

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

TO:

MEMBERS OF THE TOWN COUNCIL

Town Mayor ~ Cllr R Scott
Deputy Mayor ~ Cllr B Johnson

Councillors: T Avery, S Brown, R Cadman, C Funnell, C Keighley, N Marshall, K Thomson, J Towns, E West, R Wilson

A VIRTUAL MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 8th SEPTEMBER 2020 at 7.00pm AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA

Hilary Martin

Mrs H Martin | Town Clerk | 03.09.20

M.38.20	Apologies for absence	
M.39.20	Declarations of Interest	
M.40.20	Communications from Town Mayor	
M.41.20	Town Council Minutes dated 07.07.20 and 04.08.20	
M.42.20	Report from Leader of the Council	
M.43.20	Information Reports	
	a) Committee Minutes	
M.44.20	Water Refill Station at The United Reformed Church	DECISION
M.45.20	Meetings Timetables 2020-21 amended 2021-22 proposed	DECISION
M.46.20	Reports from Outsides Bodies	INFORMATION
M.47.20	Reports from Buckinghamshire Council	INFORMATION
M.48.20	Date and time of next meeting – Monday 09.11.2020 at 7.00pm	INFORMATION
M.49.20	4 Front Security Contract Review	DECISION

This meeting will be live-streamed on Marlow Town Council's Facebook page:

<https://www.facebook.com/MarlowTC/>

Questions from the Public must be submitted by 12 midday on the day of the meeting via email:

office@marlow-tc.gov.uk and will be read and answered at the close of the meeting.

Mayoral engagements

10th July Attended the informal opening of the new Vaasi kitchen and restaurant in Chapel Street

15th August Deputy Mayor, Cllr Johnson, laid a wreath on behalf of the Council at The Causeway war memorial on the commemoration of VJ Day

20th August MS Teams meeting with Red Kite Housing re plans for new development at Foxes Piece

5th September Attended the re-opening of the Marlow Museum following lockdown

The deputy mayor and myself are always available to attend events in the Town, subject to current Government guidelines.

The Leader, the Town Clerk and myself continued to participate in a number of virtual meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. This project is now being run down and the establishment of a new charity with similar aims and objects is under consideration.

Lord Lieutenancy

Sir Henry Aubrey-Fletcher will be retiring at the end of November. His successor will be Countess Elizabeth Howe DL and we look forward to welcoming her to Marlow in due course.

Cllr Richard Scott
Town Mayor
7 September 2020

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY AND LIVE STREAMED ON THE TOWN COUNCIL'S FACEBOOK PAGE ON TUESDAY 7th JULY 2020 AT 7.00pm

Present

**Town Mayor
Leader
Councillors**

**Cllr R Scott
Cllr J Towns
S Brown
R Cadman
C Funnell
N Marshall
K Thomson
E West
R Wilson
Mrs H Martin
Mrs K Joy**

**Town Clerk
Deputy Clerk**

M.16.20

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Johnson and Cllr C Keighley.

M.17.20

DECLARATIONS OF INTEREST

There were no declarations of interest.

M.18.20

COMMUNICATIONS FROM TOWN MAYOR

20 May – 29 June 2020

Clearly the number of events the Deputy Mayor or myself have been able to attend has been restricted by the Covid-19 pandemic. The prospect of attending events and other face-to-face meetings over the next few months may still be limited even when some of the social distancing rules have been relaxed.

Since March 16, the Leader, the Town Clerk and myself have participated in a number of virtual meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. We are all Trustees of this very successful project, which has now provided over 75,000 meals with the 75,000th meal presented to a Marlow resident on Saturday 27 June.

18th June, Together with the Town Clerk, visited Lush Catering, Cressex, High Wycombe, the kitchen responsible for the provision of food for Meals from Marlow.

27th June Along with other members of the Meals from Marlow team, presented the 75,000th meal to a Marlow resident.

Please note that other than stated above, there has not been a single request for Mayoral attendance during this period.

Civic events

Civic service (postponed from 9 June) and Celebrate Marlow (postponed from 27 September) will be combined as a thank you to our residents for the excellent volunteering that has taken place during the Covid pandemic. The date for this event is Sunday 21 February 2021.

Remembrance Day (8 November) – awaiting further guidance from the Government and the Royal British Legion.

