



High Wycombe Town Committee agenda

Date: Tuesday 22 September 2020

Time: 7.00 pm

Venue: Via Video Conference MS Teams

Membership:

S Raja (Chairman), N Teesdale (Vice-Chairman), K Ahmed, Z Ahmed, M Asif, A Baughan, H Bull, L Clarke OBE, M Clarke, M Davy, R Farmer, S Graham, T Green, M Hanif, M Hashmi, D Hayday, A Hill, A Hussain, M Hussain, M Hussain, M Hussain JP, M Knight, W Mallen, B Pearce, R Raja, S Raja (Chairman), D Shakespeare OBE, N Teesdale (Vice-Chairman) and J Wassell

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2 Declarations of Interest	
3 Minutes of the Previous Meeting	3 - 6

The minutes of the meeting held on 9 June 2020 to be confirmed as a correct record.

- | | | |
|----------|---|----------------|
| 4 | High Wycombe Market Update
The Committee will received an update on the High Wycombe Market.

Presenter: Jacqueline Ford, Economic Development | 7 - 18 |
| 5 | Special Expenses Q1 2020/21
To consider the Q1 forecast position for 2020/21.

Presenters:
Anne Begley, Interim Finance Business Partner
Tamsin Lloyd-James, Accountant | 19 - 22 |
| 6 | CIL Allocations Update
To consider an update on CIL allocations and projects.

Presenter: Rub Nawaz, Principal Infrastructure Officer | 23 - 26 |
| 7 | Allotments Update
The Committee will receive an update on allotments in the High Wycombe town area.

Presenter: Andy Sherwood | 27 - 30 |
| 8 | Work Programme
To consider and discuss the Work Programme. | 31 - 32 |
| 9 | Date of Next Meeting
24 November 2020 at 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: Jemma Durkan / Liz Hornby on 01494 421635 / 01494 421261, email democracy@buckinghamshire.gov.uk.



High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 9 JUNE 2020 IN VIA VIDEO CONFERENCE, COMMENCING AT 7.05 PM AND CONCLUDING AT 8.38 PM

MEMBERS PRESENT

K Ahmed, Z Ahmed, M Asif, H Bull, L Clarke OBE, M Clarke, M Davy, R Farmer, T Green, M Hanif, M Hashmi, D Hayday, A Hill, A Hussain, M Hussain, M Hussain JP, M Knight, W Mallen, B Pearce, R Raja, S Raja, D Shakespeare OBE, N Teesdale and J Wassell

OTHERS IN ATTENDANCE

J Durkan and L Hornby

Agenda Item

1 ELECTION OF CHAIRMAN

The Clerk to the Committee requested nominations for the position of Chairman.

Councillor Tony Green proposed Councillor Sarfaraz Raja for the position of Chairman, this was seconded by Councillor Matt Davy.

Councillor Julia Wassell proposed Councillor Matt Knight for the position of Chairman, this was seconded by Councillor Brian Pearce.

Following a vote it was agreed that Councillor Sarfaraz Raja be elected as Chairman.

RESOLVED: That Councillor Sarfaraz Raja be elected as Chairman of the High Wycombe Town Committee for the ensuing year.

2 APPOINTMENT OF VICE-CHAIRMAN

The Chairman proposed that Councillor Nigel Teesdale be appointed as Vice-Chairman, this was seconded by Councillor Harry Bull.

RESOLVED: That Councillor Nigel Teesdale be appointed as Vice-Chairman of the High Wycombe Town Committee for the ensuing year.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sebert Graham, Maz Hussain and Andrea Baughan.

4 DECLARATIONS OF INTEREST

Councillor Hashmi declared an interest as the Chairman of Wycombe Humdard Foundation a non-profit voluntary organisation that deals with burials in the High Wycombe area.

Councillor Green declared an interest as the Chairman of the High Wycombe Town Twinning Association.

Councillor Zia Ahmed declared an interest as a Trustee of Sands Village Hall.

Councillor Sarfaraz Raja declared an interest as a member of a self-help organisation that help with burials.

Councillor Pearce declared an interest as a Trustee of Booker Memorial Hall.

It was noted that all declarations of interest should be noted and available on the website.

5 SPECIAL EXPENSES OUTTURN 19/20

Anne Begley, Interim Finance Business Partner presented a report to the Committee which set out the details of the 2019/20 outturn position and the impact on working balances at the year end. It was noted that there was an over spend of £15,939 on a total budget of £385,050. All other areas with the exception of cemetery all activity areas reported an underspend position. The main variations are set out in the report.

The following main points were noted:

- There was an overspend of £15,939 on a total budget of £385,050.
- All areas except for the cemetery had reported an underspend.
- The Cemetery overspend was £76,040.
- During the year additional expenditure had been approved for 66 additional burial vaults at £45k and the installation of an additional terrace at £76k.
- The overspend was offset by a rates rebate of £13k, recalculated management fee charges and an overachieved income of £27k.
- There was an underspend of £15k on grants to voluntary groups and savings of £2k in WDC Management Charges.
- There was an underspend of £20k on recreation grounds due to savings on maintenance costs and WDC Management Charges.
- There was also an underspend of £15k for Community Centres due to Castlefield Community Centre accessing grant support direct from Wycombe District Council.
- Working balances during 2019/20 at 1 April 2019 was £-1,095,791. With the movement of reserves during the year of £107,086 the working balance carried forward on 31 March 2020 was £-988,705. This was an improvement on the forecasted balance of £-947k.
- There was expected to be significant expenditure during 2020/21 with an estimated balance of £378k assuming that the £547k funding from Special Expenses for the new cemetery was spent in full.

Members raised a number of points and received responses in respect of various questions. The main point were as follows:

- The contractors were on site and work had begun on the road system, drainage and the main building. Work was progressing well despite the current restrictions. The landscaping would begin during October time and the project was progressing well.

