



High Wycombe Town Committee agenda

Date: Tuesday 21 November 2023

Time: 7.00 pm

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

Membership:

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

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Agenda Item

Page No

1 APOLOGIES

To receive any apologies for absence

2 MINUTES

To approve the minutes of the meeting held on 26 September 2023

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| | | |
|----------|--|----------------|
| 3 | DECLARATIONS OF INTEREST To receive any declarations of interest | |
| 4 | LOCAL ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY (CIL) John Callaghan | 9 - 26 |
| 5 | COMMUNITY GOVERNANCE REVIEW (VERBAL UPDATE) Nick Graham | |
| 6 | QUARTER 2 SPECIAL EXPENSES BUDGET MONITORING REPORT Fiorella Mugari | 27 - 32 |
| 7 | WORK PROGRAMME | 33 - 34 |
| 8 | DATE OF NEXT MEETING 23 January 2024 | |

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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 26 SEPTEMBER 2023 COMMENCING AT 7.00 PM AND CONCLUDING AT 9.03 PM

MEMBERS PRESENT

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

OFFICERS IN ATTENDANCE

Nick Graham, Fiorella Mugari, David Harvey, Linda Francis Martin Dickman, Iram Malik Lindsey Vallis, Hannah Joyce and James Loader.

OTHERS IN ATTENDANCE

John Shaw, Matt King, Edward Ellis-Butler, Penelope Tollitt, Robert Laycock and David O`Reilly.

1 APOLOGIES

No apologies for absence were received.

2 MINUTES OF LAST MEETING

RESOLVED: That the minutes of the meeting held on 20 June 2023 be confirmed as a correct record.

3 DECLARATIONS OF INTEREST

No declarations of interest were received

4 1 MINUTE SILENCE

Members observed a minute of silence in remembrance of Val Letheren and Julia Adey both of whom had sadly recently passed away.

In paying tribute to Val Letheren Councillor Green stated that she had served as Councillor of Wycombe District Council and on the Chartered Trustees for a period of 14 years, and as Mayor and Chairman of the Council between 1991-92. Furthermore she had devoted much of her time

and efforts to serving the people of High Wycombe.

Councillor Wood paid tribute to the much loved Julia Adey who had been elected as Councillor to Wycombe District Council in 2011, and had served as Cabinet Member for Community and for the Environment.

5 PRESENTATION - UPDATE ON E-SCOOTERS IN HIGH WYCOMBE (VERBAL REPORT)

Hannah Joyce (Head of Transport, Strategy and Funding) and David O'Reilly (Chief Commercial Officer) (ECO Urban Scooters Limited/Zeus Scooters GmbH) were in attendance for the presentation.

Members received a presentation on the E- scooter trials within Buckinghamshire, which had commenced in October 2020 in the areas of High Wycombe, Aylesbury and Princes Risborough. It was highlighted that whilst this was due to end in November 2022, it had been extended up until May 2024. A government decision was awaited as to the future fate of E-Scooters, in terms of their legalisation.

The Presenting Officer elaborated on the usage of E-Scooters with the provision of data for the 3 areas and gave mention to the monitoring of the trials via the user survey. In addition, facts and figures were provided regards incidents and insurance claims during the trial period. It was confirmed that the original operator (Zipp Mobility had been replaced and was now operated by Zeus)

A Member asked If it was felt that E-scooters were sustainable as an alternative means of transport. It was highlighted that the 3 -wheel scooters were the future. Another Member expressed his dissatisfaction over the fact that the insurance only covered the vehicle and not the rider of it, hence it would be necessary to take a private prosecution against the rider, which he deemed to be unacceptable. The presenters emphasised the good safety record that was held and stated that the rider would be under third party insurance cover, which was in line with DfT guidelines. Furthermore, there was a requirement to be over 17 years of age and to be in possession of a drivers` licence.

A Member requested a link to the DfT report on E-scooters for information. [National evaluation of e-scooter trials \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101444/national-evaluation-of-e-scooter-trials.pdf)

RESOLVED: That

- (i) The presenters be thanked for their attendance
- (ii) The link to the DfT report on E- Scooters be noted.

6 HIGH WYCOMBE COMMUNITY GOVERNANCE REVIEW (VERBAL REPORT)

Members were provided with a background to the previous decision made by the Standards Committee within Wycombe District Council, to conduct a review on governance. Consideration of the matter had subsequently been deferred to the Unitary Council, which was now in a position to reconsider the matter as its own electoral review had now been completed.

As some considerable time had elapsed since the original proposals by Wycombe District

Council, it was agreed to commission a new review by the newly formed Standards Committee and to look at options for the unparished area of High Wycombe as part of it. For this purpose, a Governance Review Working Group had been established looking at 3 main areas.

- 1) Options of Community Governance in Wycombe (Terms of Reference)
- 2) How the proposals get consulted upon
- 3) Timeline (hope to undertake the substantive part of the review within 12months or thereabouts)

It was emphasised that given that the Town Committee had a role in determining and recommending matters that impacted upon Wycombe, it was likely that the working group would wish to take soundings from and involve this Committee during the consultation process in the appropriate ways.

RESOLVED: That the report be noted.

