



High Wycombe Town Committee agenda

Date: Tuesday 20 June 2023

Time: 7.00 pm

Venue: Oak Room Old Town Hall (Side entrance underneath archway via Queen Victoria Road High Wycombe opposite Council Offices HP11 1BB)

Please note change of venue

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

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 2023/24 Municipal Year.	
3 MINUTES OF LAST MEETING To confirm the minutes of the last meetings held on 14 March and 17 May 2023	3 - 8
4 DECLARATIONS OF INTEREST To receive any declarations of interest	
5 PRESENTATION ON THE CURVE BUILDING Ivana Stanisic	
6 HIGH WYCOMBE REGENERATION PROGRAMME UPDATE Shabnam Ali	9 - 12
7 COMMUNITY AND FACILITIES GRANTS - PROPOSED CHANGES	13 - 58

Wendy Morgan-Brown

- | | | |
|-----------|--|----------------|
| 8 | HIGH WYCOMBE TRAVEL CONSULTATION OVERVIEW
Rupert Zierler/Jonathan Fuller | 59 - 80 |
| 9 | SPECIAL EXPENSES OUTTURN 2022/23
Fiorella Mugari | 81 - 86 |
| 10 | WORK PROGRAMME | 87 - 88 |
| 11 | DATE OF NEXT MEETING
26 September 2023 7pm | |

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

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



High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 14 MARCH 2023 COMMENCING AT 7.00 PM AND CONCLUDING AT 8.00 PM

MEMBERS PRESENT

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

OTHERS PRESENT

Neil Madle and Lisa Chinn (CityFibre)

OFFICERS PRESENT

N Graham, M Pottle, L Francis, L Little and I Malik.

1 APOLOGIES

Apologies for absence were received from Cllrs: Barrett, Clarke and Wood.

2 MINUTES

RESOLVED: that the minutes of the last meeting held on 17 January be confirmed as a true record subject to the following amendment at minute no 1 (ii).

The words `funding towards a feasibility study` be deleted.

3 DECLARATIONS OF INTEREST

No declarations of interest were received

4 PRESENTATION THAMES VALLEY POLICE

Members received a presentation from Thames Valley Police which provided updated information on the current emergency situation within High Wycombe, recent police activity and force wide initiatives recently implemented. Figures on crime trends were provided over the last 3 months and the challenges that the Force was confronted with at the present time.

A number of questions arose following the presentation, one of which related to the closure of the police custody suites. It was confirmed that the force was struggling to appoint to vacancies which now required the presence of a health care professional within the suites. New pay scales were being explored in this area of work until which the custody suites would remain closed.

Another Member asked regarding resourcing numbers and how they compared to 2010. She was informed that whilst the figures were back on track and in line with 2010, with 485 officers recruited this year alone. However the officers would need to go through a level of training prior to engaging in the full spectrum of the duties. In addition the nature of the crimes had changed since 2010 which brought about fresh challenges.

A member also enquired in relation to low level crime, such as inconsiderately parked vehicles, causing obstruction etc. the meeting was informed that residents had reported that they had been incorrectly referred to the council when contacting the police on 101. The presenter confirmed that this would be rectified.

RESOLVED: That the presentation be noted and superintendent Burroughs be formally thanked for responding to the emergency situation at such short notice.

5 CITYFIBRE

A presentation was conducted on CityFibre's High Wycombe Project. The presenters outlined the construction process, the impact on the local economy and the roles and responsibilities in the rolling out of their deployment in and around the area. The purpose of undertaking the process street by street was to obtain connection to one of the fastest full fibre networks in the world, with residents able to access the new gigabit broadband services.

A Member queried why there were occasionally a number of suppliers working in the same area. He was informed that companies were encouraged to compete which in turn drove down prices. However CityFibre tended to focus on the areas which were not overly done.

RESOLVED: That the presentation be noted and the presenters be thanked for their attendance

6 QUARTER 3 BUDGETARY CONTROL REPORT

A report was submitted which requested that the quarter 3 forecast position for 2022/23 and the forecast impact on working balances at year end for the Committee be noted. The net forecast outturn position for 2022/23 was £355k, a favourable variance of £73k against a total budget of £428k.

The table on page 17 of the agenda provided greater detail at activity level.

RESOLVED: That

- (i) The report be noted
- (ii) Any questions be emailed directly to the Chairman of the Committee in the absence of the Lead Officer

7 UPDATE 7 DAY BURIAL PROVISION

An update note was circulated to Members regarding the provision of a 7 day burial service.

RESOLVED: That the report be noted.

8 DATE OF NEXT MEETING

RESOLVED: That the date of the next meeting be confirmed in due course.

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Buckinghamshire Council

High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON WEDNESDAY 17 MAY 2023 IN THE OCULUS BUCKINGHAMSHIRE COUNCIL GATEHOUSE ROAD, AYLESBURY.

MEMBERS PRESENT

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

Agenda Item

1 APOLOGIES

Apologies for absence were received from Councillors: M Angell, D Hayday, O Hayday, I Hussain, N Rana and K Wood.

2 ELECTION OF CHAIRMAN

RESOLVED: That Councillor S Raja be elected Chairman of the Committee for the ensuing year.

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High Wycombe Regeneration Programme Update

Author(s): Shabnam Ali, Head of Local Economic Growth

Date: 20th June 2023

Recommendations:

- a) That the Committee note the High Wycombe Regeneration Programme Update.

1. Background

- 1.1 The Local Economic and Regeneration Team continue to develop a multi-faceted work programme focusing on the Regeneration of High Wycombe Town Centre and Cressex area, led by the Council in conjunction with a variety of partners, from both the public and private sector.
- 1.2 This work programme is underpinned by the High Wycombe Regeneration Strategy, which is currently being finalised, alongside other emerging plans and policies which set the strategic direction for the Town.
- 1.3 The High Wycombe Regeneration Board provides the governance framework for the work programme and in conjunction with other Boards facilitates the delivery of key projects.

2. Main content of report

- 2.1 There are several key projects that are currently being progressed as part of the Councils Regeneration Programme, with a number of high-profile projects having been completed in the past few months, for example Brunel Shed, re-surfacing Oxford Road.
- 2.2 The High Wycombe Regeneration Strategy is currently progressing through the internal governance process and is due to be formalised in 2023. An update on key projects is provided below:
- 2.3 White Hart Street is a public realm enhancement scheme in the heart of High Wycombe. The location, between the historic High Street and Eden shopping centre will be transformed into a destination that prioritises pedestrians and encourages dwell time. The new space will be economically, socially and environmentally resilient and fit for purposes for the 21st century. The scheme is now being managed internally, with a delivery consultant to be commissioned by the end of June 2023. Detailed design due to complete in Autumn 2023 and, following a public consultation, construction delivery is due to begin late Autumn.
- 2.4 The Curve, Octagon Arcade – The Council are in discussions with the owners of the Curve to understand their aspirations for their site and understand the regeneration opportunities it presents. The owners will be presenting their proposals to High Wycombe Town Committee separately.
- 2.5 Chilterns Shopping Centre – The current Dandara redevelopment proposals for the Centre would see the delivery of 300 plus build to rent units, with new infrastructure

including a new walkway linking Priory Avenue and Frogmoor and enhanced public realm in and around the town centre. A planning application is due to be submitted later in the year. The Council are working with Dandara to inform the proposed public realm enhancements in the town centre.

- 2.6 Eastern Quarter – The Council completed the Brunel Shed, with the University signing a lease to take on the building in May 2023. The University are in the process of fitting out the building for occupation in Autumn 2023. The Council are continuing to develop a strategy to maximise regeneration opportunities in the area, including Duke Street Car Park, Railway station and the wider Council estate in the area.
- 2.7 Future High Streets – There are a number of projects being delivered as part of the Future High Streets Programme. These include:
- Refurbishment of 37-38 High Street, which is currently let to Tabletop Republic and a Boxing Gym above
 - 16 Church Street, which is nearing completion
 - Repurposing of the House of Fraser Building

Improvements at the Guildhall, Little Market House and surrounding buildings are also planned. Alongside this, the Council are investigating several other opportunities in the town centre.

- 2.8 The underpass from the University to Paul's row will be a focus for improved lighting, activation, and a mural. The Council are working collaboratively with Buckinghamshire New University and the Student Union to identify an appropriate art installation which will include new lighting and an artwork with an aim to refresh the space and make it more user friendly. The Council are also seeking to bring the vacant Lata Lata unit back into use that will bring in a new food and beverage offer to this part of the town whilst creating a more enjoyable, safe and usable underpass.
- 2.9 Anti-Social Behaviour - Antisocial behaviour continues to be raised at the High Wycombe Regeneration Board and centres around car parks, begging, shoplifting and aggressive behaviour towards staff. The Council are working with partners including HWBIDCo, Thames Valley Police and other agencies to address issues. This partnership approach has proved effective in addressing issues in the town centre for example addressing anti-social behaviour in car parks and the parklets in Frogmoor have now been moved with one being refurbished and installed in the Eden Centre, with the other planned for the University campus.
- 2.10 High Wycombe Town Centre Parking Review – The Regeneration Team are working collaboratively with the Town Centre Parking Review project team, to understand the opportunities to improve the Town Centre environment for all users. This

project is looking at potential pedestrianisation, traffic enforcement measures etc. A separate update paper will be brought to this Committee.

3. Next steps and review

Working to the High Wycombe Regeneration Board, the Regeneration Team will continue to work collaboratively with partners to maximise regeneration opportunities in the town.

4. Other options considered

N/A

5. Legal and financial implications

N/A

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



High Wycombe Town Committee Community & Facilities Grants

- Proposed changes to the grant criteria, due diligence process and application form

Date: 20th June 2023

Author: Wendy Morgan-Brown, Head of Partnerships & Communities

Recommendations: The Committee are asked to approve the proposed changes to the grant criteria, due diligence process and application form

1. Introduction

1.1 Since the establishment of Buckinghamshire Council in 2020, the High Wycombe Town Committee grants function has been supported within a partnerships and communities area at the Council. The function is currently carried out within the funding team responsible for processing the Community Board funding applications.

1.2 As it is now three years since the process has been managed by the new Council, it is felt to be an appropriate point to review the work, taking account of the Committee's Chairman and Vice-Chairman feedback, from applicants and from the team supporting the process.

2. Process

2.1 As the Committee will be aware the grants are for projects within High Wycombe town (the unparished area of High Wycombe), there is an annual budget of £10,000 to provide grants to voluntary and community sector organisations and £10,000 to provide grants to facilities which have community use as their primary purpose.

2.2 Applicants apply for the relevant grant via an online application form, this is assessed by the funding team, reviewed by a Head of Service and passed to HWTC Chairman for a decision. On occasion the Chairman also shares the application with the Vice-Chairman before making a final decision.

2.3 Whilst the process is functioning well, there are improvements which could be made to provide clarity to applicants and assist with decision making about the applications, as well as to the administration processing.

3. Proposed changes

3.1 The issues identified have been discussed with the Chairman, Vice-Chairman, Service Director for Legal Services, and the Head of Finance responsible for the grant fund.

3.2 Considering areas identified for improvement and feedback from those involved with the overall process, the following changes are proposed:







- To improve the criteria, clearly setting out each requirement
- The grant conditions are formalised
- A formal award letter is established which includes the grant conditions

- The decision sheet is updated
- The decision is made by both the Chairman and Vice-Chairman to improve oversight and reduce risk
- To update the website and online application form to bring online the above changes







3.3 Attached at Appendix 1 of this report is amended documentation for the grants.

3.3 Attached at Appendix 2 of this report is the current documentation for the grants.

Appendix 1

Revised Community Support Grant Criteria	 HWTC Community Grant Criteria - Revise
Revised Facilities Grant Criteria	 HWTC Facilities Grant Criteria - Revised.doc
Revised Grant Conditions	 HWTC%20Grant%20C onditions%20-%20Re
Revised Grant Decision Sheet	 HWTC%20Grant%20 Decision%20Sheet%2I
Revised Grant Guidance Notes	 High%20Wycombe% 20Town%20Committe
Revised Award Letter	 HWTC%20Award%20 Letter%20-%20New.d
Revised Rejection Letter	No Changes Proposed

Appendix 2

Current Community Support Grant Criteria	 HWTC%20Community %20Support%20Gran
Current Facilities Grant Criteria	 HWTC%20Community %20Facilities%20Gran
Current Grant Conditions	 HWTC%20Grant%20T erms%20and%20Conr
Current Grant Decision Sheet	 HWTC%20Grant%20 Decision%20Sheet%2t
Current Grant Guidance Notes	 High%20Wycombe% 20Town%20Committe
Current Award Letter	N/A
Current Rejection Letter	 Letter%20Template% 20-%20Rejection%20L

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Community Support Grants awarded by High Wycombe Town Committee

Introduction

Community support grants are awarded to not-for-profit voluntary and community sector groups based and operating in one of the unparished Wards of High Wycombe. The maximum award is £1,500.

