

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 MEETING OF THE TOWN COUNCIL WILL BE HELD ON TUESDAY 14th JANUARY 2020 at 7.00pm in THE SEYMOUR ROOM, COURT GARDEN HOUSE, POUND LANE, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

AGENDA



Mrs H Martin | Town Clerk | 09.01.20

- | | | |
|---------|---|-------------|
| M.77.19 | Apologies for absence | |
| M.78.19 | Declarations of Interest | |
| M.79.19 | Communications from Town Mayor | |
| M.80.19 | To agree as a true record the Town Council Minutes dated 12.11.19 | |
| M.81.19 | Report from Leader of the Council | |
| M.82.19 | Information Reports | |
| | a) DPI Register and Gifts and Hospitality | |
| | b) Shadow Authority and Community Boards | |
| M.83.19 | Meetings Timetable 2020-2021 | DECISION |
| M.84.19 | Economic and Regeneration Fund – WDC | DECISION |
| M.85.19 | Wycombe District Council Tree Management Proposals | DECISION |
| M.86.19 | Budget 2020-2021 | DECISION |
| M.87.19 | Precept 2020-2021 | DECISION |
| M.88.19 | Reports from Outsides Bodies | INFORMATION |
| M.89.19 | Reports from Wycombe District Council | INFORMATION |
| M.90.19 | Reports from Bucks County Council | INFORMATION |
| M.91.19 | Date and time of next meeting – Tuesday 17 th March 2020 at 7.00pm | |

PUBLIC QUESTION TIME

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

M.79.19 COMMUNICATIONS FROM TOWN MAYOR

Cllr R Scott, 12th November 2019 - 14th January 2020

- 18th November Attended Annual Involvement Meeting – Marlow Refugee Action at Marlow Rowing Club
- 21st November Hosted the Switch on and Shop Reception and Switched on Lights with celebrity Ross Kemp
- 22nd November Attended production of J B Priestley comedy/mystery by Marlow Players at The Shelley Theatre
- 23rd November Attended the Marlow FM Awards at Danesfield House
- 28th November Attended the OK Let's Talk Mental Health at the Chapel Hairdressers
- 1st December Attended the Start of the Santa Fun Run and the Finish to hand out awards to participants at Higginson Park
- 4th December Leader Cllr Jocelyn Towns and Environment Volunteer Phil Irving attended a Sustainability Pledge by local schools on the Mayor's behalf at Spinfield School.
- 4th December Attended Sue Ryder Charity's Lights of Love Service at St Mary's Church, Henley
- 5th December Attended Late Night Shopping Event and judged the Best Dressed Stall Competition
- 7th December Visited the Farm Market at the Causeway
- 7th December Attended Marlow Christmas Antique Fair at Liston Hall
- 17th December Attended Marlow Age Concerns Christmas Carols and Lunch at Glade Road
- 19th December Hosted the Carols on the Causeway event
- 31st December Attended New Year's Eve fundraising for Mayor's charity at The Crafty Taproom, Marlow
- 5th January 2020 Attended Sir William Borlase's Rowathon at Borlase school

List compiled 7.1.2020

JBB

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD AT 7.00pm ON TUESDAY 12TH NOVEMBER 2019 IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

Present

Town Mayor
Leader
Deputy Leader

Cllr R Scott
Cllr J Towns
Cllr C Funnell

Councillors

S Brown
R Cadman
C Keighley
N Marshall
K Thomson
R Wilson

Town Clerk
Deputy Clerk

Mrs H Martin
Mrs K Joy

Also present

one member of the press

M.59.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr T Avery, Cllr B Johnson and Cllr E West.

M.60.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.61.19 COMMUNICATIONS FROM TOWN MAYOR

A list of Mayoral engagements since the last meeting was circulated to all members and duly noted.

M.62.19 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 10.09.19

RESOLVED:

THAT THE MINUTES OF THE MEETING DATED 10.09.19 WERE AGREED AND SIGNED AS A TRUE RECORD

M.63.19 REPORT FROM LEADER OF THE COUNCIL

A report from the Leader of Council outlining all activities since the last meeting was circulated to all members and duly noted. The Leader also recorded her thanks to those members who had successfully raised funds for the Christmas lights this year.

M.64.19 INFORMATION REPORTS

a) Celebrate Marlow Event

Celebrate Marlow was held very successfully on 29.09.19. Guests were very complimentary on the day and a raft of thank you letters / emails were received after the event.

The Events Working Group met on 9th October 2019 to review the event and discuss the format and content for 2020. No major changes were recommended and Celebrate Marlow will run to a very similar format on Sunday 27th September 2020.

b) Free Parking Days in Marlow

In line with previous years, the Planning Environment and Transportation Committee has been asked by Wycombe District Council(WDC) to suggest three dates for free parking in all WDC car parks in Marlow. Free parking in WDC car parks for 2019 will be on December 7th, December 14th and December 21st. Minute P.064 refers.

