



## High Wycombe Town Committee Agenda

Date: Tuesday, 5th March, 2019  
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 M Clarke  
Vice Chairman Councillor S K Raja

Councillors: K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull,  
Mrs L M Clarke OBE, M P Davy, R Farmer, S Graham, A R Green,  
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.  
**Filming/Recording/Photographing at Meetings** – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

## 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	

<b>Item</b>		<b>Page</b>
	to withdraw from the meeting.	
3	<b>Minutes of the Previous Meeting</b>	1 - 6
4	<b>Policing Update</b> Deputy Commander Graham Hadley - TVP Inspector Jonathan Chandler - TVP	
5	<b>Renaming of Library Gardens</b> Elaine Jewell – Head of Community	7 - 9
6	<b>Information Sheets</b> The following Information Sheets have been issued since the previous meeting:  01/2019 Q3 Budget Monitoring Report  <i>** Members are reminded to give 24 hours notice of any questions concerning an Information Sheet to ensure an answer can be given at the meeting. **</i>	10 - 11
7	<b>High Wycombe Town Committee - Forward Work Programme</b> To note the current draft work programme attached at Appendix A.	12
8	<b>Supplementary Items (if any)</b>	
9	<b>Urgent Items (if any)</b>	

For further information, please contact Jemma Durkan, 01494 421635  
[committeeservices@wycombe.gov.uk](mailto:committeeservices@wycombe.gov.uk)

# High Wycombe Town Committee Minutes

Date: 15 January 2019

Time: 7.00 - 9.11 pm

**PRESENT:** Councillor M Clarke  
(in the Chair)

Councillors K Ahmed, Z Ahmed, M Asif, Mrs L M Clarke OBE, R Farmer, S Graham, A R Green, M Hanif, 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

**ALSO PRESENT:**

Councillor D Barnes

Councillor D Watson

Melanie Williams – HWBIDCo

## 27 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Davy, M Hashmi, Maz Hussain and Miss K Wood.

## 28 DECLARATIONS OF INTEREST

During the item Councillor S Graham declared an interest item 5 (Special Expenses Budget 19/20) as the Chairman of the Hilltop Community Centre. Councillor Graham remained in the meeting during discussion.

## 29 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting of the High Wycombe Town Committee held on 13 November 2018 be agreed as a correct record and signed by the Chairman.

## 30 HWBIDCO UPDATE

The Committee welcomed Melanie Williams, BID Manager for HWBIDCo, to the meeting.

Melanie explained that she had been in post for four months, and was responsible for delivery of the BID Business Plan and the management of HWBIDCo. She emphasised that HWBIDCo was an independent, not-for-profit partnership, representing the local business community within High Wycombe town centre. There were 250 BIDS in the UK and the HWBID had been renewed in 2017 for a further five years. The HWBIDCo Business Plan focusses on four areas: well

managed (cleaner, greener, security); busy (events, showcasing the town, media); thriving businesses (signposting / business support, parking) and well presented (represent the business voice). The following points with regards to these areas were noted:

- A new website had been launched and there were now 5,000 followers across social media channels.
- The aim was to have three large events across the year. Currently the main large events, Frogfest and the Christmas lights switch on, were very successful. Members were invited to provide any feedback or ideas for future events. There were also plans for smaller events to take place on a monthly basis to encourage people into the town centre.
- A Town Ranger was in post, this role supported the Safe and Secure vision for the town centre. It was noted that during December (eleven) street beggars had been moved on 700 times. Further areas around enforcement and visibility were being considered with increased enforcement powers for wardens being investigated.
- Members were invited to do a 'walkabout' group around the town centre.
- It was noted that there were some issues regarding anti-social behaviour and littering in the town centre.
- The HWBIDCo would be objecting to the planning application regarding temporary accommodation on the Desborough Road.
- There was a lack of free short term parking in the town centre and HWBIDCo were concerned at the effect this was having on businesses.
- BIDCo were tasked with the removal of unused telephone boxes in the area.

