



Queen Victoria Road  
High Wycombe  
Bucks HP11 1BB

## High Wycombe Town Committee Agenda

Date: Tuesday, 21st November, 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.*

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## 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>
<p><b>3 Minutes of the Previous Meeting</b></p> <p>To confirm the minutes of the previous meeting held on 3 October 2017.</p>	1 - 5
<p><b>4 Question to the Committee - Be a Ranger for a Day</b></p> <p>Would Members of the High Wycombe Town Committee be interested in attending a future 'Be a Ranger for a Day' half day event (10am – 1pm)?</p> <p>If Members would like to attend, what day/s of the week work best?</p>	-
<p><b>5 Annual Fees and Charges Review</b></p>	6 - 8
<p><b>6 Information Sheets</b></p> <p>The following Information Sheets have been issued since the previous meeting:</p> <p style="margin-left: 40px;">06/2017      Q2 Monitoring Report</p> <p><i>** Members are reminded to give 24 hours notice of any questions concerning an Information Sheet to ensure an answer can be given at the meeting. **</i></p>	9 - 10
<p><b>7 High Wycombe Town Committee - Forward Work Programme</b></p> <p>To note the current draft work programme attached at Appendix A.</p>	11 - 12
<p><b>8 Supplementary Items (if any)</b></p> <p>If circulated in accordance with the five clear days' notice provision.</p>	-
<p><b>9 Urgent Items (if any)</b></p> <p>Any urgent items of business as agreed by the Chairman.</p>	-

**For further information, please contact Tanya Brown (tel: 01494 421455, [tanya.brown@wycombe.gov.uk](mailto:tanya.brown@wycombe.gov.uk) )**

# High Wycombe Town Committee Minutes

Date: 3 October 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, Mrs L M Clarke OBE, M Clarke, R Farmer, S Graham, M A Hashmi, A E Hill, 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:**

Steven Bown  
Ben Fletcher

Bucks County Council  
Bucks County Council

## 11 APOLOGIES FOR ABSENCE

The Chairman welcomed the new clerk for the Committee to the meeting and asked Members to introduce themselves.

Apologies for absence were received from Councillors Mohammed Hanif and Mahboob Hussain.

## 12 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 13 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting held on the 13 June 2017 be agreed as a correct record.

## 14 PUBLIC SPACES PROTECTION ORDER - CONSULTATION UPDATE

The Committee welcomed Sarah McBrearty, Community Services Team Leader, to the meeting who explained that following reports of anti-social behaviour and crime, a public consultation was undertaken in relation to implementing a PSPO to close footpath HWU/80/1. It was noted that the report detailed the results of the consultation and asked that the Committee recommended to the Cabinet Member for Community the making of the PSPO.

It was noted that an estimate of approximately £3,500 had been obtained for the gates, a firm quotation would be needed. The Community Services Team Leader

explained that the footpath would need to be monitored to ensure it did not become overgrown or that the gates were not damaged. A plan of the proposed alternative route could be found on page 12 of the agenda.

The report outlined who the consultation letters had been sent to and Members were informed that during the consultation period letters / emails of support were received from 8 local residents and 1 local business. It was reported that letters / emails of objection to closing the footpath were received from the Ramblers Buckinghamshire, Milton Keynes and West Middlesex Area, Open Spaces Society, Buckinghamshire Local Access Forum, Chiltern Society, a resident in Marlow, a resident of Desborough Road and a resident from an unknown location. The Community Services Team Leader explained that the responses given to concerns raised could be found on page 10 of the agenda.

It was reported that other options included CCTV which would cost a significant amount of money, would cause collateral intrusion and the offenders would be unknown to those viewing the CCTV. It was noted that the footpath was within an existing PSPO area which prohibited alcohol related anti-social behaviour but that the Council was reliant on the Police patrolling the area which could be a slower solution.

In relation to paragraph 10 of the report, specifically relating to Buckinghamshire Local Access Forum (LAF), Members noted a slight amendment to the text set out in that there were 11 out of 14 members present at the LAF meeting and they had voted unanimously against the proposal.