MEMBERS NOTED THE REPORTS

M.65.19 APPOINTMENT OF INTERNAL AUDITOR 2020/2021

The Internal Auditor appointed by the Town Council for the past five years has indicated that he would be willing to carry out the audits again this year with no fee increase, the service the Town Council has received has been thorough and professional.

To undertake the interim audit and year-end audit a fee of £770.00 plus VAT will be charged.

Members were asked to approve the Internal Auditors Terms of Reference which were circulated to all members.

RESOLVED:

THAT MEMBERS APPOINTED THE SAME INTERNAL AUDITOR FOR THE YEAR 2020/21 , APPROVED THE CURRENT SCALE OF FEES AND APPROVED THE INTERNAL AUDITORS TERMS OF REFERENCE

M.66.19 EXTERNAL AUDIT 2018/2019

The External Auditor had returned the certificate confirming that Marlow Town Council had completed the audit of the annual return for the year ended 31 March 2019. A copy of the certificate was circulated to all members.

The meeting noted that there were no matters of concern reported.

RESOLVED:

THAT MEMBERS NOTED THE REPORT AND AGREED THAT THE TOWN CLERK POSTS THE REQUIRED 'NOTICE OF CONCLUSION OF THE AUDIT AND THE RIGHT TO INSPECT THE ANNUAL RETURN'

M.67.19 PROTOCOL FOR FILMING, REPORTING AND PHOTOGRAPHY AT MEETINGS

It was recommended that members adopt a protocol for managing filming, reporting and photography at meetings. The protocol was circulated to all members.

The protocol had been produced with advice from both District and County Councils.

RESOLVED:

THAT MEMBERS AGREED TO ADOPT THE PROTOCOL FOR MEETINGS WITH IMMEDIATE EFFECT

M.68.19 CEMETERY FEE REVIEW

Members had resolved to review the Cemetery fees on an annual basis. Officers have reviewed the Cemetery Fees against neighbouring parishes and taken advice from the institute of Cemetery Management.

Officers would like to recommend to Council that fees for purchase, internment, and memorials are increased by inflation at 2% for 2020.

The Fees for memorials were extensively reviewed in 2018 and were not increased in 2019. In addition, it was recommended that the Town Council cease charging for Children under 18 and claim the costs back from the recently established Children's Funeral Fund. Further information about this fund was circulated to all members.

The current scale of fees was circulated to all members for reference.

RESOLVED:

THAT MEMBERS APPROVED THE CEMETERY FEE INCREASE AS DETAILED ABOVE FROM 01.01.2020 AND THAT THE TOWN COUNCIL CEASE TO CHARGE FOR BURIALS FOR CHILDREN UNDER THE AGE OF 18 FROM 01.01.2020

M.69.19 NEW BENCH AT DEDMERE RISE

An area at the top of Dedmere Rise had been identified by Cllr Towns as a suitable location for a bench. The cost of the purchase of the bench and installation is £952. This route has been identified as being very popular in particular with residents frequenting the doctor's surgery.

It was noted that in addition to siting the bench, the Town Council should request that a waste bin be installed adjacent to it.

RESOLVED:

THAT MEMBERS RESOLVED TO INSTALL A BENCH AT THE TOP OF DEDMERE RISE AT A COST OF £952 FROM C.I.L. RESERVES

M.70.19 CHRISTMAS LIGHTING SCHEME FROM 2020

The Town Council's hire agreement for the provision of the Christmas lights in the town was in the final year of a five-year hire agreement.

The Events Working Group had met on several occasions during the year to discuss what direction the scheme would take from 2020.

In summary the group agreed that the style and design would stay broadly the same in terms of components and colourway. The installation would be expanded slightly to incorporate lighting the town "gateways" in West and Chapel Streets. A summary of the proposed scheme is detailed below:-

- Column motifs in West and Chapel / Spittal Street at 6 locations
- Motifs in 7 of the pavement trees outside The Chequers *, High Street
- Large deciduous tree in Dean Street dressed with motifs (opposite Windsor House)
- 8 icicle / blizzard cross streets in High Street
- Up to #170 3' lit Christmas trees in town centre locations, High St, West St, Spittal St
- Motifs in 4 of the deciduous trees planted on The Causeway grassed area

- 25'-30' specimen Nordman Fir tree opposite War Memorial, garlanded and topped
- Liston Court dressed with icicle lights and dressing for tree
- Pavements trees outside Anglers Court lit with string lights
- Spiral lights on lamps columns – various locations in town centre

*a preliminary tree inspection report suggests that motifs may be too stressful for these trees and an alternative lighting decoration might need to be chosen. The events working group will be consulted if this is the case.