Members raised a number of points and received responses in respect of various questions. Main points were as follows:

- Dispersal of beggars did not solve the issue of street begging however HWBIDCo's priority was to protect businesses in the town centre. It was noted that charities would be working in partnership on this matter (Wycombe Street Support Partnership).
- Pparking was an issue in the town centre as there was very little free or short term parking. It was recognised that enforcement was an issue for the short stay parking on Frogmoor. HWBIDCo would like to pioneer schemes that were beneficial for High Wycombe.
- If more funding was available then HWBIDCo would use this for additional staff to help support businesses and improve the town centre, facilitate future events and employ more street wardens.
- It was suggested that the market should be provided with three years of subsidy to make it worthwhile for traders.
- HWBIDCo could consider bidding for the market contract once up for renewal but noted they were not market operators and this this could cause a conflict of interest as they represent the current arrangements. It was suggested that another option that could be explored, that had worked in other areas, was for the market traders themselves could take over the contract in the future.
- Farmers markets would require good footfall to make them viable.

The Committee thanked Melanie for her update.

### **31 SPECIAL EXPENSES BUDGET 19/20**

Julia Turner, Senior Accountant presented a report which set out the details of the 2019/20 Special Expenses Budget and explained the Council Tax precept. Members noted that the estimated net cost of services for 2019/20 was estimated at £385k, this was a decrease of £35k from the previous year. Members also noted that properties had increased by 538 to 23,208, this would generate a Band D equivalent charge of £15.73.

Various options were provided for Members' consideration which presented the impact to the annual surplus/deficit and to working balances and how this impacted the maximum level the District Council could increase Council tax. It was noted that any increase in the Council Tax Band D for the unparished area of High Wycombe would impact on the Council's ability to levy the £5 increase permitted by Central Government.

During the discussion Members sought clarification on the recharging of management fees and it was explained that a new process was now in place at the Council so these were recorded in a different way. Members were concerned at the management fee cost for Community Grants and it was reported that this was due to officer time. There was also concern regarding the income from football as that this was no longer in the figures: it was reported that the grounds maintenance contractor received the income from football clubs. Members requested that further information regarding this matter be provided to the Committee. Regarding allotments the income was retained by the contractor and the software system was used to record information regarding graves and to take bookings. No information had been included regarding management fees for footway lighting and bus shelters. It was reported that historically there was no management charge for this small demand led budget and there had not been any expenditure in this area for a number of years. In response to a query it was noted that rounded figures were used in the accounting process.

Members considered the options outlined in the report. Councillor Mrs L Clarke, seconded by Councillor S Raja, proposed a reduction to the Band D Council Tax to £11.82. After being put to a vote this was agreed by the majority of the Committee and recommended to Cabinet.

**RECOMMENDED TO CABINET:** That in respect of the Special Expenses Council Tax setting for 2019/20, a reduction to the Band D Council Tax to £11.82 be recommended.

### **32 COMMUNITY INFRASTRUCTURE LEVY - WORKING GROUP FINDINGS**

Rub Nawaz, Principal Infrastructure Officer, presented a report outlining the recommendations of the CIL Working Group for recommendation to Cabinet.

It was reported that projects proposed included the Queensway Cemetery, East Wycombe walkway, River Wye Interpretation boards, Bull Lane service yard, local centres and parking pressures. It was anticipated that the CIL Local Allocation receipts for 2019/20 would be £336,000 and the proposed funding allocation recommendations totalled £246,000. This allowed for a £90,000 contingency for any further projects required.

**Recommended to Cabinet that:**

- i) The following schemes be allocated funding from the CIL 15% Local Allocation in 2019/20:

Project	Funding Allocated
1 - Queensway Cemetery	86,000
2 - East Wycombe Walkway	35,000
3 - River Wye Interpretation Boards (partial award only within town boundary supported)	10,000
4 - Bull Lane Service Yard (partial award)	15,000
5 - Additional Funds - Local Centres & Parking Pressures	100,000
Anticipated CIL Receipts 2019/20	336,000
Total Proposed Allocation	246,000

- ii) That the release of funding be delegated to the relevant Head of Service in consultation with the Head of Finance.
- iii) That Local Members be invited to lead on identifying the scope for external funding to contribute to low cost local shopping centre improvements and parking problem areas and any potential external funding.

