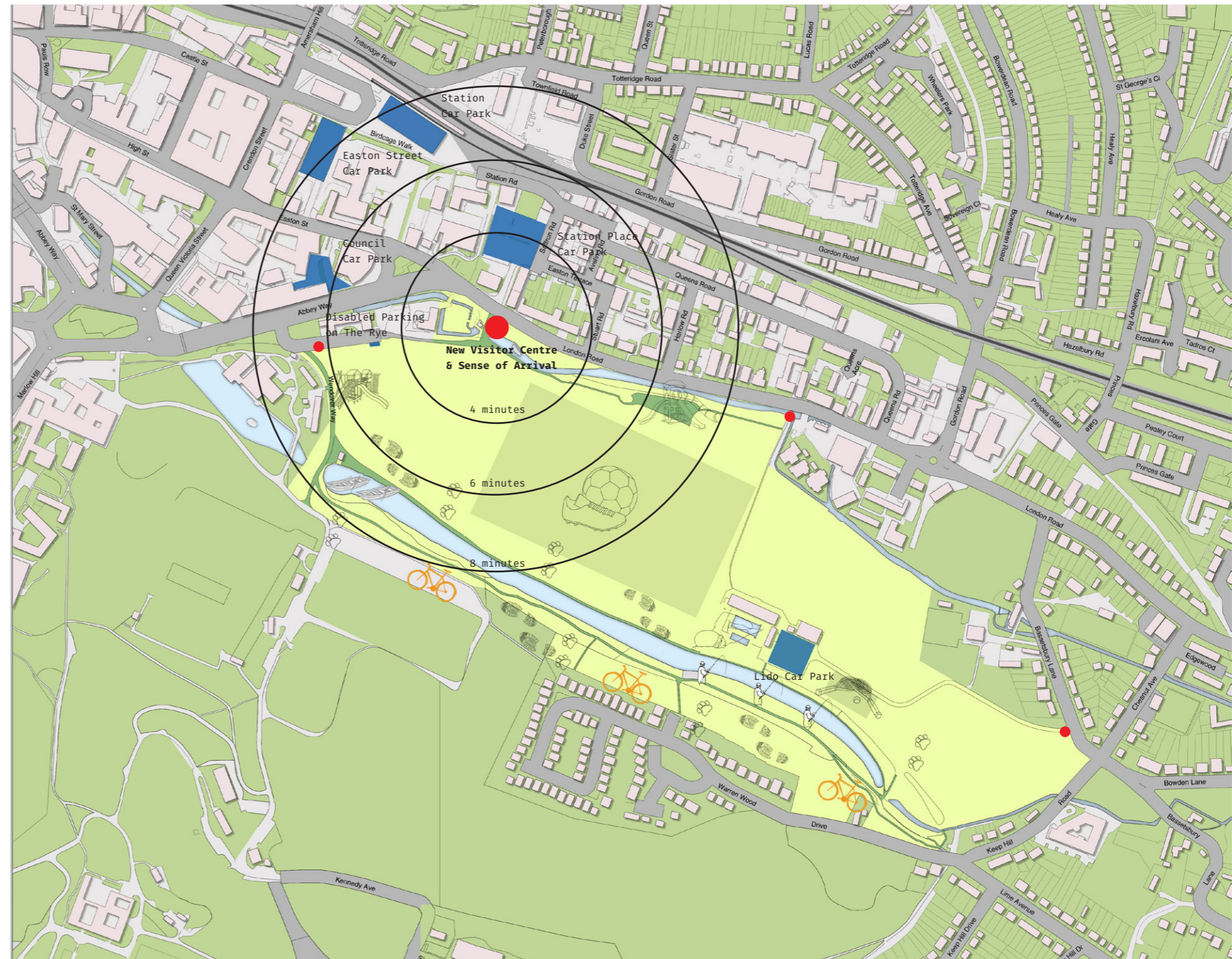
Inclusivity

Consideration should be given to inclusiveness in terms of how information is displayed. There is little statute governing this other than the Equality Act 2010, but there are numerous good practice guidelines, which should be considered when developing solutions.