The scheme as outlined above is estimated to cost £33,000 per year for a five year hire agreement and includes

- hire of lighting components
- installation
- take down
- storage
- repairs and maintenance

Please note that prices may vary depending on Brexit arrangements.

All additional elements and locations for the #170 3' trees are dependent on the necessary survey works, permissions being given, including a power source being required for all these trees.

The contract would be subject to the tender process and the preliminaries of tender preparation were underway. It was anticipated that the contract start date would be 01.05.2020 in order to commence infrastructure installation in the summer months. The Town Council would award the contract at the completion of the tender process in Spring 2020.

RESOLVED:

THAT MEMBERS APPROVED THE EVENTS WORKING GROUP RECOMMENDATIONS FOR A CHRISTMAS LIGHTING SCHEME AS OUTLINED ABOVE AND
THAT A FIVE YEAR HIRE AGREEMENT FOR LIGHTING INSTALLATION AT A COST NOT EXCEEDING £33,000 PER YEAR WAS APPROVED AND
THAT THE TOWN COUNCIL CONTINUE TO SOURCE SPONSORSHIP FROM THE COMMUNITY TO OFFSET THE COST OF THE CHRISTMAS LIGHTS AND
THAT THE TOWN COUNCIL AGREED TO PROCEED WITH THE TENDER PROCESS

M.71.19 BOOK EXCHANGE – NEWFIELD ROAD

Members were reminded that the Town Council gave approval for the decommissioned telephone box in Newfield Road to be used as a book exchange for a trial period of three months.

The trial started in August and is nearing its conclusion. Members were asked to approve the continuation of the book exchange at this location.

There were some concerns from residents in the immediate vicinity before the trial started but reports from Thames Valley Police and from the residents themselves have indicated that the project has not adversely impacted the local community. In fact antisocial behaviour has shown a decrease according to representative data, with no complaints being received by the Town Council.

Social media has been extremely positive with lots of praise for the initiative and many posts of happy parents, grandparents and children, donating and well as taking the books.

The success is due mainly to the small team of volunteers who open and close the box daily, monitor stock and generally make sure the exchange is a welcoming place.

Should members approve the continuation of the scheme, alterations in the opening and closing times, during the darker days, would be implemented. The volunteers also have ideas to improve the exchange's popularity with initiatives engaging local school children to produce posters and a social media page that could include regular activities and book recommendations.

Officers would continue to support the scheme and volunteers as had happened during the trial.

RESOLVED:

THAT MEMBERS APPROVED THE CONTINUATION OF THE BOOK EXCHANGE AT NEWFIELD ROAD AS A COMMUNITY LED PROJECT IN CONJUNCTION WITH THE TOWN COUNCIL

M.72.19 FUNDING FOR ENVIRONMENT WORKING GROUP

Report by: Cllr J Towns, Leader of the Council

Environment has been an important element in our Vision for Marlow launched in 2011 and the backbone of everything we do in the town. With the recent national focus on environment the Planning, Environment and Transportation(PET) committee agreed to establish an Environment working group reporting into the PET committee. This group would look at ways in which we could respond to the many environmental issues affecting our residents and our town.

The working group has already launched a number of initiatives such as establishing an Environmental Performance Index, tackling air pollution (AQMA), Refill, ReLeaf, Eco-Schools, Eco-Business network, with more in the pipeline. With the help of our external volunteers and working closely with other groups in the town, some funding needs have been identified.

- Establish a Wordpress based web site, that would have a link to the TC website
- Set up #sustainablemarlow social media
- print flyers, banners etc.

It is suggested that a sum of £2,500 to be put aside for the rest of this financial year, and that #sustainablemarlow should be included in the Councils budget for future years. The meeting noted its thanks to the unpaid volunteers who sit on this working group.

RESOLVED:

THAT MEMBERS RESOLVE TO APPROVE £2,500 AS DETAILED ABOVE

M.73.19 REPORTS FROM OUTSIDES BODIES

Cllr R Cadman

Reported he had attended a visit to Budavar with 14 other visitors

Cllr J Towns

Reported attending a BidCo meeting

Cllr C Funnell

Reported attending a meeting of the Marlow Town Regatta and Festival Committee

Cllr S Brown

Reported that Brinkhurst had a new Warden starting in November

Cllr N Marshall

Reported attending a meeting of the Marlow Society at which they complimented the Town Council on the Remembrance Day Parade and Service

M.74.19 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr S Brown

Reported that the Court Garden swimming pool would be closed for three months and there was currently a vacancy for a Street Warden.