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 were legally able to do, hence using an access code would be the preferred option to allow resident access. In discussion Members raised concerns that the access code could end up in the wrong hands – it was suggested that this code be changed every 6-8 weeks although the Community Services Team Leader explained that a lot of external agencies such as the Fire Service would need to be updated of the new codes which would be very time consuming but would be considered.

Concern was also raised by Members about the possibility of simply displacing the ASB to another nearby area and that closing the footpath could set a precedent for other footpaths affected by ASB.

Members stated their sympathy to the residents who had experienced the ASB – one Member felt that the pedestrians should be prioritised and that the residents should be encouraged to spruce up the alleyway, help maintain it and challenge the issues. Other Members felt the closure of the footpath was the only option for local residents as it was being used for unsavoury activities / being abused rather than for what the footpath was originally meant for.

Members also raised the ASB issues experienced in the Frogmore area and explained that the bigger picture needed to be addressed. The Community Services Team Leader explained that she would be calling a multi-agency meeting in the next month or so to discuss the Frogmore area.

Members urged the Community Services Team Leader to ensure that Bucks County Council were keeping the footpaths in the Borough clear of rubbish, vegetation and generally clean.

One Member felt the £3,500 would be better spent on support services (e.g. on helping street drinkers, etc) rather than on gates.

The Community Services Team Leader assured Members that if the gates were installed she would work with the Neighbourhood Policing Team to see if ASB levels in nearby areas had increased.

**RECOMMENDED TO CABINET MEMBER:** To agree to make a Public Spaces Protection Order (PSPO) to restrict public access to footpath HWU/80/1 by way of lockable gates at each end.

## **15 TOWN CENTRE MASTERPLAN CONSULTATION**

The Chairman welcomed Steven Bown (HIP Lead Project Officer – Bucks County Council), Ben Fletcher (Bucks County Council) and Rebecca Hart (Urban Design Officer, WDC) to the meeting and invited them to give Members an update on the High Wycombe Town Centre Masterplan.

The presentation covered the Phase Plan, Phase 5 – Queen Victoria Road / Easton Street, Queen Victoria Road Junction Option Comparisons, Library gardens proposal and the Abbey Way Gyratory preliminary design.

The Committee heard that Phase 4 was about to start and that comments would be welcomed at the meeting on Phase 5 which looked at the Queen Victoria Road, Easton Street and Crendon Street junction. Councillor Lesley Clarke stated her disappointment that she had not seen sight of the presentation before the meeting given it was in her area and that she not been consulted on the proposed changes. Councillor Hill too stated that this was the first he had heard of the proposed changes.

In discussion Members stated that they felt the location of the taxi rank on the High Street needed to be looked at and included at this stage (including disabled access - side and rear into taxis). The Urban Design Officer stated that this was unfortunately outside the scope of this phase and that there was no funding available for it. Members felt that returning the traffic flow to a two-way system in Easton Street could potentially be a good thing and suggested that a reduced speed limit could be considered.

Members questioned when the improvement works to the High Street would be undertaken by Bucks County Council as it needed to be brought back into a good condition in order to help attract investors to the area. The HIP Lead Project Officer explained that the issues in the High Street were considered very complex and whilst she agreed the improvement work needed to be done she did not believe it would be done anytime soon. Members were asked to help put the pressure on to see if the improvement works could be pushed through quicker.

It was noted that the Congestion Manager, Dave Roberts, was currently working on getting the faulty bollards in the High Street fixed / replaced.

Members were informed that Bucks County Council were suggesting installing an informal uncontrolled crossing by the Police Station with the potential for an alternative footpath through the Library gardens. Members stated their concern at the thought of the Library gardens being reduced in size to make way for wider road lanes and a footpath running through the gardens as it could encourage misuse of the area. It was noted that whilst the Wycombe District Council was the sole trustee for the Library gardens it should be remembered that there was a covenant on this garden. Members were assured that the existing flower beds and service memorial would be retained and also suggested that it might be worth speaking to the utility companies to see if they might help fund parts of the Masterplan.