Grants are capital monies awarded for one-off projects/events/activities which will be delivered over a defined period. Applicants must provide proof that they are offering a service to their local communities which will be of direct benefit to residents living in the unparished wards of High Wycombe. Evidence must also be provided to show that a grant will provide value for money in terms of what can be achieved for residents.

Main Criteria

A project/event/activity must meet at least one of the Council's 2020-2023 priorities. The Council has identified four key priority areas against which all applications will be assessed. No group is expected to meet every priority; however, there may be a strong synergy between the priorities and actions in one area that may contribute to the delivery of more than one priority.

The Council's key priorities are:

- **Strengthening our communities**
- **Protecting the vulnerable**
- **Improving our environment**
- **Increasing prosperity**

For further information on Buckinghamshire Council's priorities, please see our [Corporate Plan for 2020 - 2023](#).

Examples of Successful Applications

Examples of the type of application which would meet the criteria are listed below. This is by no means an exhaustive list.

- Community days
- Children's activities
- Festivals
- Activities to promote understanding of different faiths
- Activities to celebrate different cultures, biodiversity and conservation projects
- Sports activities including assistance to sports clubs
- Sports/hobby clubs e.g. equipment, events
- Community projects
- Children's Holiday Play schemes**

Typically, we award funding to:

- constituted voluntary-led organisations with charitable aims
- registered charities
- charitable incorporated organisations (CIO)
- social enterprises
- community interest companies (CIC)
- companies limited by guarantee that have charitable aims
- membership groups

We are unable to accept applications from groups that:

- do not have a bank or building society account in the name of the organisation/group, with a minimum of 2 unrelated cheque signatories (we are unable to send funds to personal bank accounts)
- have not returned evaluation reports for previous projects
- are subject to an investigation by the Charity Commission, the police, or any other organisation in a legal capacity
- fail due diligence or do not comply with Charity Commission guidelines, for example we would not provide funding to organisations that had related bank signatories, several related trustees, income well more than the threshold for charitable registration etc.

We are unable to fund:

- unspecified contributions to general fund-raising appeals or large projects (if your proposal is part of a larger project, you may be eligible for Community Board Funding)
- for profit or commercial elements of charitable organisations
- public bodies to carry out their statutory obligations and for activities that are supported by other statutory bodies
- direct replacement of statutory or public funding
- political activity or campaigning
- contingency funding
- fundraising activities
- sponsored events, multiple trophies, or prizes
- individuals
- profit making or business ventures, including start-up costs
- activities that are primarily about the promotion of worship/ faith activities (faith organisations may apply for funding towards a project/activity that is open to the whole community and has wider social benefits)
- recurrent projects or events
- contribution to salaries (we can support sessional costs within a project)
- a group funded in the previous year

We do not normally fund:

- projects that exclude community access
- retrospective projects or where expenditure has already been incurred/committed i.e., there must be at least 6 weeks between receipt of applications and the start of

activities for the assessment process to be completed and proof to be provided to show a grant is needed

- national or regional charities, although we can support local branches of national charities if they are financially independent and locally managed
- salaries
- organisations whose free reserves include more than 12 months of running costs
- medical research and equipment
- organisations that do not have their own bank account (through prior agreement a group may nominate and authorise an organisation to apply on their behalf)
- School PTA and Friends groups unless the project supports the wider community
- non project costs for example general core costs and capital items for offices
- projects which could potentially exacerbate or exploit tensions or misunderstandings within communities

Grant Conditions

Read the Grant conditions – link to T&C's on website once agreed and website updated.

Process

In general, applicants will receive funding in advance. The small size of most voluntary and community groups means that they are reliant on grants and donations to deliver their project and cannot go ahead unless a grant is received in advance. It is essential that applicants provide evidence with their applications that there is a need for a grant and that the activity for which funding is required will not go ahead without it.

A Community Support grant application form can be completed on Buckinghamshire Council's website. Alternatively, applicants can download the application form and criteria from the Buckinghamshire Council website and email the completed form to grants@buckinghamshire.gov.uk. Application forms must be signed by an officer of the applying organisation e.g. Chairman, Secretary, Treasurer.

Grants may be applied for at any time during the year. However, the grant fund has a finite budget and grants will be awarded on a first come first served basis. Decisions will be made within 6 weeks of receipt of applications.

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Community Facilities Grants awarded by High Wycombe Town Committee for the Improvement of a Community Facility

Introduction

Community Facilities grants are awarded to not-for-profit voluntary and community sector groups based and operating in one of the unparished Wards of High Wycombe. The maximum award is £10,000.

Grants are capital monies awarded for one-off projects, the purpose of which must be for the improvement/upgrading of a community facility. Applicants must provide proof that they are offering a service to their local communities which will be of direct benefit to residents living in the unparished wards of High Wycombe. Evidence must also be provided to show that a grant will provide value for money in terms of what can be achieved for residents.

Main Criteria

The project must meet at least one of the Council's 2020-2023 priorities. The Council has identified four key priority areas against which all applications will be assessed. No group is expected to meet every priority; however, there may a strong synergy between the priorities and actions in one area that may contribute to the delivery of more than one priority.

For a facilities grant, 50% of the cost of works must be match-funded up to a maximum of £10,000. The applicant must provide proof of matched funding. A facilities grant will normally be based on the lowest of three quotations, copies to be provided with the application form.

The Council's key priorities are:

- **Strengthening our communities**
- **Protecting the vulnerable**
- **Improving our environment**
- **Increasing prosperity**

For further information on Buckinghamshire Council's priorities, please see our [Corporate Plan for 2020 - 2023](#).

Examples of Successful Applications

Examples of the type of application which would meet the criteria are listed below. This is by no means an exhaustive list.

- Improving/updating toilets
- Refurbishment of sports facilities e.g. shower block

- Refurbishment of kitchen
- Building maintenance
- New flooring
- Re-decoration

Typically, we award funding to:

- constituted voluntary-led organisations with charitable aims
- registered charities
- charitable incorporated organisations (CIO)
- social enterprises
- community interest companies (CIC)
- companies limited by guarantee that have charitable aims
- membership groups

We are unable to accept applications from groups that:

- do not have a bank or building society account in the name of the organisation/group, with a minimum of 2 unrelated cheque signatories (we are unable to send funds to personal bank accounts)
- have not returned evaluation reports for previous projects
- are subject to an investigation by the Charity Commission, the police, or any other organisation in a legal capacity
- fail due diligence or do not comply with Charity Commission guidelines, for example we would not provide funding to organisations that had related bank signatories, several related trustees, income well more than the threshold for charitable registration etc.

We are unable to fund:

- unspecified contributions to general fund-raising appeals or large projects (if your proposal is part of a larger project, you may be eligible for Community Board Funding)
- for profit or commercial elements of charitable organisations
- public bodies to carry out their statutory obligations and for activities that are supported by other statutory bodies
- direct replacement of statutory or public funding
- political activity or campaigning
- contingency funding
- fundraising activities
- sponsored events, multiple trophies, or prizes
- individuals
- profit making or business ventures, including start-up costs
- activities that are primarily about the promotion of worship/ faith activities (faith organisations may apply for funding towards a project/activity that is open to the whole community and has wider social benefits)
- recurrent projects or events
- contribution to salaries (we can support sessional costs within a project)
- a group funded in the previous year

We do not normally fund:

- projects that exclude community access
- retrospective projects or where expenditure has already been incurred/committed i.e., there must be at least 6 weeks between receipt of applications and the start of activities for the assessment process to be completed and proof to be provided to show a grant is needed
- national or regional charities, although we can support local branches of national charities if they are financially independent and locally managed
- salaries
- organisations whose free reserves include more than 12 months of running costs
- medical research and equipment
- organisations that do not have their own bank account (through prior agreement a group may nominate and authorise an organisation to apply on their behalf)
- School PTA and Friends groups unless the project supports the wider community
- non project costs for example general core costs and capital items for offices
- projects which could potentially exacerbate or exploit tensions or misunderstandings within communities

Grant Conditions

Read the Grant conditions – Link to T&C's on website added when agreed and website updated.

Process

The small size of most voluntary and community groups means that they are reliant on grants and donations to deliver their project. It is essential that applicants provide evidence with their applications that there is a need for a grant and that the activity for which funding is required will not go ahead without it.

A Community Facilities grant application form can be completed on Buckinghamshire Council's website here. Alternatively, applicants can download the application form and criteria from the Buckinghamshire Council website and email the completed form to grants@buckinghamshire.gov.uk. Application forms must be signed by an officer of the applying organisation e.g. Chairman, Secretary, Treasurer.

Grants may be applied for at any time during the year. However, the grant fund has a finite budget and grants will be awarded on a first come first served basis. Decisions will be made within 6 weeks of receipt of applications.

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High Wycombe Town Committee Grant Conditions

Grants are made subject to the following Conditions, and are to be read in conjunction with the accompanying award letter:

1. Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
2. The applicant must acknowledge High Wycombe Town Committee financial support in any publicity, printed or website material and use the supplied approved logo.
3. Where the funded project is providing an event, activity, or service to/for the community, the organisation must create an account to add their service to the [Bucks Online Directory](#) (targeted to adults ages 18+) or the [Buckinghamshire Family Information Service Directory](#) (targeted at parents/carers, parents to be and children and young people from birth to 19, and up to 25 if they have special educational needs or disabilities) and maintain the records accuracy until the activity or service ceases.
4. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request. A facilities grant will normally be based on the lowest of three quotations, copies to be provided with the application form.
5. If the project requires Planning Permission, Building Regulations or any other form of licence approval, the applicant must confirm it is in place. We may request a copy of this to support the application.
6. For facilities grants, 50% of the cost of works must be match-funded up to a maximum of £10,000. The applicant must provide proof of matched funding.
7. The applicant must provide evidence to show proof of payment/s by way of bank statements, receipts and invoices associated with the grant as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for six years following completion of the project. All projects should adhere to Buckinghamshire Council's [Anti-Fraud & Corruption Policy](#).
8. We will not fund retrospective projects or where expenditure has already been incurred/committed. Grants awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the High Wycombe Town Committee if there are any changes to a project that has been awarded a grant. No change will be effective unless and until it has been agreed in writing between the applicant and the Council. In such cases, the Council reserves the right to include such additional terms of grant as it may decide in its reasonable discretion.
9. High Wycombe Town Committee will make an investment each year into local communities. To ensure investment continues to target the correct projects, we require applicants to submit a report on completion of the project. The report must provide evidence that the grant has achieved value for money for the Council and that the grant has been used wisely for the benefit of the community. Proof must be provided to show that the group's intended

outcomes have been achieved. This is in addition to any project monitoring and evaluation agreed with the Committee. Failure to provide monitoring information will prevent the applicant from being eligible to apply for a further grant in the future and Buckinghamshire Council may request that funding is returned.

10. A payment schedule will be agreed at the time of the grant being awarded. Payments may be made in monthly, quarterly, 6 monthly or one-off instalments depending on the project timescales and value of the grant.
11. If for any reason the applicant is unable to continue with the delivery of the project, there will be no further commitment from Buckinghamshire Council.
12. Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn. If the applicant wishes to carry forward unspent allocated funds beyond the agreed project delivery period, they must first seek approval by contacting the High Wycombe Town Committee.
13. For facilities grants, once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided.
14. The applicant and the Council must comply with their respective obligations under the Data Protection Act 2018 and the UK General Data Protection Regulations. Neither the applicant nor the Council anticipate that there will be any personal data being shared in connection with this grant award but in the event that a need to share personal data does arise, the applicant and the Council will enter into a data sharing agreement prior to any sharing of that personal data taking place.
15. The applicant shall take out and maintain adequate insurance with a reputable insurance company in respect of all risks which may be incurred by the applicant, arising out of the applicant's delivery of the project, including death or personal injury, loss of or damage to property or any other loss. The applicant shall on request supply to the Council a copy of the insurance policies and evidence that the relevant premiums have been paid.
16. The applicant acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) and will provide all necessary assistance to the Council to enable it to comply with all information disclosure obligations. The Council shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.
17. The applicant shall not in delivering the project unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment or otherwise.
18. For projects involving young people (as attendees or delivering the project) – under 19 (or under 25 with special educational needs) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Children's Board: <https://www.buckssafeguarding.org.uk/childrenpartnership/>



19. For projects involving older or vulnerable people (as attendees or delivering the project) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Adults Board:
<https://www.buckssafeguarding.org.uk/adultsboard/>

Please acknowledge acceptance of the grant offer and associated Conditions by e-mail or letter within four weeks of the date of the covering Award Letter.