Switch on and Shop (19 November) – currently planned to go ahead in usual format; final decision to be taken by 25 September. If not, alternative arrangements for the switching on the lights will be agreed.

Carols on the Causeway (17 December) – currently planned to go ahead, final decision to be taken by 30 October.

Town twinning

In October 2019, local elections were held in Hungary and the incumbent Mayor of the Budavar Council, Gabor Nagy lost his seat; following this, I tried unsuccessfully to contact the new mayor. I am pleased to report that I have now made contact and will see whether our previous twinning arrangements can be maintained.

The Budavar Council has recently contacted us and other twin cities to support a project, which involves refurbishment of a derelict concrete wall on Castle Hill. They have invited the Town council to submit a symbol, picture or silhouette, which contemporary artists will then add to the wall. We are sourcing an appropriate picture, possibly of the bridge and Church to send to them.

For information, Budavar has ten European 'sister' cities including Marlow.

Lord Lieutenant

Sir Henry Aubrey-Fletcher will be retiring at the end of November and the name of the new Lord Lieutenant will be announced on 26 June.

Joe Bradshaw, the Civic and Lieutenancy Officer and assistant to Sir Henry will be retiring on 30 June. A successor has yet to be announce

Cllr Richard Scott

Town Mayor
30 June 2020

M.19.20 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 19.05.20

RESOLVED:

THAT THE MINUTES DATED 19.05.20 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

M.20.20 REPORT FROM LEADER OF THE COUNCIL

Cllr J Towns, Leader of the Council, 30th June 2020

It has been an incredibly busy time since our last TC meeting. Covid may have kept us in, but not inactive!

Meals from Marlow the Tom Kerridge initiative has been really successful, and is now about to deliver its 75,000th meal. The community have really pulled together here to support our local hospital NHS workers, and the vulnerable in and around Marlow An amazing contribution from all those involved.

Covid aware

- **Pedestrian Flow.** We installed an advisory, voluntary pedestrian flow around the town to help with social distancing. It has met with mixed reactions but generally people are respecting it. As further

changes are announced we will also make changes. We are working closely with Jacqueline Ford and Dave Roberts at Buckinghamshire Council on our next steps.

- **High Street Pop up Cycle Racks** having been such a demand for these across the country we have had to source a company to make these pop up bike racks for us, and how found a local company. We are just awaiting the go ahead from BC for them. These will help with the increased number of cyclists in the town.
- **Marlovian Magazine** was produced as usual but due to Covid couldn't be printed and delivered in the usual way so it was provided as a link on our website.
- **Covid Fund** will be discussed later in this meeting.
- **Management Meetings** throughout this period we have also held weekly management meetings rather than monthly.

Gossmore Park we are working closely with the EA to have the Park signed back over to us, but this won't be until they have completed the first two mows of the football pitch and undertaken a full grounds clearance to bring Gossmore Park up to standard.

The Higginson Park back water (from the wooden bridge) is to be cleared so it can be more of a natural habitat especially for fish, giving them a better breeding area, is moving forward. Meetings are taking place with the land owner from the other side of the stream for their buy into to the scheme. More news as we have it.

Expression of Interest, before Covid we submitted our 'expression of interest' to the new Buckinghamshire Council to volunteer ourselves to become a 'pilot' council for devolved services. Covid has obviously delayed this happening. But I heard this week that BC hope to re-start this programme in the very near future.

Sustainablemarlow

- **Eco-Schools initiatives**, sadly we had to cancel the Eco-Schools conference due to Covid, but we are still engaging with the schools and early next month will be working with the schools running an eco-week, with many ideas on how they can become involved
- **Community discussion** will be run on zoom to highlight what the sustainablemarlow team are focusing on
- **Releaf** continue to establish areas to plant more trees, and getting ready for the October planting dates. **Releaf** have also been offered an established Walnut Tree which will be planted in Seymour Park in October.
- **Refill** as promised a water refill station has been put in place on the Causeway, it will be connected by Thames Water at the end of July, and will be open for use once our Covid rules allow. Other locations are also being assessed.

The day to day business of the Town Council has continued throughout lockdown, and all our commitments have been met, the office will open again just as soon as the right permissions are in place. A risk assessment has been completed and all necessary Covid protections are in and ready for when we open the doors.

