



High Wycombe Town Committee agenda

Date: Tuesday 14 March 2023

Time: 7.00 pm

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

Membership:

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

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Agenda Item	Page No
1 APOLOGIES To receive any apologies for absence	
2 MINUTES To approve the last minutes of the meeting held on 17 January 2023	3 - 6

3	DECLARATIONS OF INTEREST	
	To receive any declarations of interest	
4	PRESENTATION BY THAMES VALLEY POLICE	
5	CITYFIBRE	7 - 14
6	QUARTER 3 BUDGETARY CONTROL REPORT	15 - 20
7	DATE OF NEXT MEETING	

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



High Wycombe Town Committee

Minutes

MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 17 JANUARY 2023 COMMENCING AT 7.00 PM AND CONCLUDING AT 7.35 PM

MEMBERS PRESENT

A Alam, M Ayub, 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, N Rana, M Smith, N Thomas, P Turner, J Wassell and K Wood

OFFICERS PRESENT

Fiorella Mugari, Martin Dickman, Linda Francis, Michaela Pottle, Nick Graham, John Callaghan and Iram Malik.

1 MINUTES OF LAST MEETING

Mr Callaghan was in attendance at the meeting to clarify 2 points relating to item 4 of the minutes of 22 November 2022 entitled Local Allocation of CIL.

Members` confirmation was sought in relation to the £147,000 requested for play areas. Furthermore, Members attention was also drawn to a £125,000 budget commitment to district centre public realm improvements that had not been included in the previous report. In this context members were asked to clarify whether the proposed allocation of £50,000 towards a feasibility study for improvements to Arnison Avenue shopping parade, as previously agreed, should be funded from the budgeted £125,000 or whether it should be recommended as additional funding .

Following further consideration it was,

RESOLVED: That subject to the following, the minutes of the meeting held on 22 November making recommendations to Cabinet be confirmed as a correct record:

- (i) A sum of £147,000 towards replacement and refurbishment of those play areas funded from special expenses be allocated
- (ii) The sum of £50,000 funding towards a feasibility study for improvements to Arnison Avenue shopping parade be met from the budgeted £125,000 that is allocated to Local centres public realm improvements

2 DECLARATIONS OF INTEREST

Councillor A R Green declared an interest in item 5 (Special Expenses Budget) in his capacity of Director of HWBidco and also as a member of the High Wycombe Town Twinning Association.

3 EVENTS IN THE TOWN CENTRE

Melanie Williams from HWBidco was in attendance at the meeting. An overview of the previously held successful events that had taken place was provided to Members, and it was stated that the work undertaken by Bidco had been extended for a further 5 year period.

The presenting officer expressed the desire to continue with the types of events and activities that had been so well received within the town, and the need for the funding to enable her to do so.

A Member asked if Councillors could be informed regarding forthcoming events in advance in order to avoid potential clashes. It was stated that events were widely publicised but that clashes were sometimes inevitable.

Another Member stated that whilst he recognised and was appreciative of the value of social media, he felt that posters on notice boards in certain parking sites would prove to be beneficial in further advertising/publicising upcoming events and activities. The presenting officer concurred with this view point and welcomed the opportunity to make use of notice boards for the purpose.

RESOLVED: That the verbal report be noted and Melanie Williams be thanked for her attendance.

4 SPECIAL EXPENSES BUDGET 2022/23

Members considered the draft budget for recommendation to Cabinet which would subsequently be endorsed and approved by Full Council at its meeting in February.

It was reported that the Budget Sub Group had been established to review the budget for the 2023/24 financial year for the High Wycombe Town Committee's Special Expenses. The draft budget was summarised in Table 1 and detailed at (Appendix A) to the report. A list of the fees and charges were outlined in (Appendix B) to the report.

RESOLVED: That

- (i) the draft budget for 2023/24 (Appendix A) be noted and that these figures took account of the impact of indexation on the grounds maintenance contract, proposed fees and charges (which had been reviewed and considered with respect to competitiveness) and the council tax base.
- (ii) A 9% increase in Fees & Charges where no fee review was carried out be agreed in line with September 2022 RPI. For cemetery fees, a full fee review was

undertaken.

- (iii) the Council Tax base and the precept as set out in the paper be noted. The Council Tax Base was set at Band D equivalent for 2023/24 with respect to Special Expenses for the unparished area of High Wycombe Town.
- (iv) the increase in Council Tax Base for Band D equivalent for 2023/24 by 507.26 to 24,033.51 properties for HWTC be noted
- (v) Option 5 be recommended to Cabinet for setting the 2023/24 precept for the unparished area of High Wycombe Town at £17.66 (Band D equivalent). This option covered up to 84% of the net budgeted expenditure for 2023/24 and required a drawdown on reserve of £59,046 to cover expenditure. Despite use of reserves, this option would still give HWTC continued financial sustainability over the medium-term.