**33 REGENERATION AND TRANSPORT STRATEGY FOR HIGH WYCOMBE**

The Committee considered a report on visioning work to help inform the creation of a new Transport Strategy for the High Wycombe Urban area. Rosie Brake, Principal Planning Policy Officer, gave a detailed presentation and explained that the project was in the early stages. The aim was to align the Local Plan and the Economic Development strategy to enable delivery of the Council’s Corporate Plan priorities. Rosie explained that Wycombe District Council would be working in collaboration with Buckinghamshire County Council to develop the Transport Strategy and develop a shared vision. The Committee’s views were sought on the strategy and were asked how they would prefer to be consulted.

Members raised a number of points and received responses in respect of various questions. The main points were as follows:

- Consideration should be given to cheaper or free parking in the town centre. A memorandum of understanding has been agreed between BCC and WDC and this could be used to make the town better.
- Improvements should be made to improve the appearance of the town.

- Colleagues at BCC have agreed to undertake the project, providing £25,000 in this financial year and BCC is expected to commit a further £60,000 for work in FY 2019-20.
- A number of work streams would be coming together such as the LEP Industrial Strategy and Future High Street Fund.
- It was suggested that there should be public consultation and officers confirmed that this would be the case from the outset.
- Members were concerned at the current lack of public transport and frequency of buses. It was noted that the provision of public transport would be included in the strategy.
- The built up area around High Wycombe would be included and funding for schemes is expected to be drawn from a variety of sources.
- It was suggested that Taxi firms and drivers be consulted on the strategy.
- New technology could be used for parking enforcement in the future.
- Disability groups should be consulted.

The Committee thanked Rosie for her comprehensive presentation.

**RESOLVED:**

- i) That the preparation of the work for the Regeneration and Transport Strategy for High Wycombe be noted.
- ii) When required, that an extra meeting of the High Wycombe Town Committee be arranged to communicate the view of the Committee to officers to input the development of the vision and resulting strategies.

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

The Committee's draft work programme looking ahead to November 2019 was presented for review.

**RESOLVED:** That the forward work programme be noted.

**35 CHAIRMAN'S REMARKS**

The Chairman informed the group that an invite had been offered by William Reed to provide Members with a walk around the town centre.

---

Chairman

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

J Turner	Senior Accountant
J Durkan	Senior Democratic Services Officer
J Openshaw	District Solicitor
S Drummond	Community Services Manager
A Sherwood	Green Space Team Leader
R Nawaz	Principal Infrastructure Officer
S Barlow	Infrastructure & Projects Officer
R Brake	Principle Planning Policy Officer
J Ford	Economic Development Officer



**AGENDA ITEM 5**  
**Agenda Item 5**  
**SUMMARY**



Report For:	High Wycombe Town Committee
Meeting Date:	March 2019
Part:	Part 1 - Open
If Part 2, reason:	N/A


<b>Title of Report:</b>	Renaming of Library Gardens as Memorial Gardens
Officer Contact: Direct Dial: Email:	Elaine Jewell 01494 421800 Elaine.jewell@wycombe.gov.uk
Ward(s) affected:	Abbey
Reason for the Decision:	A resident has asked for the renaming of Library Gardens to be considered as a way of marking the end of the World War One centenary commemorations.
<b>Proposed Recommendation:</b>	That Cabinet be recommended to approve the renaming of "Library Gardens" to "Memorial Gardens" to mark the end of the centenary commemorations of World War One.
Sustainable Community Strategy/Council Priorities - Implications	Risk: None  Equalities: None  Health & Safety: None
Monitoring Officer/ S.151 Officer Comments	<b>Monitoring Officer:</b> In the absence of any other specific legal power to re-name land owned by the Council, there is power under Section 1 of the Localism Act 2011 to do so.  <b>S.151 Officer:</b> The cost of any associated change will need to be met

	from within existing approved budgets.
Consultees:	There has been supportive correspondence from the Bucks Free Press, including articles in the paper, and from the Chair of the High Wycombe Society.
Options:	To rename Library Gardens, which will involve a small amount of work to reregister the land.  Not to rename Library Gardens, which involves no additional work.
Next Steps:	To refer the decision on to the Leader/Cabinet  To reregister the land under the new name
Background Papers:	None
Abbreviations:	None

