



High Wycombe Town Committee agenda

Date: Tuesday 8 March 2022

Time: 7.00 pm

Venue: High Wycombe Council Chamber, Queen Victoria Road, High Wycombe,
HP11 1BB

Membership:

A Alam, M Angell, M Ayub, S Barrett, K Bates, A Baughan, L Clarke OBE, T Green, S Guy, D Hayday, O Hayday, A Hussain, I Hussain, M Hussain, M Hussain, M Hussain JP, M Knight, S Raja (Chairman), N Rana, M Smith, N Thomas, P Turner, J Wassell and K Wood

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Agenda Item	Page No
1 Apologies for absence	
2 Declarations of Interests	
3 Minutes of the last meeting held on 18 January 2022	3 - 8

4	Rules and Regulations for High Wycombe and Penn Road Cemetery	9 - 24
5	Business Improvement Districts	25 - 32
6	Presentation from John Shaw - Chiltern Rangers	
7	Q3 Special Expenses budget monitoring report	33 - 38
8	Work Programme 2022/23	39 - 40

9 Date of Next Meeting

To be confirmed once the Calendar of meetings has been agreed

21 June 2022

20 Sept 2022

22 Nov 2022

17 Jan 2023

14 Mar 2023

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High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 18 JANUARY 2022 IN COUNCIL CHAMBER QUEEN VICTORIA ROAD HIGH WYCOMBE, COMMENCING AT 7.00 PM AND CONCLUDING AT 9.50 PM

MEMBERS PRESENT

A Alam, M Ayub, K Bates, A Baughan, L Clarke OBE, T Green, S Guy, O Hayday, A Hussain, I Hussain, M Hussain, M Hussain, M Hussain JP, M Knight, S Raja, N Rana, M Smith, N Thomas, P Turner and J Wassell

OFFICERS PRESENT

N Adkins, M Dickman, C Gray, N Graham, J Hancox, D Harvey, I Malik, A Rahim and A Sherwood.

1 APOLOGIES

Apologies for absence were received from Councillors: Ms K Wood and D Hayday

2 MINUTES OF LAST MEETING

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 23 November 2021 be confirmed as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interest

4 ONE CAN TRUST (PRESENTATION)

A detailed presentation by Mr Graham Peart was conducted on the One Can Food Bank Trust, and a handout was tabled. The information presented included the average number of food parcels distributed per week and the numbers that had received support over the past 12 months. Members were also informed that December had been very busy and had seen a significant increase in the number of new referrals. In total 108 new referrals had received compared with 67 in September.

Members unanimously agreed the work of the Trust was of tremendous value and the work carried out by Mr Peart who had been involved with this provision for over 7 years had brought stability at a very challenging time. In addition, provision had now been extended beyond food provision to providing assistance with other issues and signposting, helping people to form

connections and to become more self- sufficient.

Another Member enquired as to how the Trust could be helped to reach people that did not have English as their first language. It was confirmed that this indeed was a difficult task and that further work needed to be undertaken to reach those groups.

RESOLVED: That Mr Peart be thanked for all his hard work and for the informative presentation.

5 PENN ROAD AND HIGH WYCOMBE CEMETERY

A report was submitted on the proposed burial arrangements and fees and charges for the Penn Road Cemetery and the proposed fees and charges for the cemetery at High Wycombe. Members were asked to consider the specific details regarding proposed burial arrangements for the new Penn Road Cemetery, which was scheduled for opening on 4 April 2022.

The report stated that following input from the burial sub group the Council had carried out a consultation with key stakeholders and partners to ascertain their views on the core proposed arrangements for the cemetery. The responses for the consultation which were considered up until 24 December 2021 were attached at appendix 2 to the report. The nature of questions asked during the consultation attached at Appendix 1, had focused on such issues as consecrated ground, scattering of ashes, vault/chamber burials, shroud burials and burial plots for cremated remains.

As part of the work undertaken by the burial sub group a review exercise was carried out of the current fees and charges in neighbouring authority areas, as attached at (Appendix 4) to the report. It was proposed that the burial fees should be increased in 2022/23 to cover the increased costs incurred by the service following the recent award of the grounds and maintenance contract for the Wycombe area. It was further proposed that the weekend short notice burial service not be provided due to staffing pressures, but that current model for Saturday short notice service remain in place within the proposed 2022/23 fees and charges. It was emphasised that this would be subject to there being no change to the existing cut off times for standby.

The report requested that Members agree to all the recommendations as set out within the report and that the extension of the standby end time for short notice Saturday burials be rejected, along with the provision of a short notice Sunday burial service for both cemeteries at Penn Road and High Wycombe.

Members deliberated the recommendations before them and a lengthy debate followed.

A number of Members queried the reason as to why parts of Buckinghamshire such as Chesham, Aylesbury and Amersham offered a Sunday burial service but that High Wycombe could not in spite of the large Muslim community residing there. The presenting officer stated that those particular areas were Town Council operated and that they worked on different costings. It was also confirmed by the Presenting Officer that whilst offering the service was not deemed to be good value for money in respect of the small numbers requesting weekend burials, it was a decision for the Committee as to whether they wished to subsidise the Sunday service at £30,000 per annum. In addition, it was emphasised that the regulatory services did not normally operate a weekend service but that officers would keep a watching brief and report any changes to the current system.

Many other Members spoke on the need for the Council to honour the needs of all sections of

the community in terms of the services that were provided, and as such a Sunday service should exist regardless of the cost. It was suggested that the scope for working in partnership with other agencies should be explored in order to provide a single shared cover thereby reducing the cost of the operation.

Another question raised was whether the Council could offer some degree of flexibility in terms of offering the service in the summer. The Member was informed that the Sub Group could explore and review the matter further within the first 6 months of the new cemetery opening. Members were also informed that in terms of the depth of concrete chambers, officers would work in collaboration with the sub group to ensure that the deepest depth possible could be offered.

A Member proposed that the decision on the matter of a Sunday burial service be deferred pending further investigation and consideration by the Cemeteries Sub Group which would reconvene with additional Members. The findings would be brought back to the next meeting of the High Wycombe Town Committee scheduled for March.

RESOLVED: That

- (i) proposed burial arrangements for the Penn Road Cemetery as set out within the report be agreed
- (ii) The provision of an extension of the standby end time for short notice Saturday burial services be further considered by the newly formed Cemeteries Sub Group and reported back to the High Wycombe Town Committee at the next meeting.
- (iii) The Cemeteries Sub Group reconvene to consider the provision of a Sunday Burial service at the Penn Road and High Wycombe Cemeteries and the associated costings.

