



High Wycombe Town Committee

Date: 11 June 2019
Time: 7.00 pm
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

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Agenda

Item		Page
1	Apologies for Absence To receive any apologies for absence.	
2	Declarations of Interest To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	

Item	Page	
3	Minutes of the Previous Meeting	1 - 6
4	Wycombe Transport Strategy - Update Verbal update on the Wycombe Transport Strategy to be given by Rosie Brake (Principal Policy Officer – Planning & Sustainability) and Simon Barlow (Infrastructure & Projects Officer – Planning & Sustainability).	
5	Update on High Wycombe Cemetery Security	7 - 10
6	High Wycombe Cemetery Muslim Burial Vaults	11 - 15
7	Information Sheets The following Information Sheets have been issued since the previous meeting: <ul style="list-style-type: none"> • 01/2019 Q4 Budgetary Control Outturn 2018/19 • 02/2019 High Wycombe Charter Market Update <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>	
8	High Wycombe Town Committee - Forward Work Programme To note the current draft work programme attached at Appendix A.	16
9	Supplementary Items (if any)	
10	Urgent Items (if any)	

For further information, please contact Jemma Durkan 01494 421635, committeeservices@wycombe.gov.uk

High Wycombe Town Committee Minutes

Date: 5 March 2019

Time: 7.10 - 9.10 pm

PRESENT: Councillor M Clarke
(in the Chair)

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, 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,

Apologies for absence were received from Councillors M Hanif and M A Hashmi

ALSO PRESENT:

Deputy Commander Graham Hadley

Thames Valley Police

36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hashmi and Councillor Hanif.

37 DECLARATIONS OF INTEREST

There were no declarations of interest.

38 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 15 January 2019 be agreed as a correct records and signed by the Chairman.

39 POLICING UPDATE

The Chairman welcomed Deputy Commander Graham Hadley of the Thames Valley Police to the meeting and invited him to provide the Committee with an update on policing matters within the area.

Members had provided a number of questions in advance of the meeting to DC Hadley for a response. The following main points were noted –

- There were one or two off the county line drug dealers in the District however this was statistically less than national figures. Enforcement had recently been undertaken with Operation Rowlock and a number of arrests had been made. A large volume of drugs and weapons had been taken off the streets.

- Additional funding provided by the government would include funding for the High Wycombe policing area.
- The police budget had decreased over the last 8 years and there had been a reduction of approximately 12 officers over this period. The Neighbourhood Police Officer numbers had remained the same.
- TVP were engaging with Wycombe District Council on a range of measures to increase capacity across the area. The street wardens would be working with the Neighbourhood Police team to provide extra capacity in the area.
- There were around 20 Special Constables working in the Wycombe area. It was noted that these were mainly seasonal due to student officers recruited from the University. There had been a Thames Valley wide initiative to recruit more Special Constables.
- Knife crime was up 16% nationally and in Wycombe it was up by 4%. To tackle knife crime it was reported that there were rapid arrests, recovery of weapons, knife amnesty, stop and search and education programmes.
- Officers have access to scanning wands to help search for weapons.
- TVP has a Community and Diversity Officer and ethnicity has not been raised to be an issue regarding knife crime.
- A key issue for the police was to use resources effectively.
- There would be Thames Valley wide programmes in schools as part of measures to deter knife crime.
- It was noted that the possession of knives and offensive weapons was a highly legislated area. Many people in society use knives for the purpose of work or domestically and legislative powers were used to deter them from being used on the street. Test purchases were also undertaken in shops to make sure businesses were selling knives lawfully.
- It was usual for children in schools to be searched for the possession of knives and other measures were used to educate and deter.
- It was reported that some knives in supermarkets were held in a locked area.
- Regarding the bus lane in the London Road; nine tickets had been issued to drivers using the bus lane, however members were concerned at this low number.
- It was suggested that the new unitary council could consider more cameras on roads with bus lanes and it was noted that enforcement was an issue.
- Regarding recent pub closures in the town centre it was reported that the police had not advised pubs to close and this had been due to social media discussions.