M.21.20

INFORMATION REPORTS

A) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

MEMBERS NOTED THE REPORT

M.22.20 FINAL ACCOUNTS 2019-20

Circulated to all members of the Council were the final accounts for the year ending 31 March 2020. The Town Mayor, in the absence of the Resources Committee Chairman, took the meeting through the year end schedules.

- Income and expenditure account
- Balance Sheet
- Earmarked Reserves Schedule
- Expenditure Schedules by Cost Centre
- Grants and Donations Schedule
- Bank Reconciliation

RESOLVED:

THAT MEMBERS APPROVED THE YEAR END ACCOUNTS DATED 31.03.20

M.23.20 COVID RESERVE

It was recommended that the Council establishes an earmarked reserve of £10,000 for emergency Covid expenditure from the surplus funds from the 2019/20 general fund. These funds would have delegated authority for The Mayor, The Leader, and The Clerk to agree on expenditure. As an example, this fund could be used for the suggested pop up bike racks, increased signage/new signage, banner graphics etc. It should be noted that any amounts remaining past Covid will be returned to reserves.

RESOLVED:

THAT MEMBERS RESOLVED TO ESTABLISH AN EARMARKED RESERVE OF £10,000 FOR EMERGENCY COVID EXPENDITURE AND AGREE ON DELEGATING AUTHORITY TO THE MAYOR, THE LEADER AND THE CLERK FOR SPENDING FROM THIS RESERVE

M.24.20 GRANTS EXPENDITURE

It was recommended that the Council establishes an earmarked reserve of £5,000 from the surplus funds from the 2019/20 general fund to enable the Grants fund to be able to support local charities and charitable organisations that have lost income as a result of Covid-19.

RESOLVED:

THAT MEMBERS RESOLVED TO ESTABLISH AN EARMARKED RESERVE OF £5,000 FOR GRANTS AND DONATIONS

M.25.20 EARMARKED RESERVES

Consolidation of existing and proposed new earmarked reserves

A full review of the balances on the earmarked reserves, which totalled £567,059.98 as at the 31 March 2020 has been carried out. The tables below highlight the reserves recommended to remain and proposed new earmarked reserves. A detailed explanation of the purposes of all these reserves was circulated to all members in a separate schedule.

No change to the existing carried forward reserve balances -	
Grants & donations 2019/20 revenue account, approved 30 June 2020)	5,000.00 (transferred from
Office move	17,400.00
Elections	16,604.68
Shopmobility	1,479.00
Infrastructure	30,605.00
Old WDC Ward budgets	2,888.06
Covid fund 2019/20 revenue account, approved 30 June 2020)	10,000.00 (transferred from
Hanging Hill triangle	1,308.27
Allotments – water levy	(1,029.00)
Bus shelters	1,027.00
CIL reserve 2018/19	50,806.81
CIL reserve 2019/20	33,232.08
Cemetery	31,306.00
Gossmore Trust	8,530.13
Recreation grounds	63,799.49

MEMBERS TO NOTE THESE EXISTING RESERVE BALANCES

Consolidations of following existing and proposed new earmarked reserves are proposed	
New website	3,000.00
Events, including Christmas lights	100,000.00
Environmental	25,000.00
Security	13,994.00
Town improvements, including bridge lighting	69,687.97
Defibrillators	1,000.00
Causeway development	20,000.00
MVAS speed devices	10,430.70
Creation of 20 mph zone	25,000.00
Water bottle refill station	8,515.00
CIL reserve 2017/18	7,474.79
Dedmere Rise	10,000.00

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO THE CONSOLIDATED AND NEW EARMARKED RESERVES AS SHOWN ON THE SCHEDULE ABOVE

M.26.20 YEAR END INTERNAL AUDIT REPORT 2019-20

The Town Council's Internal Auditor completed the year end audit on 25th June 2020. The Annual Internal Audit Report 2019/20 (circulated to all members) confirms that all internal control objectives have been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal Audit Observations report was also circulated to all members. Officers have noted the observations and appropriate action is being taken, financial clarification from NALC is being sought on the treatment of the CCLA investment.

RESOLVED:

THAT MEMBERS APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2019/20

M.27.20 ASSET REGISTER 2019-20

Circulated to all members was the Town Council's Asset Register. It was noted that it is an audit requirement to have an Asset Register set out in this format and that this document is not to be confused with any insurance valuation documents.