Cllr N Marshall

Referenced the Special Planning Document

M.75.19 REPORTS FROM BUCKS COUNTY COUNCIL

The Town Mayor reported that County Councillor A Collingwood had submitted a report on the day of the meeting. This would be circulated to members. Cllr Collingwood would be asked to submit future reports in time for inclusion in the agenda papers.

M.76.19 DATE AND TIME OF NEXT MEETING

Tuesday 14th January 2020 at 7.00pm

Meeting closed at 7.35pm

Town Mayor

Date

Cllr J Towns, Leader of the Council

08.01.20

WDC £100,000. We have reviewed and agreed the topics to be put forward for this, they are listed for approval at this meeting.

Environment Group update

- Refill worked closely with the Santa Fun Run and stickered 3000 re-usable water bottles to hand out at the Fun Run. Rotary but back on waste big time this year, and recycled or disposed of ethically all waste from the event. The water bottles were donated and it is hoped they will be used next year by the recipients.
- Refill also re-visited all the outlets that agreed to provide a water filling facility to anyone needing a refill of their water bottles.
- The Refill water station for the Causeway will take a little longer to install due to the results of the Thames Water survey as they differ from our private survey, we are in dialogue with Thames water. More news when we have it.
- ReLeaf have created an extensive plan for tree planting across the town which has been presented to both BCC and WDC. As this is a proven way of improving air quality, we are hoping that both authorities will provide funding. Six trees have already been planted in Lock Road thanks to our Mayor using his WDC Ward Budget to fund them.
- Eco-Schools network, the working group are attending a pre-meeting at Great Marlow School on 8th January in preparation for the Eco-Schools Environment Conference in March.
- Working with all Green Groups in Marlow. Sustainablemarlow is happy to be part of a wider group who will be meeting together very soon.
- Wild Marlow are now set up and have launched a photo competition they are also planning a 're-wild garden' initiative, more to follow on this.
- Sustainablemarlow website is in the process of being set up – more news as we have it.
- I joined Nick Rowcliffe on the Morning Matters programme at MarlowFM on Friday 3rd January to talk about sustainablemarlow.
- Next sustainablemarlow meeting will be organised for the end of January.
- The Spring edition of the Marlovian will focus on the Environment

Pilot Councils for the Unitary Authority. The new authority are looking for a few councils to volunteer to be part of a place based pilot scheme on devolved services. We will provide an expression of interest for MTC to be considered. More news when we have it.

Bid Co. I am very happy to let you know that the second term was voted in with a resoundingly positive response, so Bid Co. continues for a further five years, Margaret McCarthy continues as the Bid Manager.

Christmas Lights sponsorship. Marlow Town Council were again very successful with their Christmas Lights sponsorship and our great display was once again in place, though one cross wire was a late installation due

to inaccessible fixings due to scaffolding. We have some infrastructure issues which we plan to remedy this year.

Bike Rack Locations. We are looking at suitable sites for installing further bike racks in the town.

Fixed Street Lamp, I am pleased to report this light in the alleyway between the cemetery and Oakfield Gardens, having been broken for some two years is now fixed, also a new stretch of fence has been installed which makes the alleyway lighter, wider and easier to traverse.

Shop Watch. The Waitrose store used to house the aerial and workings for Marlow Shop Watch, the equipment has been removed by Bid Co High Wycombe who installed it, they no longer wish to provide this equipment to Marlow. We are meeting with the Chamber on Friday to discuss next steps. Robin Hughes from the Police is still willing to support this if there are enough shops and businesses who want this service to continue. A host company and payment of the equipment will also need to be found. Jocelyn is also talking to Sorbon about a site for the Ariel.

Marlow Bridge Listed Building Planning application for lighting the bridge. We need to go back to the RBWM with more detailed drawings of the fixings, more news when we have it.

MTC Leader – Jocelyn Towns

A DPI Register and Gifts and Hospitality

A reminder to all members to notify officers if there are any changes to their Declarations of Pecuniary Interest Register and to notify officers if they receive gifts or hospitality that exceed £50

B Shadow Authority and Community Boards

Please see attached appendices A1-3 for the new community boards detailing their location, terms of reference and electoral divisions.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS.

Appendix 2: Community Board Terms of Reference

1. Aims & Objectives

- 1.1 The vision for community boards is to improve outcomes for residents through ensuring strong connections between Buckinghamshire Council with its diverse communities. The objectives below set out the different elements of the work of community boards, as well as updated to provide clarity on the legal status of community boards:
- a) *Local Issues:* Enabling Buckinghamshire Council councillors to make recommendations on local issues, alongside community organisations, such as town and parish councils.
 - b) *Influence:* Empowering Buckinghamshire Council Councillors and communities to influence service design and delivery on local issues.
 - c) *Partnership:* Facilitating communities to come together with Buckinghamshire Council Councillors and partners to find solutions to local issues.