6 HIGH WYCOMBE TRANSPORT STRATEGY AND LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN

A report was considered which stated that work on the development of the draft 2050 Transport Strategy and the draft Local Cycling and Walking Infrastructure had commenced and had been developed in parallel to ensure close alignment and synergy. The draft versions of the two plans had subsequently been produced and shared with local members for their consideration. It was anticipated that these would now be progressed to public consultation which it was hoped that the Town Committee would support.

In summary the 2050 Transport Strategy outlined a vision for the future ambition of the town's transport system. In total it proposed a total of 26 interventions for the High Wycombe area which could be taken forward for future funding applications and delivery. This would also feed into the forthcoming Buckinghamshire Local Transport Plan 5 and Local Plan. The draft Cycling and Walking Infrastructure Plan aimed to make these activities as accessible and attractive as possible for all ages backgrounds and abilities. In essence the draft Plan outlined a future walking and cycling network and a prioritised programme of infrastructure improvements.

A Member highlighted that he felt that the plans did not cover some specific issues such as resident parking standards and that Member's views had not been taken into account on the matter of e-scooters. He also had some concerns regarding the extent to which walking and cycling would improve air quality within High Wycombe due to the hilly terrain. As such it was difficult for him to support the recommendations whilst the report was in its current form. The

Presenting Officer explained that the proposals in the draft reports were derived from multiple options being explored and developed with Members which sought to achieve the economic and environmental outcomes that Members were aiming for.

Members acknowledged that they had been invited to or attended workshops on the draft proposals.

In discussing the report before them one Member stated that he would be accepting the recommendations based on the fact that he did not wish to run the risk of losing the funding and the opportunities for improvement that this would create. However, the Committee did wish to meet with the Presenting Officer in the evening after the consultation period, and then for the redraft to be submitted to the Committee for further discussion at a future meeting.

RESOLVED: That;

- (i) The draft 2050 transport Strategy and the draft Local Cycling and Walking Infrastructure Plan be noted,
- (ii) Public consultation on the draft plans be supported,
- (iii) An evening meeting after the consultation be held for Members to consider the public consultation response, and the draft report be considered at a future meeting of this Committee.

7 STREET WARDENS UPDATE

An update on the Street Wardens was provided for information and a short presentation conducted by the Deputy Cabinet Member for Communities.

The report stated that the wardens were part of the wider community safety team managed by a Street Warden manager. Members were informed that their role was to complete high visibility patrol within the town centre to deter crime and anti-social behaviour, working in close collaboration with TVP and other partner agencies.

The report highlighted the benefits of such a service, but also emphasised the risk factors currently affecting the service for example the lack of long term funding, short term temporary employment contracts and the increased demand from other agencies to support festivals, and campaigns. The success of the service within High Wycombe had also led to calls for similar schemes in Aylesbury which had been established through Community Board funding. Similar requests had been received from other Community Board areas and discussions were currently underway to determine how this could be established.

Members were informed that there was a proposal to provide street wardens with Community Safety Accredited powers within the next few months. This would extend their current remit to allow them to undertake additional enforcement duties as approved by the Chief Constable of Thames Valley Police.

Members were informed that a further 2 years of funding had been approved by Bucks Council to extend the Wardens Scheme until 2025.

A Member stated that he wished to see the wardens being offered permanent contracts and he

expressed his thanks to them for all the work they had undertaken so far. This desire to see permanent contracts in place for the Street Wardens was confirmed by all Members of the Committee.

RESOLVED: That

- (i) the report be noted
- (ii) A request be submitted for the contracts of Street Wardens to be made permanent.

8 SPECIAL EXPENSES BUDGET 2022/23

The Special Expenses Draft Budget for 2022/23 was presented for consideration. This had recently been discussed by the Budget Sub Group, which had made a number of proposed amendments to the draft budget. These amendments had been incorporated within the overall figures and approval was now requested. The draft budget would subsequently be referred to the Cabinet, and then to Full Council for its endorsement.

A summary of the draft budget was outlined in table 1 with additional details attached at (Appendix A). The proposed fees and charges were attached at (Appendix B) to the report.

Members from the Sub Group confirmed to the Committee that they had reviewed the proposed budget information in some detail with officers.

RECOMMENDED TO CABINET that,

- (i) the draft budget by expense line for 2022/23 (Appendix A) be approved and it be noted that these figures now take account of the impact of the new grounds maintenance contract starting 1st January 2022, proposed fees and charges (which have been reviewed and considered with respect to competitiveness) and the council tax base.
- (ii) A 3% increase in Fees & Charges in line with September 2021 RPI be approved. For cemetery fees, a full fee review was undertaken.
- (iii) the Council Tax base and the precept as set out in the paper be approved. The Council Tax Base is set at Band D equivalent for 2022/23 with respect to Special Expenses for the unparished area of High Wycombe Town.
- (iv) the Council Tax Base for Band D equivalent for 2022/23 has increased by 520.8 to 23,526.25 properties for HWTC be noted.
- (v) Option 2 to Cabinet for setting 2022/23 precept for the unparished area of High Wycombe Town at £16.82 (Band D equivalent) be approved. This option cover up to 93% of the net budgeted expenditure for 2022/23 minimises a drawdown on reserve to cover expenditure and would help HWTC move to financial sustainability.
- (vi) the use of up to £100,000 of the HWTC working balance to cover potential High Wycombe cemetery improvement capital costs associated with health and safety and other legal requirements be approved. This spend was subject to a capital business case being prepared and submitted for recommendation to the Council capital programme.

9 WORK PROGRAMME

RESOLVED: That,

(i) the report be noted;

(ii) All Saints Churchyard be added to the programme for consideration.

10 DATE OF NEXT MEETING

The next meeting of the Committee was scheduled to take place on 8 March 2022 at the QVR offices.



Rules and Regulations: High Wycombe and Penn Road Cemetery

Author(s): Lindsey Vallis, Transition Head of Licensing, Cemeteries & Crematoria, Michaela Pottle, Cemeteries Manager

Date: 8th March 2022

Recommendations:

- a) That the Committee agree with, and recommend the revocation of, the current rules and regulations in place for High Wycombe Cemetery.
- b) That the Committee agree and recommend for approval the proposed rules and regulations for both High Wycombe Cemetery and Penn Road cemetery.