Rye Visitor Facilities - Future Options

Map of The Rye showing the proximity of the open space to the town centre car parks



Rye Visitor Facilities - Future Options

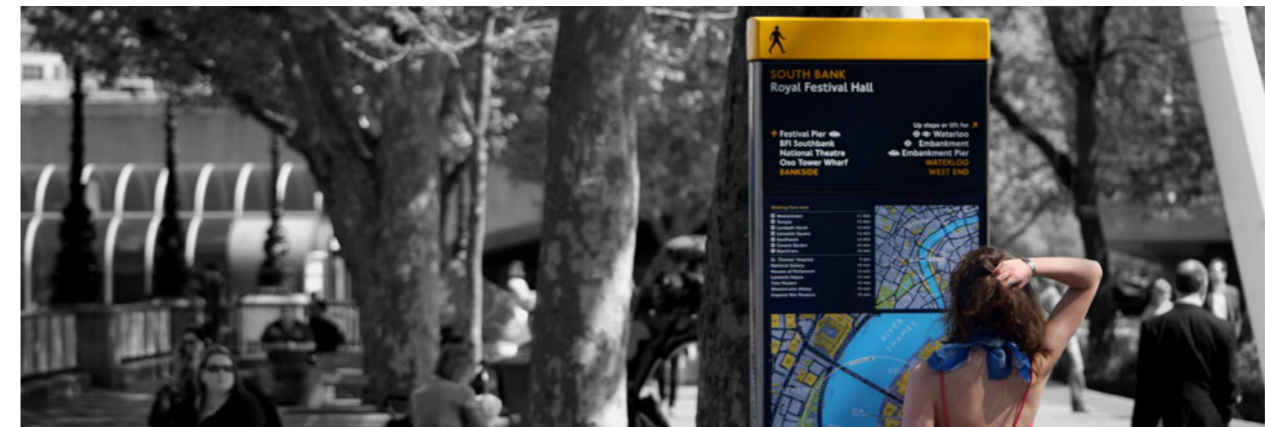
The options below show how wayfinding options could be introduced at the Rye



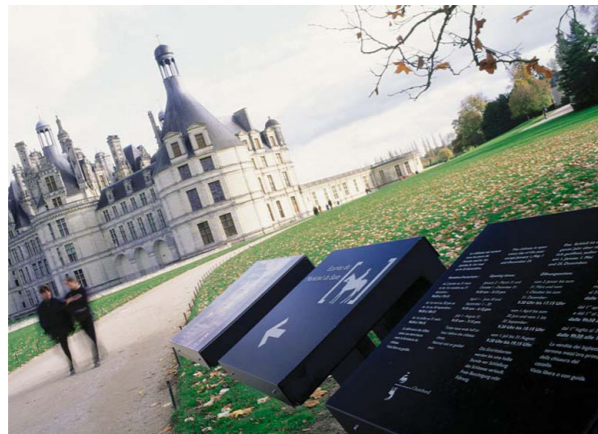
A consistent and recognisable approach to way-finding at Chambord, France. Designed by Integral Reudi Baur.



A sign showing a simple hierarchy of information.



A photograph of the Legible London signage. The maps show multi-layered information with simple directional signage above for quick reference.



Way-finding and signage is designed with a specific purpose in mind and avoids cluttering important views and vistas.



This signage is designed to be read obliquely, which could provide an interesting opportunity to appeal to passers by.



An easily recognisable family of signs will provide a consistent approach to way-finding for visitors.



Finger posts can help with simple directional tasks.



Sketch showing how a new sign could display information and re-orientate the map.