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Buckinghamshire Council – High Wycombe Town Committee Decision Sheet

Author	
Date	
Project Title	
Applicant	
CaseViewer Ref. No.	
Amount Requested	£

Project Synopsis

Project Details, Background and Aims

Evidence of Need

Identifying and Mitigating Risks

Measuring Outcomes

Cost Breakdown

Corporate Priorities - Corporate Plan

Grant Officer	
Comments	
Recommendation	
Signature	

Service Manager	
Comments	
Signature	

High Wycombe Town Committee Chairman	
Comments	
Decision	
<i>I hereby declare that I have no pecuniary or non-pecuniary interest in this application.</i>	
Signature	

High Wycombe Town Committee Vice Chairman	
Comments	
Decision	
<i>I hereby declare that I have no pecuniary or non-pecuniary interest in this application.</i>	
Signature	

High Wycombe Town Committee Grants Guidance Notes

The High Wycombe Town Committee is an advisory body made up of Members representing the unparished wards of High Wycombe. Information about its current Members, Chair and Vice Chair can be found on the [Buckinghamshire Council website](#).

Current Chair and Vice Chair (as of December 2021)

Chair: [Cllr Sarfaraz Raja \(Saf\)](#)

Contact No.: 07766 052786

Vested Interests: Cllr Raja has a number of vested interests with voluntary and community organisations locally, including One Can Trust. Should these organisations apply for HWTC funding then as per protocol, the decision should be deferred to the Vice Chair.

Vice Chair: [Cllr Tony Green](#)

Grant decisions are sought from both Chair and Vice Chair; however the Chair's decision is final.

Key Officer Contacts:

The following officers have responsibility for supporting the HWTC and will be in contact on either an ad hoc or quarterly basis ahead of a HWTC meeting to request any required information about the distribution of HWTC grants.

Democratic Services Lead Officer: Iram Malik

Finance and Cost Centre Officers: Fiorella Mugari and Tamsin Lloyd-James

Grant Officer Responsibilities

HWTC provide an annual payment of £2,000 to the Partnership & Communities service for the provision of grant officer time in which to manage their 2 grant programmes. The responsibilities of the grant officer include managing all elements of the grant programme (as outlined in the step-by-step process below), keeping accurate grant and financial records as well as providing guidance and additional information to the HWTC Chair and Members as may be required. Details about how to access HWTC grants are included on the BC website and on funding guidance provided to VCS organisations. However, any further marketing of the HWTC programmes is the responsibility of the HWTC members and not BC officers.

Grant Officer: Nicola Surman – Fund & Support Team Leader, Community Boards.

Grant Programmes

The High Wycombe Town Committee operates 2 grant programmes that aim to support not-for-profit voluntary and community sector groups based and operating in one or more of the unparished wards of High Wycombe. Each grant programme has a budget of £10,000 per annum.

Funding is available through a rolling grant programme which means that organisations can apply for a grant at any time during the year. However, those applying for funding late in the financial year may find that the budget has already been allocated.

Community Support (awards of up to £1,500)

These are to specifically assist towards one-off projects, events and activities that are time-limited and directly benefit residents living in the unparished wards of High Wycombe.

Facilities (awards of up to £10,000 subject to match funding)

These are specifically for facilities which have community use as their primary purpose and are in the unparished areas of High Wycombe. These grants enable community facilities within the unparished wards of High Wycombe town to make building improvements and to help fund essential works to ensure that they can remain available for public use.

(Note that each of the grant programmes is allocated a maximum budget of £10,000 per annum. Any over or under spend is accounted for by the finance and cost centre managers. Should the Chair or committee members wish to allocate underspend from the previous year to the current year to enhance the grant budget, then this must be approved by both the finance officers and committee members).

Step-By-Step Process

1. Organisations can apply for HWTC funding via the Buckinghamshire Council website, which are then directed to the grant mailbox.
2. As per the criteria, there is a window of 6 weeks for officers to carry out a comprehensive assessment of a grant application. If additional information is required from the applicant, this may take longer. Upon receipt of an application form, details should be noted on the HWTC Grant Record and a note of acknowledgement sent to the applicant.
3. Ensure that all documents and correspondence regarding the application are saved on SharePoint for reference and financial recording.
4. Following the completion of a full assessment (see assessment questions below), complete a decision sheet.
5. Present the decision sheet alongside a copy of the application form to the Head of Service for further comment and approval.

6. Present the decision sheet alongside a copy of the application form to the HWTC Chair for discussion and final decision (if the Chair has a registered interest in the organisation seeking funding, then this step should be deferred to the Vice Chair for decision).
7. Respond to the applicant with the outcome of the assessment. If the applicant has been successful, then a copy of the Grant Conditions should be issued. Note no funds should be paid until these terms and conditions have been accepted and documented.
8. Update the HWTC Grant Record and ensure any further documents or correspondence have been saved within the application folder.
9. Arrange for payment to be made to the organisation using the following cost code (note if this is the first time the Council has paid this organisation, a One Time Payment Voucher can be used or requested via Service Now) **CNFB06-721010**.
10. All applicants are subject to submitting a short report about how HWTC were able to benefit their project, event or activity. Make a note in the diary to request a copy of this 3-6 months after award.
11. The HWTC request a copy of the grant record on a quarterly basis featuring information about all grant applications received, including those awarded, declined and pending assessment. This is sent to the HWTC Chair and finance leads.

Key Assessment Questions

The following questions have been provided as a guide to help officers carry out an assessment of HWTC grant applications. Before carrying out an assessment it can be useful to refresh your memory by reading a copy of the relevant grant criteria to ensure each element is met.

- Is the organisation eligible for HWTC funding? i.e., are they not-for-profit and operating/serving in the unparished wards of High Wycombe? If you are not familiar with the organisation carry out some desk research to find out more (for example, are they a new organisation, do they have charitable status, have they been supported by a council grant in the past) Organisations operating or serving outside of these wards are not eligible for funding and can be declined on receipt. Use the following websites to assist your research into the organisation:

[Search the register of charities \(charitycommission.gov.uk\)](https://charitycommission.gov.uk)

[Find and update company information - GOV.UK \(company-information.service.gov.uk\)](https://company-information.service.gov.uk)

[Community Interest Companies registered in April 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- Has the applicant provided each of the following alongside their application? If not, this information should be requested.
 - Constitution or set of rules
 - List of Committee Members (showing names and positions)
 - Equal Opportunities Policy (if applicable)
 - Safeguarding Policies (if applicable)
 - H&S Policy (if applicable)
 - Data Protection Policy (if applicable)
 - Projected Income and expenditure and overall budget for this activity/event
 - Copies of relevant Certificates of Insurance

- Do the objectives of the organisation meet the criteria and ethos of the grant?

- Does the project/event/activity or facility improvement in which funding is being applied for meet the criteria and ethos of the grant?

- Has sufficient information been provided to make a full assessment? If the information provided within the application form poses additional questions, then the applicant should be contacted for further information.

- Obtaining full financial information about the project/event/activity or facility improvement is important to completing a comprehensive assessment. It is often useful for applicants to provide a breakdown in a spreadsheet of the overall costs and other income streams, including additional grants that have been applied for or received. Quotes should also be sought, if applicable. If the costs are not clear on the application form, request this from the applicant.

- Is the HWTC funding the only source of income? Have other channels been explored? Match funding is a condition of the Facility Grant (see criteria) and evidence of securing this funding must be provided.

- What is the longevity or likelihood of the event/project/activity or facility improvement taking place? Is there a risk that the funding would not be used or lost?

- Are there any other risks or concerns with the funding application which require further discussion or clarity?

- Does the event/project/activity or facility improvement meet at least one of the [Councils priorities](#)? Include a brief summary of how you feel the project meets the priorities of the council. It is not expected that the organisation meets each priority, however sufficient and comprehensive evidence should be included on the application form that demonstrates meeting at least one.

- What are the outcomes of the event/project/activity or facility improvement and how will these be measured?

- Complete a decision sheet for presentation to the Chair - provide an outline of the event/project/activity or facility improvement and include format, dates, aims and objectives, expenditure, number of residents anticipated to be benefitted etc. This information should be readily available on the application form. If any information is unclear or missing, then the applicant should be contacted for further clarification in order to make a full assessment.
- On rare occasions the officer recommendation and view of the Chair on awarding or declining may differ. This can often be resolved through a more detailed conversation about the application and discussion on thoughts and evidence as to why it does or does not meet the criteria. In each case the criteria in place provides grant officers with a base of evidence to support their recommendation.

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**Directorate for Deputy Chief Executive
Partnerships, Policy and Communications**

Service Director: Roger Goodes
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
HP19 8FF

01296 395000

www.buckinghamshire.gov.uk

Name
address 1
address 2
Postcode

Date:

Dear name

I am pleased to inform you that the High Wycombe Town Committee has allocated a maximum of **£amount** towards the **project** from its allocated budget.

The amount of **£amount** equates to **?%** of the total project cost. If there is a reduction in the total project costs, the contribution to the project from the High Wycombe Town Committee will be **?%**.

A contribution is made on the condition that the applicant must acknowledge High Wycombe Town Committee financial support in any publicity, printed or website material and use the supplied approved logo.

As the High Wycombe Town Committee budget is devolved from the Buckinghamshire Council budget, I have a responsibility to ensure this financial contribution is monitored and managed appropriately and transparently. As such, please be aware this contribution is made subject to the attached Grant Conditions.

I look forward to receiving the project report on completion of the project.

Funds will be transferred directly into **organisations** bank account via a BACS payment.

Please acknowledge acceptance of this funding offer and attached Terms and Conditions by email or letter within four weeks of the date of this letter. If you have any queries, please feel free to contact me.

Yours sincerely,

Chairman of the High Wycombe Town Committee

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Small Community Support Grants awarded by High Wycombe Town Committee



Criteria

1. Introduction

Small community support grants are awarded to not-for-profit voluntary and community sector groups based and operating in one of the unparished Wards of High Wycombe. The maximum award is £1,500.

Grants are capital monies awarded for one-off projects/events/activities which will be delivered over a defined period of time. Applicants must provide proof that they are offering a service to their local communities which will be of direct benefit to residents living in the unparished wards of High Wycombe. Evidence must also be provided to show that a grant will provide value for money in terms of what can be achieved for residents.

2. Main Criteria

A project/event/activity must meet at least one of the Council's 2020-2023 priorities. The Council has identified four key priority areas against which all applications will be assessed. No group is expected to meet every priority; however there may be a strong synergy between the priorities and actions in one area that may contribute to the delivery of more than one priority.

The Council's key priorities are:

Strengthening our communities:

- Support people to deal with the challenges of life before they become too hard to manage, through early help and intervention.
- Enable healthier lifestyles for all, raising the quality of life for those most disadvantaged in our communities.
- Provide the homes our growing communities need, including affordable housing, at the right stage in people's lives.
- Make sport, leisure and learning opportunities available, including for more disadvantaged groups.
- Work with local voluntary and community organisations to encourage volunteering and help our communities thrive.
- Encourage residents to get involved with improving local services, for example through community boards.

Protecting the vulnerable:

- Make communities as safe as possible from crime, drugs and anti-social behaviour.

- Support our older residents, those living with disabilities, and those who are socially isolated, to live healthy, independent and fulfilling lives.
- Make sure children and adults, particularly those who need more help, are healthy, safe and protected from harm.
- Enable children and young people, particularly the most vulnerable, to reach their full potential in education and other aspects of their lives.
- Provide children in our care with the same opportunities in life as other children.
- Work to reduce homelessness and address its root causes.
- Support people, together with their families and carers, to overcome their challenges, ensuring they are resilient and can identify their own solutions.
- Support people to improve their mental health by promoting support services, healthy lifestyles and wellbeing activities, tackling social isolation and loneliness.

Improving our environment:

- Address climate change by taking wide-ranging actions now to reduce our carbon emissions, from planting trees to environmentally focused planning.
- Protect and enhance our high-quality environment, including our Green Belt, Areas of Outstanding Natural Beauty (AONB) and Public Rights of Way.
- Maintain and improve our green spaces, woodlands and country parks so they remain attractive destinations that enhance our quality of life.
- Encourage and support shifts towards environmentally friendly transport, providing electric charging points, cycling infrastructure etc.
- Reduce waste, tackle waste crime, and increase re-use and recycling.
- Promote well-designed homes that are energy efficient and environment friendly.
- Reduce risks from floods and ensure communities are resilient to flooding.

Increasing prosperity:

- Develop skills and foster lifelong learning, with a focus on the education and skills that enable people to be successful in their chosen career.
- Focus on helping all our pupils reach their full potential, narrowing the achievement gap, and ensuring all our schools are excellent.
- Support a thriving business economy, particularly at the small and medium-sized enterprise (SME) level, that competes effectively nationally and globally.
- Improve connectivity and tackle congestion through investments in our roads, transport and digital infrastructure.
- Maximise available funding to regenerate and improve our more deprived areas, town centres and high streets, including Aylesbury Garden Town and High Wycombe town centre regeneration.

- Maximise opportunities from our unique location in the Oxford to Cambridge Arc and close to London and Heathrow.
- Foster the right conditions for innovation in business and technology, for example supporting organisations to trial and market new technologies.
- Promote tourism, culture and the heritage of Buckinghamshire.

For further information on Buckinghamshire Council's priorities, please see our [Corporate Plan for 2020 - 2023](#).