- Details would be provided to members regarding financial assistance provided to voluntary groups. It was reported that just under £10k had been paid out in grants from the HWTC support and community's grants.
- The existing Snowdrop Garden was still being used as there were spaces. The new children's cemetery was not yet completed however members were assured that there was capacity at the moment in the Snowdrop Garden.
- There were plans to increase the space near the terraces so that there was a wider access near to graves for disabled access.
- It was noted that any further spend would impact on the budget and reduce the special expenses budget.
- It was suggested that unallocated monies from the COVID 19 Crisis Fund be allocated to community buildings. It was noted that these funds were allotted as per the Community Board areas and all the monies had now been allocated. There would be opportunities for groups to access funds from the Community Boards later in the year.
- Regarding costs for Saturday burials it was noted that the £300 cost was based on actual contractor and officer costs. This had been agreed by the Committee to provide the option of Saturday burials.
- Concern was raised by a member that over half the Special Expenses expenditure was being spent on the cemetery and there was an overspend on the cemetery and underspend on other areas. In response it was noted that any underspends would affect the balance of the budget. Consideration could be given to increase funeral charges to cover costs and a review could be considered.
- It was reported that grant allocations would be dealt with by the localism team and there were questions on how the Committee would like this to be supported by the new council going forward.
- A member suggested that the criteria should be reviewed and to roll forward any underspend.
- It was suggested that many local voluntary groups did not know that grants were available and consideration should be given to making grants easier for organisations to access.
- Members were reminded that they can inform local groups to apply for grants.
- It was noted that if funds were rolled over then this would increase balances.
- It was noted that the COVID 19 epidemic would be effecting local groups and during this time funds should be rolled over to help support voluntary groups next year.
- It was suggested that some families were unable to afford the cost of burials in High Wycombe.
- Officers confirmed that there was capacity at the existing cemetery before the new site would be ready.
- Concern was raised that the criteria for grants was not easy to access and the rules were too strict for voluntary groups to access. The criteria should be reconsidered and advertised better.
- It was noted that the grant applications were approved by officers and criteria was set by the High Wycombe Town Committee and had been published on the website. New community boards would have budgets for grants which would have different criteria.
- It was noted that the costs of burials had been agreed by the Committee previously to be cost neutral and to have costs as low as possible.

Councillor Matt Knight seconded by Councillor Julia Wassell, proposed that the £17,000 Financial Assistance to Voluntary Groups be rolled over to the next year's Special Expenses budget. After being put to a vote this was agreed by the majority of the Committee and recommended to Cabinet.

It was advised that all underspends and overspends were carried forward, any increase to the budget would need to be referred to Council/Cabinet for approval.

It was requested that a review of the criteria be undertaken for the financial assistance to voluntary groups and this be added to the High Wycombe Town Committee work plan.

Regarding the Special Expenses balances and the new Buckinghamshire Council it was noted that the balances were ring-fenced as Special Expenses.

RECOMMENDED TO CABINET: That that the £17,000 Financial Assistance to Voluntary Groups be rolled over to the next year's Special Expenses budget.

6 WORK PROGRAMME DISCUSSION

The Committee's draft work programme looking ahead to March 2021 was presented for review.

Members requested that the following items be added to the work programme:

- Review of the criteria for the awarding of the support and facilities grant.
- Review of the High Wycombe Town market to support local providers and the changes in retail.
- Information regarding CIL allocations for the High Wycombe unparished area. (September)
- An update on the Park and Ride at Handy Cross regarding operational changes and to provide views. (September)
- To understand the social deprivation in black and minority ethnic communities in the town with regards to the increased death rates regarding COVID 19. To understand the level of social deprivation in the town and for the Council to improve the situation. The Chairman confirmed that this would be discussed with officers, however it was noted that this matter could be more relevant to the Heath and Adult Social Care Select Committee. A proposal could be put forward to the Committee. It was suggested that this could be a county wide problem.
- It was noted that there had been some positive ideas regarding the market ahead of the COVID 19 pandemic and it was suggested that these could be investigated.
- An update regarding allotments.

The Chairman thanked everyone for attending the meeting.



High Wycombe Market

Author: Jacqueline Ford

Economic Development Officer, Economy, Growth and Regeneration

Date: 7th September 2020 DRAFT

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Overview

This paper is provided as an update to the High Wycombe market report presented to this Committee in September 2019.

Following this meeting, the Economic Development Team was tasked to appoint market specialists Quarterbridge to carry out a review of the market and develop future delivery options. The remit of the work also included a perception survey on usage of the wider town centre to help inform the business case for the Future High Street Fund that was submitted to Ministry of Housing, Communities and Local Government at the end of July 2020 (we await a decision in the autumn).

The Quarterbridge report is still in draft. This is because the trader survey element was not able to be completed ahead of the March Covid-19 lockdown that resulted in the temporary closure of the market as per Government rules. This market began operating again in July and engagement work with the traders is progressing at present.

Due to commercial sensitivity of parts of the Quarterbridge report, it will not be fully released to the public. Key points from the draft report are provided to Members in this paper as an update, and it is intended that once the final report is received, that a presentation be made to this Committee at the first appropriate opportunity.

With the move to unitary on the 1 April, the Council now has the ability to take a strategic view on the operation of markets across Buckinghamshire. This will enable us to learn lessons on what works well in other towns and also set the direction for how we want the market offer to develop in the future – and hence inform the delivery model for High Wycombe given the current contract status.

Strategic market management has moved from the Property and Estates Team to the Economy, Growth and Regeneration Service and will sit in the Local Economic Regeneration Team. With the advent of Covid-19 and the important role that markets played in helping provide essential perishable food goods and the potential that they play as a seedbed for new business ideas to be trialled, there are broader considerations to take about how we develop our vision for markets. This strategic direction work is starting to be developed in the autumn.

Market Review by Quarterbridge

Member feedback

Two engagement sessions were held on the 6 March 2020 to understand the perspective of local Councillors from High Wycombe Town Committee – in respect opinions of the market as it is, and aspirations going forward.

Across the two sessions five Councillors attended, all of whom expressed fond memories of visits to the market in their youth, and concern for the current state of the market.

The following were reported as improvements that Councillors would like to see:

- an increase in the number of traders
- a greater variety of traders, including more fresh food produce
- the market to become a focal point for the town centre and
- the introduction of specialist markets i.e. farmer's markets and art fairs etc.

Sentiments were mixed about the addition of street food, though all appreciated that this is popular offer and enjoyed by many people – especially the younger generation.

Views were split on increased seating and the introduction of a 'cafe culture' atmosphere alongside the street food offer.

Higher quality goods, especially fresh food, were the preferred new trader choice.

Concerns were raised that the market was not promoted enough and that the market was market was kept tidy and operating as it should be.

Public feedback

An online survey ran from 21 February to 20 March 2020 and attracted 1,126 responses which Quarterbridge reported is an excellent engagement rate for a survey of this type.