7 HIGH WYCOMBE BUS SERVICE CHANGES (VERBAL REPORT)

A presentation was conducted by James Loader (Head of Public Transport) and Matt King (Arriva)

Mr Loader highlighted the Council's role in the provision of public transport. Members were informed that currently the Council had been allocated £2.6m of BSIP+ funding which partly replaced funding previously provided to local transport authorities and bus operators for the provision of support services in rural areas and market towns where there were gaps in service. In High Wycombe this was initially being used to preserve Sunday and evening services in the town, which were previously operated commercially and to instigate the reinstatement of a second bus per hour to Bowerdean Road and Arnison Avenue to High Wycombe Town Centre, Tylers Green and Penn.

Mr King presented additional background information on bus framework, catalysts for change in High Wycombe, the core principles of network design and the network planning cycle. Members were also provided with information regards network performance post changes and the challenges yet to be met in terms of service delivery, expansion and fleet investment.

A Member expressed her disappointment that there had been no consultation with customers prior to changing the bus routes, and expressed concern that people were not able to get to work and school on time. She also commented on the state of disrepair of some of the buses operated within the district.

The presenter explained that over the last 6 months 10 Euro 6 vehicles, with the cleanest diesel available had been injected into the current fleet. However, it was not commercially viable to fund electric vehicles. It was also confirmed that early morning journeys to Booker would be revisited but that the earliest opportunity to make service changes would be January 2024.

Another question was asked about the 33 bus and its decrease in frequency to every 20 minutes. In addition, there was some concern that the first bus was later in the morning and the last bus was now earlier which all appeared to chip away at the service provision on that route. It was mentioned that a better interface with the railway should be provided thereby providing much needed assistance to people who were attempting to travel from High Wycombe to London for an 8.30am start at work. Mr King explained that the frequency was suitable for the

demand in that area, but that the early and late journey times would indeed be revisited in January.

A member urged Arriva to consult with the intelligence on hand in the room amongst Members prior to making further service changes in the future, where possible. He was informed that when it was a commercial change the Council and Arriva were legally restricted from doing so, with provisions under the Transport Act 1985 specifying the role that the Council played in this process.

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

8 PRESENTATION - CHILTERN RANGERS (VERBAL REPORT)

A verbal report was presented providing a general update on the invaluable ongoing work of the Chiltern Rangers.

Mr Shaw gave mention to an important opportunity that had arisen with regards to a DEFRA pot of money administered by the national lottery. With a submission date of 26 October, it was hoped that a bid could be pulled together to make an application for 750K over 2 years with a maintenance of 100K over the following 5 years. The project was on the theme of saving species and creating bigger and better landscapes. The Council's help was requested in terms of match funding for the project.

RESOLVED: That the information be noted and Mr Shaw be thanked for his report

9 PRESENTATION - MARLOW FILM STUDIO - THE LOCAL POTENTIAL OF THE WEST LONDON CLUSTER

A presentation was conducted by Penelope Tollitt and the Chief Executive of Marlow Film Studios. Members were informed that the Marlow Film Studio was one of the top 10 private investment projects in the UK and therefore it was appropriate that the Committee was kept informed about it. Support for this very big and bold project was encouraged and Members heard as to why film was so important to the world and how we needed to capitalise on that.

Towards the end of the presentation slides a member wished to initiate a motion in support of the planning permission for this project. However other Members felt that it was inappropriate to bring this to the Committee which did not presently have a planning consultation function. Members were also concerned that there could be a conflict of interest, as some of the Members serving on the committee also served on the planning committees of the Council. It was felt that the Member wishing to support the proposal for planning permission should instead write in on an individual basis expressing her support.

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

10 PRESENTATION - CHILTERN SHOPPING CENTRE (VERBAL REPORT)

Mr Ellis-Butler informed Members that there had been a steady decline in the Chiltern Shopping Centre with the tenants having already given notice of leaving for an alternative venue. Dandara Living had bought the site and were intending to construct 303 new apartments fully furnished on a rental basis only. He further elaborated on the future plans and how it was proposed to be managed on a day- to day basis.

It was highlighted that the pricing for the rentals had not yet been applied or finalised, but that they did not anticipate any affordable units, hence it was likely that the units would aim to accommodate anyone who was in receipt of an average national wage.

RESOLVED: That the report be noted

11 SPECIAL EXPENSES

Members were requested to consider and acknowledge the revenue forecast position for Quarter 1 for 2023/24 and the impact on working balances at year end for this Committee.

Members were informed that regards special expenses forecasting was to budget on quarter 1 though this was expected to change as the year progressed. Members were also requested to note that 4 grants had been approved so far in the current year totalling £3,696. Further detail on grant activity was provided at Appendix A to the report.

The current forecast anticipated that the working balances would be £656k and this projected balance was subject to the council's end of year accounting being audited and finalised.

A Member requested that the special expenses budget for the financial year 2024/25 be extended to cover more grass cutting and cutting of vegetation on footpaths. It was agreed that this would be further considered as part of the budget sub- group discussions scheduled for November 2023.

RESOLVED: That

- (i) the report be noted
- (ii) Grass cutting and cutting of vegetation on footpaths be considered at the Budget Sub- Group meeting scheduled for 22 November

12 WORK PROGRAMME

RESOLVED: That the work programme be noted

13 DATE OF NEXT MEETING

RESOLVED: That the next meeting of the High Wycombe Town committee take place on Tuesday 21 November 2023.