3. Examples of Successful Applications

Examples of the type of application which would meet the criteria are listed below. This is by no means an exhaustive list.

- Community days
- Children's activities
- Festivals
- Activities to promote understanding of different faiths
- Activities to celebrate different cultures, biodiversity and conservation projects
- Sports activities including assistance to sports clubs
- Sports/hobby clubs e.g. equipment, events
- Community projects
- Children's Holiday Play schemes**

4. Applications not Supported

- From a group funded in the previous year, with one exception (see below)**
- For activities that are supported by other statutory bodies
- For activities or events focussing on single faith organisations
- For projects that exclude community access
- For campaigning or political purposes
- For revenue costs e.g. on-going running costs
- For retrospective funding i.e. there must be at least 3 weeks between receipt of applications and the start of activities in order for the assessment process to be completed and proof to be provided to show a grant is needed
- For projects which could potentially exacerbate or exploit tensions or misunderstandings within communities

** Holiday Play Schemes

Holiday Play Schemes have historically been supported by the Council under a separate budget. The budget approved specifically for Holiday Play Schemes has been amalgamated into the small community support budget, thus enabling this support to continue.

5. Grant Conditions

A condition of every grant is that:

- A report must be submitted within 6 weeks of completion of the project/event/activity.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.

- Proof must be provided to show that the group's intended outcomes have been achieved.
- The report must provide evidence that the grant has achieved value for money for the Council and that funds have been used wisely for the benefit of communities.
- If an application is deemed worthy of an award but there remains some element of doubt as to whether an event will go ahead, a grant will only be paid upon completion of the event and upon receipt of a report, as above.
- Groups must acknowledge the Council's support on all publicity material. A logo will be supplied.

6. Process

In general, applicants will receive funding in advance. The small size of most voluntary and community groups means that they are reliant on grants and donations to deliver their project and cannot go ahead unless a grant is received in advance. It is essential that applicants provide evidence with their applications that there is a need for a grant and that the activity for which funding is required will not go ahead without it.

A Community Support grant application form can be completed on Buckinghamshire Council's website. Alternatively, applicants can download the application form and criteria from the Buckinghamshire Council website and email the completed form to grants@buckinghamshire.gov.uk. Application forms must be signed by an officer of the applying organisation e.g. Chairman, Secretary, Treasurer.

Grants may be applied for at any time during the year. However, the grant fund has a finite budget and grants will be awarded on a first come first served basis. Decisions will be made within 6 weeks of receipt of applications.

Privacy Statement

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October 2021

Community Facilities Grants for the Improvement of a Community Facility awarded by High Wycombe Town Committee



Criteria

1. Introduction

Community Facilities grants are awarded to not-for-profit voluntary and community sector groups based and operating in one of the unparished Wards of High Wycombe. The maximum award is £10,000.

Grants are capital monies awarded for one-off projects, the purpose of which must be for the improvement/upgrading of a community facility. Applicants must provide proof that they are offering a service to their local communities which will be of direct benefit to residents living in the unparished wards of High Wycombe. Evidence must also be provided to show that a grant will provide value for money in terms of what can be achieved for residents.

2. Main Criteria

The project must meet at least one of the Council's 2020-2023 priorities. The Council has identified four key priority areas against which all applications will be assessed. No group is expected to meet every priority; however there may a strong synergy between the priorities and actions in one area that may contribute to the delivery of more than one priority.

The Council's key priorities are:

Strengthening our communities:

- Support people to deal with the challenges of life before they become too hard to manage, through early help and intervention.
- Enable healthier lifestyles for all, raising the quality of life for those most disadvantaged in our communities.
- Provide the homes our growing communities need, including affordable housing, at the right stage in people's lives.
- Make sport, leisure and learning opportunities available, including for more disadvantaged groups.
- Work with local voluntary and community organisations to encourage volunteering and help our communities thrive.
- Encourage residents to get involved with improving local services, for example through community boards.

Protecting the vulnerable:

- Make communities as safe as possible from crime, drugs and anti-social behaviour.

- Support our older residents, those living with disabilities, and those who are socially isolated, to live healthy, independent and fulfilling lives.
- Make sure children and adults, particularly those who need more help, are healthy, safe and protected from harm.
- Enable children and young people, particularly the most vulnerable, to reach their full potential in education and other aspects of their lives.
- Provide children in our care with the same opportunities in life as other children.
- Work to reduce homelessness and address its root causes.
- Support people, together with their families and carers, to overcome their challenges, ensuring they are resilient and can identify their own solutions.
- Support people to improve their mental health by promoting support services, healthy lifestyles and wellbeing activities, tackling social isolation and loneliness.

Improving our environment:

- Address climate change by taking wide-ranging actions now to reduce our carbon emissions, from planting trees to environmentally focused planning.
- Protect and enhance our high-quality environment, including our Green Belt, Areas of Outstanding Natural Beauty (AONB) and Public Rights of Way.
- Maintain and improve our green spaces, woodlands and country parks so they remain attractive destinations that enhance our quality of life.
- Encourage and support shifts towards environmentally friendly transport, providing electric charging points, cycling infrastructure etc.
- Reduce waste, tackle waste crime, and increase re-use and recycling.
- Promote well-designed homes that are energy efficient and environment friendly.
- Reduce risks from floods and ensure communities are resilient to flooding.

Increasing prosperity:

- Develop skills and foster lifelong learning, with a focus on the education and skills that enable people to be successful in their chosen career.
- Focus on helping all our pupils reach their full potential, narrowing the achievement gap, and ensuring all our schools are excellent.
- Support a thriving business economy, particularly at the small and medium-sized enterprise (SME) level, that competes effectively nationally and globally.
- Improve connectivity and tackle congestion through investments in our roads, transport and digital infrastructure.
- Maximise available funding to regenerate and improve our more deprived areas, town centres and high streets, including Aylesbury Garden Town and High Wycombe town centre regeneration.

- Maximise opportunities from our unique location in the Oxford to Cambridge Arc and close to London and Heathrow.
- Foster the right conditions for innovation in business and technology, for example supporting organisations to trial and market new technologies.
- Promote tourism, culture and the heritage of Buckinghamshire.

For further information on Buckinghamshire Council's priorities, please see our [Corporate Plan for 2020 - 2023](#).

3. Examples of Successful Applications

Examples of the type of application which would meet the criteria are listed below. This is by no means an exhaustive list.

- Improving/updating toilets
- Refurbishment of sports facilities e.g. shower block
- Refurbishment of kitchen
- Building maintenance
- New flooring
- Re-decoration

4. Applications not Supported

- From a group funded in the previous year
- For activities that are supported by other statutory bodies
- For activities or events focussing on single faith organisations
- For campaigning or political purposes
- For revenue costs e.g. on-going running costs
- For retrospective funding
- For projects which could potentially exacerbate or exploit tensions or misunderstandings within communities

5. Grant Conditions

A condition of every grant is that:

- 50% of the cost of works must be match-funded up to a maximum of £10,000. Groups must provide proof of matched funding.
- A grant will normally be based on the lowest of three quotations, copies to be forwarded with the application form.
- In the event of any alteration to the financial aspect of the project, groups should advise the Council immediately as it may affect the grant.
- Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn.
- Applications for an extension of time before claiming the grant will only be considered if there are special circumstances. Applications must be submitted before the expiry date.
- The Council may ask that certain requirements are met before funding is released and will require evidence that these have been met.
- If these requirements are met, the group has 12 months from the date on which they are met, to request the agreed funding.

- If the work is to be carried out in phases this can be accommodated, but the Council reserves the right to pay the grant in instalments corresponding to the phasing of the work.
- Once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided.
- Work will not be funded retrospectively.
- A report must be submitted within 6 weeks of completion of the project.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- The report must provide evidence that the grant has achieved value for money for the Council and that funds have been used wisely for the benefit of communities.
- Groups must acknowledge the Council's support on all publicity material. A logo will be supplied.

6. Process

The small size of most voluntary and community groups means that they are reliant on grants and donations to deliver their project. It is essential that applicants provide evidence with their applications that there is a need for a grant and that the activity for which funding is required will not go ahead without it.

A Community Facilities grant application form can be completed on Buckinghamshire Council's website [here](#). Alternatively, applicants can download the application form and criteria from the Buckinghamshire Council website and email the completed form to grants@buckinghamshire.gov.uk. Application forms must be signed by an officer of the applying organisation e.g. Chairman, Secretary, Treasurer.

Grants may be applied for at any time during the year. However, the grant fund has a finite budget and grants will be awarded on a first come first served basis. Decisions will be made within 6 weeks of receipt of applications.

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October 2021

Community Grant Email

I am pleased to let you know that your application for a grant of £? has been approved.

The grant is dependent upon the following conditions being met:

- A report must be submitted within 6 weeks of receiving the grant.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- This grant has been awarded by High Wycombe Town Committee. The Committee's support must be acknowledged on all publicity material with the following:
"Organisation Name acknowledges the grant awarded by High Wycombe Town Committee to support the Name of project."

The report can be in whatever format you wish (e.g. a couple of sides of A4) and some photos too please.

As soon as we hear from you with confirmation of your acceptance of these grant conditions, we will authorise payment of the grant to the bank account as provided in your application form.

I look forward to hearing from you.

Kind regards

Facilities Grant Email

I am pleased to let you know that your application for a grant of £? has been approved.

The grant is dependent upon the following conditions being met:

- 50% of the cost of works must be match-funded up to a maximum of £10,000. Proof must be provided.
- A grant will normally be based on the lowest of three quotations, copies to be provided.
- In the event of any alteration to the financial aspect of the project, you should advise the Council immediately as it may affect the grant.
- Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn.
- Applications for an extension of time before claiming the grant will only be considered if there are special circumstances. Applications must be submitted before the expiry date.

- The Council may ask that certain requirements are met before funding is released and will require evidence that these have been met.
- If these requirements are met, you have 12 months from the date on which they are met, to request the agreed funding.
- If the work is to be carried out in phases this can be accommodated, but the Council reserves the right to pay the grant in instalments corresponding to the phasing of the work.
- Once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided.
- Work will not be funded retrospectively.
- Groups must acknowledge the Council's support on all publicity material. A logo will be supplied.
- A report must be submitted within 6 weeks of receiving the grant. The report must provide evidence that the grant has achieved value for money for the Council and that funds have been used wisely for the benefit of communities.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- This grant has been awarded by High Wycombe Town Committee. The Committee's support must be acknowledged on all publicity material with the following:
*"**Organisation Name** acknowledges the grant awarded by High Wycombe Town Committee to support the **Name of project**."*

The report can be in whatever format you wish (e.g. a couple of sides of A4) and some photos too please.

As soon as we hear from you with confirmation of your acceptance of these grant conditions, we will authorise payment of the grant to the bank account as provided in your application form.

I look forward to hearing from you.

Kind regards

High Wycombe Town Committee Grant Decision Sheet

Community Support

Application Ref:	
Applicant Name:	
Amount Requested:	

Summary of Event/Project/Activity:
Project Outline:
Measuring Outcomes:
Meeting the Council's Priorities:

Grant Officer	
Comments:	
Recommendation:	
Signature:	

Service Manager	
Comments:	
Signature:	

High Wycombe Town Committee Chairman	
Any additional comments:	
Decision:	Approve [] Decline [] Further information required []
<i>I hereby declare that I have no pecuniary or non-pecuniary interest in this application</i>	
Signature:	

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High Wycombe Town Committee Grants- Guidance Notes

The High Wycombe Town Committee is an advisory body made up of Members representing the [unparished wards](#) of High Wycombe. Information about it's current Members, Chair and Vice Chair can be found on the [Buckinghamshire Council website](#).

Current Chair and Vice Chair (as of December 2021)

Chair: [Cllr Sarfaraz Raja \(Saf\)](#)

Contact No.: 07766 052786

Vested Interests: Cllr Raja has a number of vested interests with voluntary and community organisations locally, including One Can Trust. Should these organisations apply for HWTC funding then as per protocol, the decision should be deferred to the Vice Chair.

Vice Chair: [Cllr Tony Green](#)

Key Officer Contacts:

The following officers have responsibility for supporting the HWTC and will be in contact on either an ad hoc or quarterly basis ahead of a HWTC meeting to request any required information about the distribution of HWTC grants.

Democratic Services Lead Officer: Iram Malik

Finance and Cost Centre Officers: Fiorella Mugari and Tamsin Lloyd-James

Grant Officer Responsibilities

HWTC provide an annual payment of £2,000 to the LSP service for the provision of grant officer time in which to manage their 2 grant programmes (note this was previously £10,000). The responsibilities of the grant officer(s) include managing all elements of the grant programme (as outlined in the step-by-step process), keeping accurate grant and financial records as well as providing guidance and additional information to the HWTC Chair and Members as may be required. Details about how to access HWTC grants are included on the BC website and on funding guidance provided to VCS organisations. However, any further marketing of the HWTC programmes is the responsibility of the HWTC members and not BC officers.