The survey asked a series of questions to help understand both the opinions and usage of the street market and also how people use the wider town centre. These views are key to help inform both the future development of the market - but also future event programmes and public realm / space use to attract more visitors to this area of the town centre. This will increase footfall for existing businesses and help enhance dwell time.

What have we been told?

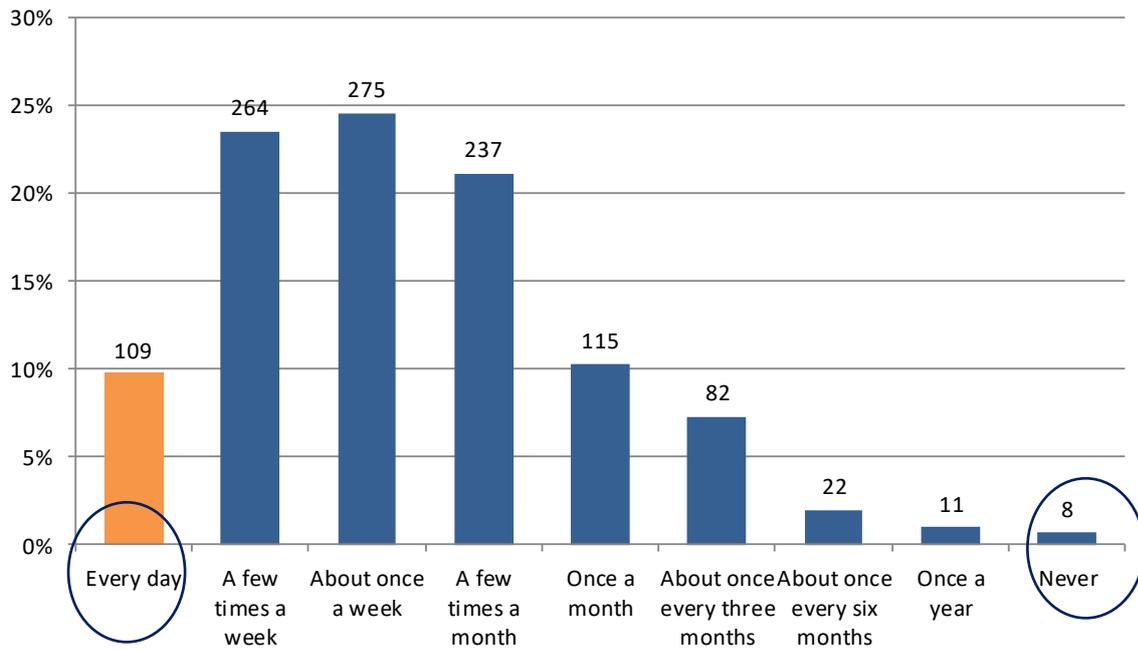
A selection of key findings on the market are presented below. As mentioned at the start of this report it is proposed that a fuller presentation be given to the Committee at the first appropriate opportunity when the final report is released.

Please note the 'n' number quoted next to the question is the number of respondents who answered this question – not everyone chose to answer each question, hence the variation.

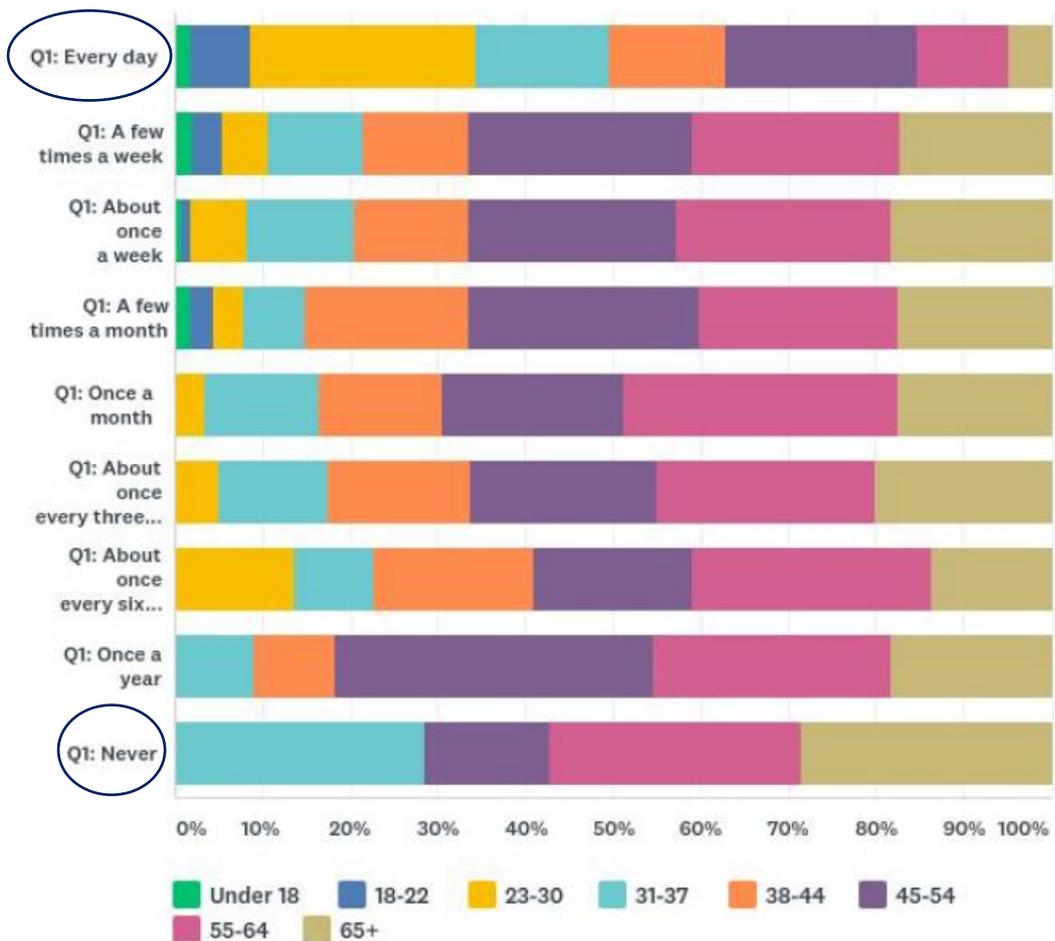
The number above the bars on the graph is the number of respondents to that answer. These are provided to put the percentages in context.

