



High Wycombe Town Committee agenda

Date: Tuesday 21 June 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 (Vice-Chairman), 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**
To receive any apologies for absence.
- 2 APPOINTMENT OF VICE CHAIRMAN**
To appoint the Vice Chairman of the High Wycombe Town Committee

for the 2022/23 Municipal Year.

- | | | |
|----------|---|----------------|
| 3 | MINUTES OF PREVIOUS MEETINGS
To approve the minutes of the previous meetings held on 8 March and 18 May 2022. | 3 - 8 |
| 4 | DECLARATIONS OF INTEREST
To receive any declarations of interest | |
| 5 | WWFC DISABLED SUPPORTERS ASSOCIATION
To receive a presentation from Peter Lerner (Trustee of the Association) | |
| 6 | CITIZENS ADVICE BUREAU
To receive a presentation from Tony Bull | |
| 7 | SPECIAL EXPENSES OUTTURN 2021/22 | 9 - 18 |
| 8 | WORK PROGRAMME | 19 - 20 |
| 9 | DATE OF NEXT MEETING
20 September 2022 at 7pm | |

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For further information please contact: Iram Malik on 01494 421204, email democracy@buckinghamshire.gov.uk.



High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 8 MARCH 2022 AT QVR HIGH WYCOMBE COMMENCING AT 7.00 PM AND CONCLUDING AT 9.06 PM

MEMBERS PRESENT

A Alam, M Ayub, K Bates, L Clarke OBE, T Green, D Hayday, A Hussain, I Hussain, M Hussain, M Knight, S Raja, N Thomas and J Wassell

OTHERS IN ATTENDANCE

J Caprio, L Vallis, D Harvey, F Mugari, A Sherwood, M Williams, J Shaw, M McCarthy, I Malik and J Ford

Agenda Item

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: S Guy, O Hayday, Maz Hussain, N Rana, M Smith and K Wood.

2 DECLARATIONS OF INTERESTS

There were none

3 MINUTES OF THE LAST MEETING HELD ON 18 JANUARY 2022

RESOLVED: That the minutes of the last meeting held on 18 January 2022 be confirmed as a correct record.

4 RULES AND REGULATIONS FOR HIGH WYCOMBE AND PENN ROAD CEMETERY

A report was considered which requested that the current rules and regulations which were in place for the High Wycombe cemetery be revoked and that the new proposed regulations for both the High Wycombe and Penn Road Cemeteries be approved.

The report stated that the proposed new rules attached at (Appendix 1) to the report, were largely the same as those currently in place. The more significant changes were detailed in pages 11-12 of the report and included such matters as toppling testing and memorial safety, ashes sanctums, child and baby grave sections and kerb sets particularly in relation to Muslim graves.

The presenting officer confirmed that the separate issue of 7 day burials would be discussed by the newly constituted Cemeteries sub group which was due to meet in the next week.

RESOLVED: That,

- (i) The Committee agreed with and recommended the revocation of the current rules and regulations in place for the High Wycombe Cemetery;
- (ii) The Committee agreed with and recommended for approval the proposed new rules and regulations for both High Wycombe and Penn Road Cemetery.

5 BUSINESS IMPROVEMENT DISTRICTS

A joint presentation was conducted by Jacqueline Ford (Economic Development Manager, Buckinghamshire Council), Margaret McCarthy (Globe Business Park BID Manager) and Melanie Williams (CEO of HWBIDCo), to provide information regarding the ballot activities for two Business Improvement Districts (BID) that would take place during the summer within the High Wycombe Town area. One such BID that was to be proposed to be created was on the Cressex Business Park whilst HWBIDCo covering the town centre was a ballot to secure a third five-year term. Subject to successful yes votes at the ballots in July, both BIDs would begin from the 1 October 2022.

Following the presentation that set out information of key achievements for both BIDs and the focus of their business plans for 2022-2027, Members wholeheartedly agreed that the plans for both BIDs going forward would be of immense value and that these had the full support of Members of the Committee.