Grant Programmes

The High Wycombe Town Committee operates 2 grant programmes that aim to support not-for-profit voluntary and community sector groups based and operating in one or more of the [unparished wards](#) of High Wycombe. Each grant programme has a budget of £10,000 per annum.

Funding is available through a rolling grant programme which means that organisations can apply for a grant at any time during the year. However, those applying for funding late in the financial year may find that the budget has already been allocated.

- [Community Support](#) (awards of up to £1,500)

These are to specifically assist towards one-off projects, events and activities that are time-limited and directly benefit residents living in the unparished wards of High Wycombe.

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Provide grants to facilities which have community use as their primary purpose and are in the unparished areas of High Wycombe. These grants enable community facilities within the unparished wards of High Wycombe town to make building improvements and to help fund essential works to ensure that they can remain available for public use.

(Note that each of the grant programmes is allocated a maximum budget of £10,000 per annum. Any over or under spend is accounted for by the finance and cost centre managers. Should the Chair or committee members wish to allocate underspend from the previous year to the current year to enhance the grant budget, then this must be approved by both the finance officers and committee members.)

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1. Organisations can submit an application for HWTC funding via the Buckinghamshire Council website, which are then directed to the grant mailbox.
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3. Ensure that all documents and correspondence regarding the application are saved on the [N:Drive](#) for reference and financial recording.
4. Following the completion of a full assessment (see notes below), complete a [Decision Sheet](#) in readiness for presenting an officer recommendation to the HWTC Chair (guidance notes on completing the decision sheet can be found [here](#)).
5. Present the decision sheet to a line manager for further comment and approval.
6. Present the decision sheet alongside a copy of the application form to the HWTC Chair for discussion and final decision (if the Chair has a registered interest in the organisation seeking funding, then this step should be deferred to the Vice Chair for decision).
7. Respond to the applicant with the outcome of the assessment. If the applicant has been successful then a copy of the Terms and Conditions should be issued. Note no funds should be paid until these terms and conditions have been accepted and documented.
8. Update the [HWTC Grant Record](#) and ensure any further documents or correspondence have been saved within the application folder.
9. Arrange for payment to be made to the organisation using the following cost code (note if this is the first time the Council has paid this organisation, a One Time Payment Voucher can be used or requested via Service Now) **CNFB06-721010**
10. All applicants are subject to submitting a short report about how HWTC were able to benefit their project, event or activity. Make a note in the diary to request a copy of this 3-6 months after award.
11. The HWTC request a copy of the grant record on a quarterly basis featuring information about all grant applications received, including those awarded, declined and pending assessment. This is sent to the HWTC Chair and finance leads.

Key Assessment Questions

The following questions have been provided as a guide to help officers carry out an assessment of HWTC grant applications. Before carrying out an assessment it can be useful to refresh your memory by reading a copy of the relevant grant criteria to ensure each element is met.

- Is the organisation eligible for HWTC funding? i.e are they not for profit and operating/serving in the unparished wards of High Wycombe? If you are not familiar with the organisation carry out some desk research to find out more (for example, are they a new organisation, do they have charitable status, have they been supported by a council grant in the past) Organisations operating or serving outside of these wards are not eligible for funding and can be declined on receipt.
- As per the application form guidance, has the applicant provided each of the following alongside their application? If not, this information should be requested.

Constitution or set of rules
List of Committee Members (showing names and positions)
Equal Opportunities Policy (if appropriate)
Child Protection Policy (if appropriate)
Vulnerable Adults Policy (if appropriate)
Projected Income & expenditure and overall budget for this activity/event
Copies of relevant Certificates of Insurance
Confirmation given in question 6-page 2

- Do the objectives of the organisations meet the criteria and ethos of the grant?
- Does the project/event/activity or facility improvement in which funding is being applied for meet the criteria and ethos of the grant?
- Has sufficient information been provided to make a full assessment? If the information provided within the application form poses additional questions then the applicant should be contacted for further information.
- Obtaining full financial information about the project/event/activity or facility improvement is important to completing a comprehensive assessment. It is often useful for applicants to provide a breakdown in a spreadsheet of the overall costs and other income streams, including additional grants that have been applied for or received. If this is not clear on the application form, request this is provided.
- Is the HWTC funding the only source of income? Have other channels been explored? Match funding is a condition of the Facility Grant (see criteria) and evidence of securing this funding must be provided.

- What is the longevity or likelihood of the event/project/activity or facility improvement taking place? Is there a risk that the funding would not be used or lost?
- Are there any other risks or concerns with the funding application which require further discussion or clarity?
- On rare occasions the officer recommendation and view of the Chair on awarding or declining may differ. This can often be resolved through a more detailed conversation about the application and discussion on thoughts and evidence as to why it does or does not meet the criteria. In each case the criteria in place provides grant officers with a base of evidence to support their recommendation.

Other Useful Information and Contacts

Colleagues from other services around the council have been long standing in providing officer support to HWTC and are familiar with the arrangements in place. If needed I am sure they would be happy to try and help with any questions you may have. Sue Drummond (Communities) and Andy Sherwood (Parks) are the 2 that come to mind.



**Directorate for Deputy Chief Executive
Partnerships, Policy and Communications**

Service Director: Roger Goodes
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
HP19 8FF

01296 395000

www.buckinghamshire.gov.uk

Name
address 1
address 2
address 3
Postcode

Date
Scheme Ref:

Dear name

Application for organisation towards the scheme.

I am writing to inform you that on this occasion your application for funding of £amount towards the scheme has been unsuccessful.

As the High Wycombe Town Committee Budget is devolved from the Buckinghamshire Council budget, I have a responsibility to ensure financial contributions are monitored and managed appropriately and transparently. As such, the application for the above scheme was not successful for the following reason/s:

Explanation of why funding is rejected.

If you would like to apply for funding in the future, for this or any other scheme, you will need to complete a new application. Unfortunately, we will be unable to use any information we currently have on record. Please follow our funding application process to apply - [High Wycombe town community grants | Buckinghamshire Council](#).

Yours sincerely

Councillor Sarfaraz Khan Raja
Chairman High Wycombe Town Committee

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High Wycombe Travel Consultation Update

Date: 20th June 2023

Author: Jonathan Fuller and Angela Bond

Recommendations:

1. The Committee note the summary of the public consultation on the draft High Wycombe 2050 Transport Strategy and Local Cycling and Walking Infrastructure Plan (LCWIP).
2. The Committee note the proposed next steps for progressing the draft plans to adoption, including a separate meeting with local members.

1. Background

- 1.1 The development of the draft High Wycombe 2050 Transport Strategy and the High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) commenced in 2019 and 2020 respectively. The two plans have been informed by extensive engagement with Buckinghamshire Council members, officers and local stakeholders, and have been produced in parallel to ensure alignment and synergy.
- 1.2 The High Wycombe 2050 Transport Strategy outlines a future ambition for the town's transport system, consisting of a vision statement, three 'connecting' themes, and a set of key outcomes for each of those themes. 26 different transport interventions are proposed for the High Wycombe area.
- 1.3 The High Wycombe LCWIP uses 5 network planning concepts to outline a future walking, cycling and wheeling network and a prioritised programme of infrastructure improvements, covering a study area of a 20-minute walking and a 25-minute cycling catchment surrounding High Wycombe town centre, and links with surrounding settlements.
- 1.4 The purpose of producing these plans is to ensure the Council has an informed long-term strategic approach to future transport investment in the High Wycombe area, and a set of balanced and evidenced proposals that can be taken forward for further development, future funding applications and ultimately delivery.
- 1.5 Following engagement with local members, public consultation on the draft plans took place over an 8-week period between October and December 2022. The consultation responses have now been analysed, with a view to making amendments to the draft High Wycombe 2050 Transport Strategy and the draft High Wycombe LCWIP, prior to their adoption as Council policy.
- 1.6 This paper and Appendix A summarise the key headlines of the consultation participation and results. A separate meeting is being arranged with local members representing ward areas affected by the plans, to present the consultation findings in further detail and discuss proposed amendments to the draft plans.

2. Main content of report

Public consultation overview

- 2.1 **Objective:** The primary objective of the public consultation was to understand the views of people who live, travel, work or study in the High

Wycombe area on the two draft plans. The consultation questions focused on capturing respondents' levels of agreement/disagreement with the overarching themes, concepts and principles.

2.2 **Method:** The consultation period ran over 8 weeks between 14th October and 12th December 2022 and was held online via the YourVoiceBucks platform, with printed copies of the draft plans and consultation survey available from High Wycombe Library during the consultation period. The consultation was promoted locally through the following methods:

- 2 well attended drop-in events, held at Eden Shopping Centre and High Wycombe Library on Saturday 5th November and Friday 18th November, with relevant material displayed and Council officers available to answer questions
- Council press release and features in residents' and schools' newsletters
- Regular social media posts, including short videos and interactive polls
- Regular local radio advertisements
- Advertisement posters on local buses
- Flyers, posters and banners displayed at 14 locations across High Wycombe with scannable QR codes to provide easy access to the consultation webpage
- Targeted communication with key stakeholders, including a focus group with Buckinghamshire New University students

2.3 **Responses:** 249 responses were received through the YourVoiceBucks platform. Respondents could elect to answer survey questions on one or both of the draft plans. 198 respondents completed the Transport Strategy survey and 206 completed the LCWIP survey. In addition, a number of written representations were received via email and post and have been considered in the analysis of responses.

2.4 This is considered a reasonable response rate when benchmarked against recent LCWIP consultations run by other local authorities; for example, North Northamptonshire consulted on a LCWIP for a town with a population of 68,164 (Census 2021) over a similar period with 64 respondents. In 2022, Milton Keynes City Council ran a 12-week consultation on its LCWIP for the city and received 90 responses.

2.5 The presentation included at Appendix A summarises headline consultation findings to core questions included within the online survey. It also summarises written representations received and the results of social media polls.

Key themes in consultation responses

2.6 The list below summarises key themes and areas of consideration for potential changes to the draft plans. Specific proposed amendments will be discussed with local members in the upcoming meeting.

- a) **Greater consideration of the needs of vulnerable users** (e.g. equestrians, individuals with disabilities, or limited mobility) and those reliant on the use private vehicles.
- The wording and proposed initiatives in the draft plans will be reviewed to ensure consideration for all users. The needs and impacts on all user groups will also be assessed as and when individual proposals are taken forward.
- b) **Insufficient focus and emphasis on behaviour change and supporting measures.**
- The draft plans will be amended to highlight the importance of the behaviour change and supporting measures, and the role they play in influencing travel behaviour and encouraging uptake of sustainable and active travel.
- c) **Public transport connectivity in rural areas and neighbouring settlements not adequately considered in the draft Transport Strategy.**
- The Transport Strategy has considered for all forms of travel and their connections to and from the town. The Transport Strategy will be revised to clarify and highlight the role of the proposed initiatives, such as mobility hubs and demand responsive flexible bus services, in improving connectivity throughout High Wycombe and beyond. Affected areas mentioned in the survey responses have been documented and will be taken forward for review.
 - The LCWIP will also be revised to acknowledge the importance of wider connectivity, including integration between public transport services and hubs, and walking and cycling infrastructure.
- d) **Bus service quality:** Various comments about current bus service prices, reliability, late night and weekend coverage and accessibility
- Whilst outside the immediate scope of this consultation, affected routes and areas mentioned in the responses have been documented for future information and consideration. Wording amendments will clarify that reliability, pricing and greater consideration of vulnerable users are important elements of bus network planning in High Wycombe.
- e) **Congestion issues on main arterial routes** especially during peak times
- The Transport Strategy will be reviewed to explain the role of optimised traffic lights, and the key routes commonly mentioned in the consultation responses (A40, A404) will be reviewed alongside

the schemes set out in the draft strategy to ensure they are appropriately incorporated.

f) Improved walking and cycling infrastructure

- Various comments on the proposed LCWIP network were received and specific suggestions for additions/amendments to indicative proposals.
- The LCWIP will emphasise that the individual proposals that are set out are only indicative at this stage and will be subject to further design, feasibility assessments, local engagement and impact assessments. However the proposals, including suggested additions/amendments, will be amended where it is appropriate to do so.
- Comments regarding localised footway maintenance and parking enforcement matters have been recorded but are outside of the scope of the LCWIP and Transport Strategy.

g) Suggested public realm improvements

- Comments and suggestions, such as enhancement of parks and public spaces, benches and environmental enhancement, have been recorded and will be considered as the individual proposals are developed, where relevant.

h) Concerns about implications of parking standards, car-light living and additional demand management measures such as charging people for the use of roads, parking restraints and clean air zones.