Q1: How often do you visit High Wycombe?

n = 1,123



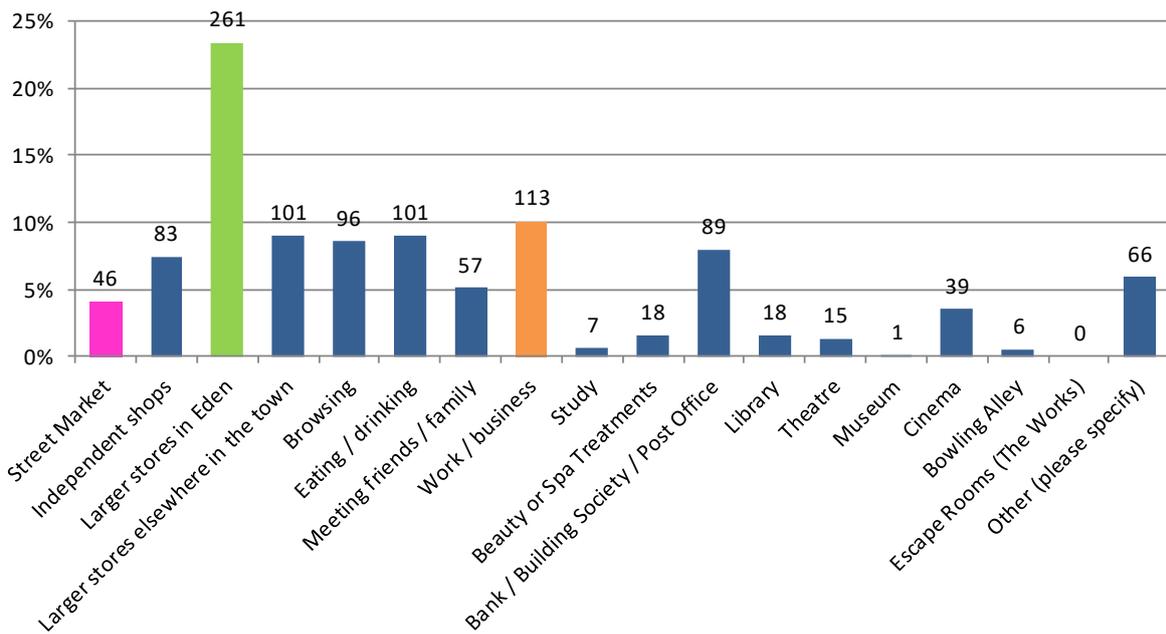
Q1: How often do you visit High Wycombe? (by age)



This shows that opportunities to pivot the offer to have broader appeal to the under 30 year olds.

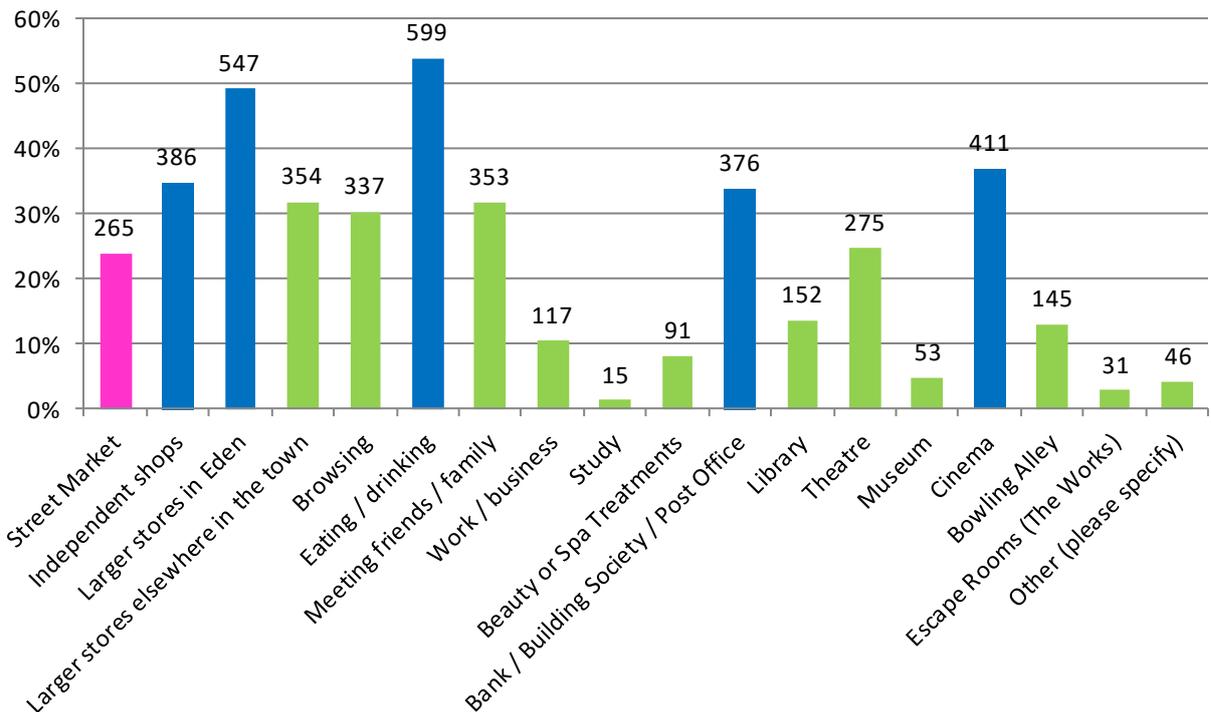
Q3: What was the main purpose for your last visit to High Wycombe?

n = 1,117



Q3: What other reasons do you visit the town centre?