5 WORK PROGRAMME

RESOLVED: That the work programme be noted.

6 DATE OF NEXT MEETING

The next meeting was scheduled to take place on Tuesday 14 March 2023 at 7pm in the Council Chamber, Queen Victoria Road.

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CityFibre's High Wycombe Project

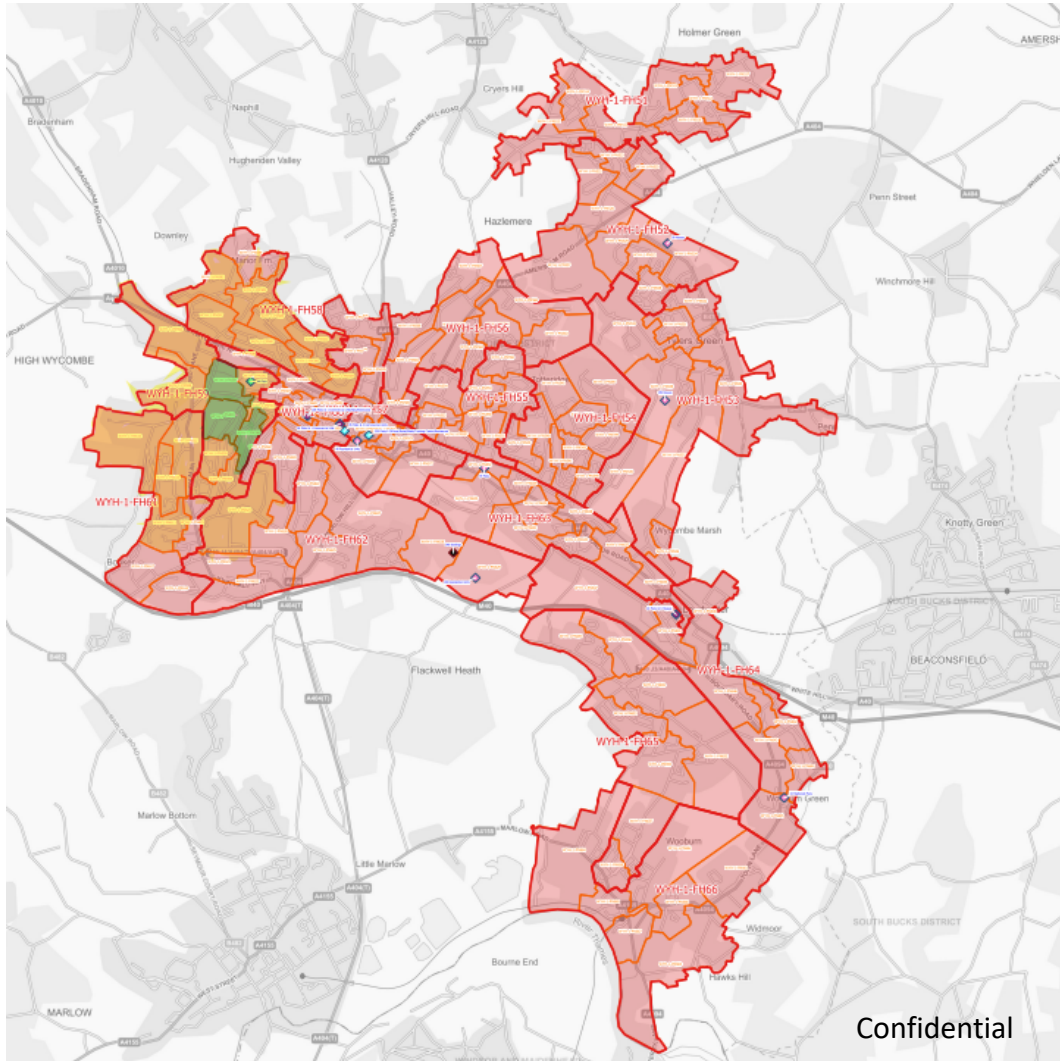
Neil Madle – Area Manager
Lisa Chinn – City Build
Manager

Page 7



Agenda Item 5

HIGH WYCOMBE SUMMARY



- Investment £23m
- Homes approx. 47,000
- Businesses & Public Sector can also be served
- Single FEX – Mill End Road
- CityFibre city build team being mobilised, led by build manager Lisa Chinn
- Build Partner is Instalcom
- Build start date July 2022
- First homes live for service by end 2022 – multiple ISPs
- 2/3 year build
- Crew levels and permits being discussed with Highways
- Social housing & HA wayleaves needed to ensure inclusion

Green – complete
Yellow – in progress
Red – not started

Construction process – street by street

The construction process outside each home typically takes 1-2 days



1. Setting up site

Most work takes place in the pavement, not the road itself. Dig site barriers ensure safety.