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Report to High Wycombe Town Committee

Date: November 21 2023

Title: Local Allocation of Community Infrastructure Levy (CIL)

Author: John Callaghan

Recommendation:

That Town Committee recommend schemes to be funded from the local allocation of CIL to be included in the Medium Term Financial Plan (MTFP)

1. Executive Summary

- 1.1 This report sets out the CIL Local Allocation funds that are available to be allocated as part of the Council's Medium Term Financial Plan. It provides an update on projects previously funded by the CIL Local Allocation and advises the funds newly available to allocate (£300,500.70).
- 1.2 A number of schemes or projects have been put forward by Council services that are within the unparished area and that need funding to go ahead. Projects from local community organisations that are seeking funding are also highlighted. Members are asked to recommend which projects should receive funding.

2. Background

- 2.1 Town and Parish Councils usually deal with local functions including cemetery and play areas. The High Wycombe Town area is unparished, but of course still has these facilities, provided by Buckinghamshire Council.
- 2.2 The role of High Wycombe Town Committee is to consider and advise the Council, the Cabinet or relevant Committee on any issues affecting the High Wycombe Town area.
- 2.3 The Community Infrastructure Levy (CIL) is a fixed charge levied on new development to fund infrastructure to support the development of the area.
- 2.4 Government guidance (at <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>) specifies what the CIL can be spent on. This includes funding a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. It may also include funding play

areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.

2.5 The guidance says that:

'Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed. The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.'

2.6 The Council also has a duty to pass funds to town or parish councils ('local councils') which must use funds within five years of receipt. This is known as the local allocation and amounts to 15% of CIL funds collected in a given area (or 25% where there is an adopted Neighbourhood Development Plan). In the unparished area of High Wycombe, the local allocation is ring-fenced for use within that area.

2.7 The Infrastructure Funding Statement (IFS) (May 2022) notes that:

'In relation to the unparished area of High Wycombe, the High Wycombe Town Committee recommends schemes to be funded from the local allocation of CIL collected within that area.'

2.8 In terms of governance the recommendation to Cabinet is via the Corporate Capital Investment Board (CCIB), which in turn makes recommendations on the Council's Medium Term Financial Plan (MTFP) onto Cabinet and Council.

2.9 The Council is setting a budget against a very constrained financial backdrop. Hence it will be necessary to prioritise spending and it is expected that only essential schemes will be funded. The recommendations of Town Committee about which schemes are to be funded from CIL will be taken into account in setting the Council's budget.

3. Main Report

CIL Local Allocation Expenditure

3.1 During 2022/23 a total CIL expenditure of £76,613.90 was drawn down from the local allocation of CIL. This comprised £33,789.00 for the East Wycombe Panoramic Walkway and £42,824.90 for the Cemetery.

3.2 No further amounts have been drawn down since 1st April 2023.

Funds Presently Available

3.3 During the 2022/23 financial year the local allocation collected within the unparished area amounted to £335,763

- 3.4 £776,542 was brought forward so the funds held at 31 March 2023 amounted to £1,112,305.
- 3.5 Between 1 April 2022 and 30 September 2023, a further £249,173.66 has been collected.
- 3.6 Hence a total of £1,284,864.76. is held at present. This position is summarised in Table 1 below

Table 1. Funds Presently Available

| | Amount |
|--|---------------------|
| Collected/Invoiced 22/23 | £335,763 |
| Balance bought forward from March 22 | £776,542 |
| Total collected since 1 April 2023 | £249,173.66 |
| Expenditure in 22/23 | -76,613.90 |
| Total held at present (30 September 2023) | 1,284,864.76 |

Existing and Completed Commitments

- 3.7 There are a number of projects that have had funding allocated following the recommendation of the Town Committee. These are shown in Table 2 below.

Table 2. Summary of Commitments and funds available

| | Amount Committed | Expenditure | Remaining Commitment |
|--|------------------|-------------|----------------------|
| Cemetery | £95,560 | £42,824.9 | £52,735.1 |
| Bull Lane Service Yard Gates | £15,000 | - | £15,000* |
| East Wycombe Panoramic Walkway (now complete) | £35,000 | £33,789 | |
| On Street Parking Review | £593,000 | - | £593,000 |
| Local Centres Public Realm Improvement | £75,000 | - | £75,000 |
| Improvements to Arnison Avenue shopping parade | £50,000 | - | £50,000 |

| | | | |
|--|----------|---|----------------------|
| Replacement and refurbishment of two play areas (Shelley Rd Rec and Totteridge Rec's over 8's) | £147,000 | - | £147,000 |
| Coates Lane Traffic Calming and Parking | £17,752 | - | £17,752 |
| Traffic Calming Measures on Bowerdean Road | £35,088 | - | £35,088 |
| Total commitments | - | - | £985,575.10 |
| Total available before commitments | - | - | £1,284,864.76 |
| Residual available from East Wycombe Panoramic Walkway for recommitment | - | - | £1,211 |
| Funds available to allocate | | | £300,500.70 |

**Funding incorporated into the wider project budget for the White Hart St/Bull Lane public realm enhancement project. Delivery of this project is being reported through Highways Board.*

Anticipated funding in future years

- 3.8 While funds secured vary year to year, based on current information we anticipate that upwards of around £300,000 of local allocation funding may be secured in the unparished area each year.
- 3.9 The Government has consulted on the possibility of a new national Infrastructure Levy. No final decision has been taken, and the implications for this funding stream and the timing are unknown.