2. Approach

- 2.1 To achieve these aims and objectives each community board will be expected to:
- Agree Community Area Priorities, based on evidence of local needs, and an action plan to address these with targets.
 - Agree a tailored communications & engagement plan for actively involving residents and community organisations.
 - Set-up action groups to support the delivery of the Community Action Plan.
 - Provide opportunities to ensure that the local community is able to respond to consultations and influence service commissioning decisions in a timely manner.
 - Provide opportunities to ensure good communications and information from Buckinghamshire Council, and partners, on local issues.
 - Make recommendations to Buckinghamshire Council on funding local projects.
 - Make recommendations to Buckinghamshire Council, and partners, on key local issues.
 - Produce an annual report with a self-assessment of success in relation to the aims and objectives for community boards, and action plan delivery.
 - Hold at least one annual community event to enable residents and community groups to set area priorities and address issues.

3. Remit

- 3.1 Community boards will be empowered to discuss any issues that are relevant to enable them to achieve their objectives.
- 3.2 Agenda items are expected to be of relevance and significance for the community board as a whole.
- 3.3 Operational issues will be encouraged to be dealt with outside of formal community board meetings through relevant channels. For example, written requests for potholes to be fixed should be made via 'fix my street', and/or flagged with the relevant councillor outside of formal meetings.
- 3.4 No service complaints or complaints about councillors will be considered. These will be considered under Buckinghamshire Council's complaints policy. All Buckinghamshire Council Councillors are bound by the Buckinghamshire Council code of conduct. Members are also bound by the other procedures and protocols applicable to members of the Buckinghamshire Council.
- 3.5 Planning matters that fall under the remit of the area planning committees of Buckinghamshire Council will be out of scope to avoid duplication.
- 3.6 Effective liaison between community boards and strategical committee business will be facilitated via liaison meetings for the community board chairmen. Common themes and issues will be discussed with the Cabinet Portfolio holder, senior officers and relevant scrutiny chairmen.
- 3.7 Community boards may consider petitions to Buckinghamshire Council they relate to a local issue and are best resolved locally. The handling of petitions will be in accordance with the Council's constitution and petitions protocol.

4. Legal Status

- 4.1 Community boards are informal meetings convened by Buckinghamshire Council.
- 4.2 They are advisory only with no decision-making powers. They are able to make recommendations.
- 4.3 Meetings will be conducted informally but where it is necessary for the Chairman to rule on any point then rulings will follow the procedures set out in the Buckinghamshire Council Constitution.

5. Community board membership & participation

- 5.1 The formal and core membership of each community board will comprise all Buckinghamshire Council councillors from the respective area.
- 5.2 No substitutes are permitted.

5.3 Standing invitations to attend meetings will be provided to the following key partners:

- All town and parish councils in the area (1 representative each)
- Thames Valley Police
- Primary Care Networks (1 representative from the lead PCN aligned)

5.4 Each community board chairman has the discretion to invite any additional attendees. For example this could include:

- Youth Council representative
- Key not-for-profit organisations
- Local businesses
- Other statutory bodies such as the Fire Service, Ambulance Service or CCG.

5.5 Regardless, of the above, all formal community board meetings will be open to the public to attend, and the public will be encouraged to attend and participate in these meetings and other events.

6. Community board decision-making

6.1 For community boards to be successful they will need to work in co-operation with the local community and it is envisaged that on the whole this will be by consensus.

6.2 Upon some occasions, a vote might be needed, for example in regard to a recommendation from the board on funding local projects.

6.3 Where a vote is required then this will be by a show of hands of formal board members present.

6.4 Prior to such a vote, the Chairman may upon his/her discretion take an indicative vote of representatives from local organisations, including town and parish councils, who are present. Each organisation, will have one indicative vote. This will enable Buckinghamshire Council councillors to have a clear understanding of the official views of local partners.

6.5 The Chairman will also normally ensure that the public have had the opportunity to express their views prior to a vote, in accordance with the provisions on public participation, as set out in the section below.

7. Chairmanship

7.1 The chairman of each community board will be appointed by the Cabinet Portfolio holder for localism.

7.2 The chairman of each community board must be a member of Buckinghamshire Council and the respective community board.

- 7.3 The vice-chairman shall be nominated by the relevant Community board Chairman and confirmed by the Cabinet portfolio holder for localism. They must be a member of Buckinghamshire Council and the respective community board.
- 7.4 The normal term of office shall be for two years.
- 7.5 The portfolio holder for Localism may rescind appointments within this period at any time.
- 7.6 The vice chairman will preside in the absence of the chairman and if neither is present, the community board will appoint a chairman from among its membership for that respective meeting.
- 7.7 The role of the Chairman will include:
- Providing leadership to ensure that the objectives of community boards are met.
 - Ensuring that the voices of residents are at the heart of the work of community boards.
 - Representing the community board at chairmen's liaison meetings and presenting the annual report of the community board to full council.
 - Attending mandatory annual training to support them to be effective in their key community leadership role.