1. High Wycombe Library, which has given its name to Library Gardens, closed a decade ago. The Gardens existed before the Library was built and must have had an informal name before their current one. It is not certain what this name was but there are captioned photographs describing it as Memorial Gardens.
2. Whatever its older name this is a useful point in time to consider renaming the Gardens. The Library association has passed with the closure of the building and relocation of the Library into the Eden Shopping Centre. There is a proposal for the former library to be repurposed as staff office space by Bucks County Council, though the recent Unitary Council decision may affect this.
3. Information on the history of the open space has been supplied by the High Wycombe Society as follows.
  - 1) Before World War I (but following the removal of the Prince Rupert Gates to their current location on Marlow Hill), there was nothing special about this bit of land - it appears to have been fairly rough grassland. In several pictures in the Bucks County Council photographic collection it appears to have a FOR SALE sign on it (but it is unclear whether that was indicating the land was for sale or just an advertising poster for something else for sale).
  - 2) July 1923 - there is a photo on the database Sharing Wycombe's Old Photos (SWOP – [www.swop.org.uk](http://www.swop.org.uk)) catalogue number RHW:12010 showing 3 field guns in the "municipal" gardens. Field guns would have been an appropriate war memorial for High Wycombe because of its role in WWI as a centre for the Royal Field Artillery training. It seems likely to me that these might have been offered to the corporation, but this is just speculation. Many war memorials were still being created locally in 1923 e.g. the stained glass at the Guildhall and the War Memorial Hospital.
  - 3) By June 1928 (before the 10 year commemoration of the end of World War I), the area was surrounded by a very ordinary fence in the form of railings and the guns are not in evidence. SWOP RHW:14033 shows some evidence of planting of flowerbeds (or they could be memorials).

- 4) By September 1934, the area was surrounded with nice quite distinctive railings on top of a low wall. There are quite a few photos which give a good view of what these railings looked like. See SWOP ref BFP:33284
  - 5) In November 1934 (the 20 year commemoration of the end of World War I) a SWOP photo ref RHW:14011 shows the gardens in use as a "Field of Remembrance". There are people in the gardens and there is obviously a ceremony taking place.
  - 6) After World War II - all photos confirm that the railings are no more, confirming the view that these were sent to contribute to the war effort.
  - 7) In the gardens there is a later memorial to those who did National Service - presumably erected around 1957-8 when conscription finally came to an end.
4. While there is not clear evidence as to the former name of the Gardens changing their name to Memorial Gardens appears to be an appropriate way to close the centenary commemorations of World War One, while also recognising the change in use of the adjacent former Library building.

# Agenda Item 6

 <b>WYCOMBE</b> <small>DISTRICT COUNCIL</small>	<h2 style="margin: 0;">INFORMATION SHEET</h2>
<b>HIGH WYCOMBE TOWN COMMITTEE (HWTC)</b>	
<b>ISSUE NO:</b> 1/2019	<b>DATE ISSUED:</b> 25 February 2019
<b>FINANCIAL OUTTURN POSITION FOR 2018/19</b>	
Officer contact: Email: Hasina.shah@wycombe.gov.uk	

### Introduction

Committee are asked to consider and acknowledge the Quarter 3 forecast position for 2018/19. This report sets out the 2018/19 revenue position as at end of December 2018, and the impact on working balances for High Wycombe Town Committee.

### Special Expenses Outturn 2018/19

The net full year forecast position as at the end of Quarter 3 2018/19 is £348k, a favourable variance of £28k against a total budget of £376k. The table below provides the detail at activity level.