Update on Commitments

Penn Road Cemetery

- 3.10 The majority of this project is now complete with just one outstanding project. The final amount to be spent is £15,000 within the children's burial section. The intention is to create an environment within the section to support those who have experienced the loss of a baby or child by creating an area of tranquillity and peace using planting, stepping stones and a sculpture based on a children's bereavement

book. The bed has been designed and officers are currently engaging with an artist to design a sculpture.

East Wycombe Panoramic Walkway

- 3.11 In early 2023 resurfacing and vegetation clearance works were completed on identified sections of footpaths (Hatters Lane, Hennerton Way, Hazelbury Road). As noted in table 2 the project was completed, slightly under budget.

On Street Parking Review Project

- 3.12 Based on the funding allocated, Parking Services are undertaking a review of on-street parking restrictions across the unparished area. A Parking sub group of members and officers has been set up to set the direction, agree priorities and make decisions.
- 3.13 To date the focus has been on three priority areas (around 'Poets Corner', Deeds Grove, and Green St), as well as the town centre. Following informal consultations the focus will be on implementing parking restrictions at problem areas, such as corners and junctions where these are appropriate. The issues in the town centre are more complex and are being considered further.
- 3.14 The detailed scope and duration of the project will depend on the priorities to be agreed by members. The project is likely to run for several more years, and the allocated funding covers the costs of drawing up proposals, consulting and making new parking and traffic regulation orders, as well as putting in place signs and lines as need be.

Local Centres Public Realm Improvement and Improvements to Arnison Avenue Shopping Parade

- 3.15 The Communities team recently visited Arnison Avenue to assess the issues at Arnison Avenue and to scope priority improvements that can be delivered, taking account of feedback from local stakeholders and residents. Depending on this assessment the input of different services such as street cleansing, ASB, local area technician, and highways will be established. An update will be given to Town Committee separately on these issues by the Regeneration team.

Replacement and Refurbishment of Specified Play Areas

- 3.16 The £147,000 previously allocated is available for repair/replacement of play areas funded from special expenses (comprising £63,000 for Shelley Road and £84,000 for Totteridge Rec over 8's play area).

Traffic Calming Measures on Bowerdean Road

- 3.17 The estimated cost of the project was £56,142 in February 2022. 50% from the Community Board and the other 50% funded from the Local CIL allocation (as well as a 25% contingency.) This funding has been put in place and the project is proceeding.
- 3.18 A speed survey has just been completed to assist with the design which is progressing. The results are to be sent to the Network Safety Team shortly for a Stage 1 Road Safety Audit. A new project manager has recently been appointed and will be producing a full programme once the audit is complete. Buckinghamshire Highways intend to provide programmes for all Community Board schemes during November 2023.

Coates Lane traffic calming and Parking

- 3.19 These improvements were costed at £28,404 with 50% funded from the Local CIL allocation with an additional 25% contingency (£3,550) (so a total of £17,752 from the CIL local allocation.)
- 3.20 The project is about to be assigned to an engineer to commence the design and to produce a full programme. Again Buckinghamshire Highways intend to provide programmes for all Community Board schemes during November 2023.

4. Options to use CIL within the unparished area

- 4.1 A summary of funding requests received is set out in table 3. In considering allocating funds members may wish to consider giving weight to schemes and projects that are the responsibility of the town committee.

Table 3. Summary of funding requests received

| Council Service | Project | Overall Cost estimate £'000 | Funding Sought £'000 |
|---------------------------------------|---|---|-----------------------------|
| Parks and Green Spaces | Play areas repair and replacement | 252 | Up to 252 |
| Economic Growth and Regeneration | Public Realm schemes in the Southern Gateway (incl. Swan Theatre and Abbey Way underpass) | Final costs will be confirmed following feasibility and design | 150 |
| | Desborough mini-master plan | 50 for initial master plan | 50 |
| Transport | Castlefield traffic calming | Final costs will be confirmed following feasibility and design. | Not specified |
| Transport | Keephill Woods path | Up to 800 | 100 |
| Transport (via Local Community Board) | Pedestrian crossing on Bellfield Road High Wycombe | Feasibility study cost 6.094 Implementation cost. Up to 100 | Between 6 and 106 |
| Property and Assets (cemeteries) | Hampden Road Cemetery | 108 | 108 |
| External requests | Project | Overall Cost estimate £'000 | Funding Sought £'000 |
| St Andrew's Church | | 900 | 150 |
| Chiltern Rangers | Relocation of the Kingsmead depot and creation of a new community hub at Daws Hill | 1000 -2000 | Not specified |
| Chiltern Rangers | Kingsmead Recreation ground natural habitat and accessibility improvements | 150 | 75 |

Funding Requests from Council Services

- 4.2 The following services or improvements have been identified as requiring funding in the unparished area:

Parks and Green Spaces - Play areas

- 4.3 The Parks and Green Spaces team request that funds are allocated for the repair/ replacement of the play areas at Booker Rec and Totteridge Rec for under 8's, as shown in table 4. These are scheduled for works in 2025/26 and 2026/27 respectively. Play areas are regularly inspected. If equipment fails inspection and funds are not available to replace, these they are removed.

| Expected timescale for replacement | Play area | Estimated cost |
|---|---|-----------------------|
| 2025-26 | Booker Rec (NEAP) (Booker, Cressex and Castlefield ward) | £168,000 |
| 2026/27 | Totteridge Rec under 8's (part of NEAP when combined with over 8's) (Terriers and Amersham Hill ward) | £84,000 |

Economic Growth and Regeneration

- 4.4 The recently adopted High Wycombe Regeneration strategy highlights a wide range of regeneration opportunities and challenges. Action is now required to ensure the town centre remains successful, including supporting business growth, improving public realm and planning for increased demand for urban living. The Strategy acknowledges these challenges and seeks to ensure the town centre adapts to ensure it remains relevant, lively and a vibrant place that is well used and delivers for local people and businesses. In response to the Strategy a detailed programme is being developed in partnership with the High Wycombe Regeneration Group (which includes Town Committee representation as a key partner). Funding is required to bring forward initiatives; the short term priorities, as set out in the strategy highlight the following schemes that currently require investment:

- a) Desborough (mini master plan, considering council assets and future vision for this key gateway into the town centre). This scheme is at feasibility stage.
- b) Abbey Way Underpass (public realm scheme). This underpass is a key active travel gateway for Abbey Ward. It connects the town centre to the BNU campus and currently suffers from poor lighting and attracts anti social behaviour. Exciting creative and innovative improvement options are being developed in collaboration with BNU. There is an opportunity to better connect this underpass with the Swan Theatre. Public Realm improvements

will help activate this space, bringing more green space to echo other areas currently being developed and improved (such as the White Hart St public realm Scheme). This scheme is at feasibility stage.

- c) Southern Gateway (incl. public realm around the Swan Theatre). Swan Theatre public realm improvements would include Red Lion Way lighting (improving wayfinding and activation) and substantial greening and links to the river at the front of the theatre. These culture led regeneration schemes are at feasibility stage.

Other schemes will also require funding and the Regeneration Team will continue to work with the HWTC and other key partners to ensure the regeneration strategy ambitions are realised.

Transport

- 4.5 The Transport Strategy team have highlighted two priority projects which need additional funding to go ahead.
- 4.6 Castlefield traffic calming – area traffic calming is proposed for this residential area in Booker, Cressex and Castlefield ward to slow down traffic and to create a more liveable and healthy neighbourhood. The scheme is at the concept stage and funding would enable a design to be developed and consulted upon. The scheme cost are to be confirmed following feasibility and design.
- 4.7 Keep Hill Woods path – the proposal is create an active travel link between the Pine Trees development in Abbey ward and the Rye in Ryemead and Micklefield ward. This is an important link to provide residents with a traffic free route to the valley floor within which the Rye, town centre and Wycombe Marsh are located. £563,000 of funding has been secured towards this scheme comprising c.£435,000 in external grant and c.£128,000 in developer contributions. The scheme is at the development stage and engagement has been carried out with local members to consider options.
- 4.8 Pedestrian crossing on Bellfield Road High Wycombe (Downley ward) – this proposal via the LCB would link the town centre out to Hughenden Park, and serve Star and Garter and other residents as well as Hughenden via the Spindle and Thread Public House. A pedestrian controlled crossing is already in place at every road crossing, on this route, except Bellfield Road. Many residents feel that they cannot cross an increasingly busy uncontrolled road.
- 4.9 Following the completion of the Star and Garter residential home, and Extra care accommodation (in total there are well over 400 elderly and/or mobility impaired new residents), the completion of the new business units (planning ref 18/05323) and the proposals for 68 new dwellings, there will be additional traffic alongside

increased use by pedestrians. There is also permission (18/08330) for an egress from the Morrison car park directly out onto Bellfield Road adding to the traffic.

4.10 **Property and Assets (cemeteries)**

- 4.11 Hampden Road Cemetery in Terriers and Amersham Hill ward- £108,000 is sought to fund the removal of existing handrails to the retaining walls at the cemetery and replace with new handrails conforming to current legislation. The aim is to prevent a fall from height by members of the public visiting the graves within the cemetery. At present the railings are as such that a child or individual could fall through them.

Other Funding Requests

St Andrew's Church

- 4.12 The Local Community Board has passed on a funding request from St Andrew's Church in the Totteridge and Bowerdean ward to support the costs of its Nexus project. This overall project cost is estimated at £900,000 with a current funding gap of £306,000. Donations from church members amount to £474,000 while other grants, fundraising and legacy have raised 120,000.
- 4.13 The project aims to provide a new spacious and well equipped kitchen, a coffee bar area meeting area, a new multipurpose meeting room, new toilets and to re-locate the office right at the front of the church to enable the building to be accessible throughout the day.
- 4.14 St Andrew's church is situated in Totteridge and Bowerdean ward. Together with the adjoining ward of Ryemead and Micklefield these areas have a wide number of social issues and have high levels of deprivation around Children, Loneliness and Older People.
- 4.15 Opportunity Bucks has identified Totteridge and Bowerdean, Ryemead and Micklefield as being in the top 10 wards experiencing the poorest outcomes across multiple indicators of inequality within Buckinghamshire
- Income Deprivation affecting Children is amongst the 30% most deprived neighbourhoods in the country.
 - Income deprivation affecting Older People is amongst the 20% most deprived neighbourhoods in the country.
 - Education, Skills and Training remains an area of concern with the neighbourhood amongst the 20% most deprived neighbourhoods in the country.
- 4.16 The aim is to

‘better serve current and new community groups, by providing more flexible space. This area of High Wycombe has been identified as having very little community building provision. A wide consultation with the community identified a pressing need was a place to meet together with others, rooms to hire for family events and for community groups. The only local pub has now been converted to a local Tesco store.’