Members suggested that the informal crossing needed to be moved up Queen Victoria Road to outside the Council Offices car park (north access) which was an area often used by theatre goers. It was suggested that Bucks County Council might want to wait for a year before installing an informal crossing so that they could see where it might be best placed. It was noted that a bus lay-by was being proposed outside the Baptist Church on Easton Street to help assist with the multiple vehicles attending funerals. The Urban Design Officer informed Members that the grey bubble on the slides was currently being looked into as to what options might work best.

It was explained that slide 3 showed the Queen Victoria Road junction option comparisons. It was noted that only option 4b-3 did include a right hand turn from Queen Victoria Road into Easton Street which was considered by Bucks County Council to be the least favourable option. Members were informed that none of the options provided allowed for a right hand turn from Crendon Street onto the High Street. Members felt that the two lanes merging into one option (4b-4) would not work well. It was highlighted that the Wycombe Police Station had a custody suite and that its custody vans would need the right hand turn as shown on option 4b-3. The HIP Lead Project Officer explained that they were due to meet with the Police to discuss this area and different parts of the Masterplan and assured Members that the custody vans point would be raised with the Police. Members were informed that the traffic signals proposed would be linked to the Train Station traffic signals so the traffic flow would not be adversely affected.

The Chairman thanked the officers, on behalf of the Committee, for their informative presentation.

(Any member wishing to receive a copy of the detailed presentation should contact Democratic Services.)

## **16 INFORMATION SHEETS**

**RESOLVED:** That Information Sheet 05/2017 Q1 Monitoring Report be noted.

**17 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME**

The Committee's draft work programme looking ahead to June 2018 was presented for review.

Members requested the following items be added to the draft work programme:

- That the 'Revive the River Wye' recommendations be presented to the Committee before they were presented to Cabinet.
- That Bucks County Council be asked to provide a report to a future meeting of the Committee on their future plans for the old Library building.
- That a report on the community facilities in the town comes before the Committee.

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

**18 SUPPLEMENTARY ITEMS (IF ANY)**

None submitted.

**19 URGENT ITEMS (IF ANY)**

None submitted.

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Chairman

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

T Brown	Democratic Services Officer
R Hart	Urban Design Officer
S McBrearty	Community Services Team Leader

# Agenda Item 5

## HIGH WYCOMBE CEMETERY FEES AND CHARGES REVIEW FOR 2018/19

**Officer contact:** Andy Sherwood      Ext: 3821  
Email: Andy.Sherwood@wycombe.gov.uk

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

### PROPOSED RECOMMENDATION TO CABINET

That approval be given for the proposed charges as detailed in paragraphs 6 -11 to take effect from 1 April 2018.

#### 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 2018/19 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 2017/18 charges and the proposed charges for 2018/19. The Cemetery fees remain at the same level as 2015/16. The Consumer Price Index (CPI) for September 2017 was 3% this has been used as the proposed inflation rate.

#### Burial Data

5. Annual burial numbers last 5 years.

Number of burials						
Year	Standard Adult Burial	Concrete Frame	Steel Frame	Ashes	Total	Child/ Snowdrop
2012/13	68	N/A	19	35	<b>122</b>	27
2013/14	73	N/A	36	25	<b>134</b>	17
2014/15	80	13	29	33	<b>155</b>	20
2015/16	55	24	7	38	<b>124</b>	18
2016/17	60	19	0	45	<b>124</b>	24



## Proposed Prices for 2018/19

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 2018/19 is based on 3% inflation.

Burial Rights	2017/18 Charge	Proposed 2018/19 Charges
Adult	£706	£727
Child	£353	£364
Ashes	£412	£424

7. Memorial Permit – The memorial charges were benchmarked with other cemeteries in late 2013. The proposed increase for 2018/19 is based on 3% inflation.