RESOLVED:

THAT MEMBERS REVIEWED AND ADOPTED THE ASSET REGISTER DATED 31st MARCH 2020

M.28.20 ANNUAL GOVERNANCE STATEMENT 2019-20

Circulated to all members was the Annual Governance Statement 2019/20

Members were asked to review the document and give approval for the Town Mayor to sign the document.

RESOLVED:

THAT THE TOWN COUNCIL ACKNOWLEDGED THE RESPONSIBILITIES OUTLINED IN THE ANNUAL GOVERNANCE STATEMENT AND THAT IT BE APPROVED AND THAT THE TOWN MAYOR SIGN THE ANNUAL GOVERNANCE STATEMENT ON BEHALF OF MARLOW TOWN COUNCIL

M.29.20 MOBILE VEHICLE ACTIVATED SIGNS

The Council currently has one Mobile Vehicle Activated Sign(MVAS) that is placed around the town to alert speeding drivers and to gather data on speeding which is shared with the Police. The purchase of two additional machines is proposed to ensure that more roads can be covered. The most suitable battery-powered portable machine recommend by the Police can be purchased at the cost of £3,000.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE ON THE PURCHASE OF TWO MVAS AT A COST OF £6,000 TO BE TAKEN FROM THE NEWLY ESTABLISHED MVAS EARMARKED RESERVE

M.30.20 MARLOW TOWN COUNCIL WEBSITE

Members were asked by the management working group at September 2019's meeting for suggestions on a new look for the Council website. The current site uses dated technology is difficult to amend and is not mobile friendly. Furthermore, the website does not comply with new DDA accessibility law that requires any government website to be completely accessible by September

23rd, 2020. The quote from the current supplier to make the current website comply with the new legislation is £1900. The working group have looked at several website providers with quotes for a new website ranging from £2,500 to £7,000.

The proposal is to proceed with a local contactor who will design a brand-new website at a cost of £2,500. If members agree to proceed the website launch would be scheduled for August. Monthly hosting at a cost of £50 per month. Initial support during the launch of the website is available at £150 per month, officers anticipate that this will only be required for three months.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO PROCEED WITH A NEW WEBSITE WITH THE COSTINGS OUTLINED ABOVE TO BE FUNDED FROM EARMARKED RESERVES

M.31.20 REPORTS FROM OUTSIDES BODIES

Cllr C Funnell

Reported the Town Regatta and Festival Committee had hosted a virtual celebration to keep the event spirit alive.

Cllr R Cadman

Confirmed the Budavar exchange visit had been postponed until 2021.

Cllr R Scott

Stated that the Marlow Community Association would reopen Liston Hall on 13.07.20 with revised terms and conditions. The Marlow Carnival had been cancelled for 2020.

M.32.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr S Brown

Confirmed that fresh fruit and vegetables were being distributed to schools on a two weekly basis to support families impacted by Covid restrictions.

Cllr R Scott

Reported a press release in relation to the re-modelling of Marlow library and confirmed it would be closed during the works. There would be a Community Board meeting next week.

M.33.20 DATE AND TIME OF NEXT MEETING

Tuesday 08.09.2020 at 7.00pm

Meeting closed at 7.45pm

Town Mayor.....

Date

PUBLIC QUESTIONS

Members of the public were invited to submit questions by 12 midday on the day of the meeting via email:

Marlow Resident:

Q1. What is the council's opinion on the success of the one-way system in the town centre in supporting local businesses and how is its success being measured? A petition to widen the pavements in the High St and West St attracted 885 signatories. How does the council plan to respond to this petition, given that the pavement widening across the 2 bays at the bridge-end of the High St does not add much value on its own.

Town Council response:

Thank you for your questions. We believe that the Town Council has acted quickly and responsibly to some of the issues arising from the Covid pandemic.

