



High Wycombe Town Committee agenda

Date: Tuesday 9 March 2021

Time: 7.00 pm

Venue: Via MS Teams

Membership:

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

Webcasting notice

Please note: this meeting may be filmed for live or subsequent broadcast via the council's website. At the start of the meeting the chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the council is a data controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the council's published policy.

Therefore by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ask the committee clerk, who will advise where to sit.

If you have any queries regarding this, please contact the monitoring officer at monitoringofficer@buckinghamshire.gov.uk.

Agenda Item	Time	Page No
1 Apologies for Absence	19:00	
2 Declarations of Interest		
3 Minutes of the Previous Meeting The Minutes of the meeting held on 1 st February 2021 to		3 - 4

be confirmed as a correct record.

- | | | | |
|----------|---|--------------|----------------------|
| 4 | Wycombe Green Space Contract Re-tender
The Committee will receive a report on the contract re-tender for the ground's maintenance contract for the Wycombe area.

Presenter: Martin Dickman - Service Director | 19:10 | 5 - 8 |
| 5 | Keeping Environment Clean
Presentation by Simon Anthony – Waste Service Manager | 19:40 | |
| 6 | High Wycombe Bid Company Update

An update on Q1 Activity Review.

Presenter: Melanie Williams Chief Executive HWBid Co | 20:00 | Verbal Report |
| 7 | Change of road name
The Committee will receive a report on change of road name.

Presenter: Cllr Lesley Clarke | 20:20 | 9 - 12 |
| 8 | Work Programme
To consider the work programme. | 20:40 | 13 - 14 |
| 9 | Date of next meeting
Proposed dates:-

Tuesday 22 June 2021 – 7pm
Tuesday 21 September 2021 – 7pm
Tuesday 23 November 2021 – 7pm
Tuesday 18 January 2022 – 7pm
Tuesday 8 March 2022 – 7pm | 20:45 | |

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 / Liz Hornby on 01494 421204 / 01494 421261, email democracy@buckinghamshire.gov.uk.



High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON MONDAY 1 FEBRUARY 2021 IN MICROSOFT TEAMS (REMOTE), COMMENCING AT 6.30 PM AND CONCLUDING AT 7.30 PM

MEMBERS PRESENT

K Ahmed, Z Ahmed, A Baughan, L Clarke OBE, M Clarke, R Farmer, S Graham, T Green, D Hayday, A Hill, A Hussain, M Hussain, M Hussain JP, M Knight, W Mallen, R Raja, S Raja and J Wassell

OTHERS IN ATTENDANCE

J Durkan, A Begley, R Prashar, D Harvey, M Dickman, M Strevens and A Sherwood

Agenda Item

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Nigel Teesdale.

(Cllr Sebert Graham attended the meeting and apologies for absence were recorded incorrectly).

2 DECLARATION OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the meeting held on 19 January 2020 were agreed.

4 SPECIAL EXPENSES BUDGET

Following the previous meeting members considered a revised report outlining the proposed budget for Special Expenses for 2021/22 and the impact on the precept of the unparished area of High Wycombe.

Members had provided questions and received responses in advance of the meeting, and a copy of these would be attached to the minutes once published. Members raised a number of clarifications to the answers and responses were provided where possible.

Members raised concern on a number of points including the increase of the Band D Council Tax, recreation grounds, allotments, maintenance charges, and the cost of the computer system regarding allotments. Also, that not all of the questions had been answered adequately with some Members stating that the officers employed by the Council did not understand the special expenses budget for High Wycombe.

The presenting officer suggested (as he had at the last meeting) that a sub-committee be set up in the autumn so that members could be actively involved in the preparation of the Special Expenses budget for 2022/23. Arrangements would be made with members and the Chairman regarding this matter.

It was also noted that a revised Appendix B providing correcting information with regards to the VAT calculation had been circulated.

A discussion was also undertaken with regards to the budget of Aylesbury Town council in comparison the management costs within the Special Expenses budget.