1. Background

In 2017 Wycombe District Council approved the allocation of Special Expenses Reserve funding for the development of a new cemetery off Penn Road, High Wycombe following referral from the High Wycombe Town Committee. The new Penn Road cemetery was completed and handed over to Buckinghamshire Council on the 27th November 2020. There are several key decisions and operational factors that need to be addressed before the cemetery can open for burials (currently scheduled for 4th April 2022). The majority of these have been reviewed by the Committee already, including burial arrangements and proposed fees and charges. The remaining item that the Committee must now review and recommend for approval are the rules and regulations for the Cemetery made under sections 214 and 266 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

2. Main content of report

- 2.1 Section 214 of the Local Government Act 1972 designates councils as burial authorities and enables the provision and maintenance of cemeteries within their area. Burial authorities also have powers under section 266 of the Local Government Act 1972 to make orders, rules and regulations and to vary or revoke any order previously made. The Local Authorities' Cemeteries Order 1977 grants general powers of management to burial authorities to *do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery* (s3(1)). This includes the maintenance and management of graves, removal of memorials and levelling if required.
- 2.2 High Wycombe Cemetery currently has a set of established rules and regulations in place which were previously approved by Wycombe District Council some years ago. The new Penn Road cemetery will operate as part of a combined cemetery facility alongside High Wycombe Cemetery, providing a range of burial provision and space for the High Wycombe town area. Given this it is proposed that the cemeteries should operate, as far as possible, to the same set of rules and regulations as this will provide consistency for funeral directors and families using the cemeteries.

- 2.3 A review of the current rules and regulations for High Wycombe Cemetery has been undertaken and a new set of rules and regulations is proposed for both High Wycombe Cemetery and Penn Road Cemetery that is largely the same as those that were previously in place. The proposed Rules and Regulations are attached to this report at appendix 1.
- 2.4 Generally the proposed changes to the existing regulations are minor and administrative in nature, reflecting changes in the management of the cemeteries by Buckinghamshire Council and new contact and address details.
- 2.5 Other more significant changes are detailed below:

2.5.1 Child and baby grave sections

The current rules and regulations prevent the purchase of exclusive rights of burial in the Snowdrop Garden in High Wycombe Cemetery. This prohibition has been removed within the proposed rules and regulations to enable families to purchase exclusive rights of burial for child and baby graves if they wish to do so.

References to the Snowdrop Garden have been removed and replaced with the term 'Child and baby graves section' to enable the rules and regulations to cover provision of these types of burials at both cemeteries

2.5.2 Topple testing (memorial safety)

The current rules and regulations for High Wycombe Cemetery state that all memorials will be subject to a topple test to a pressure of 350N/35kg following installation, and that any that fail must be repaired at the owner's expense. Further they state that if the memorial then fails another topple test, the Council reserves the right to make it safe.

In the proposed rules and regulations for both cemeteries the requirement for topple testing has been removed and the rules and regulations clearly state that all installation of and works carried out to memorials must conform to the National Association of Memorial Masons (NAMM) Code of Working Practice 2003 or any subsequent revisions thereto or BS 8415, Monuments within Burial Grounds and Memorial Sites.

This change reflects best practice guidance for operators of burial grounds issued by the Ministry of Justice in 2009 which signified a move away from the use of topple testers to manage memorial safety. The guidance advises *that 'the routine use of mechanical test instruments as inspection tools is not recommended. Results from these instruments are liable to overestimate the actual risk'*. Instead, the guidance states that management of memorial safety should be based on risk assessment, visual inspection and hand testing (carried out by standing to one side of the memorial and applying a firm but steady pressure in different directions to determine to what degree if any the headstone is loose). The guidance states that

'More recent memorials should be designed to British Standard 8415, and the construction, dowels and fixings should be in accordance with the National Association of Memorial Masons (NAMM) Code of Working Practice. Memorials installed to these practices have greater assurance of good stability' (Managing the Safety of Burial Ground Memorials, Ministry of Justice, 2009: p8).

2.5.3 Kerb sets

The current rules and regulations for High Wycombe Cemetery prohibit the installation of kerb sets to graves in the lawn sections of the cemetery. It is proposed that this requirement will remain in place for all lawn sections of the cemeteries except for the adult Muslim sections where kerb sets that do not exceed the grave/chamber space will now be permitted. Muslim graves are generally mounded and as such they are not maintained in the same way as other lawn sections of the cemeteries and are mown and managed with hand tools (rather than ride-on equipment). Therefore, the installation of kerb sets to mounded graves does not significantly change the maintenance requirements for these sections. Many of the Muslim graves at High Wycombe Cemetery already have kerb sets installed. The proposed change to the rules and regulations to accommodate kerb sets regularises this going forward.

2.5.4 Regulations relating to Muslim sections

The proposed rules and regulations have a section of regulations relating specifically to Muslim sections of the cemeteries. These have not changed significantly from the current regulations other than to provide clarity on the provisions of kerb sets (see 2.5.3 above). Generally, the rules and regulations mirror the requirements set out for memorials and for lawn sections other than where practices differ e.g., the construction of mounds.

2.5.5 Ashes sanctums

The new Penn Road Cemetery will offer columbarium (ashes sanctums) which are an individual above ground vault for cremated remains. This provision was not previously available at High Wycombe Cemetery, so a new section has been proposed within the rules and regulations to cover this provision.

3. Next steps and review

The setting of Rules and Regulations is an executive function of the Council. Once the Committee have recommended the proposed rules and regulations for approval a paper will be presented to the Cabinet Member/Leader for a Key Decision. This is currently scheduled on the forward plan for decision on or around the 21st March 2022. This provides sufficient time for the required call-in period following the

decision, and should facilitate the scheduled opening date for Penn Road Cemetery of the 4th April 2022.

4. Other options considered

N/A – activities are required by legislation to enable opening of Penn Road Cemetery and ensure sufficient burial provision for the future

5. Legal and financial implications

Cemetery Rules and Regulations must be in place prior to operation of Penn Road Cemetery to ensure that it operates in accordance with legislative and council requirements.

6. Corporate implications

6.1 Improving the environment – N/A

6.2 Property – N/A

6.3 HR – N/A

6.4 Climate change – N/A

6.5 Sustainability – N/A

6.6 Data – N/A

6.7 Value for money – as above

Key documents:

[Managing the Safety of Burial Ground Memorials, 2009, Ministry of Justice](#)

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Buckinghamshire Council

Regulations for the management of High Wycombe Cemetery and Penn Road Cemetery, Hazlemere

Made under S214 and S266 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977

Interpretation

1. In these Regulations:-

" the Council" means Buckinghamshire Council acting as the Burial Authority for the said County;

" the Cemeteries" means the Cemeteries provided by the Council at Hampden Road and Penn Road in the said County;

"the Cemeteries Manager" means the person for the time being appointed by the Council to be in charge of the Cemeteries and to act as Registrar thereof.

"Private Grave" means any earthen grave where the Exclusive Right of Burial has been purchased.

"Public Grave" means any earthen grave where the Council has not granted the Exclusive Right of Burial.

"Memorials" means all memorials that are authorised to be permitted within the Cemeteries.

Admission to cemeteries

2. The Cemeteries will be open from 9.00 am and close at **9.00 pm or Sunset (whichever is earlier) from February to October inclusive, and close at 4.00pm from November – January (Inclusive)** including weekends and public holidays.