The one-way system in the town centre was introduced early into the lockdown phase of the pandemic and supported by Buckinghamshire Council, the relevant highway authority. Its main purpose was to try to maintain the

social distancing recommended by Government. The Town Council believes that its usage and success has grown during the lockdown period, appreciating that it is voluntary and that some people will always go against the guidance. Clearly, other than food shops, chemists and takeaways most businesses have been closed during this period, but anecdotal evidence from a number of businesses indicates that they are generally supportive. We understand that a petition has been raised regarding proposed temporary widening of pavements in the High Street and West Street, but we are unaware of the details. The Town Council has supported the use of two parking bays in the centre of the High Street for the provision of additional cycle parking. These are agreed in principle with the highways authority and we await their final decision on the design of the temporary cycle stands. It is hoped that these stands can be relocated elsewhere in the Town following this temporary period. The Council also sought agreement to improve the width of the footpath towards the bottom of the High Street on the West side, but this has proved to be challenging. An improved temporary widening scheme was installed yesterday by Buckinghamshire Council to improve social distancing at the corner of the junction of the High Street and Pound Lane.

Q2. In light of the council's climate-related declaration and commitment, what will the council do to continue supporting people who have switched to non-car modes of transport and to avoid traffic and air pollution going back to pre-lockdown levels? This is beyond the 2 temporary cycle racks and additional, temporary pedestrian crossings. When will a local cycling & walking improvement/action plan be published?

TC response

The Council has always tried to encourage the use alternative forms of transport. Indeed, we were very supportive of the shared cycle path between Marlow and Little Marlow and currently have a programme to clear vegetation in alleyways around the Town to help both cyclists and pedestrians. In the past, we have also supported the highways authority in their installation of cycle stands in the High Street and continue to look for additional sites for these. It is however, not easy to find appropriate open spaces for this provision given the land ownership within the Town and other matters that have to be considered.

The Town Council has strongly supported the Air Quality Management Area established by Wycombe District Council and has provided advisory banners at the entrances to the Town.

We also provide a Town bus, which circulates the Town on weekdays days offering alternative transport to cars.

As a principle, the Town Council does support a modal switch to reduce traffic and pollution, but can only lobby Buckinghamshire Council, the highways authority, for further change.

To support the variety of environmental issues, the Town Council last year established an environmental sub group, including external professionals, to work through the challenges facing the Town and some excellent work has taken place since then. During the earlier part of the meeting, you may have heard the Council's agreement to the establishment of a £25,000 reserve to be used for environmental issues.

All this confirms that the Town Council does take environmental matters seriously, but has to balance the interests of residents, businesses and visitors to ensure that Marlow remains a vibrant and attractive Town.

As a final point, we are facing an unprecedented level of demand for actions from individuals and groups within the Town, all of which deserve a level of attention on their individual merits. Many of these relate to better and smarter ways of working and collective aspirations for change. However, we have to be mindful to work with all stakeholders. That process is underway with quick wins, for example, the temporary cycle stands and we are in conversation with other Town organisations, such as the Chamber of Trade and Commerce.

Marlow Resident:

Q1.The accounts show £3000 expenses for elections that haven't taken place this year. What was this used for?

Town Council response:

Thank you for your question. It was received after the deadline, but on this occasion I will take it. I am pleased you have read our accounts in detail.

The Town Council has to bear a its proportion of Town Council election costs incurred by Buckinghamshire Council for the regular elections and any by-elections that may occur. Thus, we build up a reserve, normally over four year, but currently over five years following the postponement of local elections in May of this year. At this stage we do not have an estimate of those costs and the full reserve for them is shown on the earmarked reserve schedule. The £3,000 to which you refer is the 2019/20 provision towards those 2021 costs.

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD VIRTUALLY ON TUESDAY 4th AUGUST 2020 AT 6.45pm

Present	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr B Johnson
	Leader	Cllr J Towns
	Councillors	T Avery
		C Funnell
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

M.34.20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Thomson and Cllr E West.

M.35.20 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.36.20 MARLOW MAYOR'S CHARITY – TRUST DEED APPROVAL

As resolved at a previous Town Council meeting, an application to the Charity Commission is to be made to register the Marlow Mayor's Charity.

A draft Trust Deed had been prepared in readiness for the registration and was circulated to all members. The draft Deed had adopted a model template recommended by the Charity Commission.

There were two variations to the model document as summarised below:-

1. the inclusion of a clause regarding the First Trustees. This being that the First Trustees term of office will run concurrently with either their election to the office of Town Councillor or their employment by the Town Council.
2. that in the event of no Trustees being elected to the office of Town Councillor (in an election year), provision has been made for the outgoing Town Mayor to continue as a Trustee until a meeting can be convened and new Trustees appointed.