‘St Andrews have forged strong partnerships with Buckinghamshire Council services, NHS services and GPs, local schools and VCSE partners and successfully provide support, events and activities for the community focusing on early years, youth, mental health and counselling, building support networks and reducing social isolation. They are key members of the Opportunity Bucks ward partnership.’

Chiltern Rangers

- 4.17 The Chiltern Rangers were created in September 2013 as a not for profit social enterprise taking over the woodland management service for Wycombe District Council. They have highlighted two projects for which they are seeking funding and ask that the Town Committee consider these.
- 4.18 Project 1. Relocation of the Kingsmead depot and creation of a new community hub at Daws Hill in Abbey ward. This would provide a new operating base for the Chiltern Rangers who manage the Council’s woodlands, and free up the existing (council owned) depot for redevelopment. If the Chiltern Rangers were to close, the new depot/hub would become a council asset/liability. The project cost is estimated at £1m to £2m, with fund raising expected to take several years. The Council has previously contributed £150,000 of CIL which has contributed to design and feasibility work.
- 4.19 Project 2. Chiltern Rangers are working with a few partner organisations to look at two inter-linked projects improving natural habitat and accessibility on Kingsmead Recreation ground especially the River Wye (main river and back stream) an internationally rare and important chalk stream and its wetland environs. The project supports a number of strategies including that of the Buckinghamshire Natural Environment Partnership and the Chilterns Conservation Board's Management Plan. The project aims include ‘saving iconic local habitats and species, and enhancing residents health and well being.’
- 4.20 Key deliverables include a proper path along the river wye completing a circular route around the mead and making it more accessible to all. There will be habitat enhancements such as felling and pollarding some river side trees (Sycamore & Ash) coppicing willow and hedge laying - allowing more light in and making it feel safer. This work will deliver biodiversity benefits and opportunities for volunteer engagement. Ideally the project will also improve the entrance from Fennels Road

Car Park with a welcome to Kingsmead interpretation board and possibly a community notice board.

- 4.21 The estimated overall project cost is £125,000 to 150,000. External funding is being sought, including lottery funds. Local funding increases the prospects of a successful bid.
- 4.22 Kingsmead Rec is situated in Tylers Green and Loudwater ward. The project would involve working with the community including Ash Hill, Beechview, Loudwater & Highcrest schools and other community groups.

Other Options?

- 4.23 Members could consider or put forward other options to be funded from the local CIL allocation as part of the MTFP. The MTFP funding template is attached as an Appendix to indicate what information is required to support a bid. Any bid must also be supported by the Head of Service responsible for delivering that proposal.

5. Next steps and review

- 5.1 The recommendations of High Wycombe Town Committee will be considered by Cabinet in 2024. Schemes that are supported by Cabinet will be included in the MTFP to be approved by Council.

CAPITAL BUSINESS CASE TEMPLATE

MTFP Bid Template

This is a bid for capital resources through the MTFP Capital Programme. All bids are subject to approval by Cabinet and Council, and even after approval, the release of funding to enable capital costs to be incurred is subject to a business case to the relevant capital governance board (IT Board, Property Board or Transport Board) for it to approve the release of funding. It may not be possible to complete all sections, but doing so may make the business case more compelling.

| | |
|----------------------------------|---|
| Capital Project | <Title> |
| Directorate | <Service Directorate> |
| Portfolio | <Political Portfolio> |
| Financial Year Start Year | 20XX/XX <Financial Year in which Project is due to start> |

| |
|---|
| Project Description |
| <Provide a brief description of the project to explain what the project will deliver> |

| |
|--|
| Strategic Case |
| Spending Objectives |
| < Specify the key objectives for undertaking the investment proposal, expressed in terms of what you are seeking to achieve by way of (SMART) targeted outcomes. Also include the following information where appropriate, where the project: <ul style="list-style-type: none"> - Delivers a specific corporate strategy objective [<i>Effectiveness</i>] - Improves the delivery of services, especially where there are service delivery issues currently [<i>Efficiency</i>] - Reduces ongoing revenue costs [<i>Economy</i>] - Meets legal, regulatory or Council requirements [<i>Compliance and Conformity</i>] - Is a re-procurement/replacement of existing services and equipment [<i>Replacement</i>] |
| Existing Arrangements |
| <Describe any current BAU arrangements currently in place> |
| Business Needs |
| <Describe what issues/issues the project will overcome or gaps that will be met from the delivery of the capital scheme concerned> |
| Main Benefits |
| <Describe the main benefits that successful delivery of the capital project will deliver> |
| Main Risks |
| <Specify the main risks to the successful achievement of the successful delivery of the project on time and to budget and any risks to the delivery of the intended objectives.> |