Cllr Green enquired as to how the public could be made more aware of the businesses operating from Cressex providing more opportunity to buy locally. It was confirmed by the presenting officer that work was underway to ensure that all businesses were recorded and maintained on an interactive map was being developed and this would be available for all to view on a new website for the business park.

Cllr Thomas asked regarding the work of the security guards and bouncers within the Pubwatch scheme within the HW bid, and the manner in which they dealt with customers which occasionally proved to be threatening. He emphasised that whilst anti-social behaviour would not be tolerated, this needed to be balanced with keeping all residents safe. The presenting officer stated that relevant training needs and requirements for such staff was being given.

Cllr Thomas also asked about the investing in employee's theme for Cressex and asked if this would include apprenticeships and other activities to help develop young people skill sets for the future. Margaret McCarthy stated that she worked as an Enterprise Advisor for Globe Business Park and that they would look to replicate this approach on Cressex so as to be able to engage the right stakeholders with the right businesses to enable this.

A further question related to the intention to provide any planned events within Cressex in light of the forthcoming Platinum Jubilee celebrations and Mayoral weigh in. This was seen to be an ideal opportunity to showcase the potential of Cressex Business Park and it was hoped that celebratory events could be brought together with the help of businesses and the Council. It was confirmed that the matter would be explored with the steering group as soon as possible.

A Member noted that HWBIDCo covered a small area of the town – but that it benefited a much bigger geography and was keen to see how messaging could be shared to encourage people from the wider town and neighbouring areas to promote the good things that were happening and encourage further footfall. Melanie Williams noted that would continue to be worked on under the My Wycombe communications planning.

RESOLVED: That the presenters be thanked for their useful updates and that the endorsement of both BIDs be recorded in the upcoming report to Cabinet.

6 CHILTERN RANGERS

John Shaw presented the latest updated information on the activities of the Chiltern Rangers. He commenced by thanking the Committee for the support he had received and confirmed that a new apprentice had been appointed and that an additional £2000 had been invested for training purposes. In addition, there had been an upswell of public support for the environment and this had resulted in approximately 4000 hours of volunteering work in the community. Members were requested to encourage all to volunteer as there was much work to be done.

Some of the work currently underway was outlined including the West Thorpe project and the installation of the land hedge at the cemetery. Reference was also made to the spring clean within the town centre on 25 and 26 March, along with the river improvement work. Participation was encouraged.

Mr Shaw also provided a brief update on the relocation to a new building at Abbey Barn South, whereby a new Community hub would be created on site, for the long term benefit of all.

RESOLVED: That Mr Shaw and his team be thanked for all the good work that was being undertaken.

7 Q3 SPECIAL EXPENSES BUDGET MONITORING REPORT

A report was submitted which outlined the Q3 revenue forecast position for 2021/22, and the impact on working balances at the year end for this Committee. It was reported that the net forecast outturn position for 2021/22 was £340k, a favourable variance of £26k against a total budget of £366k. This was detailed on page 35 of the agenda pack. Members were informed that the underspend was largely attributable to community grants as well as footway lighting, cemetery and war memorial offset slightly by a small overspend on allotments. Members attention was also drawn to the fact that based on current applications there was likely to be an underspend of approximately £13k in community grants. The CIL project allocations summary was also presented.

There was a discussion amongst Members on the need to improve grant disbursement as well as pace of CIL projects.'

Members were informed that a member of the grants team would attend future meetings to provide more detailed answers to questions raised. In addition, it was recommended that charities be consulted with as to the grants process, and that officers provide more specific detail via an information sheet regarding the organisations and the purposes for which they that

had been in receipt of any awarded grants.

RESOLVED: That,

- (i) The report be noted
- (ii) An officer from the grants team and the CIL team be asked to attend future meetings
- (iii) Further information regarding charities/organisations in receipt of funding be provided

8 MARLOW FILM STUDIO UPDATE

A presentation was conducted with regards to the emerging masterplan and vision for the development of the Marlow Film Studio, and how High Wycombe could play a central part. The plans would see a former landfill site developed into a world class film studio. The presenters highlighted to Members the benefits of the proposed development which was expected to create an opportunity to deliver new jobs, skills and apprenticeships in the area.