The Town Council had recorded its wish to include independent Trustees from within the community. Additional Trustees can be appointed once the Marlow Mayor's Charity has been registered by the Charity Commission.

RESOLVED:

THAT MEMBERS REVIEWED AND ADOPTED THE MARLOW MAYOR'S CHARITY TRUST DEED AS PRESENTED

M.37.20 DATE AND TIME OF NEXT MEETING

08.09.2020 at 7.00pm

The meeting closed at 6.55pm

Town Mayor.....

Date.....

Leader Report for 8th September Town Council Meeting

Covid-19 is still keeping us focused, coming out of lockdown has had its challenges, but we continue to work closely with Buckinghamshire Council, especially the Re-opening team to get our high streets working again. The help provided by recent government initiatives seems to be encouraging restaurant users back to the town, though shops are still not as busy as they have been used to.

During lockdown the MCAN team held a series of three zoom presentations from all environmental groups in the town. I was one of the presenters and gave the background to Sustainable Marlow. On the same call, the team presented on AQMA and the Eco Schools initiative, Releaf was presented on an earlier call. These presentations were well received and are available on U-tube.

- The Releaf team are looking at the winter tree planting programme.
- Refill – the new water fountain on the Causeway will soon be operational.
- AQMA – we continue to work with BC to raise awareness in the town.
- Eco-Schools we hope to be able to slowly move forward on this project.

We continue to work with the EA to finalise everything on Gossmore. The football pitch has been mown and is looking good, and has now been handed back to us. The remainder of the outstanding issues are being dealt with by Buckinghamshire Council who contracted with the EA to finalise the outstanding issues.

The Higginson Park backwater mentioned in my last report is moving forward, permission is now awaited from BC. The land owner on the other side of the stream has agreed to tidy up his area up and has approved the actions suggested. This will really help to tidy up this backwater and make it more fish friendly, the target is to complete this work before the winter.

Cycle Racks, again I mentioned these in my previous report, we are continuing to work with BC to find a more permanent solution to including more bike racks in the town, more news as we have it.

Meals from Marlow, the fantastic initiative kicked off by Tom Kerridge, is to become a fully-fledged charity to provide in the region of 30,000 meals per year to the needy. This has been a brilliant initiative that we are happy to continue to support.

Many of the alleyways around the town have had foliage cut backs to make it easier for passing. We urge everyone to be mindful of distancing.

We planted wild flowers on four designated areas around the town this year, and hope to do similar next year, and are looking into increasing the number of areas.

We continue to work closely with the Bid Board who look after Globe Business Park. Businesses are slowly returning to the work place.

Cllr Jocelyn Towns

INFORMATION REPORTS

a) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

WATER REFILL STATION AT THE UNITED REFORMED CHURCH

Proposal by Cllr Towns Leader, Water Refill Station at The United Reformed Church

Please find attached as appendix A the proposal for a water refill station for public use.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO MAKE A FUNDING CONTRIBUTION OF £2,000 FROM THE ENVIRONMENT RESERVE TOWARDS THIS PROJECT FOR A WATER REFILL STATION OUTSIDE URC FOR USE BY THE PUBLIC. THIS WOULD BE A DONATION TO THE PROJECT AND NO LIABILITY OR MAINTENANCE RESPONSIBILITY WOULD FALL TO THE COUNCIL

'Refilling' on Oxford Road

Proposed water bottle filling station at Christ Church URC, Marlow



Site of proposed installation: the filling station will be where the poster is seen, in the centre of the picture

Overview

Christ Church URC is part-way into a project to redevelop a previously underused garden area at the corner of Quoting Square and Oxford Road, for the benefit of the community. This includes:

- Easy access from the pavement of Oxford Road, with wheelchair-quality paths;
- A **water bottle filling station**, providing a handy free alternative to plastic bottles;
- A choice of seating areas to encourage the whole community to enjoy the garden;
- Attractive landscaping, improving the built environment in this part of Marlow.

The garden will continue to be owned and maintained by the church.

Phase 1(a) – now complete – provided a new pedestrian entrance to the garden from Oxford Road, pictured above.