2018/19 Forecast Outturn as at Quarter 3	2018/19 Approved Net Budget £	2018/19 Forecast Outturn as at Qtr 3			
		Gross Expenditure £	Gross Income £	Net Expenditure £	Variance £
Recreational Grounds (Local)	167,500	163,149	(6,700)	156,449	(11,051)
Allotments	38,300	19,450	(64)	19,386	(18,914)
High Wycombe Cemetery	166,400	316,351	(147,468)	168,883	2,483
Financial Assistance to Vol Groups	20,500	26,700		26,700	6,200
Town Twinning	3,000	3,000		3,000	0
Community Grants/Financial Assistance	20,000	20,500		20,500	500
War Memorial	1,700	0		0	(1,700)
Footway Lighting and Bus Shelter	2,700	174		174	(2,526)
<b>Total Special Expenses</b>	<b>420,100</b>	<b>549,324</b>	<b>(154,232)</b>	<b>395,092</b>	<b>(25,008)</b>
Capital charges credit	(11,700)			(11,700)	0
Interest on balances	(4,600)			(8,000)	(3,400)
Council Tax Support Contribution (CTS Grant)	(27,428)			(27,428)	0
<b>Total including Interest, Capital Charges and CTS Grant</b>	<b>376,372</b>	<b>549,324</b>	<b>(154,232)</b>	<b>347,964</b>	<b>(28,408)</b>
Queensway Cemetery Phase 1	404,000			0	(404,000)
<b>Net spending for year</b>	<b>780,372</b>			<b>347,964</b>	<b>(432,408)</b>
Balance b/f	(898,501)			(1,033,138)	
Net Spending for the year	780,372			347,964	
Collection Fund precept	(381,309)			(381,309)	
<b>Balance c/f</b>	<b>(499,438)</b>			<b>(1,066,483)</b>	

### Commentary on Significant Variances

#### Recreation Grounds, Allotments and Financial assistance to Voluntary groups

A net favourable variance is due to review of management recharges which has led to overall reduction and reallocation of charges.

#### Cemetery

A small net overspend of £2k is mainly due to £35k unbudgeted spend on new burial chambers, increase in Non-Domestic rates and additional repairs due to vandalism and wall damaged by a falling tree. This is offset by a favourable variance of £16k on income due increase in fees and activity.

### War Memorial

There are no plans to deep clean the War Memorial this financial year giving a saving of (£1.7k).

### Interest on balances

A favourable variance due to higher cash than estimated resulting from delays in the new Cemetery at Queensway project.

### Working Balance

The forecast year-end balance is just over £1m as there has been delays in the new Cemetery at Queensway project which has resulted in reprofiling of expenditure to 2019/20, therefore the funds from the reserve will be released during 2019/20.

**Agenda Item 7**  
**Wycombe District Council**  
**HIGH WYCOMBE TOWN COMMITTEE**  
**Work Programme – JUNE 2019 – NOVEMBER 2019**

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<b><u>11 June 2019</u></b>		
Security Measures at the High Wycombe Town Cemetery	11 June 2019	Elaine Jewell, Head of Community
Q4 Budgetary Control Outturn 2018/19 (Information Sheet)	11 June 2019	Julia Turner, Senior Accountant, Financial Management
<b><u>10 September 2019</u></b>		
Chiltern Rangers Update	10 Sept 2019	Jemma Durkan, Democratic Services
Q1 Budgetary Control Report (Information Sheet)	10 Sept 2019	Julia Turner, Senior Accountant, Financial Management
<b><u>19 November 2019</u></b>		
HWBIDCo Update - TBC	19 Nov 2019	Jemma Durkan, Democratic Services
Q2 Budgetary Control Report (Information Sheet)	19 Nov 2019	Julia Turner, Senior Accountant, Financial Management

Meeting contact officer: Jemma Durkan, 01494 421635,

[Committeeservices@wycombe.gov.uk](mailto:Committeeservices@wycombe.gov.uk)

Work Programme Updated: 11 February 2019