n = 1,111

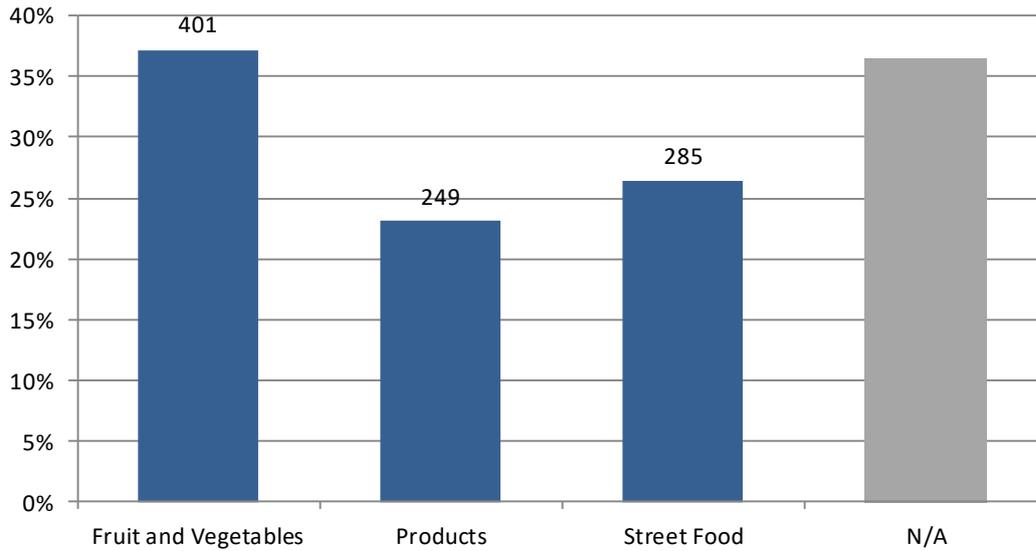


A visit to Eden and enjoying the food and drink offer are the key primary and secondary reasons for a visit to the town centre. The street market (first column / pink) as a primary and secondary reason for a visit to the town centre scores higher than a number of activities.

Work/business is highlighted on the first graph as with Covid-19 the work from home direction will have impacted footfall in the town – although the converse of this is that we will have had a boost to residents who usually work elsewhere being at home and able to access the town.

Q3: What do you buy at the street market?

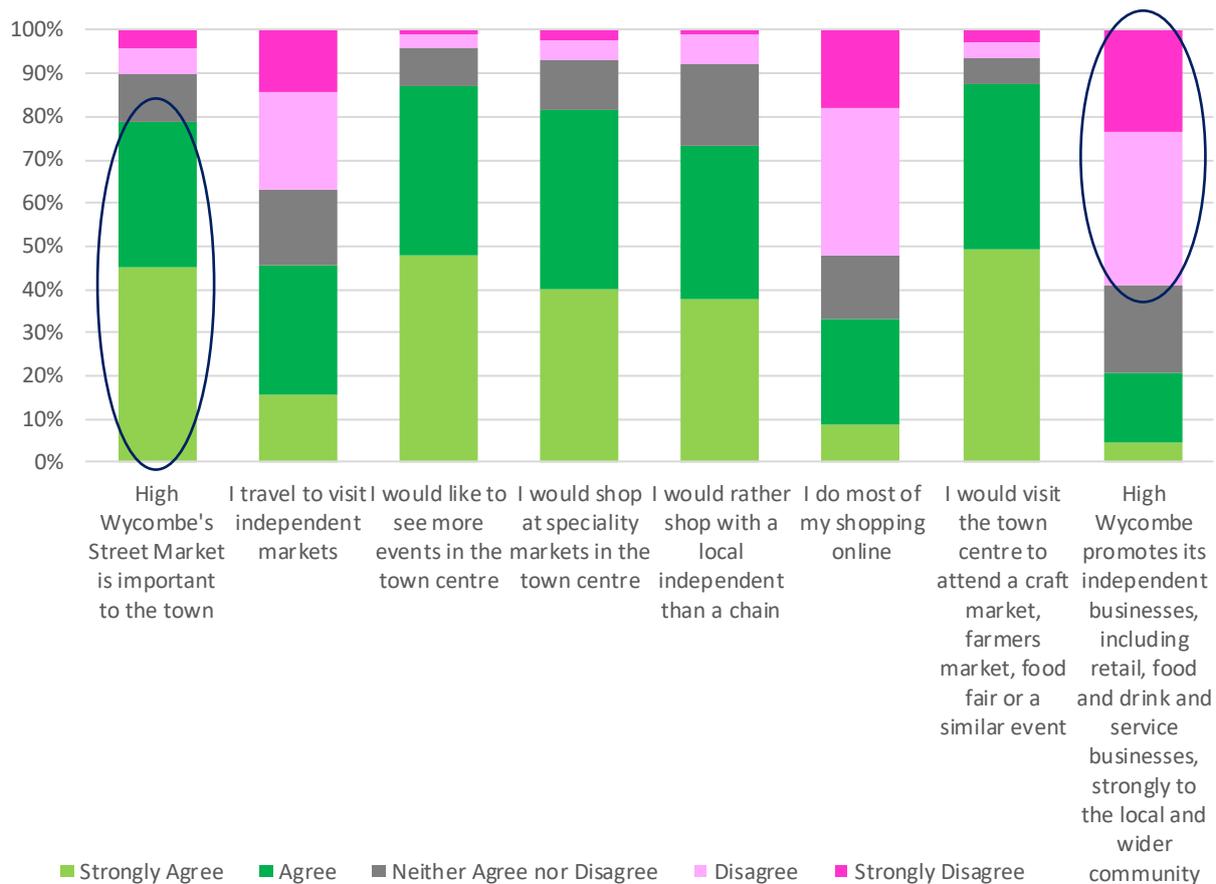
n = 1,117



Fresh produce and street food are the most popular purchases on the market.

QX: How much to you agree / disagree with the following statements?