Phase 1(b) – the proposal contained in this document – involves installation and commissioning of the water bottle filler. Marlow Town Council is invited to partner with Christ Church to make this possible in Autumn 2020 (subject to the ongoing Covid-19 restrictions).

Phase 2 will involve a further makeover of the garden, including a new brick pathway. It is hoped that this will go ahead in 2021, subject to a fundraising appeal.

Previous situation and proposed work

Christ Church URC was built in the 1840s as a Congregational Chapel and is listed Grade II. The building and the surrounding site were restored and redeveloped in 2002/3 to provide modernised facilities with good access, now used by many community groups.

During the redevelopment, two garden areas were created on the site. One is alongside the church building itself and is mainly grassed, with shrub borders. The second is at the southern (Quoting Square) end of the site, where a new garden was formed around existing mature trees. It extends into the old graveyard area which has been conserved both as a part of Marlow's heritage and to screen the main carpark.

Appendix A

The church has always been happy for anyone to make use of the gardens. The garden by Quoiting Square has an air of peace and tranquillity and is enjoyed by some local workers from shops and offices, however it previously had no direct access from Oxford Road and we suspect that most people in Marlow have been unaware of it. The planting is also looking 'tired'. In short, the area has been in need of a makeover and designs were drawn up for the church *ex gratia* by Tania Taylor of Your Lovely Garden Ltd. These are reflected in the current project which can be considered in three phases.

Phase 1(a) Access / entrance

Previously, the garden could be accessed on foot in two ways:

- Across the car park from the main gate or church building;
- Via an unmarked and ungated entrance from Quoiting Square.

Neither of these routes was entirely satisfactory as they were not obvious to the general public, did not deliver the necessary feeling of welcome, and involved crossing gravel which is difficult for those with mobility issues. The church has therefore already converted a previously blank section of wall into a new entrance from Oxford Road. 'Before and after' pictures are shown below. Since the change, we have seen more local people taking advantage of the garden and the announcement of the new entrance on the 'Marlow Life' Facebook page received a remarkable 241 'Likes'.



The new entrance completed this year: before and after views from Oxford Road

Phase 1(b) Water Fountain / Bottle Filler

The church has expressed a wish to incorporate a water fountain or bottle filling station into the new garden design, reflecting our concern for what we see as God's creation. We made early contact on this with Councillor Towns who commented that it would be very complementary to other work being done by Marlow Town Council to reduce plastic bottle use, and in particular the Council's plan to provide a similar facility at the Causeway.

In the context of Christ Church's site, the preferred approach is to install a wall-mounted bottle filler just inside the new entrance, prominently visible from Oxford Road and hopefully also encouraging users to enjoy the garden.

There are two possible designs of equipment, one from Oasis and the second from Elkay. Both are slimline wall-mounted units not requiring a power supply.



Oasis unit (L) and Elkay equivalent (R). At the time of writing, the Oasis unit is pending WRAS-approval for which reason the Elkay version (already approved) may be preferred.



There is an existing water supply to the garden area. Installation of the water bottle filler will require an underground pipework extension of approximately 10 metres, with appropriate stop valve and backflow protection. A trench for the pipework has already been dug by volunteer labour from the church but requires heavier equipment to complete by breaking out some old foundations that have been encountered.

The proposed installation has been approved by Thames Water and we have also received confirmation from Buckinghamshire Council that planning consent is not required.

Phase 2 – further garden revamp

The final phase of work will involve remodelling the garden itself, with disabled-friendly brick paths linking to new seating areas. The intention is to raise funds for this by selling engraved bricks in the path, under the heading ‘Walk of Life’. Further details are not shown here but can be provided if required.

Budget and Timescale

Phase 1a has already been completed by the church, at a cost of £2,285 for the necessary brickwork modifications.

Phase 1b is the subject of this proposal and the estimated costs are as follows:

	£
Check if planning consent required: BC fee	78
Cost of bottle filler, not including installation	900 inc VAT/delivery
Additional fittings if required (PC sum)	100
Completion of trench and installation of bottle filler	1,644 inc VAT
Contingency (10%)	273
Total cost	2,995

The cost shown above for the bottle filler itself is the quoted cost of the Elkay equipment purchased online from their UK distributor, MIW. The cost for completion of the trench, plumbing

and installation has been quoted by Industrial Pipe Services (IPS) of Widmer End. They are a 'Water Safe' approved plumber, which was a requirement set by Thames Water. Alternative quotations are also being sought and it is possible that a slightly cheaper option may be found.