- The Transport Strategy and individual proposals will be reviewed in light of this feedback to ensure careful consideration is given to a balanced approach, recognising the equal need to minimise the negative impacts of vehicular traffic and national requirements to reduce carbon emissions.

i) Performance outcomes, monitoring and evaluation

- Suggestions that the draft plans should more clearly outline how progress and performance against objectives will be monitored.
- The Transport Strategy and LCWIP include reference to performance indicators but will be amended to make clear that further work will be required to understand each initiative's potential impacts, value for money, and deliverability.

j) Revisions to the timeline and level of ambition of the Transport Strategy

- The Transport Strategy acknowledges that major transport projects and behaviour change can take a long term to achieve and deliver and is intended to outline a long term, incremental approach, and this was supported. This consultation feedback will be considered to ensure that the schemes required in the next five, ten, fifteen years and beyond are appropriate and can deliver the 2050 Vision.

3. Next steps and review

- 3.1 A meeting is being arranged for July 2023 with local members representing ward areas affected by the plans to present the consultation findings in further detail and discuss proposed amendments to the draft plans.
- 3.2 It is anticipated that the amended High Wycombe 2050 Transport Strategy and High Wycombe LCWIP will be presented to Cabinet for approval and adoption in October 2023.
- 3.3 Once adopted, the plans will be used to inform the Council's approach to transport planning in High Wycombe and identify priorities for future investment decisions.
- 3.4 The High Wycombe 2050 Transport Strategy and High Wycombe LCWIP will be integrated appropriately with the Council's countywide LCWIP, Local Transport Plan (LTP5) and Local Plan for Buckinghamshire which are in development in order to achieve an overarching strategic approach for the county.
- 3.5 Specific proposals and interventions identified in the plans will be subject to further development, engagement and public consultation, if and when they are taken forward. The proposals identified will be delivered subject to funding availability.



High Wycombe Travel Consultation Results Summary

Draft High Wycombe Transport Strategy

Draft High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP)

High Wycombe Town Committee

20th June 2023



Introduction

The High Wycombe Travel Consultation opened on 14th October and closed on 12th December 2022.

The consultation included two surveys on the draft High Wycombe Transport Strategy (HWTS) and the draft High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP).

- **249** people responded to the surveys in total.
- Respondents could elect to complete one or both surveys. **198** completed the HWTS survey and **206** completed the LCWIP survey.

In addition, written representations could be made by email and post. A number of submissions were received from individuals and local organisations.

Social media polls were run during the consultation period to gauge views on key topic questions.

Structure

This presentation summarises findings from the consultation and is structured as follows:

- Consultation surveys
 - [Consultation overview](#)
 - [Findings summary](#)
 - [Respondent profile](#)
 - [High Wycombe Transport Strategy survey results](#)
 - [High Wycombe Local Cycling and Walking Infrastructure Plan survey results](#)
- [Written representations](#)
- [Social media poll results](#)

Consultation overview

The consultation sought to understand the views of residents, businesses and anyone who travels in High Wycombe on two draft policy documents:

High Wycombe 2050 Transport Strategy

Sets the future ambition for the town's transport system.

It consists of:

- a vision statement
- three 'Connecting' themes, each with a set of key outcomes
- 26 transport schemes

High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP)

Recommends ways to make cycling and walking safe, accessible and attractive for all. It consists of:

- a future walking and cycling network covering High Wycombe and links to surrounding areas
- 5 concepts to identify interventions to improve walking and cycling infrastructure

Page 67 The consultation questions focused on capturing respondents' levels of agreement/disagreement with the overarching themes, concepts and principles of the draft plans. Specific proposals and interventions outlined in the plans will be subject to further development, engagement and public consultation, if and when they are taken forward.

The consultation was promoted locally through the following methods:

- 2 drop-in events, held at Eden Shopping Centre and High Wycombe Library
- Press release and feature in residents' and schools' newsletters
- Regular social media posts, including short videos and interactive polls
- Regular local radio advertisements
- Advertisement posters on local buses
- Flyers, posters and banners displayed at locations across High Wycombe with scannable QR codes
- Targeted communication with key stakeholders, including a focus group with Bucks New University students

High Wycombe Travel Consultation Surveys

Findings Summary

High Wycombe 2050 Transport Strategy themes (198 respondents)



- Connecting Locally - **84%** agree
- Connecting Regionally - **79%** agree
- Connecting Green Spaces - **78%** agree

Slide 9

Highest priorities for travel in High Wycombe:

- More public transport options
- Make it easier to walk
- Make it easier to cycle
- Improving connections to other local towns

Slide 11

82% likely to choose walking if more safe, direct and attractive local routes introduced

80% likely to choose walking if town centre made people-friendly



Slide 12

66% likely to choose to cycle if more safe, direct and attractive routes introduced

60% likely to choose to cycle if traffic is reduced



Slide 13

77% likely to choose the bus if more reliable bus services along main routes into town



New park and ride site unlikely to encourage bus use for

59% of respondents

Slide 14

70% likely to choose the train over other transport modes if London's travel zone expanded to cover High Wycombe



Slide 15

63% likely to consider other modes of transport over the car if 'car-free' zones introduced in the town centre



Slide 16



81% support the use of smart networked traffic lights to manage queues along main road corridors

Slide 17

72% support more EV charging points in public car parks and on streets around the town centre



Slide 17

Local Cycling and Walking Infrastructure Plan concepts (206 respondents)

Walkable core **82%** agree

Healthy Neighbourhoods **72%** agree

Wider network and strategic routes **69%** agree

A cohesive and connected network **69%** agree

Main radial routes, key links and hubs **67%** agree

Slide 19

65% agree or strongly agree that the proposed LCWIP network would connect people with the places which they may wish to travel to for everyday local journeys

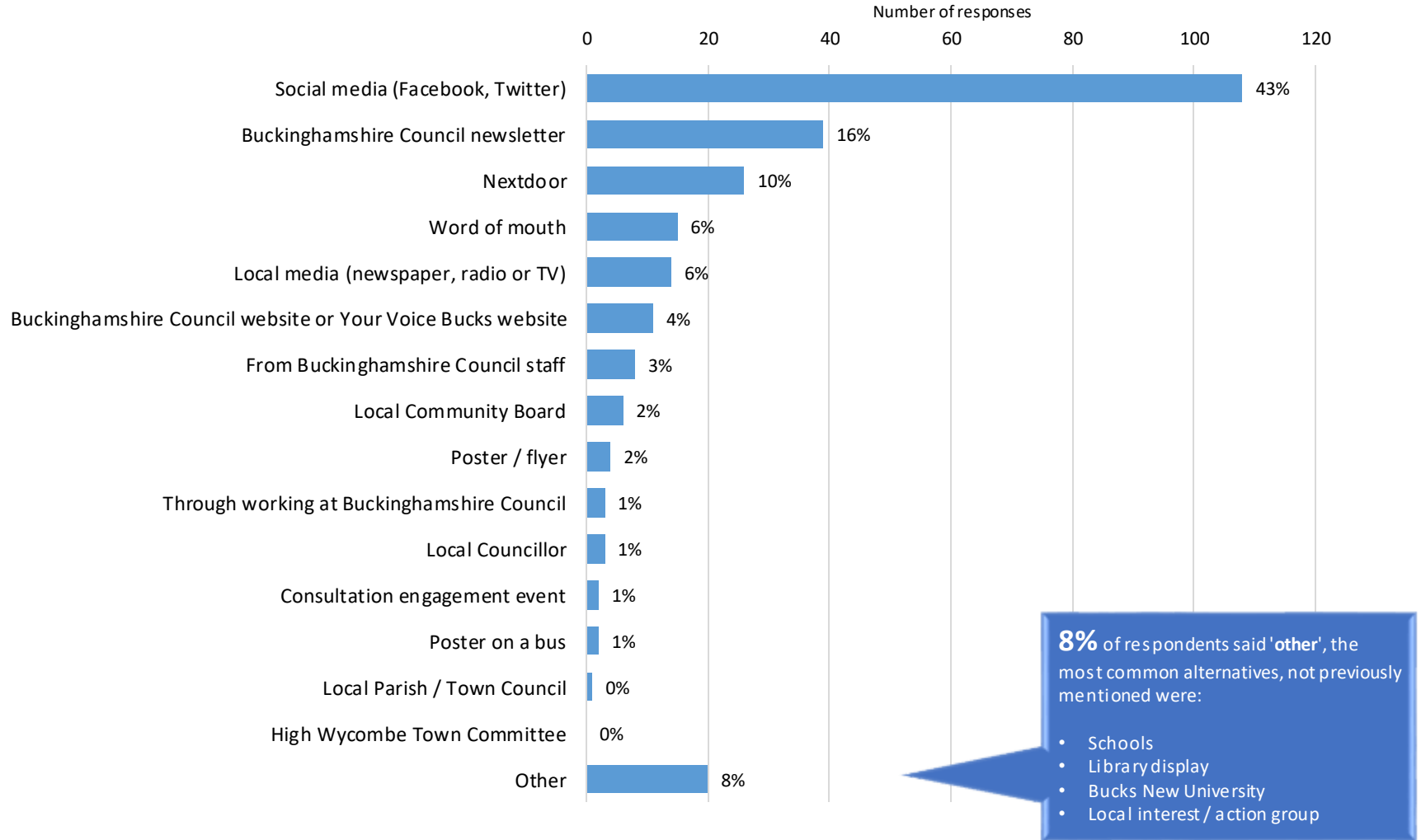


Slide 25

High Wycombe Travel Consultation

How did you find out about this survey?

247 respondents gave 261 responses (respondents could select more than one option)

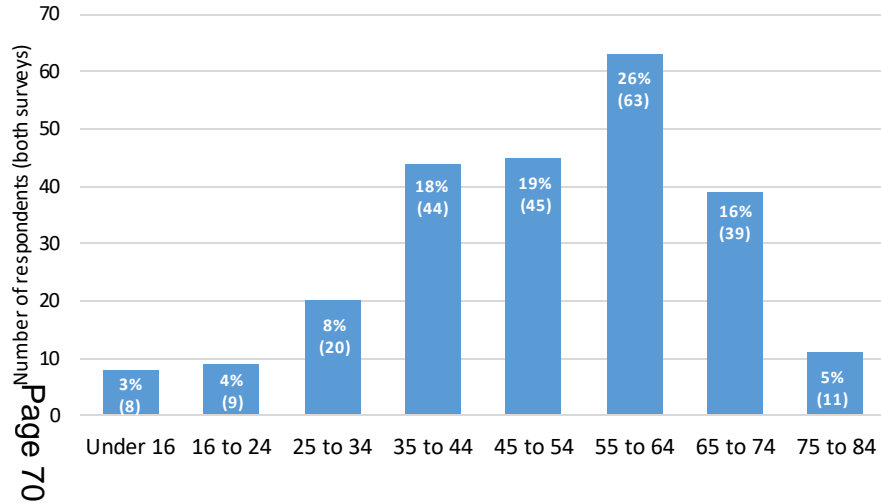


High Wycombe Travel Consultation – Respondent Demographic Profile

The respondent profiles for each consultation survey were similar, so the demographic information presented here is for all respondents (249) across both surveys.

Age representation

239 respondents (96% response rate)



The age profile for respondents is skewed towards the older age groups, with over 80% of respondents aged over 35. The use of social media to publicise the surveys was effective across all age groups and was the most common way in which respondents found out about the consultation.