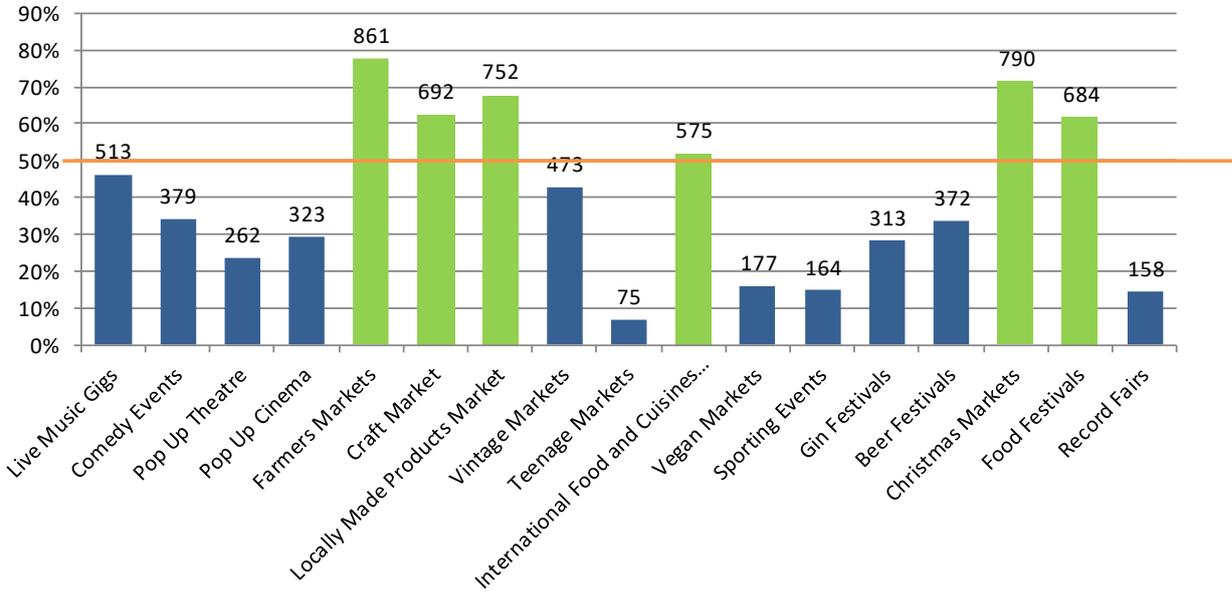
n = 1,122



33% of survey respondents said they 'never' shop at the street market, with a further 20% saying they make a purchase once a year or less often. **Despite this, 79% of respondents agreed that the street market was important to the town.**

The perception of a lack of promotion of High Wycombe was also identified by the respondents as an area of improvement – as mentioned by the Councillors too.

Q11: What kind of markets and events do you like to attend? (select all that apply) n = 1,108



Most popular markets / events to explore: Farmers markets / Craft markets/ locally made products market / International food and cuisine / Christmas markets / Food festivals



46% of respondents travel to visit other independent markets, and 82% agree or strongly agree that they would shop at speciality markets in the town centre. 88% said they would attend a craft market, farmers market, food festival or similar event. **From this we can conclude that there is an appetite for markets in High Wycombe, which is unfulfilled by the current offer.**

Representative comments from market users

Frequent users (every week / every other week):

“Multicultural experience, independent businesses, friendly atmosphere”

“Vibrancy, culture, street food, diversity and cheaper products”

“Fruits and vegetables sold at good price. Food stalls are very good especially they offer variety in lunch time”

“The old sweet and cake stall, the flower and plant stall, a general greengrocer stall in addition to the one there now, more variety please.”

“Better stalls with proper covers, a better selection of traders, and more advertising. Perhaps playing on the history of the charter market? The town has become all about Eden and the high street is dying because of it.”

“Any [events] would be welcome. Kid’s activities would be appreciated, not much there for kids to do. Not many parents can afford to take the kids out far, would be nice to have something to do locally”

“In my opinion, in order to create a more attractive town centre, the pedestrian area needs to be extended permanently. Allow local bars/restaurants to have more permanent sitting areas outside and introduce more green features, potted plants and trees are an option.”

More stalls and more variety of stalls the most frequent comment.

Infrequent users (once a month – every three months):

“[I like] Nothing it’s a disgrace it’s all foreign foods I won’t get anything from there I would like to see a good market like it was in the old days”

“The multicultural hot food available. Things on the stalls you can’t buy elsewhere. Fresh fruits and veg that isn’t prepacked.”

“More vegan & eco-friendly options, more independent/micro business markets.”

“Arts and crafts. Homemade stuff. From food to clothing But this needs subsidising as it could take a year of more for it to get established”

“[I would like to see a] Pedestrian area and more cafe culture with pop up events”

“[I would like to see] Markets, festivals, events celebrating the community and bringing people together.”

“It’s cool to see the centre more lively during Market days! The Mad Squirrel brewery’s outside area was amazing, would be nice to see more of that.”

“There needs to be more for the local community to get involved with. More quality stalls. Events for local businesses starting out”

More stalls and more variety of stalls was also a key theme. There was a dichotomy between extremely positive and extremely negative comments about food offer. This strongly correlates with the respondents’ age.

Comments from respondents who do not shop at the market or shop very infrequently:

What do you like about the Street Market?

“Nothing” (this was by far the most frequent answer)

“The cheery market traders.”

“It brings atmosphere to the town – something that High Wycombe majorly lacks (sadly)”

“There is a bustling food area”

“Fresh fruit and vegetables”

What would you like to see changed about the market in the future?

“More stalls and better stalls” (most frequent answer)

“A pannier market would be an attraction – with different themes on different days of the week i.e. antiques/bric-a-brac; fruit/veg/local produce; etc.

Weekend entertainment to attract people back to the High Street”

“It is too down-market. I would like to see more that appeals to the "middle class".

“Better looked after stalls with clearer signage”

“Make it so cars, vans and lorries don't go through even though it's supposed to be pedestrian only”

“More independent interesting stalls.”

“I don't think it has the variety like the market in Berkhamsted for example. Loughborough Market is another example of a good market. Wycombe has mostly street food. It's nice but that doesn't define a market.”

“To complement the existing market (which for me isn't great) a new craft/artisan/Farmers market that operates once/twice a month on a Sunday perhaps to encourage visitor engagement and visits. I think you would have to pay good quality operators initially to come to Wycombe. I don't think the priority for the council should be to generate income but to provide a quality service to the town that complements the existing uses.”

“Would like a proper market - variety of stalls (food / clothing / crafts etc)”

“More stalls like fish meat veg”

Overwhelmingly the response was that there were too few stalls and stalls of a low quality.

There was a universal desire for more varied, quality stalls and more fresh food produce, a return to a more traditional market style, but with a lively atmosphere and events to supplement the range of food stalls.

What could the future market look like and how could this be delivered?

The survey feedback and engagement with Members recognises the potential that exists for a revitalised market offering in High Wycombe: focussing on more stalls, a diversity of offer and extended themed events and activities in the high street space. We also recognise the potential that markets play as a seedbed for new business ideas to be trialled and developed.

With the move to a unitary authority, the Council now has the opportunity to look strategically at the market offer across the whole of Buckinghamshire. There are a range of market delivery options in place that include a concession contract with a private company (High Wycombe), a trader cooperative approach (Amersham and Chesham) and in-house provision (Aylesbury). Combined with the Quarterbridge work, this information will enable us to identify what works well in other towns and set the direction for how we want the market offer to develop in the future.