MIW are showing the Elkay unit as being 'in stock' and IPS have indicated that they would be able to carry out the installation at a date in late September or October 2020. Subject to support from Marlow Town Council (see below), we therefore hope that the work can be completed in autumn 2020.

Support requested from Marlow Town Council (MTC)

We understand that the proposed installation will assist MTC to fulfil its plans for multiple locations in Marlow where water bottles may be refilled, thereby discouraging the use of disposable plastic bottles. Christ Church is happy to assist in this way, seeing it as part of our service to the people of Marlow. In return, we invite MTC to partner with us by funding 50% of the estimated costs.

We therefore invite MTC to support us with a grant of £1,500 towards the cost of this project.

Proposals prepared by Martin Ashford, Christ Church URC Treasurer. For any queries or further information he can be contacted at email ashfo24@gmail.com.

Attached as appendix B1 is the amended meetings timetable for 2020-21

The amendments, as a result of the rescheduled local elections May 2021 are as follows:-

- 20.04.2021 PET meeting postponed until 27.04.2021
- 20.04.2021 Charity Golf Day event
- 27.04.2021 Full Council, Resources Committee and PET Committee scheduled to meet
- 04.05.2021 Full Council meeting postponed until 08.06.2021
- 11.05.2021 PET Committee (Plans Only) meeting postponed until 25.05.2021

Attached as appendix B2 is the proposed meetings timetable for 2021-22. These dates have been scheduled taking into account the following:-

- end date of current administration
- 2021 election date / new administration / formation of committees
- training new Councillors
- external audit submission
- Precept request deadline
- planning application comments - time constraints

The dates for civic events for 2021-22 can be added as and when confirmed and the timetable re-issued.

RECOMMENDED:

THAT MEMBERS APPROVE AND ADOPT THE AMENDED MEETINGS TIMETABLE FOR 2020-21 AND THE PROPOSED MEETINGS TIMETABLE FOR 2021-22

MARLOW TOWN COUNCIL - Meetings Timetable 2020-2021

amended Sept2020

Meeting	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APRIL 2021	MAY 2021
Town Council	19		7**		8		Mon 9		19		16	27	
Resources	12 Postponed	30			1		3		12		2	27	
Plans Only P.E.T.*	12	2* 23	14*	4 25*	15	6* 27	17*	8	5* 26	16*	9 30*	27	25
Annual Meeting Parish Meeting	19												18
Marlovian Working Group	6		29			28							
MTC Events		Civic Service 7 th	Swan Upping 14 th		Celebrate Marlow 27 th		Remembrance 8 th Christmas Lights Switch on 19 th	Carols 17 th				Charity Golf Day 20 th	

** The Gossmore Recreation Ground Trust will meet after the Town Council meeting * Full Planning Meeting
Meetings for working groups and sub committees will be called when necessary.

MARLOW TOWN COUNCIL - Meetings Timetable 2021-2022

Meeting	MAY 2021	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APRIL 2022	MAY 2022
Town Council		8	20		20		16		25		29		10
Resources Committee			13		13		9		18		22		3
Planning Environment and Transportation Committee (PET)		15	27		7	19	30		11	22		5	17
PET Committee Plans Only	25		6	17	28		9	21		1	15	26	
Annual Meeting Parish Meeting	18												
MTC Events		Civic Service	Swan Upping		Celebrate Marlow		Remembrance Christmas Lights Switch	Carols on Causeway				Charity Golf Day	

Appendix B2

Gossmore Trust and Marlow Mayor's Charity Meetings (minimum one annual meeting per Trust / Charity) will be called during the year. Meetings for working groups and sub committees will be called when necessary.

REPORTS FROM OUTSIDES BODIES

M.46.20

Verbal reports from Members.

REPORTS FROM BUCKINGHAMSHIRE COUNCIL

M.47.20

Verbal reports from Members.

DATE AND TIME OF NEXT MEETING

M.48.20

Monday 09.11.2020 at 7.00pm

4 FRONT SECURITY CONTRACT REVIEW

M.49.20

This item will be heard with the press and public excluded in accordance with section 100 of the Local Government Act 1972.