CAPITAL BUSINESS CASE TEMPLATE

| |
|--|
| <i>Constraints</i> |
| <Specify any constraints that have been placed on the project and explain the parameters within which it must be delivered>. |
| <i>Dependencies</i> |
| <Specify any other dependencies upon which the success of the project is reliant, such as planning, sources of grant/contribution, timing of funding, partners etc>. |

CAPITAL BUSINESS CASE TEMPLATE

| Options |
|---|
| <i>Critical Success Factors</i> |
| < Describe the critical factors that would demonstrate the successful delivery of the project. What benefits will be delivered? What objectives achieved? What risks mitigated?> |
| <i>Option 1: Business as Usual (BAU)</i> |
| Describe what this would mean and include information such as: <ul style="list-style-type: none">• Net estimated cost• Advantages of the option• Disadvantages of the option• Overall conclusion of the option |
| <i>Option 2: Do Minimum</i> |
| Describe what doing the minimum required would entail and include information such as: <ul style="list-style-type: none">• Net estimated cost• Advantages of the option• Disadvantages of the option• Overall conclusion of the option |
| <i>Option 3: <Option Name></i> |
| Describe the option and include information such as: <ul style="list-style-type: none">• Net estimated cost• Advantages of the option• Disadvantages of the option• Overall conclusion of the option |
| <i>Option 4: <Add more options if required or delete as necessary></i> |
| Describe the option and include information such as: <ul style="list-style-type: none">• Net estimated cost• Advantages of the option• Disadvantages of the option• Overall conclusion of the option |
| Recommended Option |
| <Explain which option is the recommended option and why>. |

| Procurement Route |
|--|
| <Describe the procurement route that will be taken.> |

| Management Case |
|---|
| <Describe how the capital project will be delivered and/or the capital asset managed, including where appropriate arrangements for: |

CAPITAL BUSINESS CASE TEMPLATE

- governance
- project management
- project assurance
- risk management
- contract management
- benefits realisation
- post-delivery management arrangements>

CAPITAL BUSINESS CASE TEMPLATE

Funding and Affordability

| Additional Capital Requirement | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| | £,000 | £,000 | £,000 | £,000 | £,000 | £,000 | £,000 | £,000 | £,000 | £,000 | Comments |
| Capital Expenditure (+ve) | | | | | | | | | | | |
| Assets | | | | | | | | | | | |
| Software | | | | | | | | | | | |
| Other <Specify> | | | | | | | | | | | |
| Total Capital Expenditure | | | | | | | | | | | |
| Capital Funding (-ve) | | | | | | | | | | | |
| S106/CIL <Specify> | | | | | | | | | | | |
| Capital Grant – <i>Specify all grants receivable</i> | | | | | | | | | | | |
| Service Revenue Funding | | | | | | | | | | | |
| Reserve Funding <specify> | | | | | | | | | | | |
| Other Funding <specify> | | | | | | | | | | | |
| Total Capital Funding | | | | | | | | | | | |
| Net Capital Cost | | | | | | | | | | | |
| Capital Receipt Receivable | | | | | | | | | | | |
| Revenue | | | | | | | | | | | |
| Revenue Costs | | | | | | | | | | | |
| Revenue Budget available to meet revenue costs | | | | | | | | | | | |

CAPITAL BUSINESS CASE TEMPLATE

| | | | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Revenue Savings/Income | | | | | | | | | | | |
| Net Revenue Impact | | | | | | | | | | | |

Note:

- Inclusion of capital projects in the MTFP Capital Programme is subject to approval by Cabinet and Council.
- Release of funding from approved schemes in the capital programme is subject to the approval of a detailed business case to the appropriate capital governance board (IT Board, Property Board or Transport Board).
- In the comments column, provide additional information such as where capital contributions and grants will be coming from and any risks involved in securing it; details of existing budgets etc.



High Wycombe Town Committee Special Expenses Quarter 2 2023/24

Author: Tamsin Lloyd-James, Accountant

Responsible Person: Fiorella Mugari, Head of Finance - Communities

Date: 21 November 2023

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Introduction

Committee are asked to consider and acknowledge the Q2 forecast position for 2023/24. This report sets out the 2023/24 revenue forecast position and the impact on working balances at year end for High Wycombe Town Committee.

Special Expenses Q2 Forecast 2023/24

The net forecast outturn position for 2023/24 is £507k, with a slight £2k adverse variance in the forecast. The table below provides the detail at activity level.