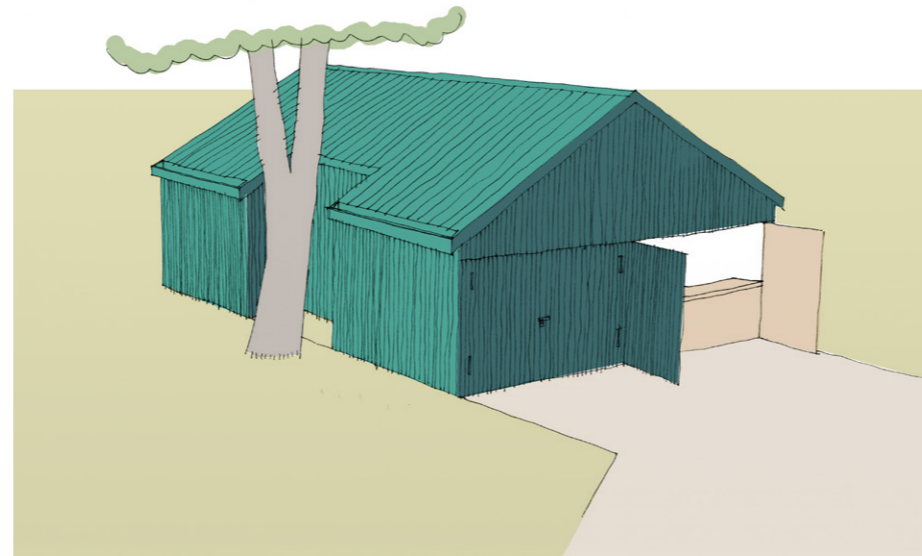
Rye Visitor Facilities - Future Options

Refurbished Boathouse

The option to refurbish the existing boathouse would focus on upgrading the facilities of the current building only, to carry out essential works and make it fit for purpose. It would not aim to expand the current boathouse offering as a new Visitor Centre would provide enhanced visitor facilities. This would include providing the following:

- Mains surface and foul water drainage to the building, as none exists at present;
- Upgrade of electrical systems;
- WC and welfare facilities for the staff;
- Upgrade of food storage and preparation areas;
- Re-cladding of building to comply with current standards.

Due to its location, it is felt that the boathouse is not in the prime location required for the new visitor centre. However, it is used for the rental of boats, sale of duck feed and net hire in the summer months.



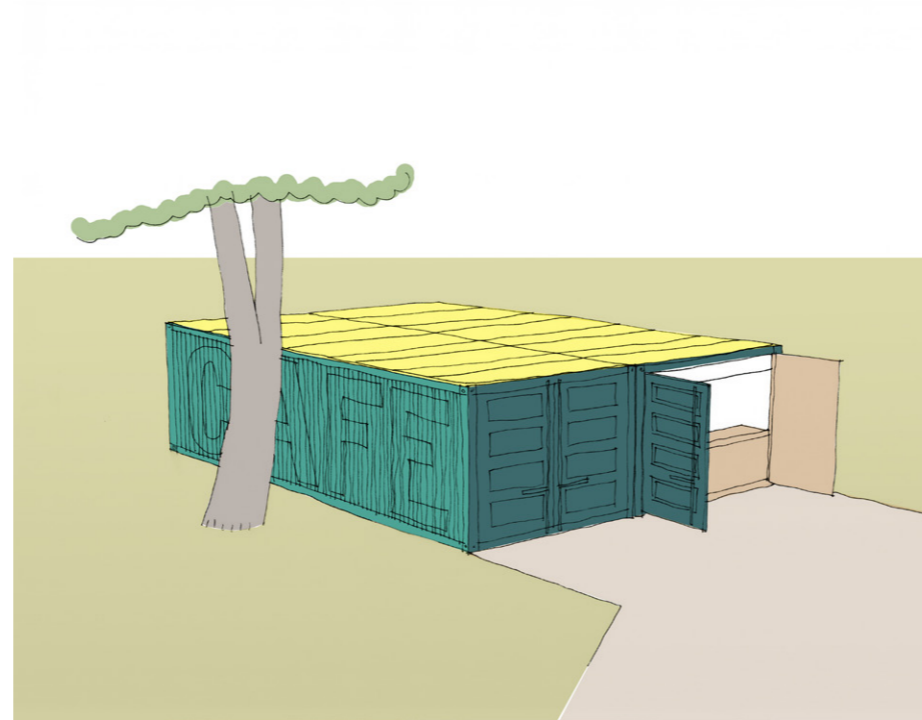
Rye Visitor Facilities - Future Options

New Prefabricated Boathouse

In the spirit of the original boathouse, a prefabricated solution could provide a simple solution to the provision of upgraded facilities. Recycled and adapted shipping containers could be utilised to provide both secure boathouse storage and new kiosk facilities. There are many examples in the UK and further afield of shipping containers being adapted to provide attractive and innovative cafés, bars and restaurants.

A prefabricated solution could be located to avoid the neighbouring trees and painted to minimise its impact in the park.

Due to its location, it is felt that the boathouse is not in the prime location required for the new visitor centre. However, it is important for the rental of boats, sale of duck feed and net hire in the summer months.