8. Meeting Frequency

- 8.1 Each community board is expected to hold:
- At least five but no more than six formal community board meetings per year.
 - At least one annual resident's forum event to encourage participation in the area priority setting process.
 - Events locally to encourage resident participation in regard the area priorities agreed and as required in for example consultations and or participatory budgeting.

9. Public Participation

- 9.1 All normal community board meetings will be open to the public and press.
- 9.2 The format of community board meetings will be at the discretion of the chairman and designed to maximise public participation.
- 9.3 For example, the meetings may be structured to enable the standing item business of community board meetings to be conducted at the end of the meeting, with items of public interest to be placed at the start of the agenda to enable residents to have their say without staying for the whole meeting.
- 9.4 Members of the public will be able to ask questions and speak in regard to an agenda item, and considered under the relevant agenda item. The length of

time for speaking will be at the discretion of the chairman and normally limited to one issue per speaker, with an overall maximum public speaking slot of 10 minutes per agenda item.

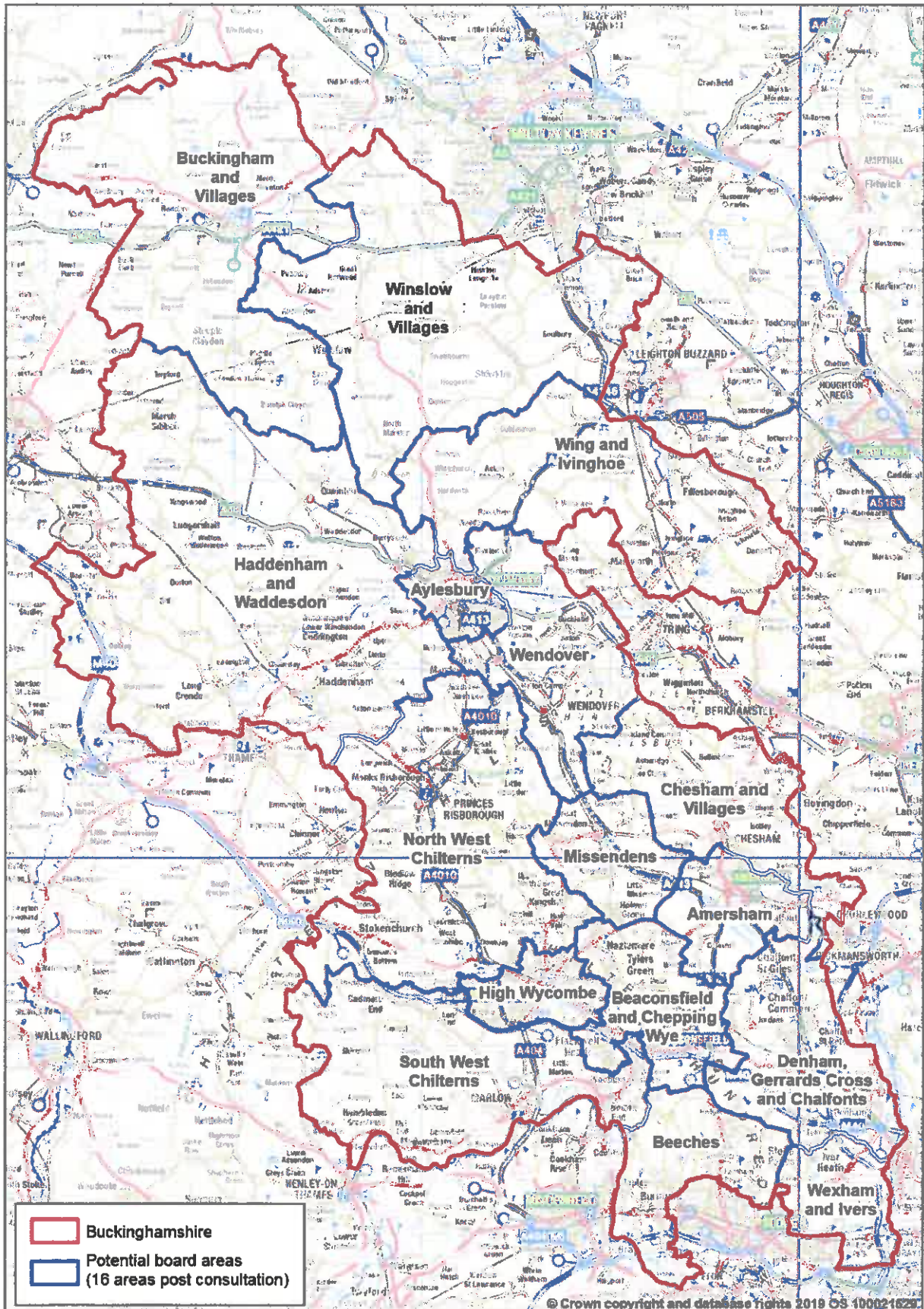
- 9.5 In addition, written questions to Chairmen are invited at any time from residents in regard to the work of community boards.
- 9.6 A published online response log will be made available and an updates provided at each community board meeting as a standing item. Responses will be provided within 20 working days.
- 9.7 Residents who have questions to individual councillors on specific local electoral division issues are encouraged to contact them directly.