2. Laying the ducts

Our construction team dig narrow trenches to hold the protective ducting through which the fibre cables run. Trenches pass driveway entrances – but they are covered until the work is done to allow cars across.

As each property is passed, a small connection box (about the size of a mobile phone) is built into the pavement. When a resident takes a service, fibre is simply extended from the connection box into the home.



3. Reinstating the pavement

After duct installation, we reinstate pavement surfaces and leave the street as we found it by replacing paving slabs or covering with tarmac to match. New tarmac may appear darker in colour but fades over time.



4. Full-fibre installation

When the construction work in each street is completed, our engineers feed the fibre through the duct to the nearest fibre cabinet. This connects the street to the wider network and brings gigabit broadband within reach of each home. This bit is quick and unlikely to cause further disturbance or inconvenience for residents.



5. The street is Gigabit ready!

With the street connected to one of the fastest full fibre networks in the world, residents are then able to access the brand new gigabit-capable broadband services from our ISP partners

Resident and Construction Communication

- 1. Project introduction – door knock**
(2-4 weeks before build start)
- 2. Build notice letter**
(2-7 days before build start)
- 3. Parking notices**
(48 hours before build start)
- 4. Site branding**
(during build)
- 5. Wider community engagement**
(ongoing)



Our 15-year impact on the local economy



£23m

Initial private investment



£15m

Direct network build benefits



£137m

House Value Increase



£16m

Health benefits



£163m

Innovation and productivity in business



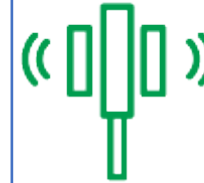
£69m

Smart city infrastructure



£9m

Flexible working productivity uplift



£389m

5G Benefit



£92m

Internet of Things



Buckinghamshire Council's Role in High Wycombe Development



Our Roles and Responsibilities

The council play a key part in enabling Cityfibre to roll out their deployment in and around High Wycombe. The below list details these areas of support:

- a) Monthly calls with Highways and Streetworks to discuss build plans, supplier performance and to help shape future development
- b) Using data gathered from other suppliers and central government to ensure Cityfibre are working in areas where other suppliers aren't
- c) Ongoing dialogue to minimise disruption to residents
- d) Supporting growth in High Wycombe by assisting Cityfibre to maximise rollout to as many premises as possible

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High Wycombe Town Committee Special Expenses Quarter 3 2022/23

Author: Tamsin Lloyd-James, Accountant

Responsible Person: Fiorella Mugari, Head of Finance - Communities

Date: 14 March 2023

Table of Contents

High Wycombe Town Committee Special Expenses Quarter 3 2022/23	1
Introduction.....	3
Special Expenses Q3 Forecast 2022/23	3
Commentary on variances	4
Impact on Working Balances.....	5
Penn Road Cemetery.....	6

Introduction

Committee are asked to consider and note the Q3 forecast position for 2022/23 and the forecast impact on working balances at year end for High Wycombe Town Committee.

Special Expenses Q3 Forecast 2022/23

The net forecast outturn position for 2022/23 is £355k, a favourable variance of £73k against a total budget of £428k. The table below provides the detail at activity level.

Activity Area	Analysis	2022/23 Budget	YTD Actuals	FY Forecast	Variance
		£	£	£	£
Footway Lighting	Exp	1,800	556	1,000	-800
	Inc	0	0	0	0
	Net Exp	1,800	556	1,000	-800
Cemeteries	Exp	431,863	177,326	400,000	-31,863
	Inc	-229,184	-185,684	-240,000	-10,816
	Net Exp	202,679	-8,358	160,000	-42,679
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	22,765	7,940	15,000	-7,765
	Inc	0	0	0	0
	Net Exp	22,765	7,940	15,000	-7,765
Recreation Grounds (Local)	Exp	148,971	76,243	125,000	-23,971
	Inc	0	-515	-515	-515
	Net Exp	148,971	75,728	124,485	-24,486
Allotments	Exp	45,429	31,102	45,429	0
	Inc	-60	0	-60	0
	Net Exp	45,369	31,102	45,369	0
War Memorial	Exp	3,000	5,305	5,305	2,305
	Inc	0	0	0	0
	Net Exp	3,000	5,305	5,305	2,305
TOTAL	Exp	656,828	298,472	594,734	-62,094
	Inc	-229,244	-186,199	-240,575	-11,331
	Net Exp	427,584	112,273	354,159	-73,425

Commentary on variances

Footway Lighting

Actuals to Q3 are £556 so it is not anticipated that the entire budget of £1,800 will be spent.