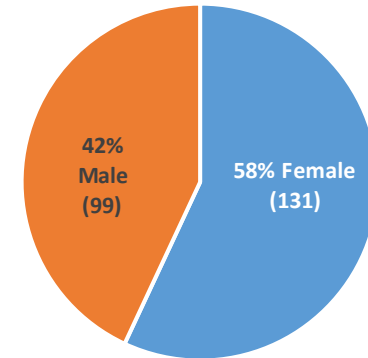
Ethnicity representation

217 respondents (87% response rate)

Ethnic group	Respondents	%
White ethnic group	198	91%
Asian ethnic groups	11	5%
Mixed / multiple ethnic groups	5	2%
Other ethnic groups	3	1%
Black ethnic groups	0	0%

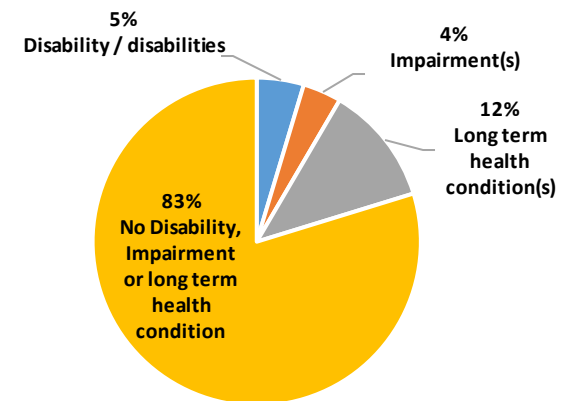
Male / Female representation in surveys

230 respondents (92% response rate)



Disability representation

237 responses from 227 respondents (91% response rate, respondents were able to select all that apply)

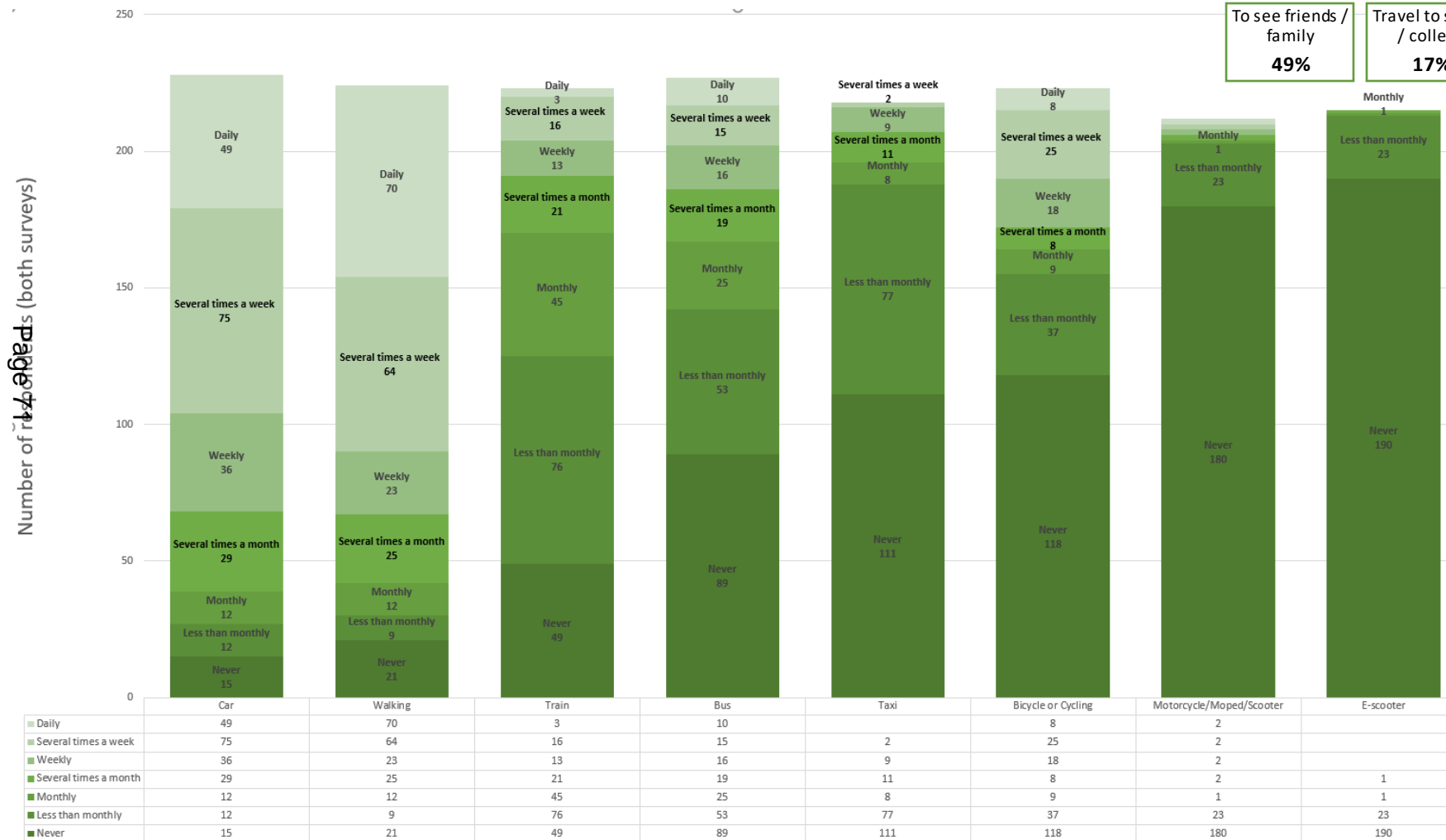


High Wycombe Travel Consultation – Respondents’ current transport behaviours

Respondents were asked to state how often they use different modes of transport when travelling in and around High Wycombe, and the main reasons why the travel in and around High Wycombe.

Reasons for travel

Shopping 85%	Leisure/ recreation 75%
Medical / other appointments 55%	Travel to work 46%
To see friends / family 49%	Travel to school / college 17%

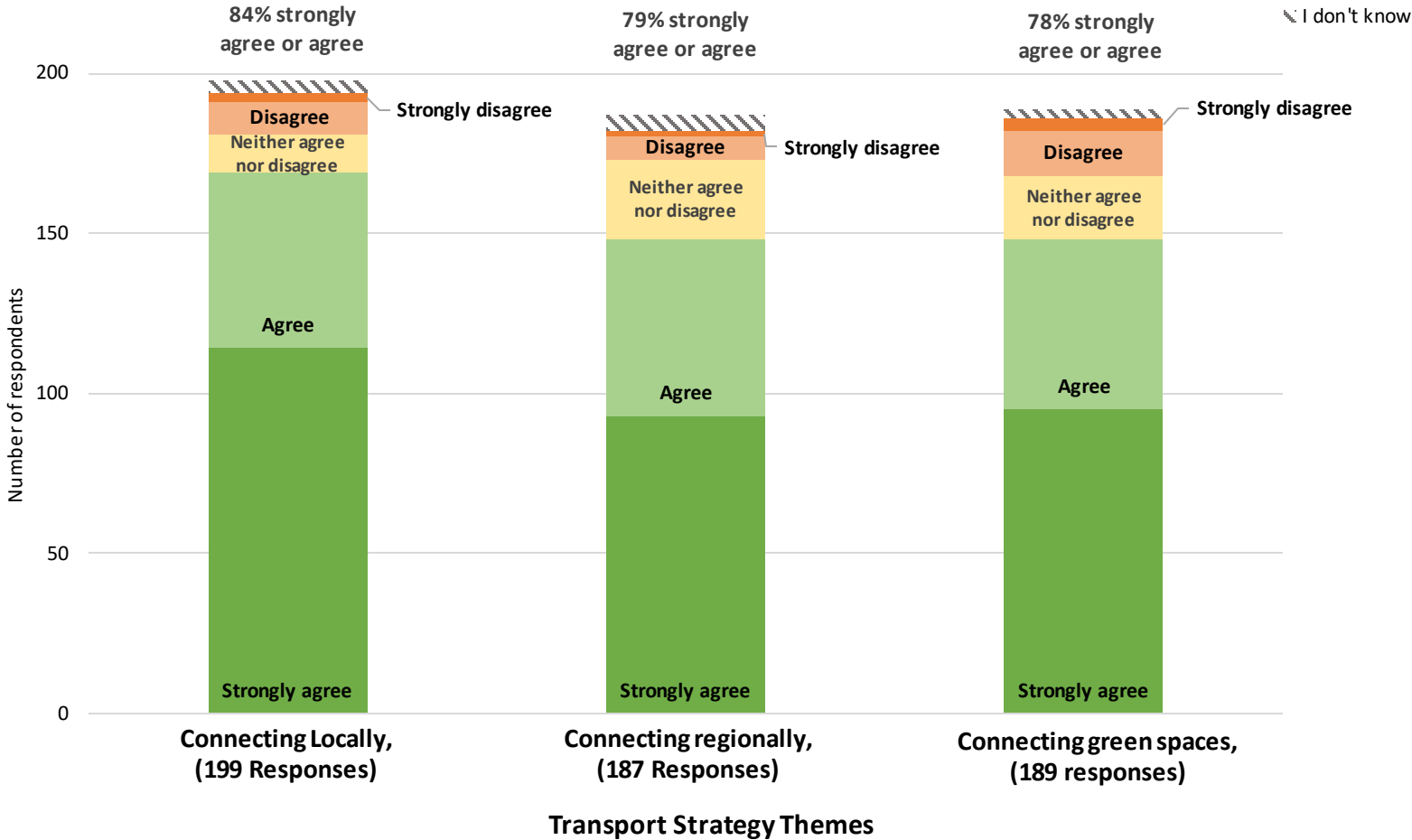


High Wycombe Transport Strategy Survey Responses

To what extent do you agree or disagree that the following themes should be key themes in the High Wycombe 2050 Transport Strategy?

Minimum of 187 respondents (92% response rate)

Respondents were asked to indicate their level of agreement/disagreement on each of the three proposed Connecting themes.



The majority of survey respondents strongly agree or agree with each of the 3 Connecting themes proposed in the High Wycombe 2050 Transport Strategy.

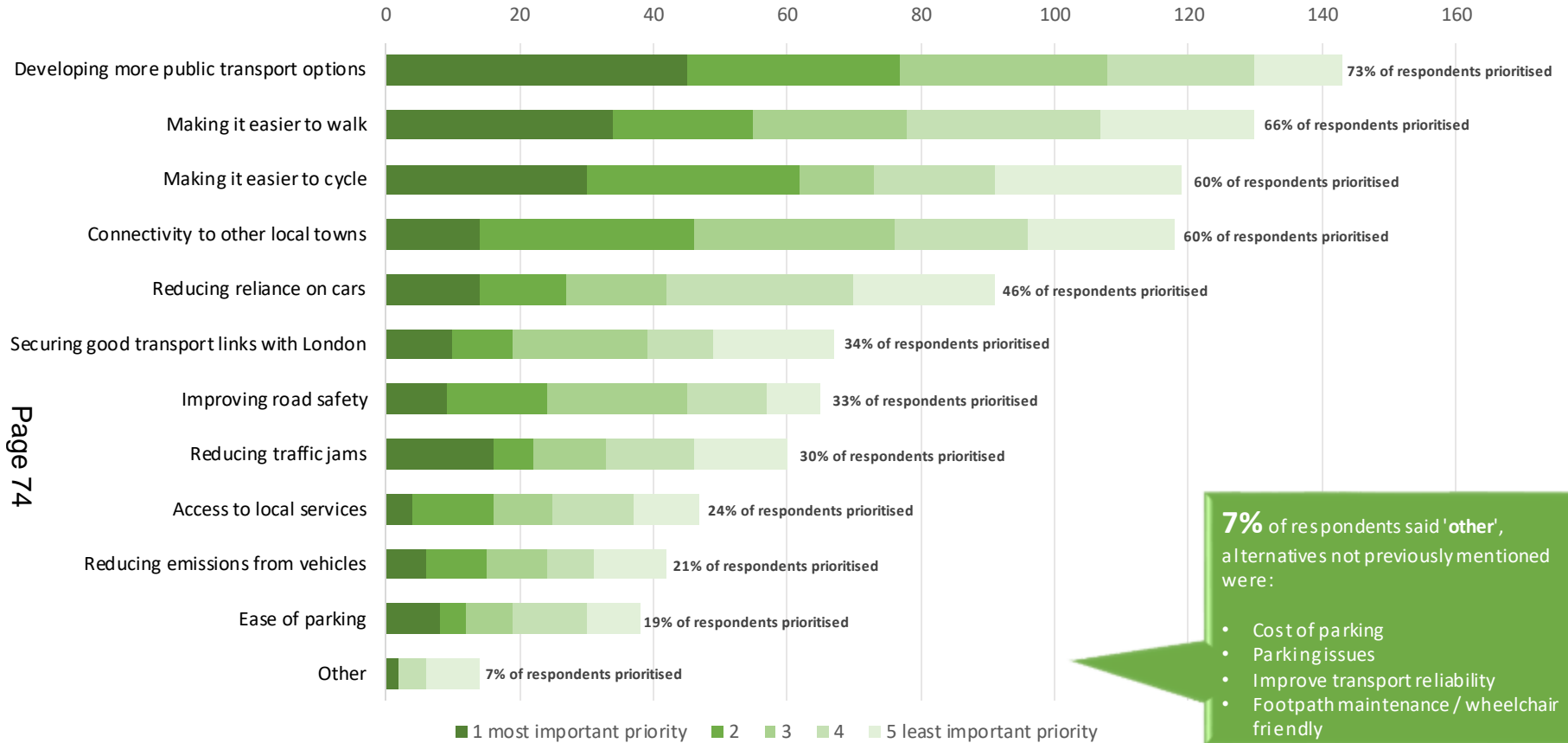
- **‘Connecting Locally’** received the highest number of Strongly agree / Agree responses (168 respondents / 85% of responses).
- **‘Connecting Green Spaces’** received the highest number of Strongly disagree / Disagree responses (18 respondents / 9.7% of responses).



What is most important to you for future travel in High Wycombe?

Minimum of 184 respondents allocated their top 5 priorities out of 12 options (93% response rate)

Respondents were invited select their top 5 priorities in order of importance (with 1 being most important and 5 being least important)



The longer the bar, the more times the issue was listed in the top 5 priorities. The darker the bar, the higher the priority given.

Developing more transport options (143); **Making it easier to walk** (130); **Making it easier to cycle** (119) and **Connectivity to other towns** (118) were listed as a priority by the highest number of respondents (number of responses in brackets).