Work is starting now on strategic market management and what the offer and ask of our markets for Buckinghamshire should be to enable the right delivery model to be adopted. At the time of writing this report the detailed timeline for this work is being scoped. The management contract for High Wycombe comes to an end in March 2021. The Economic Growth and Regeneration Team, who have taken over the management of the market contract from the Estates Team will be actively working with the market operators to bring about changes to improve the current offer.

Next steps

Quarterbridge to complete trader engagement and present final report to Council (September)

Strategic overview of markets carried out to set the future direction and operating models – that will include High Wycombe (starting September)

A presentation will be made to High Wycombe Town Committee / High Wycombe Community Board at their next meetings to provide a fuller update.

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High Wycombe Town Committee Special Expenses Quarter 1 2020/21

Author: Anne Begley

Date: 11 September 2020

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Introduction

Committee are asked to consider and acknowledge the Q1 forecast position for 2020/21. This report sets out the 2020/21 revenue forecast position and the impact on working balances at year end for High Wycombe Town Committee.

Special Expenses Q1 Forecast 2020/21

The net forecast outturn position for 2020/21 is £347k, a favourable variance of £10k against a total budget of £357k. The table below provides the detail at activity level.

Activity Area	Analysis	YTD Budget	YTD Actuals	FY Budget	FY Forecast	Variance
		£	£	£	£	£
Footway Lighting	Exp	450	482	1,800	1,800	0
	Inc	0	0	0	0	0
	Net Exp	450	482	1,800	1,800	0
Cemetery	Exp	81,505	984	326,020	326,020	0
	Inc	-43,750	-52,372	-175,000	-185,743	-10,743
	Net Exp	37,755	-51,388	151,020	140,277	-10,743
Town Twinning	Exp	750	0	3,000	3,000	0
	Inc	0	0	0	0	0
	Net Exp	750	0	3,000	3,000	0
Community Grants	Exp	6,335	1,000	25,340	25,340	0
	Inc	0	0	0	0	0
	Net Exp	6,335	1,000	25,340	25,340	0
Recreation Grounds (Local)	Exp	35,465	0	141,860	141,860	0
	Inc	0	0	0	0	0
	Net Exp	35,465	0	141,860	141,860	0
Allotments	Exp	4,578	0	18,310	18,310	0
	Inc	-15	0	-60	-60	0
	Net Exp	4,563	0	18,250	18,250	0
War Memorial	Exp	750	0	3,000	3,600	600
	Inc	0	0	0	0	0
	Net Exp	750	0	3,000	3,600	600
Community Centres	Exp	3,250	0	13,000	13,000	0
	Inc	0	0	0	0	0
	Net Exp	3,250	0	13,000	13,000	0
TOTAL	Exp	133,083	2,466	532,330	532,930	600
	Inc	-43,765	-52,372	-175,060	-185,803	-10,743
	Net Exp	89,318	-49,906	357,270	347,127	-10,143

Commentary on variances

Cemetery

The main variation relates to forecast income over recovery based on Q1 actual income.

War Memorial

All 3 memorials to be cleaned in 20-21 at a cost of £3,600.

Impact on Working Balances

The impact of 2020/21 activities are given in the table below;

	£	£
Balance at 1st April 2020		-988,705
Revenue Expenditure Forecast	347,127	
New Cemetery	547,000	
Precept	-284,690	
Interest	-8,200	
Movement in reserves		601,237
Balance c/f 31st March 2021		-387,468

The estimated working balance as at March 2021 is £387k which is higher than the recommended minimum level of £150k. This is set aside as an earmarked reserve and therefore ring-fenced for HWTC

New Cemetery

In March 2017, HWTC and Cabinet approved the build of a new Cemetery at Penn Road and a total project cost of £1,679,790. A contribution of £404k from the Special Expense Reserve was approved by the March 2017 Cabinet to partially fund phase 1 of the new Cemetery. £800k of CIL funding was agreed by Cabinet in February 2017 and a further £86k agreed in February 2019. The cost of the project increased from £1,679,790 to £1,933,000 and was approved by the February 2020 Cabinet. Funding of £143k from the Special Expense Reserve and £500k of CIL funding were approved by February 2020 HWTC and Cabinet.

The project commenced in February 2020. Spend in prior years has been funded from CIL allocation. A further £1.2m of CIL funding is forecast to be spent in 2020/21. Total funding for the new cemetery agreed from Special Expenses earmarked reserve totals £547k and is forecast to be spent in full in 2020/21.



Report to High Wycombe Town Committee

Date: 22 September 2020

Title: Community Infrastructure Levy (CIL) Local Allocation Update Report

Author: Rub Nawaz

Summary:

This report provides a summary of anticipated income, funds collected and funds allocated in 2019 and 2020 and provides an update on projects to which the Town Committee has allocated funds.

1. Background

1.1 In previous years the High Wycombe Town Committee has recommended projects to Cabinet to be funded from the 15% CIL Local Allocation collected within the unparished area of High Wycombe. The Chairman of the Committee has asked for an update on the CIL local allocation and projects funded by the Committee.

2. Update on projects

2.1 At the January 2019 High Wycombe Town Committee meeting the local allocation of CIL to the following projects was agreed:

- River Wye Interpretation and Information Boards (£10,000)
- Bull Lane Service Yard Gates (£15,000)
- East Wycombe Panoramic Walkway (£35,000)
- Local Centres and Parking Pressures Project (£100,000 additional funding total award £240,000)
- Queensway Cemetery project (£86,000 was allocated, additional to funds previously allocated – see below for further detail).
- Total £246,000

3. Project Updates

3.1 The River Wye Interpretation and Information boards project is led by Mike Overall of the Revive the Wye group; it aims to install these along key parts of the River Wye

in the unparished area. It is anticipated that this project will be completed by March 2021.