Members were advised to contact Deputy Commander Hadley if they had any further queries. The Chairman thanked Mr Hadley for his update.

40 SUPPLEMENTARY ITEM - COMMUNITY PROJECTS UPDATE

Elaine Jewell, Head of Community, provided a presentation which provided information on community projects currently being undertaken in the area. The following points were noted:

Cemetery

- The new cemetery would be known as Penn Road Cemetery as this would enable better navigation for satnav users to the address.
- The key features would include: a children's burial area, lawn burials and cremated remains options.
- It would be a tranquil area with biodiverse planting and local species.
- There was a budget of £1.67m.
- Two consultation events had been held.
- The works were due for completion early summer 2020; however the timetable for the build was dependent on the planning process.
- Car parking on the site was able to absorb additional vehicles if necessary.
- The building would be minimal with a small seating area, office space and toilet facilities.
- Planning had requested a tilt on the roof which would cost an additional £2000.
- The building was not intended to be onsite chapel.
- Electrical vehicle charging was a standard requirement and CCTV would be able to monitor if this facility was being regularly used by members of the public other than visitors to the cemetery.
- Taps, litter bins and a number of benches would be available for cemetery visitors.

Frogmoor

- Key success factors were to make Frogmoor welcoming, safe and attractive.
- The budget was £109k maximum.
- Consultation had included BIDCo and took account of the Dandara development.
- New curved benching would be installed.
- Bollards were also being installed to prevent parking.
- Damaged concrete would be replaced.
- Planting was not an option on the fountain area and redevelopment of the fountain was not part of the scheme.
- The expected completion date was 2019.
- The memorial bench plaques could be moved to a more permanent position.
- It was difficult to prevent mopeds from mounting the pavements in the area and enforcement would need to be considered.
- The scheme was to make Frogmoor a place where people feel welcome and long term plans for the area would be part of the redevelopment of the Chiltern Shopping Centre into residential units.
- Street wardens would help to make the space feel safe. There would be 3 full-time equivalent street wardens to discourage street drinkers and beggars and enforce the Public Spaces Protection Orders.
- Further joint working would be undertaken with BIDCo in the future.
- Soft under bench lighting was being considered.
- A maintenance schedule would be undertaken and the problem of pigeon droppings on benches would be built in.

Green Spaces Contract

- The current contract expires on 31 December 2019.
- There were a number of options including to bring in house or retender. However it would be difficult to bring in house due to staffing constraints.
- It would not be possible to extend the contract further.
- Consideration would also be given to the forthcoming Community Governance Reviews and the outcome of these.
- In March Cabinet will be asked to agree to procure a new contract to be coterminous with the contracts of Chiltern District Council and South Bucks District Council.

Rye Boat House Replacement

- The Town Committee had funded the feasibility work and this had been completed.
- General Fund Section 106 was paying for the replacement project.
- The current tenant's service was popular and the aim would be for boat hire to continue.
- The contractor would be dealing with the planning permission and the project is currently in the pre planning stages.
- The budget was c£300k.
- Included would be boat hire, café, modest indoor seating area and public toilet.
- There would not be an external door on the toilet but this would be open to the public while the café was open. The toilet would not be open 24 hours a day, however people would not have to make a purchase from the café to access the toilet. It would be the responsibility of the tenant to maintain the toilet.
- A mini golf course and table tennis could be considered.
- Outside seating would be available at the café.
- The Environment Agency had advised that weeds in the river were beneficial for the fish.
- The tenant would prefer construction to take place over the winter months however this was dependent on planning consent.
- There were public toilets available everyday by the car park on the Rye.

The Chairman thanked Elaine for her update.

41 RENAMING OF LIBRARY GARDENS

The Committee considered a report on renaming the Library Gardens to Memorial Gardens to mark the end of the World War One Centenary commemorations.

The Committee were informed that a member of the public had suggested the renaming as the library had closed over a decade ago and the gardens had existed before the library was built.