This page: new prefabricated boathouse

Agenda Item 8

AFFORDABLE FUNERALS

Officer contact: Elaine Jewell; ext: 3800 elaine.jewell@wycombe.gov.uk

Wards affected: All Town Wards

PROPOSED DECISION

To agree to the addition of a page on the Council website setting out advice services for people seeking to have an affordable funeral. While the Cemetery already offers direct funerals, to agree to this being publicised.

Reason for Decision

The average cost of a burial funeral in England is £4,136 and £6,000 in London. It is possible for people to arrange their own burial and cremation services, without use of a funeral director. This is offered as an option on the website by the Chiltern Crematorium but at present Wycombe District Council does not publicise that it can also offer direct burial funerals.

Corporate Implications

The Council's burial fees are not proposed to change and therefore there is no direct financial impact.

In England the disposal of human remains after death is contained in various pieces of legislation.

However, although culturally there is a tradition of engaging a funeral director to arrange for the legal formalities and funeral following a death, and many people will still wish to engage one at what is a sensitive time, there is no legal compulsion to do so, and as long as the general law is followed, the legal formalities and funeral arrangements may be dealt with by the executor or personal representatives of the deceased, without a funeral director involved.

Executive Summary

Work is needed to ensure people seeking an affordable, self-managed funeral can readily find information on the WDC website to enable them to cost and organise a burial in the Cemetery.

Sustainable Community Strategy / Council Priorities - Implications

People – the proposal seeks to offer more customer choice for town residents

Pounds – the proposal seeks to offer a more affordable funeral to fully serviced burials.

Background and Issues

Each year Royal London prepares a National Funeral Cost Index report. The 2016 copy noted that costs of burial funerals have risen to an average of £4,136 across the country, with funerals in London costing an average of £6,069; the most expensive is Kensal Green at £9,679.

The urgent need to arrange a funeral and an understandable desire to arrange a fitting service often leaves families in debt. On average the debt taken on by customers is £1,601 per funeral.

Funeral costs have risen by an average of 6% per annum since 1980. In contrast typical foodstuffs have risen by 3% pa. As a consequence 5% of people are undertaking direct cremations or burials. This results in a greater degree of organisation needed by the family in return for the service of their choosing.

Additional information on what is involved in organising a direct funeral is attached at Appendix 1.

There is no intention to encourage people not to use funeral directors. The proposal simply enables those who wish to have a direct burial service to find out what the costs are and to enable them to book a service easily. The proposal aims to accommodate resident choice not to compete with the private sector.

The Crematorium at Amersham already offers a direct cremation service and the new Bierton Crematorium will offer a similar service. Further information is available at http://www.chilternscrematorium.co.uk/self_arranged_funerals

It is proposed that the WDC website has a similar page on self-arranged burial funerals.

Options

The Cemetery can already accommodate direct burials if a family asks but there is no information to suggest this option is available and therefore no take up in recent years. The Committee could choose to continue to offer the service on a passive, request only basis.

Conclusions

With rising interest in direct funerals as a way to deliver a fully tailored and affordable funeral the proposal seeks to provide information to residents who may wish to choose this option, whether planning for their own funeral or arranging a funeral for a relative or friend.

Next Steps

To draft and upload a web page on self arranged funerals and to facilitate the provision of these with e-forms and price information.

Background Papers

Royal London: Signs of Life – The Royal London National Funeral Cost Index Report 2016

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Appendix 1 – Information from the Money Saving Expert Website

You could save more than £1,000 if you choose not to use a funeral director.

But it will require more effort on your part.

The total cost of the funeral will depend on [third party \(disbursement\) fees](#) and the [optional costs](#) you choose.

You can use the list below to help you arrange a simple cremation by yourself.

1. Care of the deceased

If the person died in a hospital or hospice, they'll keep and care for the body for a reasonable amount of time.

They'll also normally arrange for a medical certificate with a cause of death.

But if the person died at home, you must call for a doctor or ambulance to get the medical certificate.

If the death does not need to be referred to the coroner, you can care for the person at home.

You can lay them out in a cool space, ideally for under a week, while you buy a coffin and book the ceremony.

2. Register the death

You must register the death at a registry office within five days.

You can't make further arrangements until you do this.

You'll need to take the medical certificate, which is signed by a doctor, when you register the death.

Visit the [GOV.UK website](#) for more information on how to register a death.

Once you've registered the death, you'll get a Certificate for Burial or Cremation (the 'green form'), and a Certificate of Registration of Death (form BD8).