10. Agendas

- 10.1 The Chairman will be responsible for the content of community board agendas. All members of the community board may submit agenda items which will be included at the discretion of the Chairman.
- 10.2 Community board agendas will be published online via Buckinghamshire Council's website giving normally at least five clear working days before the meeting.
- 10.3 An action log, rather than formal minutes, will be published on Buckinghamshire Council's website normally within 15 working days of the meeting.

11. Officer Support

- 11.1 Buckinghamshire Council will provide administrative, policy and project support for community boards.



Proposed Community Board Data Set - 16.

No. of councillors is based on 3 councillors per division that is wholly or partly in the proposed area

Proposed board area derived from Statutory Divisions	No. Parishes	Number of electoral divisions (full, part)*	Total No. of Buckinghamshire Council Councillors	Population (mid year 2017 estimates)	Parishes included in area
Buckingham & Villages	25	2,2	12	25230	Akeley CP; Barton Harthorpe CP; Biddesden CP; Buckingham Gawcott with Lenborough CP; Hillesden CP; Hogshaw CP; Le CP; Lillingstone Lovell CP; Mads Moreton CP; Middle Claydon Shalstone CP; Steeple Claydon CP; Stowe CP; Thornborough Westbury CP
Winslow and Villages	24	1,1	6	20570	Addington CP; Adstock CP; Beachampton CP; Drayton Parslo Great Horwood CP; Hoggeston CP; Little Horwood CP; Mursle CP; Oving CP; Padbury CP; Pitchcott CP; Soulbury CP; Stewk Thornton CP; Whaddon CP; Winslow CP
Wing and Ivinghoe	16	1,1	6	19863	Aston Abbotts CP; Cheddington CP; Creslow CP; Cublington (Marsworth CP; Mentmore CP; Pitstone CP; Slapton CP; Wate Wingrave with Rowsham CP
Haddenham and Waddesdon	35	2,2	12	33396	Ashendon CP; Aston Sandford CP; Barryfields CP; Boarstall C Chearsley CP; Chilton CP; Cuddington CP; Dilton with Ford & CP; Grendon Underwood CP; Haddenham CP; Ickford CP; Kin Winchendon CP; Ludgershall CP; Marsh Gibbon CP; Oakley C with Bishopstone & Hartwell CP; Twyford CP; Upper Winchert Worminghall CP; Wooton Underwood CP
Aylesbury	3	3,4	21	79539	Aylesbury CP; Buckingham Park CP; Goldharbour CP
Wendover	9	3,3	18	25824	Aston Clinton CP; Blerton with Broughton CP; Buckland CP; D Mandeville CP; Wendover CP; Weston Turville CP
North West Chilterns	14	3,2	15	37867	Bledlow-cum-Saunderton CP; Bradenham CP; Downley CP; E and Little Kimble CP; Hughenden CP; Lacey Green CP; Longy Princes Risborough CP; Radnage CP; Stokenchurch CP; Wes
Missendens	2	1,2	9	16165	Great Missenden CP; Little Missenden CP
Chesham and Villages	7	1,2	9	28314	Ashley Green CP; Chartridge CP; Chenies CP; Chesham CP; CP; The Lee CP
High Wycombe	0	5,3	24	75306	High Wycombe (unparished area)
Amersham	4	2,3	15	25422	Amersham CP; Chesham Bois CP; Little Chalfont CP; Coleshi
South West Chilterns	12	3,2	15	38154	Fawley CP; Great Marlow CP; Hambleden CP; Hedsor CP; Ibs Marlow Bottom CP; Medmenham CP; Turville CP; Woodburn C
Beaconsfield and Chepping Wye	4	2,4	18	40710	Beaconsfield CP; Chepping Wycombe CP; Hazlemere CP; Pe Chalfont St Giles CP; Chalfont St Peter CP; Denham CP; Fuln CP
Denham, Gerrards Cross and Chalfonts	7	2,2	12	38287	
Beeches	5	2,1	9	25738	Burnham CP; Dorney CP; Farnham Royal CP; Stoke Poges C
Wexham and Ivers	2	1,1	6	14365	The Ivers CP; Wexham CP

* 16 electoral divisions cross a board area boundary

M.83.19 MEETINGS TIMETABLE 2020-2021

Attached as appendix B is the draft meetings timetable for 2020-2021.