Members were concerned that renaming the gardens was not appropriate and they had always been known as the Library Gardens. It was noted that some areas and buildings keep their names long after the original building had gone.

A motion was put forward by Councillor Green to keep the name as Library Gardens, this was seconded by Cllr S Raja.

An amendment to the motion was proposed by Cllr R Raja to rename the gardens 'The Old Library Gardens', this was seconded by Cllr Pearce. A vote was taken on this motion which fell 11 against, 4 in favour.

A vote was taken to keep the name of the gardens as Library Gardens, this was carried 14 in favour, 1 against.

RESOLVED: That the name Library Gardens remains.

Members noted that this would be Elaine's last High Wycombe Town Committee as she was leaving Wycombe District Council. Members thanked Elaine for all her work in support of the Committee and wished her well for the future.

42 INFORMATION SHEETS

RESOLVED: That Information Sheet 01/2019 Q3 Budgetary Control Report be noted.

43 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

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

Members requested that a market update be added to the work programme and requested that the market manager be invited to the next meeting.

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

44 URGENT ITEMS (IF ANY)

There were no urgent items.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan

Senior Democratic Services Officer

J Openshaw

District Solicitor

Ms E Jewell

Head of Community

Agenda Item 5

SUMMARY



WYCOMBE
DISTRICT COUNCIL

Report For:	High Wycombe Town Committee
Meeting Date:	11th June 2019
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

Title of Report:	Update on Cemetery Security
Officer Contact: Direct Dial: Email:	Sue Drummond 01494 421820 Sue.drummond@wycombe.gov.uk
Ward(s) affected:	Town Wards
Reason for the Decision:	There has been resident concern about suspected incidents of vandalism at the Cemetery. Two years ago, in 2017, the Town Committee delegated authority to the Head of Community Services to implement some or all of a list of measures to address concerns about Cemetery security. A report was provided in 2018 and the Committee requested that a further report be brought in 2019.

<p>Proposed Decision/Recommendation:</p>	<p>The Committee is asked to note the work undertaken to date and the reduction in incidents of vandalism to nil for the second year running.</p>
<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>Corporate Priority 'People' – the additional security measures should reassure bereaved relatives about the safety of the service.</p> <p>Risk: No implications as no changes are proposed</p> <p>Equalities: No implications as no changes are proposed</p> <p>Health & Safety: No implications as no changes are proposed</p>
<p>Monitoring Officer/ S.151 Officer Comments</p>	<p>Monitoring Officer: Section 111 of the Local Government Act 1972 empowers the Council to do anything, including incurring expenditure, which is conducive or incidental to the discharge of any of its functions; as a burial authority under Section 214, the Council already has power to provide and maintain cemeteries in our outside its area. In addition, Section 1 of the Localism Act 2011 (“general power of competence”) provides power to do anything that individuals generally may do, subject to the provisions of Ss 2-4. These powers enable the Council, if it wishes, to implement all or any of the measures outlined in this report.</p> <p>S.151 Officer: The report contains no additional financial requirements.</p>
<p>Consultees:</p>	<p>Thames Valley Police has been contacted and supplied feedback on incident numbers.</p>
<p>Options:</p>	<p>Not applicable</p>

Next Steps:	None
Background Papers:	High Wycombe Town Committee reports and minutes from 2017 and 2018.
Abbreviations:	Not applicable

Appendices to this report are as follows:

None

1. Detailed Report

Executive Summary

Five potential security measures were suggested, which could provide reassurance to the bereaved that the Cemetery is monitored and reasonably secure. As a public Cemetery crossed by footpaths used by the public the site can never be completely secure and the measures implemented have left unfettered public access in daylight hours while increasing security at weaker points and monitoring visitors at the main entry points.

Background and Issues

The 2017 works were initiated in response to a petition for 24 hour CCTV, which had been referred to the Committee by Cabinet for consideration. Given the large volume of space to be covered this was not supported at the time as it was an expensive option that would fundamentally affect the Cemetery in negative ways, as the majority of trees would need to be removed to aid visibility; night time lighting would also be needed. Last year's report identified five additional measures that could be undertaken as follows.