You'll need the 'green form' to book the crematorium.

3. Pick a coffin

You don't have to legally use a coffin for a funeral. *NB a coffin is required at the Hampden Road Cemetery given the public footpaths that cross the site. Cardboard and wicker coffins are an affordable alternative to the traditional type.*

The crematorium or cemetery can advise you on what personal items you can place with the body if you're thinking of doing this.

4. Book the burial

To book the burial, you'll need to fill in a form at the Cemetery, usually named as an 'Authority for the disposal of remains'.

They might also ask you to complete a 'funeral instruction form'.

You'll need to fill in the deceased's details, and also put in your preferences for timings and music during the ceremony.

5. Choose who will lead a ceremony if you want one

Having a ceremony is a very personal decision.

But if you or the deceased wanted one, you can plan and lead it yourself.

The [Good Funeral Guide website](#) has some advice on leading the ceremony.

Alternatively, you could ask an 'independent funeral celebrant' or a member of the clergy to do this.

To find someone to lead the service, ask the cemetery for a list of local contacts, or visit the [Funeral Celebrants website](#).

6. Transport the body

You'll need to arrange transport to the cemetery. You don't have to legally use a hearse to do this.

You can transport the coffin in an estate car or van.

You can get more advice on arranging the funeral yourself on the [Good Funeral Guide](#) and [Natural Death Centre](#) websites.

If you feel that this is all too much to take on, you should consider a 'direct cremation' instead.

Third party costs (disbursement costs)

Third party costs also known as 'disbursement costs' is a fancy term for fees that you must pay to a third party to either bury or cremate the body.

If you're using a funeral director, they are likely to manage this payment for you, but they'll probably ask for this money up front.

Cost can vary a lot depending on your choices. For example, a cremation is normally cheaper even if you're using a funeral director.

However burial costs vary enormously up and down the country, with the cost of a new grave costing from just over £550 in Belfast, to over £4700 in the London and Brighton areas.

Type of fee	Average cost*		
Burial fees	£1,950	Cremation fees	£733
Medical referee's certificate in England, Wales and Northern Ireland (only applies for cremation)	£164	Clergy/officiant fee	£148

The burial fee usually covers the lease of a burial plot, and the digging and filling of the grave.

There's also a fee to use the crematorium to cremate the body.

Before you decide on a cemetery or crematorium, there are a few things to bear in mind which might affect the final cost:

1. There is sometimes a big price difference in having a funeral in one crematorium or cemetery to another just a few miles apart. So, it's good idea to check both your local and surrounding areas to compare the cost and find the best one for you.
2. You should also ask if the cemetery has 'non-resident charges'. These are extra charges for cremating or burying a person who didn't live in the district or borough.
3. There is also usually a separate charge to keep a grave clean and tidy. This is normally paid every year. Before you decide which cemetery to use, you should check how much this is.
4. Sometimes there is a separate charge to use the cemetery or crematorium to conduct the funeral service. You should check to see if this is included in the burial or cremation fees.

The third party costs might also include fees for specific services.

For example, doctor's fees to certify the death, a member of the clergy to perform the funeral service, or an officiant to lead a non-religious service.

If you're using a funeral director to arrange the funeral, the third party costs are sometimes included in their funeral package.

Most funeral directors will ask you to pay for the disbursement costs before the funeral.

You should check the quote they give before you agree to use them.

Optional costs

There are many items and services that you can add to a funeral. Each item however costs money.

The more you add, the more expensive the funeral becomes.

And you could very easily end up adding an extra £1,976* or more to the final bill.

You might wish to think carefully about whether these items and services are needed in the funeral.

If you feel they're needed, you should shop around and see if you can get them for less.

Item	Average cost*
Memorial headstone or plaque	£801
Catering	£397
Limousine	£235
Venue hire	£192
Flowers	£151
Fee to return the ashes (only applies to direct cremation)	£62
Funeral notice	£62
Death notice or obituary	£66
Order of service sheets	£72
Urn	From £30
Death certificate copies (several copies are needed for probate)	From £4 per copy

You can find more information about optional funeral costs on the [Funeral Costs Help](#) website.

How to reduce the cost of a funeral

There is no need to feel pressured to spend a lot of money or get yourself into debt, just to show your affection and respect.

You can have a funeral that's dignified and meaningful without having to spend a huge amount of money.