Memorial Permit	2017/18 Charge	Proposed 2018/19 Charges
Adult	£188	£194
Child	£92	£95
Ashes	£92	£95

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 5 burials on a Saturday. The proposed increase for 2018/19 is based on 3% inflation.

Saturday Fee	2017/18 Charge	Proposed 2018/19 Charges
One off Fee	£263.57	£271

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 3% as detailed in the table below:

	2017/18 Charges	Proposed 2018/19 Charges
Interment - Adult	£314	£323

Interment - Child	£0	£0
Interment - Ashes	£166	£171
Interment – Concrete	£1,070	£1,102

11. Grave reservation – The recommendation is to increase the reservation fees by inflation 3% as detailed in the table below:

Reservation fee	2017/18 Charge	Proposed 2018/19 Charges
One off Fee Initial fee	£218	£225
Annual reservation fee	£168	£173

### Conclusions

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


### Next Steps

13. If approved by Cabinet the charges will take effect from 1 April 2018.

### Background Papers

None

# Agenda Item 6

 WYCOMBE DISTRICT COUNCIL	<b>INFORMATION SHEET</b>
<b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>	
<b>ISSUE NO: 06/2017</b>	<b>DATE ISSUED: 13/11/17</b>
<b>BUDGETARY CONTROL REPORT FOR Q2 2017/18</b>	
Officer contact: Julia Turner Tel: 01494 421278 Email: julia_turner@wycombe.gov.uk	

## **Introduction**

The budgetary position for Quarter 2 2017/18 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 2017/18**

At month 6 there is a YTD underspend of (£49.4k) (see Variance YTD column on the Summary table) and budget holders are forecasting a surplus of (£0.6k) 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

The (£3.4k) surplus of income from cemeteries is for concrete chambers. The charges are set to recover the initial capital outlay for installation of the concrete chambers. This is being re-couped and returned to reserves at the end of each year to provide funding for the installation of the next tranche of vaults, once the existing vaults are used up.

### War Memorials

The budget is forecasted to overspend by £2.8k due to cleaning costs which have been carried out in the 1st quarter. War Memorials are cleaned every two to three years, no further expenditure is forecast.

### Allotments

Maintenance to grounds is forecast to overspend by £2.5k due to the re-profiling of the ramped access at castelfield Allotments to allow safe public vehicle access to the site.

### Footway Lighting

There is a potential underspend of (£2.5k) 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 2017/18 QTR 2**