1. Additional fencing on the northern footpath side - £20,000
2. Additional planting along the eastern and southern edges – existing maintenance budget as minimal cost
3. Installation of locally recorded CCTV at the two main gateways and on the rear entrance to the Snowdrop Garden - £3,000

4. Installation of higher gates at the Lodge, Office and Snowdrop entrances - £9,000

5. Permanent closure of the Hampden Road/Snowdrop entrance – no cost if combined with 4.

To date actions 3 and 5 have been implemented at a cost of £3,895. It remains the intention to install additional fencing and planting but given the two recent wall collapses, undertaking reinstatement works has taken precedence. Additional fencing will be implemented this financial year, using the already agreed funding reserved by the Committee. At present there is no intention to proceed with the installation of higher gates as CCTV is in place and out of hours access by climbing over the current gates has not been evidenced.

Report on recent incidents

Thames Valley Police has been asked and has no reports from members of the public of any damage to memorials. No issues of vandalism or damage to memorials have been reported to the Cemetery Officer, who works and lives on site.

Conclusions

The Committee is asked to note the work undertaken to date and the reduction in incidents of vandalism to nil for the current year.

Agenda Item 6

SUMMARY



Report For:	High Wycombe Town Committee
Meeting Date:	11th June 2019
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

Title of Report:	High Wycombe Cemetery Muslim Burial Vaults.
Officer Contact: Direct Dial: Email:	Sue Drummond 01494 421820 Sue.drummond@wycombe.gov.uk
Ward(s) affected:	All High Wycombe Town Wards
Reason for the Decision:	Purchase and installation of additional burial vaults to be made use of by Wycombe's Muslim community is needed because the Cemetery service will run out of available vaults by September 2019. Purchasing additional vaults enables the existing service to continue uninterrupted while the new Cemetery project is implemented. The alternative would be to move to standard earth burials until the new Cemetery is open for burials.

<p>Proposed Decision/Recommendation:</p>	<p>That Cabinet be recommended to approve:</p> <ul style="list-style-type: none"> (i) The release of £44,880 for 66 additional burial vaults from the Special Expenses Account; and (ii) The release of £76,500 for works to install an additional terrace from the Special Expenses Account; and (iii) That delegated authority be given to the Head of Housing, Environment and Community Services, in consultation with the Head of Finance and Commercial and the Chairman of the High Wycombe Town Committee, to make amendments to fees and charges relating to new concrete chambers for Muslim burials.
<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>The provision of concrete burial vaults fits within the Cohesive and Strong Communities theme of the Sustainable Community Strategy by meeting the specific requirements of Wycombe's Muslim residents.</p> <p>Equalities: This project enables the Cemetery to continue to provide burial spaces that meet the requirements of Muslim residents. As well as other legislation covering the duties and powers of burial authorities, the provisions of the Equalities Act 2010 has to be considered in all decisions including provision of burial spaces and making amendments to fees and charges.</p> <p>Health & Safety: None</p>
<p>Monitoring Officer/ S.151 Officer Comments</p>	<p>Monitoring Officer: The Council, is designated as a burial authority under Section 214 of the Local Government Act 1972, and it is also authorised by that provision and the Local Authorities Cemeteries Order 1972 (as amended) to charge such fees as it thinks proper. In fixing fees, it may take account of the fact that costs in connection with High Wycombe town cemetery are designated as Special Expenses.</p> <p>S.151 Officer: Any costs associated with this project will be met from the Special Expenses Account for the High Wycombe Town Area. At the end of 2018/19 the special reserves balance is £1,096.00. There are therefore sufficient funds available to meet the projected costs of this scheme pending full cost recovery through increased fees and charges.</p>
<p>Consultees:</p>	<p>The proposed vaults have been discussed and agreed</p>