Members wholeheartedly welcomed the potential scale of the opportunities that would be created for the High Wycombe area.

RESOLVED: That the information be noted, and the presenters be thanked for the update.

9 WORK PROGRAMME 2022/23

The Committee's work programme as circulated was noted.

A Member requested that an item on the Alternative Route Progress be included as soon as was possible.

10 DATE OF NEXT MEETING

The provisional date for the next meeting was Tuesday 21 June 2022



High Wycombe Town Committee minutes

Minutes of the meeting of the High Wycombe Town Committee held on Wednesday 18 May 2022 in The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury HP19 8FF.

Members present

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

Apologies

A Baughan, S Guy, D Hayday, O Hayday and M Hussain

Agenda Item

1 Apologies

Apologies were received from Councillor Andrea Baughan, Councillor Steve Guy, Councillor Darren Hayday, Councillor Orsolya Hayday and Councillor Majid Hussain.

2 Election of Chairman

RESOLVED-

That Councillor Sarfaraz Raja be elected Chairman of the Committee for the ensuing year.

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High Wycombe Town Committee Special Expenses Outturn 2021/22

Author: Tamsin Lloyd-James

Fiorella Mugari, Head of Finance - Communities

Date: 21 June 2022

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Introduction

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

Special Expenses Outturn 2021/22

The net outturn position for 2021/22 is £280k, a forecast underspend of £86k against a total budget of £366k. The table below provides the detail at activity level:

Activity Area	Analysis	2021/22 Budget	2021/22 Actuals	Variance
		£	£	£
Footway Lighting	Exp	1,800	480	-1,320
	Inc	0	0	0
	Net Exp	1,800	480	-1,320
Cemetery	Exp	337,746	332,742	-5,004
	Inc	-182,250	-237,859	-55,609
	Net Exp	155,496	94,883	-60,613
Town Twinning	Exp	3,000	3,000	0
	Inc	0	0	0
	Net Exp	3,000	3,000	0
Community Grants	Exp	25,660	9,293	-16,367
	Inc	0	0	0
	Net Exp	25,660	9,293	-16,367
Recreation Grounds (Local)	Exp	144,085	137,478	-6,607
	Inc	0	0	0
	Net Exp	144,085	137,478	-6,607
Allotments	Exp	20,430	22,128	1,698
	Inc	-60	0	60
	Net Exp	20,370	22,128	1,758
War Memorial	Exp	3,000	0	-3,000
	Inc	0	0	0
	Net Exp	3,000	0	-3,000
Community Centres	Exp	13,000	13,000	0
	Inc	0	0	0
	Net Exp	13,000	13,000	0
TOTAL	Exp	548,721	518,121	-30,600
	Inc	-182,310	-237,859	-55,549
	Net Exp	366,411	280,262	-86,149

Commentary on significant variances

Footway Lighting

This budget is for the repair of 3 footway lights. In Q4 some small works were undertaken leaving a remaining underspend of £1k.

Cemetery

Expenditure budget underspend of £5k is reported. An overspend of £17k in rates due to 2 years being charged (as reported in the Q3 report) was mitigated by an underspend in Grounds Maintenance of £23k.

Cemetery income is overachieved by £56k in 2021/22, due to an increase in ashes burials in the first half of the year due to people storing the ashes of their loved ones during lockdown until such a time as a funeral could be held with more attendees.

Community Grants

An underspend of £16k is reported. This includes savings on the Management Fee of £3k resulting from a reduction in charges as agreed with the Committee earlier in the year. The remaining £13k is a result of an underspend on grants approved. There has been no change since Q3 with the following grant applications approved in 2021/22:

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 Parochial Church Council	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

Further detail on grants is available in Appendix A which highlights grants approved, grants declined and pending grant applications.

Recreation Grounds

An underspend on the expenditure budget of £7k is reported. This is due to a slight underspend on Grounds Maintenance as routine maintenance has been undertaken with very little additional (non-routine) maintenance required in 2021/22.

Allotments

A slight overspend of £2k is reported on Allotments. This is due to a new gate that was fitted as well as additional keys for the gate being provided.