The Council reserves the right to close the Cemeteries at any time without prior notice and limit the entry of any persons.

Conduct in cemeteries

3. All visitors must conduct themselves in a quiet and orderly manner. The Cemeteries Manager has full power to exclude or remove any member of the public at their discretion.

It is an offence for a person to wilfully:-

- Create any disturbance in the Cemeteries;
- Commit any nuisance in the Cemeteries;
- Interfere with any burial taking place in the Cemeteries;

- Interfere with any grave, memorial, or any flowers or plants;
- Play any game or sport in the Cemeteries;
- Enter or remain in the Cemeteries when it is closed to the public, unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable to prosecution.

Vehicles must not exceed 10 mph in the Cemeteries grounds. The Cemeteries Manager may exclude any vehicle which may be considered unsuitable.

All visitors to the Cemeteries must keep to the roads or paths, except whilst visiting a grave.

No children under twelve will be admitted except under the care of a responsible adult.

No cycling is permitted in any part of the Cemeteries.

No dogs, except Registered Assistance dogs, may be taken into or allowed to enter the Cemeteries.

The permission of the Cemeteries Manager shall be obtained before carrying out any photography in the Cemeteries.

Interments

4. Except on the production of the certificate of a Coroner or Medical Manager of Health that immediate burial is necessary on the grounds of public health, interments shall not take place on Sundays or Public Holidays. All notices of interment must be provided on the Council's printed form and this notice must be properly completed. Responsibility for error therein rests with the person giving the notice. No order shall be taken for an interment in a grave in which the exclusive right of burial is intended to be purchased, unless the name and address of the person to be registered as owner be supplied at the time, upon the same form.

The Notice of Interment must be delivered to the Manager/Administrator 2 full working days prior to the interment (short notice burials are accepted at the discretion of the Cemeteries Manager)

Saturdays, Sundays and Public Holidays shall not be counted as working days.

If circumstances are such that a particular interment is not convenient or practicable the Cemeteries Manager shall forthwith notify the person giving the grounds of their objection and such interment shall not take place except on such day and at such time as may be approved by the Cemeteries Manager.

A Certificate from the Registrar of Births and Deaths, a Coroner's Order for Burial or in the case of a still birth a Certificate of the Registrar of Births and Deaths showing that they have registered the stillbirth, or that they have received official notice of the stillbirth, or a Coroner's Order for the burial, must be delivered to the Cemeteries

Manager/Administrator, being the person effecting the disposal of the body prior to the interment.

Notice for the interment of cremated remains should be accompanied by the Certificate issued by the Crematorium where the cremation took place. Buckinghamshire Council will not inter ashes without this certificate.

Where ashes are placed in a plot intended for coffin burials then the right to further coffin burials will be lost. Further ashes burials may take place as space allows. It is recommended that anyone wishing to take this option discuss the issues first with the Cemeteries Manager/Administrator to make themselves fully aware of any implications.

EXCLUSIVE RIGHT OF BURIAL

5. Whilst ownership of an Exclusive Right of Burial for a grave **does not give any ownership whatsoever in respect of actual land**, it does give the owner of the Deed the right to:-
- Be buried in that grave (where space is available).
 - Authorise further burial(s) in that grave (where space is available), or the interment of cremated remains in that grave.
 - Erect or place a memorial on that grave subject to the Rules and Regulations of the Council relating to this matter.
 - Have a replacement memorial or inscriptions/additional inscriptions placed on a memorial on that grave subject to the Rules and Regulations of the Council relating to this matter.

Note: Possession of a Deed of Grant does **not** necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased person left a valid Will. The law concerning this matter can be very complex and it is strongly advised that a Solicitor be consulted to establish new ownership. Ownership of a Deed may also be transferred or assigned on payment of the appropriate fee by use of a transfer form (Declaration, Indemnity and Application in respect of the transfer or assignment of an Exclusive Right of Burial) obtainable from Buckinghamshire Council.

NB. The Deed of Grant, like any other Deed, is an important document and should be kept in a safe place along with any subsequent transfers of ownership.

On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the purchaser whose name shall be registered.

The Exclusive Right of Burial shall extend for 50 years from the date of purchase. Rights may be extended for further periods of 15 years on payment of the fee then applicable.

Change of address of the holder of the Deed should be notified to Buckinghamshire Council Cemeteries Service.

The transfer or assignment of a Right of Burial in a grave **must** be authorised by the Council who will enter the transfer in the Register of Grants maintained upon the production of the Deed.

BURIALS

6. Burials will usually only be permitted on Monday to Saturday between 10.00am and 3.30pm during British Summer Time, and between 9.00am and 2.00pm during the rest of the year, (excluding Bank or other Public Holidays); except on production of a certificate that immediate burial is necessary on the grounds of public health.

GRAVES

7. The selection of sites of all graves is to be decided by the Cemeteries Manager/Administrator.

All graves are to be dug or excavated by or under the direction of the Cemeteries Manager/Administrator. Coffins must be of a material and design approved by the Council.

All turfing of graves will be carried out by the Council allowing a suitable period for settlement following an interment, and the Council will also undertake the maintenance of all grass areas.

The Council reserve the right to prune or remove any tree or shrub planted on a grave space that has in the opinion of the Cemeteries Manager/Administrator become unsightly.

Any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemeteries in contravention of these Regulations may be removed by the Cemeteries Manager/Administrator at any time without prior notice.

The use of glass jars, bottles, plastic containers and artificial flowers is strictly prohibited.

Cremated remains

8. **The scattering of cremated remains is NOT permitted.**

Urns or approved receptacles containing cremated remains may be interred in a private grave if space is available and subject to approval by the Council and the payment of the prescribed fee.

MEMORIALS

9. Memorials or tablets may only be placed or erected on graves where the Exclusive Right of Burial has been purchased and shall not be placed or erected without the issue of a memorial permit and the approval of the Council.

A completed memorial application form signed by the grave owner (the owner of the Exclusive Right of Burial) and the memorial mason must be submitted to the Council. This must contain a dimensioned illustration/picture of the memorial and the

proposed written inscription and any other details. The inscription must include the full known names of those interred as shown on the death certificate.

All memorials must be of natural stone.

No memorial may be erected or inscription added without the Council's written approval in the form of a permit which will be issued to the memorial mason on payment of the appropriate fee. This permit must then be produced to the Cemeteries Manager/Administrator **before** work is begun.

Additional inscriptions can only be added with the written approval of the Council and the payment of the appropriate fee.

All installation of and works carried out to memorials must conform to the National Association of Memorial Masons (NAMM) Code of Working Practice 2003 or any subsequent revisions thereto or BS 8415 Monuments within burial grounds and memorial sites.