A cremation is usually going to cost less than a burial. As is arranging the funeral yourself instead of using a funeral director.

But there are some ways to further reduce the cost of a funeral regardless of these choices:

1. Shop around - funeral costs can vary a lot. So while you might find it difficult, it's important to shop around.
Get a quote from more than one funeral director, caterer or florist so you can compare prices. You can then pick one that fits your budget.
2. Ask family and friends - for example, instead of paying for a caterer, ask family or friends to bring food to the wake. You could also ask them to help you check for cheaper options.

3. Charity collection and memorial - Buying and maintaining a headstone or memorial plaque can be expensive. Instead, you can create an online memorial where family and friends can donate to a charity in memory of the deceased.
Websites, such as [JustGiving](#) offer a charity online memorial indefinitely.
4. Time of day of a cremation, and who you use - picking a cheaper slot, if available, such as an early morning or a weekday slot can also lower the cost. You could also pick a council-run crematorium, which is usually cheaper than a private one. The facilities and decor however might be a bit basic, so you might want to check it out beforehand.
5. Type of coffin - there's nothing in the law that says you have to use a coffin. And don't feel pressured into picking an expensive coffin if you're working with a limited budget.
You can sometimes get a cheaper option with online coffin suppliers, such as [The Coffin Company](#).
Alternatively, check the [Good Funeral Guide's list of recommended companies](#).
6. Natural burial - a burial in a traditional cemetery is generally more expensive. It's even more so if the deceased was not a resident of the area, as non-resident fees are sometimes charged.
You might want to consider a natural burial ground, such as a woodland, instead. These are often much cheaper than a traditional cemetery. To find a natural burial ground, visit the [Natural Death Centre website](#){:target="_blank"}.

For more ways to reduce the cost of a funeral, visit the [Down to Earth](#) and [Natural Death Centre](#).

Agenda Item 9



INFORMATION SHEET

High Wycombe Town Committee

Issue No: 02-2017

Date Issued: 5 June 2017

High Wycombe Town Committee Community Support Grants

Officer contact: Barbara Eccleston Ext: 3424

DDI: 01494 421424

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

The budget of £20,000 is divided in half: £10,000 for Community Facility Grants and £10,000 for Community Support Grants.

Applications received during the financial year 2016/2017 reflected the diversity of communities operating in the unparished area. All awards are agreed by the Chairman of the Committee.

Facilities Grants

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

No applications were submitted for the financial year 2016/2017. The budget of £10,000 has been rolled over and added to the 2017/2018 budget, thus giving a total budget of £20,000 available for Facilities Grants applications.

Community Support Grants

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

For the financial year 2016/2017, grants totalling £4,850 have been awarded. The groups that have benefitted from a community support grant are listed in the Appendix below.

Appendix

HWTC Community Support Grants		Grant Awarded
Bucks Student Union	Underpass Mural	1,500
Wrights Meadow Centre	Community Event – July 2016	1,499.99
Women’s Cultural Arena	Christmas and New Year Events	850
St. Andrews Church	The Noise Community Event – May 2016	1,000
Total Spend to end March 2016		4,850

Agenda Item 9



INFORMATION SHEET

High Wycombe Town Committee

Issue No: 3/2017

Date Issued: 5 June 2017

Public Spaces Protection Order to close footpath HWU/80/1

Officer contact: Sarah McBrearty

Background

In March 2017 a proposal was taken to High Wycombe Town Committee to proceed with a public consultation on the implementation of a Public Space Protection Order to close footpath HWU/80/1.

Prior to 2014, the Council had powers under the Highways Act 1980 to make a Gating Order to restrict the use by the public of a 'relevant highway' and authorise the placing of gates. In October 2014, section 129A of the Highways Act 1980 and The Highway Act 1980 (Gating Order)(England) Regulations 2006 were repealed by the Anti-Social Behaviour, Crime and Policing Act 2014 and Gating Orders were replaced by Public Spaces Protection Orders (PSPO).

There have been numerous reports of anti-social behaviour taking place along the footpath running behind the houses on West End Road, High Wycombe, which have been reported to the local Councillor, the Anti-Social Behaviour Officer and the police.

As a result of the reports, the neighbourhood policing team has undertaken increased patrols to disrupt the behaviour, and the area was cleared of litter. Residents were also approached to undertake repairs to their rear garden fences to discourage people from littering their garden.