War Memorial

Underspend of £3k due to no cleaning scheduled for 2021/22 as comprehensive cleaning took place last year. Comprehensive cleaning will take place again 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 Actuals	280,262	
Precept	-271,924	
Interest	-8,200	
Movement in reserves		138
Balance c/f 31st March 2022		-534,918

The working balance as at March 2022 is £535k which is higher than the recommended minimum level of £150k. Please note that the year-end accounting for the council is not yet finalised and includes these provisional figures. This amount 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 (£96k) which is being used to fit out the Penn Road Cemetery office. This will be finished in 2022/23.

CIL Funded Projects

The following is a summary of existing CIL funded projects / commitments and the responsible project officers:

Project	£000's	Commentary	Contact Officer
Bull Lane Service Yard Gates	15	This project will be delivered as part of the wider White Hart St Public Realm Enhancement project that is being led by Rub Nawaz (Economic Growth & Regeneration). A design consultant is due to be appointed by the end of June, with a concept design for the area, including Bull Lane, to be delivered by November 2022.	Rub Nawaz
East Wycombe Panoramic Walkway	35	The East Wycombe Panoramic Walkway scheme was awarded £35,000 of Community Infrastructure Levy funding by the former Wycombe District Council. This funding is allocated and will only be used towards this scheme. Following the award of CIL funding, the scheme was transferred to the Transport Strategy	Jonny Fuller

		<p>scheme, but had not progressed due to resource changes and constraints.</p> <p>A cost estimate for the delivery of the scheme has recently been issued by Transport for Buckinghamshire. This estimate is based on the original project brief and supporting materials/discussions with Cllr Julia Wassell and previous officers. The cost estimate has identified that there is likely to be a funding shortfall to deliver all aspects of the project, as per the brief. Officers in Transport Strategy are proactively exploring potential opportunities for collaborative working and match funding with other council teams.</p> <p>A further update has now been shared with Cllr Julia Wassell to discuss findings, explore opportunities for collaboration and agree next steps. Costs have been provided and two 'packages' can now be taken forward.</p>	
Local Centres	125	The District Centres project retained £125k and the parking pressures project (£100k) has now been combined with the parking review project (see next item).	No Lead Officer however John Callaghan can assist
Local Centres and Parking Pressures Project	468	Cllr Clarke was successful in securing a recommendation to Cabinet to progress the new Parking Review project in addition to the parking pressures project. HWTC allocated £368k of CIL to the new Parking Review project.	Julie Rushton (Lead Officer)
Cemetery	96	This remaining amount is currently being used for the final fit out of the Penn Rd Cemetery office. It is anticipated to be spent in full in 2022/23.	Lindsey Vallis
Total Commitments	739		

Appendix A Grants Update

Accepted Grants

Name	Date	Amount
<p>Wycombe Friends of the Earth - The proposed Bee Squared projects aims to engage with residents living in High Wycombe with the aim to increase awareness of biodiversity by providing packets of seeds and encouraging the planting up a small patch of wildflowers. Instructions are to be provided alongside advertising locally on local residential social media groups (and a market stall if possible). Blue hearts for putting in gardens will also be provided to advertise the project and link in with the 'Rewilding Britain' blue heart campaign.</p>	08/07/2021	£ 1,186.00
<p>Wycombe Women's Aid Limited - A summer playscheme for children living in the refuge over the 6-week school summer holiday period including a range of activities, such as arts and crafts, cooking and sports, as well as trips to local attractions and places of interest. The playscheme will run during the school summer holiday starting on 22.07.21, finishing on 03.09.21 and have approximately 30 children attending.</p>	27/07/2021	£ 900.00
<p>St Annes & St Peters Parochial Church Council - The objectives of the Church's community service meet those of the project which is to host a Craft Club whereby residents living in the unparished wards of Micklefield, Marsh and surrounding areas can meet to socialise, learn new skills and in addition recycle materials.</p>	23/12/2021	£ 1,499.00
<p>The High Wycombe Society - The High Wycombe Society, with the support of Wycombe Arts Centre, are holding an art exhibition to celebrate 250 years of two paintings of 'The High Street in High Wycombe in 1972' by William Hannan. In addition to this there will be paintings of Wycombe by other local artists. This is a</p>	31/01/2022	£ 1,500.00