Fees and Charges: Members considered the options outlined in the report. Councillor M Clarke, seconded by Councillor Marten Clarke, proposed to not increase the cemetery costs. After being put to a vote this was agreed by a majority of the Committee.

Council Tax: However, a further proposal was put forward by Councillor Marten Clarke, seconded by Cllr K Ahmed, proposing to not increase the HWTC's Band D Council Tax. After being put to a vote this was agreed by the majority of the Committee and recommended to Cabinet.

RECOMMENDATION TO CABINET:

- i) That there be no increase in the Fees & Charges relating to Cemeteries in Appendix B.
- ii) That there be no increase to the HWTC's Band D Council Tax for 2021/22.



Wycombe green space contract re-tender

Purpose

Update report to High Wycombe Town Committee on the contract re-tender for the ground's maintenance contract for the Wycombe area.

For information

Author: Martin Dickman – Service Director Neighbourhood Services

Date: 9th March 2021

Background

The existing grounds maintenance contract for the Wycombe area commenced in January 2013 initially for 5 years with a two-year extension to December 2019. The contract is managed within Neighbourhood Services and the main contract manager is Andy Sherwood.

The contract was awarded to Quadron Services Ltd who subsequently became Idverde.

The contract is based on an 'output' specification with the contractor responsible for maintaining green spaces to a certain standard rather than using a frequency-based approach. The green spaces contract includes the following services;

- 1) Grass cutting, litter clearance, and maintenance of horticultural features in parks and open spaces;
- 2) Sports pitch maintenance and hire, including changing room and toilet management;
- 3) Grave digging;
- 4) Allotment management.

As a reminder the routine works on the 4 main sites for High Wycombe Town Committee are Booker, Shelley (QE2), Totteridge and All Saints plus Allotments.

The original intention as approved by Wycombe District Council in March 2019 was to re-tender the contract to run from 2020-2024 with an option to extend for 4 years

However, with the formation of the new Unitary authority it was decided to "roll" the existing contract on for a further 2 years to December 2021.

The Wycombe grounds maintenance contract is now legally incapable of further extension.

New Contract

The formation of a new unitary authority in April 2020 has brought with it potential opportunities for future alignment of services across the previous four district areas and there may also be options for integration with some ex-county council functions in the future.

The Council is now looking to procure an initial three-year term contract for the Wycombe area, with the new contract starting from 1st January 2022 to 31st December 2024, with options of two separate extension periods of 12 months each, with a break clause between the initial term and the extensions. This will allow future opportunities to be explored to potentially re-let a much larger green spaces contract across the county and rationalise provision with the existing ex Chiltern & South Bucks grounds contract due to expire in 2024.

This approach, endorsed by the Cabinet Member for Sport and Leisure, provides the new service on a virtual like for like basis to the existing service, with a couple of exceptions. The

current specification includes certain features which make the contract less attractive to the ground's maintenance contract market, namely:

- absence of indexation provision
- Inclusion of "hard" facility management, repair of buildings including changing rooms and toilet blocks.

Retendering will allow the specification to be amended with these items addressed to ensure it appeals widely to specialist grounds maintenance contractors, without them having to price in upfront the risk of inflation uncertainty or core works for which they have little experience of delivering.

As previously requested by the High Wycombe Town Committee, the option for Sunday burials will also be priced in the tender to allow further discussions on this option to take place.

Recent soft market testing has shown that there will be a good level of interest in the contract and with the minor changes made to the specification described above, should be competitively priced to what is paid now.

Next Steps

The council will be starting the procurement exercise by advertising the contract on the procurement portal during week commencing 15th March, receiving competitive tender submissions in June, seeking approval to award in August and appointment of the new contractor in September to allow enough time for mobilisation.

A further update will be provided to the committee prior to September, once committee dates are announced on the outcome of the procurement process and whether there are any changes expected in terms of costs and decisions on future burial provisions.

For further information on the procurement or other grounds maintenance issues the lead officer is Andy Sherwood who many of the committee members will know well.

This page is intentionally left blank



Street name change request

Purpose

Request to support the proposal to change the name of the road from the traffic lights to the bottom of Marlow Hill from Abbey Way to Frances Dove Way.