In spite of this work, incidents of anti-social behaviour have continued to take place along the footpath. The behaviour includes people hanging around drinking alcohol; people shouting and swearing; and criminal damage and graffiti.

Whilst a PSPO can be implemented to close the footpath due to the anti-social behaviour that is taking place, this is only a temporary measure. The maximum period of time a PSPO can be in place is 3 years, after which time a consultation needs to take place again to ensure people still support its implementation.

Update following March HWTC meeting


Due to the temporary nature of the PSPO, and the need to install gates that the residents and emergency services will be able to open to access the footpath, it was agreed at the March 2017 HWTC meeting not to commence the public consultation to implement the PSPO. It was recommended instead to write to Buckinghamshire County Council to request the footpath be permanently closed.

The Cabinet Member for Community Services duly wrote to The BCC Public Rights of Way Team to request permanent closure of the footpath. Buckinghamshire County Council responded to say that the closure was not feasible. Whilst they do have powers to seek an extinguishment of a public right of way under section 118 Highways Act 1980 if it is considered the route is not needed for public use, extinguishments are notoriously difficult to achieve due to the subjective nature of assessing need for public use. Reasons of anti-social behaviour would not be relevant and there are active user groups who would object to such action. While Section 118B of the Highways Act 1980 provides for extinguishment of routes on the grounds of anti-social behaviour in areas that have been designated by the Secretary of State, High Wycombe is not a designated area so Section 118B does not apply.

The only option available is to utilise a PSPO to close the footpath for the maximum of three years, in the first instance. Before this can go ahead, a public consultation needs to be undertaken to ascertain the views of local residents, local businesses, and any groups who may be affected by the closure.

Following the response from Buckinghamshire County Council, the Ward Member for this area is now supportive of this approach, and so the consultation will commence in June 2017. The consultation results will be brought back to the Committee.

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 WYCOMBE DISTRICT COUNCIL	INFORMATION SHEET
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 04/2017	DATE ISSUED: 5 June 2017
BUDGETARY CONTROL REPORT FOR 16/17	
Officer contact: Shaina Aziz Tel: 01494 421329 Email: shaina.aziz@wycombe.gov.uk	

Introduction

The 2016/17 outturn position for High Wycombe Town Committee is set out in Table 1.

Special Expenses 2016/17

The net outturn position for 2016/17 is £299.2k, a favourable variance of £120.8k against a total budget of £421k.

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

Cemetery have a net underspend of £24.8k made up from a surplus of £5.3k which has arisen from internment fees, £6.1k from burial rites and an underspend on Grounds maintenance of £13.3k. An additional £13.3k surplus from concrete chambers was received, and an overspend on Queensway Cemetery feasibility of £9.6k. The surplus of income from cemeteries for Concrete Chambers pricing generated is to cover the costs for the initial outlay for installation and this surplus is returned to reserves at the end of the year, special reserves are funding the spend on the cemetery feasibility works.

Financial Assistance (Community Grants)

The £16.1k underspend has arisen as the budget is reactive, funding was not bidden for by the community the surplus against this budget will be transferred into reserves.

Recreation Grounds (Local)

Recreation grounds has shown a net underspend of £5.4k. This is made up of a £2.5k underspend on reactive maintenance (plus smaller underspends totalling £2.9k across various services lines).

Castlefield Woods - Allotments

Project funded from special reserves to create a new allotment at Castlefield is now completed and first tenants are working the site. The project was completed for £45.4k this is less than the original forecasted budget of £61K

Footway Lighting

There is an underspend of £5.2k on this budget as demand for this budget has been low to date, the expenditure being reactive on street lighting and difficult to forecast.

Capital Works

Funding: Concrete chambers have been funded from working balances and the cost is recouped from income received from each burial, which includes the relevant cost of each chamber 's installation. A new

Cemetery at Queensway has been proposed – This project will be led by Community Services and would be part funded by HWTC reserves and other Council funding projected spend of £404k from reserves, Town Committee received a number of reports on the site options for a new

Cemetery, before settling on the Queensway site. The Committee funded a feasibility study into provision of a new Cemetery at this location and this has enabled a cost plan to be put together. This has been reviewed and forms the basis of the financial request to the Committee. Work has been spread over three years to ensure that funding the new Cemetery remains affordable for the Committee. A value engineering exercise has taken place to reduce costs while bearing in mind that the Cemetery will exist for centuries to come and that therefore materials need to be selected for their long term durability.