<p>golden opportunity to showcase Wycombe art through the ages.</p> <p>The event will be open to the public from the 16th to the 28th April and is a demonstration of how different organisations can come together to present an event with the potential to have long-term benefits of local art appreciation.</p>		
<p>Ummah United Sports Club - Ummah United Sports Club provides local young people with opportunities to train and play a variety of different sports such as swimming, football and cycling. The club is providing affordable sessions for 10 – 20-year-olds to attend which gives them an opportunity to meet and engage with adults who can provide positive role models to younger people. The sessions are fun and create a positive environment whilst providing opportunities to exercise and try new sports. The club has approximately 90 members from the local community. Ummah United Sports Club states that the grant funding will be used to purchase new sports equipment to help the provide better sessions for the young people attending. The sessions aim to provide new sports opportunities at a very low cost to participants in order to engage them with positive role models.</p>	31/01/2022	£ 1,045.65
<p>Wrights Meadow Centre - Wrights Meadow Centre have a coffee morning every Wednesday. The plan is to provide a craft session within this coffee morning once a month for those who are isolated/lonely so that they can share ideas and enjoy likeminded company. This session is open to all local residents and is free of charge.</p>	09/02/2022	£366.00
	Total	£ 6,496.65

Declined Grants

Name	Date	Amount (Estimated)
Lacey Green & Loosley Row Tennis Club - Applicant is seeking a facilities grant for the Tennis Club. Location of tennis club is not within the unparished wards of High Wycombe, therefore not eligible for HWTC funding.	20/10/2021	£10,000
Wycombe Food Hub , Enchanted Wonderland - The Enchanted Wonderland event is an interactive Christmas experience for children aged 8 and run from November to December in the rear entrance to WFH in the Chilterns Centre. Applicant states that hosting Enchanted Wonderland is advantageous for WFH, BC, HWBIDCo, Chilterns Centre, The Old Town, local businesses and residents because as it will be the only Charity Santa experience in the old town centre of High Wycombe, and it meets Community Board objectives of Covid-19 recovery, resilience and regeneration of improving the environment and supporting economic recovery of Local infrastructure and transport to community cohesion, mental health and community. It also states it will increase awareness of Wycombe Food Hub and has the potential to raise donations. Having carried out an in-depth assessment it was felt that there was not enough information or transparency provided or considered on the financial modelling and planning of the event, with £6k to £11k required, however no mention of how this would be made up using other confirmed sources of funding. Consideration was also made to the total cost of the event and the anticipated donations that would be received by Wycombe Food Hub as a result, which appeared to be disproportionate. It was also mentioned on the application that this would be the only Santa's Grotto in High Wycombe town centre this year, however we understand from the promotion of other local events that there are several festive events of this kind taking place in High Wycombe.	11/10/2021	£1,500
Wycombe Youth Action - Applicant is seeking ongoing financial support for the operation of Wycombe Youth Council, which does not meet criteria of HWTC community support grant programme- therefore declined on receipt. Applicant invited to submit future applications for projects/events or activities available to the wider community.	13/10/2021	£1,500
	Total	£13,000.00

Pending Grants

Name	Date	Amount
Royal British Legion Wycombe March Branch - Wycombe Marsh Branch currently holds services for most theatre of war commemorative dates and holds events within the local community and carries out the role of branch community support (welfare) within the community and the applicant is aware that war memorial area at Wycombe Marsh needs some TLC which is funded by HWTC but the applicant is looking to have 2 Lest We Forget Benches in place of the old wooden ones it would really make the area look more presentable for those that do visit the war memorial to remember their loved ones.	03/03/2022	£1,332.00 (TBC)

Buckinghamshire Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – SEPTEMBER 2022 – MARCH 2023

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<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
HW Transport Strategy	Sept 22	Johnathon Fuller
All Saints Churchyard	Sept 22	Simon Anthony/Andy Sherwood
Thames Valley Police Update	Sept 22	Iram
<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: 9 June 2022

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