| Activity Area | Analysis | 2023/24 Budget | YTD Actuals | FY Forecast | Variance |
|----------------------------|----------------|-----------------|-----------------|-----------------|---------------|
| | | £ | £ | £ | £ |
| Footway Lighting | Exp | 1,800 | 0 | 1,000 | -800 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 1,800 | 0 | 1,000 | -800 |
| Cemeteries | Exp | 501,110 | 72,983 | 495,471 | -5,639 |
| | Inc | -253,340 | -130,749 | -244,798 | 8,542 |
| | Net Exp | 247,770 | -57,766 | 250,673 | 2,903 |
| Town Twinning | Exp | 3,000 | 0 | 3,000 | 0 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 3,000 | 0 | 3,000 | 0 |
| Community Grants | Exp | 22,733 | 5,063 | 22,733 | 0 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 22,733 | 5,063 | 22,733 | 0 |
| Recreation Grounds (Local) | Exp | 164,811 | 11,760 | 164,811 | 0 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 164,811 | 11,760 | 164,811 | 0 |
| Allotments | Exp | 49,934 | 7,425 | 49,934 | 0 |
| | Inc | -60 | 0 | -60 | 0 |
| | Net Exp | 49,874 | 7,425 | 49,874 | 0 |
| War Memorial | Exp | 3,000 | 0 | 3,000 | 0 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 3,000 | 0 | 3,000 | 0 |
| Wycombe Events | Exp | 12,000 | 12,000 | 12,000 | 0 |
| | Inc | 0 | 0 | 0 | 0 |
| | Net Exp | 12,000 | 12,000 | 12,000 | 0 |
| TOTAL | Exp | 758,388 | 109,231 | 751,949 | -6,439 |
| | Inc | -253,400 | -130,749 | -244,858 | 8,542 |
| | Net Exp | 504,988 | -21,519 | 507,091 | 2,103 |

Commentary on variances

Footway Lighting

As there is no expenditure at the end of P6, the forecast has been reduced as it is unlikely that repairs will be made for the full amount.

Cemeteries

A slight underspend on expenditure in the cemeteries is primarily due to anticipated underspends in Grounds Maintenance due to low spend in reactive maintenance. There has also been a small saving in Business Rates that has helped with the overall position.

The underachievement on the income forecast is primarily due to the lack of rental income from the HW Cemetery Lodge. Quotes are currently being sought to find out how much it would cost to refurbish the lodge, which would make it more appealing for rental.

Community Grants

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

| Name | Quarter | Date | Amount |
|---|---------|------------|------------|
| Wycombe Mind – The Festival of Wellbeing 2023 (partially awarded) | Q1 | 11/04/2023 | £ 430.00 |
| Micklefield Community Association – Coronation Rock, Family Fun Day | Q1 | 14/04/2023 | £ 966.00 |
| Lighthouse Cressex – Summer Holiday Programme | Q1 | 06/06/2023 | £ 1,500.00 |
| Wycombe Women’s Aid – Summer Playscheme | Q2 | 14/07/2023 | £ 800.00 |
| | Total | | £ 3,696.00 |

Details of all grants (included those that have been declined) can be found in Appendix A. At the time of reporting, there are no grants currently in the pipeline.

Impact on Working Balances

The impact of 2023/24 activities are given in the table below:

| | £ | £ |
|------------------------------------|----------|-----------------|
| Balance at 1st April 2023 | | -717,888 |
| Revenue Expenditure Forecast | 507,091 | |
| Precept | -424,456 | |
| Interest | -21,486 | |
| Movement in reserves | | 61,149 |
| Balance c/f 31st March 2024 | | -656,739 |

The working balance as at September 2023 is £657k 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.

Appendix A

2023/24 Community Support Grants

| Organisations | Project/Event/Activity | Outcome | Requested | Awarded/Status | Date Awarded |
|-----------------------------------|---------------------------------------|---|------------------------|-----------------------|--------------|
| Wycombe Mind | The Festival of Wellbeing 2023 | Partially Awarded | £860.00 | £430.00 | 11/04/2023 |
| Micklefield Community Association | Coronation Rock - Family Fun Day | Awarded | £966.00 | £966.00 | 14/04/2023 |
| Wycombe Food Hub | Coronation Tea Party | Partially Awarded £269.90 - Withdrawn by applicant | £1,500.00 | £0.00 | 05/05/2023 |
| Lighthouse Cressex | Summer Holiday Programme | Awarded | £1,500.00 | £1,500.00 | 06/06/2023 |
| Wycombe Women's Aid | Summer Playscheme | Awarded | £800.00 | £800.00 | 14/07/2023 |
| Chiltern Hills Brass | Concert | Declined (did not apply in time for processing) | £1,000.00 | £0.00 | 14/07/2023 |
| Bucks Historic Building Trust | Feel Good Well-being and Art Sessions | Declined (did not meet criteria) | £1,500.00 | £0.00 | 04/09/2023 |
| | | | Total Requested | Total Approved | |
| | | | £8,126.00 | £3,696.00 | |

2023/24 Facilities Grants

| Organisations | Project/Event/Activity | Outcome | Requested | Awarded/Status | Date Awarded |
|---------------|--------------------------------|---|------------------------|-----------------------|--------------|
| Hills Cafe | Community Toilet Refurbishment | Declined (did not meet criteria) | £2,400.00 | £0.00 | 14/07/2023 |
| | | | Total Requested | Total Approved | |
| | | | £2,400.00 | £0.00 | |

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Buckinghamshire Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme –

| Title & Subject Matter | Meeting / Date to be taken | Contact Officer |
|-----------------------------------|-----------------------------------|------------------------|
| Community Governance Review | January 2024 | Nick Graham |
| Special Expenses Budget 24/25 | January 2024 | Fiorella Mugari |
| Special Expenses Quarter 3 | January 2024 | Fiorella Mugari |

Work Programme Updated: 11 November 2023

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