Cemetery

Some savings are being forecast in expenditure, primarily relating to General Repairs & Maintenance at Penn Road. This is because the facility is new so won't require much work in this first year.

Burials started at Penn Rd in August 2022. In addition to the increase in deaths as discussed previously, there have also been some non-residential burials which have contributed to the slight increase in forecast income.

Colleagues within the Council's Facilities Management have been requested to undertake a condition survey of the vacant property in High Wycombe Cemetery to establish a scope of works, with costings, to return the property to a rentable condition.

Community Grants

The following tables summarise the grants that have been approved and declined or are currently in the pipeline for this year.

The following grant applications have been approved this year:

Name	Quarter	Date	Amount
Lighthouse Cressex - provides a week-long summer holiday programme for children aged 4-11 including activities such as drama, craft, sport, action songs and discovery sessions exploring Christian themes. All children are welcome to attend, regardless of faith. There is no charge for attendance - costs are covered by funding, local church donations and parental voluntary contributions.	Q2	05/09/2022	£ 1,500.00
High Wycombe Shopmobility – funding to help with purchase of replacement scooter	Q3	08/12/2022	£ 1,500.00
Citizens Advice Bucks – funding contribution towards the Volunteer Recruitment Programme	Q3	09/12/2022	£ 1,175.00
Explore – funding contribution to help the charity with a project to help support young people with healthy relationships	Q3	30/12/2022	£ 1,000.00
Wycombe Arts Centre – to contribute to works connected with the Disabled Facilities Grant	Q4	31/01/2023	£ 1,500.00
Mama Bee Group – funding towards the Next Step Project	Q4	06/02/2023	£ 1,500.00
	Total		£ 8,175.00

The following grant applications were declined as the grant criteria was not met:

Name	Quarter	Date	Amount
Wycombe Food Hub - Annual Burns Night Supper	Q4	06/01/2023	£ 1,500.00
East Panoramic Walkway Signage	Q4	10/02/2023	£ 1,500.00
St Andrews Church - Redecorating Entrance and Lounge	Q4	23/02/2023	£ 850.00
Wycombe Mind - Facilities Improvement Project	Q4	23/02/2023	£ 4,750.00
		Total	£ 8,600.00

The following grant applications are currently in the pipeline and have not yet had a decision made:

Name	Quarter	Date	Amount
Wycombe Mind – funding to help with the Festival of Wellbeing 2023	Q4	n/a	£ 1,342.40
		Total	£ 1,342.40

War Memorial

The war memorial is cleaned every other year and as such although it appears as an overspend the budget was not spent last year, resulting it in being rolled forward for spend this financial year.

Impact on Working Balances

The forecast impact of 2022/23 activities are given in the table below:

	£	£
Balance at 1st April 2022		-540,726
Revenue Expenditure Forecast	354,159	
Precept	-395,712	
Interest	-16,222	
Movement in reserves		-57,775
Balance c/f 31st March 2023		-598,501

The forecast working balance as at 31st December 2022 is £599k which is higher than the recommended minimum level of £150k. Note that the year-end accounting for the council is not yet finalised, which includes these provisional figures. This amount is set aside as an earmarked reserve and therefore ring-fenced for HWTC.

Penn Road Cemetery

The fit out for the Penn Road Cemetery is in progress with the remaining CIL funding (c£96k) being used for set-up and fit out costs including signage, shoring, soil removal as well as the physical office fit out (furniture / fittings, H&S equipment, etc). This will be finished in 2022/23. A list of items purchased is shown in table below:

Item Description	Spent £	Planned Spend £	Total Spend	Comments
Shoring	13,771		13,771	
Furniture	12,513		12,513	
Soil Removal	8,950		8,950	
Fixtures & Fittings	2,295		2,295	Water cooler & cups, fire extinguishers, sanitary bins, initial deep clean / window clean, steel soil box
Exterior Signs & Notice boards	2,548		2,548	
Walkboards	501		501	
Water Features	640		640	
Sundries	1,607		1,607	Tools, stationery, cleaning equipment, fridge, microwave, kettle, signs, doorbell
Children's Garden		15,000		Awaiting final designs being prepared
Concrete Plinths		20,000		To support headstones as part of cemetery layout works; purchase orders have been raised
TOTALS	42,825	35,000	77,825	

The opening budget this year was £95,560. The Committee agreed to the spend on the concrete plinths and the total spend will be £77,285 leaving a balance of £18,275.

The Committee to note agreed and planned spend on the cemetery.

Should there be any further spend requirements in this regard the Committee will be advised accordingly.