Brackets indicate income or a favourable variance

ISSUE NO: 06/2017

DATE ISSUED: 13/11/17

Non-Controllable	Cabinet Portfolio	Analysis	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Quarter (Qtr 1) Controllable Forecast Outturn	Qtr 2 Controllable Forecast Outturn	Budget Outturn Variance
700	Footway Lighting	Expenditure	2,500	1,244	0	(1,244)	0	0	(2,500)
0		Income	0	0	0	0	0	0	0
<b>700</b>		<b>Net Expenditure</b>	<b>2,500</b>	<b>1,244</b>	<b>0</b>	<b>(1,244)</b>	<b>0</b>	<b>0</b>	<b>(2,500)</b>
198,700	Cemetery	Expenditure	88,200	44,089	35,446	(8,643)	91,292	91,192	2,992
0		Income	(104,800)	(52,392)	(72,596)	(20,204)	(110,900)	(111,168)	(6,368)
<b>198,700</b>		<b>Net Expenditure</b>	<b>(16,600)</b>	<b>(8,303)</b>	<b>(37,150)</b>	<b>(28,847)</b>	<b>(19,608)</b>	<b>(19,976)</b>	<b>(3,376)</b>
0	Town Twinning	Expenditure	3,000	1,500	0	(1,500)	3,000	3,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>3,000</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>
0	Community Grants	Expenditure	20,000	9,996	3,350	(6,646)	20,000	20,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>20,000</b>	<b>9,996</b>	<b>3,350</b>	<b>(6,646)</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>
166,200	Recreation Grounds (Local)	Expenditure	10,300	5,148	786	(4,362)	10,300	10,300	0
0		Income	(6,700)	(3,348)	(250)	3,098	(6,700)	(6,700)	0
<b>166,200</b>		<b>Net Expenditure</b>	<b>3,600</b>	<b>1,800</b>	<b>536</b>	<b>(1,264)</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>
47,700	Allotments	Expenditure	3,600	1,794	3,752	1,958	3,600	6,100	2,500
0		Income	0	0	0	0	0	0	0
<b>47,700</b>		<b>Net Expenditure</b>	<b>3,600</b>	<b>1,794</b>	<b>3,752</b>	<b>1,958</b>	<b>3,600</b>	<b>6,100</b>	<b>2,500</b>
0	War Memorial	Expenditure	1,700	846	3,030	2,184	3,030	4,500	2,800
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>1,700</b>	<b>846</b>	<b>3,030</b>	<b>2,184</b>	<b>3,030</b>	<b>4,500</b>	<b>2,800</b>
0	Hilltop / Castlefield Centres	Expenditure	28,000	13,998	0	(13,998)	28,000	28,000	0
0		Income	0	0	0	0	0	0	0
<b>0</b>		<b>Net Expenditure</b>	<b>28,000</b>	<b>0</b>	<b>0</b>	<b>(13,998)</b>	<b>28,000</b>	<b>28,000</b>	<b>0</b>
413,300	TOTAL	Expenditure	157,300	78,615	46,364	(32,251)	159,222	163,092	5,792
0		Income	(111,500)	(55,740)	(72,846)	(17,106)	(117,600)	(117,868)	(6,368)
<b>413,300</b>		<b>Net Expenditure</b>	<b>45,800</b>	<b>22,875</b>	<b>(26,482)</b>	<b>(49,357)</b>	<b>41,622</b>	<b>45,224</b>	<b>(576)</b>

# Agenda Item 7

## Wycombe District Council

### HIGH WYCOMBE TOWN COMMITTEE

#### Work Programme – NOVEMBER 2017 – JUNE 2018

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<b><u>November 2017</u></b>		
Annual Fees and Charges Review	21 Nov 2017	Elaine Jewell – Head of Community
Q2 Budgetary Control Report (Information Sheet)	21 Nov 2017	Shaina Aziz, Assistant Accountant
<b><u>January 2018</u></b>		
Update from HWBIDCo – <i>date tbc</i>	16 Jan 2018	Tanya Brown, Democratic Services Officer
Policing Update	16 Jan 2018	Tanya Brown, Democratic Services Officer
Concrete Burial Chambers: Working Group Findings	21 Nov 2017	Elaine Jewell – Head of Community
'Revive the River Wye' recommendations be presented before they go before Cabinet	16 Jan 2018	Jemma Durkan, Democratic Services Officer
Special Expenses Budget 2018/2019	16 Jan 2018	Financial Services Manager
<b><u>March 2018</u></b>		
Update from HWBIDCo – <i>date tbc</i>	6 March 2018	Tanya Brown, Democratic Services Officer
Community Infrastructure Levy Funding Update	6 March 2018	Gerard Coll, Developer Contributions Officer
Future plans for the community facilities in the town, to include the old Library building (report)	6 March 2018	Bucks County Council
Q3 Budgetary Control Report (Information Sheet)	6 March 2018	Shaina Aziz, Assistant Accountant
<b><u>June 2018</u></b>		
Chiltern Rangers Update	Date tbc	Tanya Brown, Democratic Services Officer

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
Security Measures at the High Wycombe Town Cemetery	Date tbc	Elaine Jewell, Head of Community
Budgetary Control Outturn 2017/18 (Information Sheet)	Date tbc	Shaina Aziz, Assistant Accountant

Meeting contact officer: Tanya Brown, 01494 421455,  
 Committeeservices@wycombe.gov.uk

Work Programme Updated: 1 November 2017