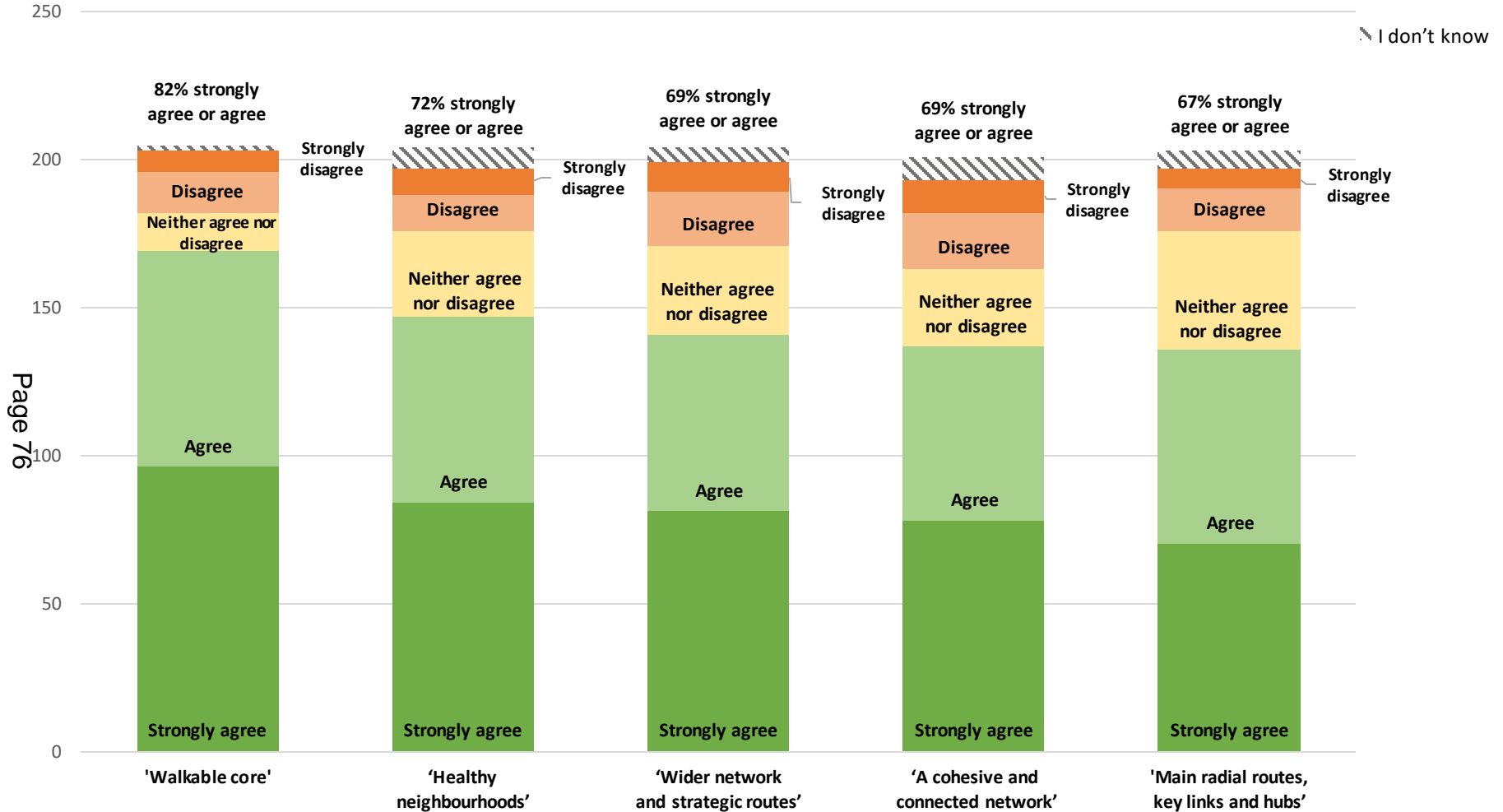
Developing more public transport options (45); **Making it easier to walk** (34); **Making it easier to cycle** (30) and **Reducing traffic jams** (16) were listed as the most important priority by the highest number of respondents (number of responses in brackets).

High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) Survey Responses

High Wycombe LCWIP – Network Planning Concepts

To what extent do you agree or disagree that each of the following concepts would encourage walking and cycling?

Minimum 200 respondents (98% response rate)



The **Walkable core** concept received the highest level of agreement from respondents, with 82% (169) strongly agreeing or agreeing. All concepts received higher levels of agreement than disagreement.



Written Representations

Written Representations

During the consultation period, written comments were accepted via email or post to the Council's Transport Strategy team.

Approximately 36 written representations were received in total from local residents, stakeholders, interest groups and organisations (*e.g Wycombe Friends of the Earth, Wycombe Environment, Buckinghamshire New University, British Horse Society*).

The representations received have been considered as part of the proposed changes to the draft plans. Prominent themes in the comments received are summarised below:

High Wycombe 2050 Transport Strategy

- Bus service provision, reliability and accessibility was the most common issue raised with suggestions for cancelled bus routes to be reinstated and existing services to be enhanced to cover key routes to shops, hospitals, rail as well as connections to nearby villages and towns
- Overall, it is accepted that some car use would need to be replaced by other more sustainable modes of transport to tackle pollution, ease congestion and improve health and wellbeing. However, this should not be used to penalise car use.
- Cyclist and pedestrian safety is a key concern, particularly in relation to unlit and uneven paths, on street parking and driver behaviour
- There is support for public realm improvements such as repurposing the Abbey Way flyover, managing town centre through traffic and suggestions for ways to improve and maintain existing infrastructure to make open/shared spaces more attractive.
- There is broad support for walking and cycling routes that are well designed, well connected and inclusive for all users.

High Wycombe Local Cycling and Walking Infrastructure Plan

- Comments on individual proposed sub-concepts (routes), including suggested variations to indicative route alignments, questions about the suitability, viability and deliverability of new/upgraded routes and their potential impacts.
- Importance of inclusive provision for all, including consideration of the town's topography, accessibility and equestrians.
- Support for, and suggestions that LCWIP should place greater emphasis on, behaviour change measures.
- Clarification sought that the map provided as part of the consultation material is indicative and specific proposals and interventions will be subject to further development, engagement and public consultation, if and when they are taken forward. Importance of ongoing community engagement / landowner liaison if and when proposals are developed.

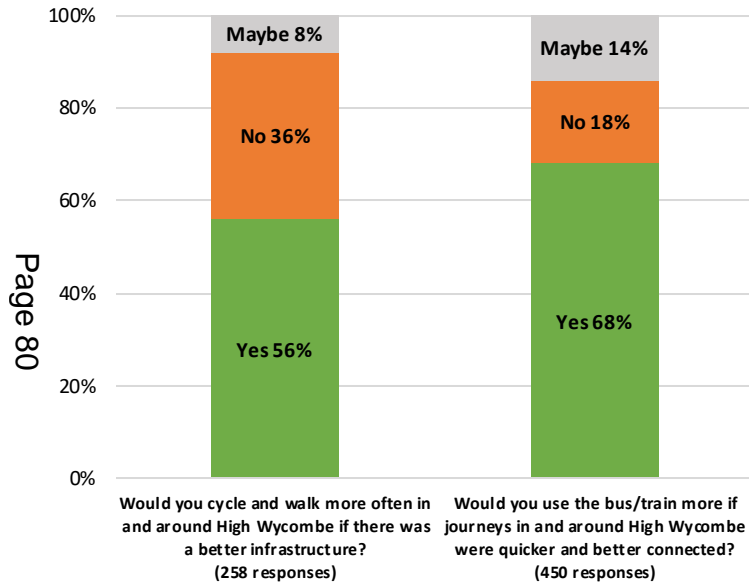
Social Media Poll Results

Social Media Polls

Short polls were run and promoted on social media platforms (e.g. NextDoor; Facebook; Instagram) during the consultation period to raise awareness and gauge views on key topics. The results from these polls do not form part of the consultation results but provide additional insight.

There were 1579 engagements through Social Media overall, a rate of 2.7% which is GOOD compared to sector benchmarks. Facebook and Nextdoor were the most successful social media platforms for engagement on this subject.

Nextdoor



68% (306 people) said they would use the bus/train more in and around Wycombe if they were **quicker and better connected**.

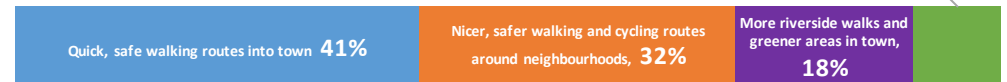
56% (145 people) said they would cycle and walk more around High Wycombe if there was **better infrastructure**.

Instagram

Which of the below would you most like to see in High Wycombe?



What would encourage you to ditch the car for shorter journeys in and around High Wycombe?



Similar themes emerged from the polls, such as support for **flexible, quicker and better-connected bus services**.

Improvements to walking and cycling infrastructure, to provide quick and safe routes into town and around neighbourhoods would encourage respondents to shift from travelling by car for shorter local journeys.



High Wycombe Town Committee Special Expenses Outturn 2022/23

Author: Tamsin Lloyd-James, Accountant

Responsible Person: Fiorella Mugari, Head of Finance - Communities

Date: 20 June 2023

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Introduction

Committee are asked to consider and acknowledge the outturn position for 2022/23. This report sets out the 2022/23 revenue outturn position and the impact on working balances at year end for High Wycombe Town Committee.

Special Expenses Outturn 2022/23

The net outturn position for 2022/23 is £225k, a forecast underspend of £203k against a total budget of £428k. The table below provides the detail at activity level:

Activity Area	Analysis	2022/23 Budget	2022/23 Actuals	Variance
		£	£	£
Footway Lighting	Exp	1,800	556	-1,244
	Inc	0	0	0
	Net Exp	1,800	556	-1,244
Cemeteries	Exp	431,863	291,253	-140,610
	Inc	-229,184	-257,350	-28,166
	Net Exp	202,679	33,903	-168,776
Town Twinning	Exp	3,000	3,000	0
	Inc	0	0	0
	Net Exp	3,000	3,000	0
Community Grants	Exp	22,765	10,940	-11,825
	Inc	0	0	0
	Net Exp	22,765	10,940	-11,825
Recreation Grounds (Local)	Exp	148,971	125,691	-23,280
	Inc	0	-515	-515
	Net Exp	148,971	125,176	-23,795
Allotments	Exp	45,429	46,183	754
	Inc	-60	0	60
	Net Exp	45,369	46,183	814
War Memorial	Exp	3,000	5,305	2,305
	Inc	0	0	0
	Net Exp	3,000	5,305	2,305
TOTAL	Exp	656,828	482,928	-173,900
	Inc	-229,244	-257,865	-28,621
	Net Exp	427,584	225,063	-202,521

Commentary on significant variances

Footway Lighting

In 2022/23 some small works were undertaken on Rupert Avenue leaving a remaining underspend of £1k.

Cemetery

Expenditure budget underspend of £141k is reported. £90k of this is resulting from underspends at Penn Road given that cemetery opened in August 2022. An additional £51k of underspends were made at Wycombe cemetery. This is primarily due to less reactive maintenance than anticipated.

Cemetery income is overachieved by £28k in 2022/23, due to non-resident burials (which were similar in ratio to resident burials, in line with the previous financial year).

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. This work will be completed in 2023/24.

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 Grants Approved*		Total	£ 8,175.00

* Table in report showing Special Expenses Outturn 22/23 includes £2,765 management fees

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 Grants Declined		Total	£ 8,600.00

The following grant application was in the pipeline at year end and was partially approved. This will be paid in 2023/24:

Name	Quarter	Date	Amount
Wycombe Mind – funding to help with the Festival of Wellbeing 2023	Q1 2024	n/a	£ 430.00
Total Grant Pipeline		Total	£ 400.00

Recreation Grounds

An underspend on the expenditure budget of £23k is reported. This is due to a slight underspend on Grounds Maintenance as routine maintenance has been undertaken with very little additional reactive maintenance required in 2022/23.

Allotments

A slight overspend of just under £1k is reported on Allotments. This is due to a new set of keys being ordered for the gate as well as a slight increase in the software costs.

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

	£	£
Balance at 1st April 2022		-534,918
Revenue Expenditure Actuals	225,063	
Precept	-395,712	
Interest	-12,321	
Movement in reserves		-182,970
Balance c/f 31st March 2023		-717,888

The working balance as at March 2023 is £718k which is higher than the recommended minimum level of £150k. Please 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). Due to project delays resulting from contractors and the procurement process, the final two projects will be slipped into FY 2023/24 for completion. A list of items purchased and planned 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	0	15,000	15,000	Awaiting final deigns being prepared
Concrete Plinths	0	25,000	25,000	To support headstones as part of cemetery layout works; purchase orders have been raised
TOTALS	42,825	40,000	82,825	

The opening budget this year was £95,560. The Committee agreed to the spend on the concrete plinths (now increased by £5k – the works have now been ordered) and the total spend is £82,825 leaving a balance of £12,735.

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.

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

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
Zipp Mobility e scooters	September	Joyce Hannah

Meeting contact officer: Iram Malik, 01494 421204, iram.malik@buckinghamshire.gov.uk
 Work Programme Updated: 7 June 2023

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