	with the Chairman of Wycombe Islamic Mission Mosque Committee and with the HWTC Task and Finish Group of 2018.
Options:	<p>There are two options.</p> <ol style="list-style-type: none"> 1. Option one – install a new area of vaults. The capital cost of new vaults would need to be borne out of Special Expenses and the cost would be recouped by income received for vault burials. 2. Option two – cease to provide vault burials, in which case earth burials will be the only option. This lack of alternative would mean that the Council failed to meet the needs of the local Muslim community.
Next Steps:	Following Cabinet approval, to proceed with implementation as the current supply of burial vaults is anticipated to be exhausted within the next few months.
Background Papers:	High Wycombe Town Committee minutes to its meeting of 13 September 2016 (agenda item 5, title: 'Next Phase of Concrete Burial Chambers', minute number 11).
Abbreviations:	HWTC – High Wycombe Town Committee

Appendices to this report are as follows: None

1. Detailed Report

Executive Summary

1. In 2011 the Council resolved to fund the installation of concrete burial chambers, following requests from Muslim community representatives. These chambers were identified by them as more suitable for Islamic burial practices than the metal frames supplied by the Council up to that date.

2. The new vaults are deeper and will be installed as previously, i.e. grave spaces laid out head to foot with a 1m path along the foot of the grave and 450mm gaps between graves for access around as a minimum.

Background and Issues

The Town Committee established a Member Task and Finish Group 2016-2018 to review the Muslim burial vaults the Council was using because concerns had been raised by representatives from Wycombe Islamic Mission. The main concern was that the vaults were not deep enough. The following vaults have since been purchased and appear to meet the majority of Muslim residents' requirements. These chambers will be sourced again.

Greenacre (Gem Precast) 4ft Chamber

The anticipated measurements when the chambers are constructed are 2460mm long and 1110mm wide externally, internally measurements are to be confirmed but should be in the region of 2260mm long and 912mm wide.

The chamber would be 1220 mm (4ft') deep and bottomless.

Pricing is subject to the numbers ordered and installed as follows:

£700.00 +vat each for 1-30 chambers installed

£680.00 +vat each for 31-75 chambers installed

£670.00 +vat each for 76-150 chambers installed

Concrete burial chambers are widely used elsewhere and these now meet the most up to date requirements of local Muslims of a Pakistani heritage. Wycombe Islamic Mission informed the Council that 'the usage of concrete chambers for Muslim burials is the current practice in other graveyards around the country...', and is 'in accordance with the wishes of local Muslims and in compliance with Islamic teachings'.

The current cost (2019/20) of interment in a burial chamber is £1762. This includes £749 for the cost of the chamber installation and £333 for the cost to the contractor and WDC staffing costs. This part of the fee is reviewed by the Committee on an annual basis. In addition, for any new grave burial in the cemetery there is a Right of Burial charge which is currently £680. The total cost of a current burial in a chamber is therefore £1762 for residents of High Wycombe town.

It should be noted that, due to the high number of reservations and the limited number of vaults available, reservations have had to be suspended so that the Cemetery has a sufficient stock of vaults for actual burials. 52 vaults were installed last year and, of those used so far, 26% are unavailable for use because they have been reserved. The vaults are funded by generating income from their sale and transferring income to a reserve – reservation prevents the vaults from generating sufficient income to pay for the next tranche and results in the Cemetery holding vacant vaults while incurring costs to provide new tranches. In a cemetery that has a rapidly dwindling supply of land available for concrete chambers, sufficient vaults cannot be provided to allow for one quarter to be taken out of use.

Agenda Item 8

Wycombe District Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – SEPTEMBER 2019 – MARCH 2020

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>10 September 2019</u>		
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
<u>19 November 2019</u>		
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
<u>21 January 2020</u>		
Policing Update	21 Jan 2020	Jemma Durkan, Democratic Services
<u>17 March 2020</u>		
Q3 Budgetary Control Report (Information Sheet)	17 Mar 2020	Julia Turner, Senior Accountant, Financial Management

Meeting contact officer: Jemma Durkan, 01494 421635,

Committeeservices@wycombe.gov.uk

Work Programme Updated: 20 May 2019