The section and number of the grave shall be cut by the memorial mason at the expense of the owner on the side of all memorials so as to be clearly visible when erected.

On completion of the fixing of a memorial a signed and dated copy of the original permit completed by the person who fixed the memorial must be submitted to the Council within ten working days.

A wooden cross or other appropriate wooden marker may be erected **temporarily** to mark a new grave and shall be allowed for a period not exceeding 12 months from the date of interment. Such a temporary memorial will only be allowed on a grave where the exclusive right of burial has been purchased and prior written consent has been given.

All crosses must be hardwood and conform in location and size to the regulations for the section on which they are placed.

The Council reserves the right to remove any wooden cross permitted by this regulation following the expiry of twelve months.

The council reserves the right to inspect, test and make safe **all** memorials in the Cemeteries.

All persons at work in the Cemeteries in connection with graves, monuments or otherwise

- (a) Shall comply with all reasonable directions and requirements of the Cemeteries Manager/Administrator.
- (b) Shall only work during normal working hours of the Council.
- (c) Shall remove from site all dirt and rubbish and leave all sites in a clean and tidy condition.
- (d) Shall notify the Cemeteries Manager/Administrator before starting work and shall, if required, deposit £100 with the Cemeteries Manager/Administrator to be returned upon these Regulations being fully complied with.

No memorial or part of a memorial may be removed from the Cemeteries without the prior approval of the Cemeteries Manager. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.

Any memorial taken down for any purpose must be removed from the Cemeteries.

All memorials erected within the Cemeteries shall be kept in good repair by and at the expense of the owner. Once installed it is recommended that the owner engages the services of a memorial mason to carry out regular maintenance. The Council reserve the right to make safe or to repair any memorial which is allowed to fall into disrepair or become unsightly or dangerous.

Where a memorial or other item on a grave, either through its condition, materials used, or manner of construction, has been identified as posing a risk, the Council has the responsibility under Health & Safety legislation to reduce that risk. This may mean that the item has to be removed or a memorial laid down on the grave, where it will pose less of a risk. The Council will always seek to contact grave owners to notify them of the action taken and why. For this reason, grave owners are requested to keep the council advised with regards to any change of address. In cases where the name and /or address are not known, a notice shall be deemed to be properly served if placed upon the grave space, monument or memorial. If any necessary repairs are not carried out within six months of the date of the notice, then the memorial may be removed and disposed of by the Council.

REGULATIONS RELATING TO LAWN SECTIONS

10. Grave spaces shall have the first 600mm (23.4 inches) from one end (to be determined by the Cemeteries Manager/Administrator) for the erection of a memorial in accordance with these regulations. If no memorial is to be erected then this may be used for the planting or placing of flowers or plants. The remainder to be kept level with the existing ground and maintained as a lawn plot free from **all** obstructions.

Any item placed or planted on any grave space other than a memorial approved in accordance with these regulations, becomes the property of the Council, which reserves the right to remove and dispose of the same, without being liable for compensation or to account for the proceeds of disposal.

No memorial in the lawn section will exceed 800mm (31.2 inches) in height measured from ground level

Headstones must not exceed 750mm (29.25 inches) in width and must not be less than 75mm (2.92 inches) in thickness.

Crosses must be erected on a suitable base not exceeding 750mm (29.25 inches) x 600 mm (23.4 inches) and have a shaft not less than 75mm (2.92 inches) thick.

Vases must be erected singly or with a memorial provided that the vase does not exceed 200mm (7.8 inches) in height and is erected on a suitable plinth or bearer not exceeding 750mm (29.25 inches) x 600mm (23.4 inches)

A bored vase hole to include an aluminium flower container may be included with the stone providing it does not exceed the stated dimensions above.

Kerb sets are not allowed in the Lawn section with the exception of the adult Muslim sections.

The construction of mounds will not be allowed in any part of the Cemeteries other than those areas set aside for Muslim burials.

Regulations specifically relating to Muslim sections

- 11.** No memorial in the Muslim section will exceed 800mm (31.2 inches) in height measured from ground level.

Headstones must not exceed 750mm (29.25 inches) in width and must not be less than 75mm (2.92 inches) in thickness.

Kerb sets must not exceed the grave/concrete chamber space of 2460mm long x 1110mm wide (96.8 inches x 43.7 inches).

If no memorial is to be erected then this may be used for the planting or placing of flowers or plants. Items placed outside of the grave space such as gravel, chippings, artificial grass, paving or any other items becomes the property of the Council, which reserves the right to remove and dispose of the same, without being liable for compensation or to account for the proceeds.

A mound or other appropriate wooden marker may be erected **temporarily** to mark a new grave and shall be allowed for a period not exceeding 12 months from the date of interment. Such a temporary memorial will only be allowed on a grave where the exclusive right of burial has been purchased and prior written consent has been given.

The construction of mounds should not exceed 152mm (6 inches) in height, allowing a 500mm walkway between graves for access. Any neglected mound may be levelled and turfed.

Walkways must remain clear at all times, obstacles outside of the grave space will be removed immediately.

Ashes sanctums

- 12.** The Sanctum Vault is an individual above-ground chamber that has been designed for the placing of 1 set of cremated remains. The chamber is sealed by a granite tablet that can be inscribed with your choice of inscription and decoration. The Sanctum Vaults may be leased for an initial period of 10 or 20 years. The lease agreement contains all the terms and conditions therein. The lease may be extended for a further 5, 10 or 20 year period at the end of the initial lease.

The vault remains the property of the Council throughout the lease period, but the inscribed tablet becomes the property of the applicant. The applicant is responsible for the maintenance and upkeep of the plaque.

At the end of the lease period, if the lease is not renewed, the tablet and any cremated remains in the Vault will be removed by the Council and may be collected by the family for private disposal. Every effort will be made to contact the lease holder at their last registered address to ascertain their wishes. The Council retain the right to strew the cremated remains and dispose of the memorial tablet should their efforts prove fruitless. The onus of responsibility is on the lease holder to keep the Council informed of any change of address.

Child and baby graves

13. There are specially designated areas within the Cemeteries for the burial of babies and children up to 3 years and ashes of children up to 14 years free of charge.

Memorials should be of natural stone and no larger than 380 mm (15 inches) x 380 mm (15 inches) for an interment or 300 mm (12 inches) x 300 mm (12 inches) for an ashes burial. All stones should be positioned directly over the burial and the base shall be laid flush with the ground.

A bored vase hole to include an aluminium flower container may be included with the stone providing it does not exceed the stated dimensions above.

Regulations relating to the old section of High Wycombe Cemetery only

13. Memorials should conform to the following:

In the old Section all enclosures shall be 2400mm (93.6 inches) x 1200mm (46.8 inches) for Class A graves, 2100mm (81.9 inches) x 900mm (35.1 inches) for Class B & C graves, 1500mm (58.5 inches) x 750mm (29.25 inches) for Young Persons graves and 1200mm (46.8 inches) x 600mm (23.4 inches) for Children's graves.