Impact on Working Balances

The impact of 2016/17 activities are given in the table below.

Balance at 1st April 2015 (A)		(801,123)
Revenue Expenditure	197,316	
Cemetery Works	101,904	
Precept 2015/16	(375,784)	
Council Tax Support 2014/15	(38,434)	
Reversal of capital charges	(11,722)	
Interest	(5,768)	
Balance at 31st March 2017 (B)		(933,611)

Movement in reserves (B - A)		(132,488)
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Balances at the end of year 2016/17 have increased by £132,000 and have been added to Special Expenses earmarked reserves, bringing total reserves to £933,611.

A report to Committee has been submitted requesting earmarking part of the cost of £404k for a new cemetery at Queensway. Pending the decision this may result in further earmarking of the working balances for the construction of a new cemetery.

Working balances are therefore expected to reduce to £529k over the next three years.

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	636	5,900	5,264	1,000	(4,900)
700		Net Expenditure	5,900	636	5,900	5,264	1,000	(4,900)
193,700	Cemetery	Expenditure	87,300	87,837	87,300	(537)	87,395	95
0		Income	(101,300)	(130,317)	(101,260)	29,057	(109,316)	(8,016)
193,700		Net Expenditure	(14,000)	(42,479)	(13,960)	28,519	(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	3,850	20,000	16,150	20,000	0
0		Net Expenditure	20,000	3,850	20,000	16,150	20,000	0
133,500	Recreation Grounds (Local)	Expenditure	10,300	6,631	10,300	3,669	10,300	0
0		Income	(6,700)	0	(6,700)	(6,700)	(6,700)	0
133,500		Net Expenditure	3,600	6,631	3,600	(3,031)	3,600	0
42,100	Allotments	Expenditure	3,600	1,841	3,600	1,759	3,600	0
42,100		Net Expenditure	3,600	1,841	3,600	1,759	3,600	0
0	Feasibility Study	Expenditure	61,000	42,774	0	(42,774)	61,000	0
0		Income	(61,000)	0	0	0	(61,000)	0
0		Net Expenditure	61,000	42,774	0	(42,774)	0	0
0	War Memorial	Expenditure	1,700	2,140	1,700	(440)	1,700	0
0		Income	0	0	0	0	0	0
0		Net Expenditure	1,700	2,140	1,700	(440)	1,700	0
0	Hilltop / Castlefield Centres	Expenditure	28,000	0	28,000	28,000	28,000	0
0		Income	0	0	0	0	0	0
0		Net Expenditure	28,000	0	28,000	28,000	28,000	0
0	Wrights	Expenditure	0	0	0	0	0	0
0	0	Income	0	0	0	0	0	0
0	0	Net Expenditure	0	0	0	0	0	0
370,000	TOTAL	Expenditure	220,800	145,709	156,800	11,091	215,995	(4,805)
0		Income	(169,000)	(130,317)	(107,960)	22,357	(177,016)	(8,016)
370,000		Net Expenditure	51,800	15,392	48,840	33,448	38,979	(12,821)

Agenda Item 10
Wycombe District Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme – SEPTEMBER 2017 – MARCH 2018

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>Sept 2017</u>		
HWTC – Q1 Budgetary Control Report (Information Sheet)	12 Sept 2017	Shaina Aziz, Assistant Accountant
<u>November 2017</u>		
HWTC – Update from HWBIDCo	21 Nov 2017	Jemma Durkan, Senior Democratic Services Officer
HWTC – Annual Fees and Charges Review	21 Nov 2017	Elaine Jewell – Head of Community
HWTC – Q2 Budgetary Control Report (Information Sheet)	21 Nov 2017	Shaina Aziz, Assistant Accountant
<u>January 2018</u>		
Policing Update	16 Jan 2017	Jemma Durkan, Senior Democratic Services Officer
HWTC – Special Expenses Budget 2018/2019	16 Jan 2017	Financial Services Manager
<u>March 2018</u>		
Community Infrastructure Levy Funding Update	6 March 2017	Gerard Coll, Developer Contributions Officer
HWTC – Q3 Budgetary Control Report (Information Sheet)	6 March 2017	Shaina Aziz, Assistant Accountant

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

Work Programme Updated: 25 May 2017