- 3.2 The Bull Lane Service Yard Gates project has been taken forward by the Anti-Social Behaviour Team and aimed to reduce anti-social behaviour, fly tipping etc within the vicinity of Bull Lane. Match funding has been sought from local businesses and in particular Travelodge. Although there has been support from the local Travelodge team, this has not been sufficient to make funding available and this project has not been able to progress without additional funding. The Anti-Social Behaviour team are investigating funding from other sources to progress the project.
- 3.3 The East Wycombe Panoramic Walkway project is being delivered via the Transport Strategy Team. Due to the limited resources available this project has not yet progressed. However, there is potential to progress this project this financial year, subject to additional resource being made available within the Transport Strategy Team.
- 3.4 The Local Centres project was previously awarded £140,000 in March 2017 by the High Wycombe Town Committee. In January 2019 a further £100,000 was awarded to the project bringing the total budget to £240,000 and its remit was extended to address local parking pressures. Some initial design works and investigations were carried out around the Arnison Avenue and Totteridge Road shopping areas at a cost of £15,000 but these designs were not progressed due to the estimated cost of the works. There remains £225,000 available within this project budget.
- 3.5 Due to the limited project resources available local members were 'invited to lead on identifying the scope for external funding to contribute to low cost local shopping centre improvements and parking problem areas and any potential external funding.' A proposal for parking management/road safety measures in Greenhill and Kingshill Road has been identified by a local member and this is with Transport for Buckinghamshire to provide a quotation for the cost of the work.
- 3.6 Work started on the cemetery in April 2020 and the build has progressed well. The reception building has been constructed and is currently being fitted out. The site roads within the cemetery are being formed and nearing completion. It is anticipated that the project will be completed in this financial year.
- 3.7 In March 2017, HWTC and Cabinet approved the build of a new Cemetery at Penn Road and a total project cost of £1,679,790. A contribution of £404,000 from the Special Expense Reserve was approved by the March 2017 Cabinet to partially fund phase 1 of the new Cemetery. £800,000 of local allocation CIL funding was agreed by Cabinet in February 2017 and a further £86k agreed in February 2019. The cost of the project increased from £1,679,790 to £1,933,000 and was approved by the February 2020 Cabinet. Funding of £143,000 from the Special Expense Reserve and £500,000 of CIL funding were approved by February 2020 HWTC and Cabinet. Spend in 2018/19 was £95,000 and in 19/20 there was a further £99,000

spend which was funded from the local CIL allocation. Total funding for the new cemetery agreed from Special Expenses earmarked reserve totals £547,000 and is forecast to be spent in full in 2020/21.

4. Financial Update

4.1 The table below sets out the CIL Local Allocation income for 2019/20 and the minimum anticipated funds available for 2020/21.

	Opening Balance	Income	Spend	Forecast spend	Committed	Allocations (new)	Closing Balance
2019/20	1119	254	-131		-705	-736	1242
2020/21	1242	37.5	0	-1273	166		6.5

Note

Estimate of minimum income and closing balance for 2020/21 is as of 26 August 2020.

4.2 The closing balance above does not take into account existing commitments (which total £166,000). Demand notices have been issued for c£250,000 in the unparished area, of which the local allocation will be 15%. However, there is considerable uncertainty around further CIL income to be received this financial year given covid-19 related delays on development starts, deferrals of payment and the potential for continued economic impacts.

4.3 At the start of the year it was estimated that CIL local allocation income would be around £688,000. CIL local allocation Income received to date is well below the trend that would be expected to achieve this and, along with CIL receipts generally, is expected to be substantially less than this by year end.

4.4 While it is anticipated that CIL receipts will fully cover the existing allocations that have been made for 2020/21, in view of the outstanding allocations and uncertainty over income this financial year, there are currently no new CIL local allocation funds to allocate.

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HWTC Allotments

Author: A Sherwood

Date: September 2020

Current Allotment Sites

All of the sites are managed by Idverde who currently carry out grounds maintenance works on behalf of the Council within the un-parished area of High Wycombe. Idverde are responsible for all day to day management on site including the letting of plots, the collection of rents. and day to day enquiries

Idverde keep all the rental income from the sites to cover the costs of their management, the Council receives an annual payment of £500

We have nine sites as listed below;

Back Lane (located off Kingsmead Road and Abbey Barn Road)

Castlefield (access from Dashwood Avenue)

Desborough Castle -(located off Rutland Avenue/ Copyground Lane)

Green Hill (on Green Hill itself)

Hick Farm Rise (located off St Hugh's Avenue)

Hughenden Park (located off Coates Lane)

Lime Avenue (located off Gypsy Lane/Bassetsbury Lane)

Totteridge (located off Hardenwaye/Barton Way)

Queensway (on Queensway, Hazlemere)

Table showing total plots on each site and the number of vacant plots as 1st Sept

Site	Total Plots	Vacant Plots
BACK LANE	27	None
CASTLEFIELD	14	None
DESBOROUGH CASTLE	42	2 under offer
GREEN HILL	72	5 under offer
HICKS FARM RISE	31	None
HUGHENDEN PARK	19	None
LIME AVENUE	35	None
QUEENSWAY	41	None
TOTTERIDGE - HARDENWAYE	7	None

Where plots are vacated new tenants will be assigned from the waiting list as quickly as possible.

Waiting list numbers for each site as 1st Sept.

Site	Total
BACK LANE	31
CASTLEFIELD	24
DESBOROUGH CASTLE	31
GREEN HILL	28
HICKS FARM RISE	20
HUGHENDEN PARK	32
LIME AVENUE	32
QUEENSWAY	15
TOTTERIDGE - HARDENWAYE	16

Please note that many on the waiting list have applied for multiple sites so are counted more than once in the above figures

Rents

The rents per M2 from 1st Jan 2021 are shown below

125m2 Plot	£25.18
250m2 Plot	£50.35
125m2 without water	£18.55
250m2 without water	£37.10
125m2 60+ (Concession)	£12.59
250m2 60+ (Concession)	£25.18

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Buckinghamshire Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – NOVEMBER 2020 – MARCH 2021

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>24 November 2020</u>		
Policing Update	24 Nov 2020	Jemma Durkan, Democratic Services
Q2 Budgetary Control Report	24 Nov 2020	Tamsin Lloyd-James, Accountant
<u>19 January 2020</u>		
Chiltern Rangers Update	19 Jan 21	Jemma Durkan, Democratic Services
<u>9 March 2021</u>		
HWBIDCo Update	9 March 2021	Jemma Durkan, Democratic Services
Q3 Budgetary Control Report	9 March 2021	Tamsin Lloyd-James, Accountant

Meeting contact officer: Jemma Durkan, 01494 421635, Committeeservices@wycombe.gov.uk

Work Programme Updated: 10 September 2020

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