No memorial shall exceed 800mm (31.2 inches) in height or be less than 75mm (2.92 inches) thick.

All chippings, crazy paving and other materials shall be supported by a concrete slab conforming to the following requirements:

- (i) A pre-cast reinforced slab at least 50mm (1.95 inches) thick or,
- (ii) A slab of in situ reinforced concrete at least 75mm (2.92 inches) in thickness.

If no memorial is to be erected the first 600mm (23.4 inches) from one end to be determined by the Cemeteries Manager may form an earth plot for the planting of flowers, or placement of a vase, the remainder to be level with the existing ground and maintained as a lawn plot free of all obstructions. Neglected plots may be taken over and grassed down by the Council. Vases may be of robust metal or earthenware. Artificial flowers will not be permitted.

On that part of the Cemeteries adjoining the premises known as Godstowe School which is marked on the plan deposited at the Cemeteries Office no memorial shall be of a greater height than 750mm (29.25 inches) from ground level.

FEES

14. Fees and charges are available on the [Buckinghamshire Council website](#) or please speak to your Funeral Director/Memorial Mason

Should you have any queries regarding these regulations please contact the Cemeteries Manager.

Email: Cemeteries@Buckinghamshire.gov.uk

14th February 2022

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Business Improvement Districts Update:

High Wycombe Town Centre (HWBIDCo)
and Cressex Business Park

Author: Jacqueline Ford

Economic Development Manager, Economy, Growth and Regeneration

Date: 8th March 2022

Presentation support at the meeting:

Margaret McCarthy (Globe Business Park BID Manager)

Melanie Williams (Chief Executive of HWBIDCo)

Table of Contents

Business Improvement Districts Update:	1
Overview	2
Background	Error! Bookmark not defined.
BIDs in Buckinghamshire.....	2
What is a BID and what is the process to get one set up?	3
HWBIDCo	3
Cressex Business Park BID.....	5

Overview

This paper is provided to raise awareness of Business Improvement District (BID) activities that will take place in the High Wycombe Town Committee area this summer, namely two formal ballots of businesses: the first in High Wycombe Town Centre - to continue HWBIDCo (for a third five-year term) and the second to create a new BID on Cressex Business Park. Both BIDs will commence from 1 October 2022.

Short presentations will be provided to by Margaret McCarthy, the Globe Business Park BID Manager who is helping with the creation of the new BID on Cressex Business Park and Melanie Williams, Chief Executive of HWBIDCo setting out the focus areas of their emerging five-year business plan proposal. These presentations form part of their respective wider engagement activity with local members and representatives on the BID proposals. Presentations will also be made to the Economic Sub Group of the High Wycombe Community Board later this month.

There will be an opportunity for members of this committee to ask questions and provide feedback on the emerging priority areas for each BID.

Members are asked to note this report.

Report

BIDs in Buckinghamshire

There are currently two Business Improvement Districts (BIDs) established in Buckinghamshire: a town centre BID in High Wycombe (started in October 2012 with a second five-year term running from October 2017) and a business park BID on Globe Business Park in Marlow (started in January 2015 with a second five-year term running from January 2020).

Prior to unitary transition, project work was well underway to create a third BID on Cressex Business Park. This was programmed to go to ballot in summer 2020 but due to Covid-19 had to be placed on pause.

What is a BID and what is the process to get one set up?

A Business Improvement District is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area. A levy rate is typically between 1% – 3% of the rateable value.

There is no limit on what projects or services can be provided through a BID. The only requirement is that it should be something that is in addition to services provided by local authorities. Improvements may include, but are not limited to, extra safety/security, cleansing and environmental measures. The Council is required to work with the proposer to develop a baseline service agreement that defines what statutory activities are carried out in the geography of the BID to ensure that new activity demonstrates additionality.

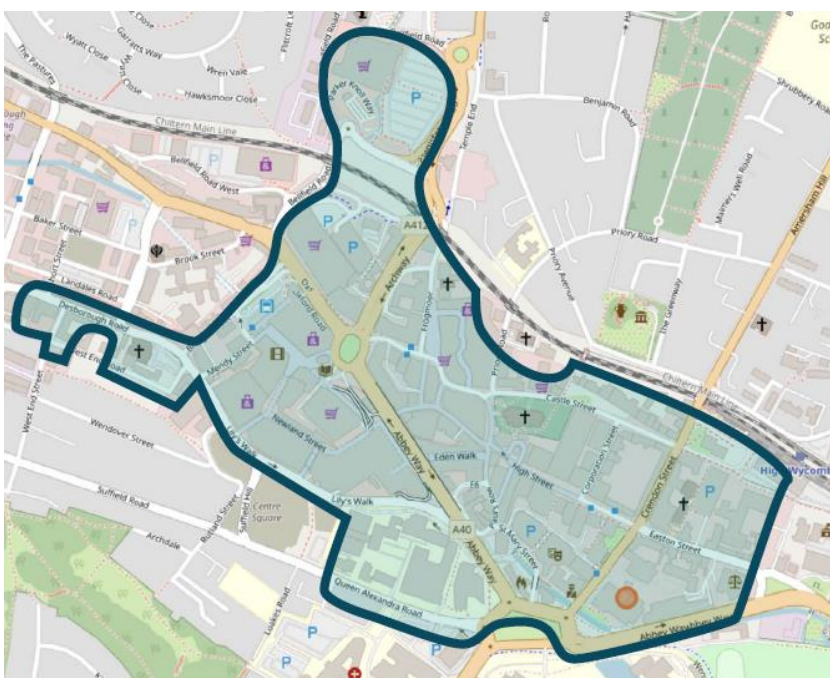
A successful vote is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied or (if unoccupied) owned by them in the geographical area of the BID.

Once the BID is in operation the levy is charged on all businesses within the BID area (regardless of whether or how that business voted in the ballot). The Council is required to set up arrangements to collect the BID levy on behalf of the BID from businesses within the designated BID area.

The establishment of a Business Improvement District (BID) is governed by Part 4 of the Local Government Act 2003 and the Business Improvement Districts (England) Regulations 2004. This legislation requires the Council to work with the proposer upon submission of a formal proposal (business plan) to the Authority and the Secretary of State. This process is triggered by an 84 Day Notice which calls on the Council to make preparations for ballot. The ballot is not conducted in house and the Council will appoint Civica to carry out a ballot of businesses within both BID areas.