For decision

Cllr Lesley Clarke OBE

9th March 2021

Proposal

I have been working with Mr Willie Reid to celebrate the 125 year anniversary of Dame Frances Dove and the founding of Wycombe Abbey School. This has resulted in the proposal to change in the name of the road from the traffic lights to the bottom of Marlow Hill from Abbey Way to Dame Frances Dove Way (or Frances Dove Way).

We have been working with the Council's Street Naming Officer - Kimberley Fountain - and have worked through the council's policy having got agreement of all the named residences and businesses to take forward the proposed name change.

We have now consulted with the householders on this stretch of road and businesses too, they have no objections. The business premises belong to the Council and they have no objections to the proposed name change. It has been mentioned at the meeting of the HW Society and they too have no issues with the proposal.

The next stage is to take this to the HW Town Committee for their comments and then to the HW Community Board

Background

DAME FRANCES DOVE'S ACHIEVEMENTS

A summary of what Dame Frances Dove did for the town of High Wycombe:

- Founded Wycombe Abbey in 1896 one of the most successful and prestigious girls schools in the UK. Told the girls attending WA that they were privileged to have this

first class education and should work hard. This would not only equip them for life but also allow them to be of service to others.

- In 1900 she was involved in the setting up Godstowe Preparatory School on Amersham Hill. Godstowe became the first all-girls Preparatory School in England.
- Also encouraged the setting up of Benenden School in Kent when WAA was oversubscribed.
- Strong believer that women should be given the same opportunities in education as men and should be paid the same amount for similar work.
- As such she set up a branch of the NUWSS suffragist society in HW in 1904. Suffragists were peaceful campaigners fighting to give women the vote.
- Set up the Central Aid Society in 1906 to help the poor of Wycombe, some of whom were often seen begging at the Abbey gates at a time when there was no welfare state. CAS continues today, indeed is the oldest charity in the town.
- When women were first allowed to stand in local elections in 1907 she stood and won a seat in the same year. As a Borough Councillor she served on the health, hospital and free library committees of the then High Wycombe Town Council.
- In 1908 she was nominated to become the first lady mayor in England but due to last minute intrigues, she failed to get elected by just 2 votes. She held no resentment.
- Having lost her seat in 1913 she continued to undertake voluntary work for the diocese and the county education committee.
- She was also a governor of 3 other Wycombe schools - RGS, Technical Institute, WHS - mentoring the Headmistress of the time too. She was also a Justice of the Peace.
- Paid for and set-up the Dove Window in All Saints Parish Church which depicts 17 famous women who have played their part in history. As an afterthought, perhaps, there are also inscribed the names of 15 other famous women along with an aeroplane.
- She was modest always praising the work of her staff and rejecting the often high praise given to her.
- She also introduced lacrosse into Britain, after seeing it being played when she visited Canada.

This page is intentionally left blank

Buckinghamshire Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme – MARCH 2021 – JANUARY 2022

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>June 2021</u>		
Policing Update - TBC	June 21	Jemma Durkan, Democratic Services
Markets	June 21	Jacqueline Ford
Special Expenses Outturn 20/21	June 21	Tamsin Lloyd-James, Accountant
Q3 budgetary control report	June 21	Tamsin Lloyd-James, Accountant
<u>September 2021</u>		
Q1 Budgetary Control Report	Sept 21	Tamsin Lloyd-James, Accountant
<u>November 2021</u>		
Chiltern Rangers Update	Nov 21	Jemma Durkan, Democratic Services
Q2 Budgetary Control Report	Nov 21	Tamsin Lloyd-James, Accountant
<u>January 2022</u>		
HWBIDCo Update	Jan 22	Jemma Durkan, Democratic Services
Special Expenses Budget 2022/2023	Jan 22	Tamsin Lloyd-James, Accountant

Meeting contact officer: Iram Malik 01494 421204, iram.malik@buckinghamshire.gov.uk

Programme Updated: 1 March 2021

This page is intentionally left blank