HWBIDCo

BID Area:



Timeline:

84 Day Notice issues: 18 February 2022

Notice of ballot issued: 26 May 2022

Ballot papers issued: 09 June 2022

Day of Ballot: 07 July 2022 (result anticipated next day)

BID Start date: 01 October 2022

What is the focus of activity looking forward (2022 – 2027)?

HWBIDCo were established in October 2012 and started a successful second term in October 2017. In preparation for a third term, HWBIDCo have carried out a formal consultation process of all levy payers (closed 21 February 2022) to get feedback on proposed areas of activity and identify other opportunity areas. This will be used to inform specific project development as part of a new five-year business plan.

The key project areas proposed are:

Better for Business

- A voice for the business community
- Using our influence to lobby for the things that matter
- Zero tolerance to anti-social behaviour (ASB)
- Pedestrianisation of High St, Pauls Row & White Hart St
- Influence & improve the Charter Market
- Business training & peer support

Grow the MyWycombe brand & social media channels

- Promote businesses & raise the profile of the town centre
- Increase footfall & spend
- Deliver exciting seasonal marketing campaigns
- Animate public spaces
- Harness press opportunities

Events and Activities

- Expand the events programme
- Continue to bring in new & speciality pop up events
- Build on the success of big footfall driving events
- Speciality markets
- Monthly footfall data & intelligence sharing

Enhance & Recover

- Enhanced greenery for the town centre
- Raise awareness of employee parking provision
- Cardboard Recycling & Sustainability
- Street Cleaning follow up
- Keeping spend local with a MyWycombe Gift Card

Safe & Secure

- Employ Business Engagement Co-ordinator to run Safe & Secure activities
- Shopwatch, Pubwatch, DISC, Radio Scheme
- BCRP Accreditation & Purple Flag
- Support night time economy & Community Hub
- Zero tolerance policy for anti-social behaviour (ASB)

More information about HWBIDCo can be found here: [- HWBIDCo](#)

Cressex Business Park BID

BID Area:



Timeline:

84 Day Notice issues: 17 February 2022

Notice of ballot issued: 01 June 2022

Ballot papers issued: 15 June 2022

Day of Ballot: 13 July 2022 (result anticipated next day)

BID Start date: 01 October 2022

The catalyst to form this new BID was driven by a petition from businesses on the park for the 'council' to take action on traffic congestion. Legacy Councils (Wycombe District Council and Buckinghamshire County Council) met with businesses and shared the BID the experience of Globe Business Park in being an enabler to draw external funding. Businesses agreed that this model could work for Cressex Business Park too. In 2018 WDC Cabinet approved a funding allocation to support the creation of a BID on Cressex Business Park (CBP) and deliver some 'quick wins' ahead of ballot.

Groundwork South (who helped legacy WDC develop the BID on Globe Business Park in Marlow) are delivering this project alongside the Council's Economic Development Team.

What is the focus of activity looking forward (2022 – 2027)?

Formal business engagement on CBP started in late 2019 and consultation findings were used to develop a draft business plan. As mentioned at the start of this report, the formal ballot programmed for June 2020 was halted due to Covid-19. The Cressex BID Steering Group have carried out a further round of engagement on the draft proposal this spring and it still has support.

The five-year business plan is focussed on three themes:

Getting Cressex Moving: improving transport and reducing congestion

- Strong and effective engagement with the new Buckinghamshire Council and wider transport agencies to make the case for investment into Cressex BP and the surroundings (focus on access and egress enhancements as opportunities for improvements develop)
- Transport survey work to determine how people travel to work and using this intelligence to shape future transport improvement schemes
- Investments into private sector-led, independent transport studies
- Ensuring that Cressex BP companies have their voice heard when new plans come forward for developments in and around Cressex BP to mitigate and avoid future transport issues
- Review of existing traffic restriction orders/double yellow lines
- Review of paid for on street parking
- Assess the feasibility of smart parking bays and dropped curb schemes
- Engage with the council on potential new car park sites
- Deliver a business-led review of sustainable transport options for the business park to identify the feasibility of: bus services/park and ride; cycle and walking access; company and employee-focused sustainable transport plans; car sharing and on demand transport solutions
- Work with the council on a freight strategy to support overnight parking amenities for HGVs
- Introduce a 'Considerate Parking Scheme' to mitigate displacement impacts of employees parking in nearby residential streets

Supporting businesses and investing in employees

- Business Park management service – Cressex BID as the first port of call
- Improved facilities and amenities - The BID will engage and work with landowners and landlords to identify suitable sites for amenities for staff and visitors such as a café and cash point
- BID Board - will be established to lobby and work with stakeholders, investors and government to leverage new investment
- Improved communications and profile – regular e-bulletins, quarterly hard copy newsletter to share with employees, management teams, investors and visitors; a Cressex BP website and social media profiles targeting employees, investors and visitors
- Free and low-cost training services

- Cressex BP Employee Incentive Scheme – such as group discount for access to local leisure and health clubs; facilitated lunch time stress busting short health walks; access to special offers from the High Wycombe Town Centre BID businesses for example

Creating an attractive and secure environment for businesses

- A New Vision for Cressex BP - The BID will develop and implement a sustainable and manageable landscape master plan for Cressex BP incorporating:
 - New signage and lighting features
 - Creation of community space for employees to enjoy during lunch breaks or before/after work
 - Introduction of new landscaped features
 - Installation of a formal unit numbering system and branded features
 - On-going maintenance services to ensure improvements are sustained into the future
- Getting the Basics Right – to work with the Council to ensure that statutory cleaning and maintenance services are delivered and invest and implement a programme of ‘Grot Spot’ quick win enhancement projects across Cressex BP tackling litter issues and locations that create a poor impression for our visitors and employees
- The BID will implement responsive and flexible solutions to further improve security and safety across Cressex BP. Projects *might* include:
 - Investment into CCTV/ANPR at key entrances to the business park
 - Manned security patrol at key times of the year
 - On-call security response service to compliment the work of the Police
 - Development of a traveller response protocol to enable a swift and effective response to unauthorised encampments.
 - Implement a rapid text communication system between companies to quickly share intelligence on security threats
 - Establishment of a Cressex Business Watch scheme to share news and intelligence throughout the business community relating to crime and security.

A draft copy (currently being refined on the back of consultation work) can be found here:

<https://cressexbid.co.uk>

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High Wycombe Town Committee Special Expenses Quarter 3 2021/22

Author: Tamsin Lloyd-James (Accountant)

Responsible Officer: Fiorella Mugari (Head of Finance – Communities)

Date: 8 March 2022

Table of Contents

High Wycombe Town Committee Special Expenses Quarter 3 2021/22	1
Introduction	3
Special Expenses Q2 Forecast 2021/22.....	3
Commentary on variances.....	4
Impact on Working Balances	5
Penn Road Cemetery	5
CIL Funded Projects	5

Introduction

Committee are asked to note the Q3 forecast position for 2021/22. This report sets out the 2021/22 revenue forecast position and the impact on working balances at year end for High Wycombe Town Committee.

Special Expenses Q2 Forecast 2021/22

The net forecast outturn position for 2021/22 is £340k, a favourable variance of £26k against a total budget of £366k. The table below provides the detail at activity level.

Activity Area	Analysis	2021/22 Budget	YTD Actuals	FY Forecast	Variance
		£	£	£	£
Footway Lighting	Exp	1,800	0	0	-1,800
	Inc	0	0	0	0
	Net Exp	1,800	0	0	-1,800
Cemetery	Exp	337,746	91,858	366,516	28,770
	Inc	-182,250	-176,276	-212,706	-30,456
	Net Exp	155,496	-84,418	153,810	-1,686
Town Twinning	Exp	3,000	0	3,000	0
	Inc	0	0	0	0
	Net Exp	3,000	0	3,000	0
Community Grants	Exp	25,660	8,927	9,296	-16,364
	Inc	0	0	0	0
	Net Exp	25,660	8,927	9,296	-16,364
Recreation Grounds (Local)	Exp	144,085	25,982	140,297	-3,788
	Inc	0	0	0	0
	Net Exp	144,085	25,982	140,297	-3,788
Allotments	Exp	20,430	10,751	21,012	582
	Inc	-60	0	-60	0
	Net Exp	20,370	10,751	20,952	582
War Memorial	Exp	3,000	0	0	-3,000
	Inc	0	0	0	0
	Net Exp	3,000	0	0	-3,000
Community Centres	Exp	13,000	13,000	13,000	0
	Inc	0	0	0	0
	Net Exp	13,000	13,000	13,000	0
TOTAL	Exp	548,721	150,518	553,121	4,400
	Inc	-182,310	-176,276	-212,766	-30,456
	Net Exp	366,411	-25,758	340,355	-26,056

Commentary on variances

Footway Lighting

This budget is for the repair of 3 footway lights. As at the end of Quarter 3 there has been no spend and it is not expected that any spend will be required in Q4. As such, no budget is forecast to be spent.

Cemetery

An increased forecast in cemetery income is due to an increase in the number of ashes burials. This is most likely due to people storing the ashes of their loved ones during lockdowns until such a time as a funeral could be held with more attendees.

There is an overspend in General Repairs & Maintenance due to palisade fence painting in the old cemetery (£13,900).

Invoices for business rates for two years has now come through (£13,099.17 for 2020/21, and £16,373.96 for 2021/22). This budget was not spent last year (£12,000) and so went back into the reserve, which will help to mitigate this. A query has been raised with the rates team to verify the amounts that have been charged. However, the amounts charged so far have been recognised in full for prudence.

99 concrete burial chambers have been purchased for Penn Road cemetery and are now being installed. Additionally, some polypropylene chambers have also been purchased (total for both is c. £80,000). Income for these will be achieved as the chambers are purchased by the consumer (they are purchased at cost); however this income will be received over time so will not come in this year. This cost is currently being mitigated by an underspend in Grounds Maintenance, resulting from additional budget being added to cover Penn Road. Penn Road Cemetery has only been open since January and as such very little grounds maintenance has been charged.

Community Grants

Based on current applications, the Specialist Projects Manager has forecast an underspend of £16k in Community Grants.

The following grant applications have been approved so far this year:

Name	Date	Amount
Wycombe Friends of the Earth	08/07/2021	£ 1,186.00
Wycombe Women's Aid Limited	27/07/2021	£ 900.00
St Annes & St Peters PCC	23/12/2021	£ 1,499.00
The High Wycombe Society	31/01/2022	£ 1,500.00
Ummah United Sports Club	31/01/2022	£ 1,045.65
Total		£ 6,130.65

Recreations Grounds (Local)

The Recreation Grounds (local) are on routine maintenance this year and are currently forecasting a small underspend in Grounds Maintenance.

War Memorial

No cleaning scheduled for this year as comprehensive cleaning took place last year. Comprehensive cleaning will take place in 2022/23.

Impact on Working Balances

The impact of 2021/22 activities are given in the table below:

	£	£
Balance at 1st April 2021		-535,056
Revenue Expenditure Forecast	340,355	
Precept	-271,924	
Interest	-8,200	
Movement in reserves		60,231
Balance c/f 31st March 2022		-474,825

The estimated working balance as at March 2022 is £475k which is higher than the recommended minimum level of £150k. This is set aside as an earmarked reserve and therefore ring-fenced for HWTC.

Penn Road Cemetery

The Penn Road Cemetery was within the developer's maintenance contract until 27 November 2021. From 1 January 2022 it has been added to the new grounds maintenance contract. There is a small amount of CIL funding remaining, however this may be used to help fit out the new cemetery office.

CIL Funded Projects

The following are existing CIL funded projects / commitments:

Project	£000's	Comments
Bull Lane Service Yard Gates	15	Total costs for this project are over £32k. This has been rolled into the White Hart Street project.
East Wycombe Panoramic Walkway	35	No movement on this as yet as there is no lead officer.
Local Centres and Parking Pressures Project	225	This amount is now to be reallocated to the Parking Review project. Additional funding of £368k has also been agreed for next year for the Parking Review.
Cemetery	96	Amount remaining following completion of the cemetery. Potential to use this for office fit out.
Total Commitments	371	

As yet there is no actual spend, other than the cemetery.

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Buckinghamshire Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme – JUNE 2022 – MARCH 2023

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>June 2022</u>		
Policing Update - TBC	June 22	Iram Malik, Democratic Services
All Saints Churchyard – TBC	June 22	Rev Morley/Lindsey Vallis
Special Expenses Outturn 21/22	June 22	Tamsin Lloyd-James, Accountant
<u>September 2022</u>		
Q1 Budgetary Control Report	Sept 22	Tamsin Lloyd-James, Accountant
Market and HW/Cressex Bid Co Update	Sept 22	Jacqueline Ford
<u>November 2022</u>		
CIL Update - TBC	Nov 22	John Callaghan, Infrastructure & Projects
Q2 Budgetary Control Report	Nov 22	Tamsin Lloyd-James, Accountant
<u>January 2023</u>		
Special Expenses Budget 2022/2023	Jan 23	Tamsin Lloyd-James, Accountant
<u>March 2023</u>		
Market and HW/Cressex Bid Co Update	Mar 23	Jacqueline Ford
Chiltern Rangers Update - TBC	Mar 23	John Shaw
Q3 Budgetary Control Report	Mar 23	Tamsin Lloyd-James, Accountant

Meeting contact officer: Iram Malik, 01494 421204, iram.malik@buckinghamshire.gov.uk
 Work Programme Updated: 28 February 2022

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