RECOMMENDED:

THAT MEMBERS REVIEW AND ADOPT THE MEETINGS TIMETABLE FOR 2020-2021

MARLOW TOWN COUNCIL - Meetings Timetable 2020-2021

DRAFT

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		4
Resources	12	30			1		3		12		2	27	
Plans Only P.E.T.*	12	2* 23	14* 29	4 25*	15	6* 27	17* 17	8	5* 26	16* 16	9 30*	20	11* 11
Annual Meeting Parish Meeting	19												
Marlovian Working Group	6		29			28							
MTC Events		Civic Service 7 th	Swan Upping tbc		Celebrate Marlow 27 th		Remembrance 8 th Christmas Lights Switch on 19 th	Carols 17 th				Charity Golf Day tbc	

** 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.

Appendix B

Following on from the information shared and discussions held at previous Town Council meetings, it is proposed that the projects listed below be submitted to Wycombe District Council for funding approval from the £100k Economic and Regeneration Fund.

Marlow Bridge Lights

Marlow Bridge is a grade 1 listed structure. It was lit with festoon lighting until 2004 when the lights were vandalised and deemed beyond repair. MTC has is working on a new scheme which WDC have given approval for and an application to RBWMS is due to be decided on. The scheme will highlight the bridge spans and towers. Marlow is a significant tourist destination and this £45,000 scheme will enhance the bridge which is currently in darkness at night.

Christmas Lights

Marlow is renowned for its beautiful Christmas lights and its Switch on and Shop event which draws in locals and tourists from late November onwards every year. A significant new scheme is planned for 2020. However, the ageing infrastructure and cabling is not able to support a new scheme and is visibly obtrusive and unattractive. A complete overhaul is required with a new electrical wiring scheme. The new installation has been quoted at £22,500.

Water Refill Stations

In line with the Councils Environment and sustainability policy Three water refill stations are planned for Marlow. The first installation is planned for The Causeway .The Council are already championing a refill scheme to reduce plastic waste by encouraging shops and businesses to refill water bottles at no charge, these public refill stations will increase the number of points available in the town. The estimated cost for the first station is in the region of £10,000.

Improvements to The Causeway

The Causeway is a significant green space adjacent to the main entrance to Marlow over Marlow bridge. The Council is putting together plans to enhance this green space and make it more suitable for community use by removing the camber and making it completely level with the addition of a hardstanding area under the grass. This would allow the space to be used in all weathers. Estimate £20,000.

Proposal to increase security patrols to include Higginson Park

4 front security are currently patrolling Gossmore park and Seymour Park under a pilot scheme that is running until August 2020. The project has been a huge success with a significant reduction in crime and anti-social behaviour in both of the parks, the mobile patrol Security Officer visits both parks twice every night of the year. The patrols are highly visible, and the officers are not only a visible deterrent to crime but have also been moving on people that are committing anti-social behaviour in the parks. The operatives have shared all intelligence with the police and gather additional surveillance material.

WDC have been approached to include Higginson Park in the scheme but are currently unable to fund it. With WDC's permission the proposal is to the fund the scheme as part of the current pilot until August 2020 at a cost of £3,000.

RECOMMENDED

THAT MEMBERS RESOLVE TO SUBMIT THE PROPOSALS LISTED ABOVE TO WYCOMBE DISTRICT COUNCIL FOR ECONOMIC AND REGENERATION FUNDING ALLOCATION

M.85.19**WYCOMBE DISTRICT COUNCIL TREE MANAGEMENT PROPOSALS**

The proposal is to contract the management of all the trees under the Council's responsibility to Wycombe District Council following a presentation ahead of the TC meeting on September 10th.

The initial survey costs and remedial works referred to on the appendix C are all within this year's tree budget. The average spend on trees over the past three years has been £5,200 a year plus officer time for dealing with the incidents. The package officers would recommend to Council is Option 2 over a two-year period. The proposed cost of this agreement would be funded from the 2020/21 budget.

RECOMMENDED

THAT MEMBERS RESOLVE TO CONTRACT TREE MANAGEMENT FROM WDC FOR A TWO YEAR PERIOD AT A COST OF £5996.00 PER ANNUM.

Enquiries to: Alastair Cunningham
Email: Alastair_cunningham@wycombe.gov.uk
Direct line: 01494 421803
Our ref: MTCTTM
Your ref:
Date: 11/12/2019



Marlow Town Council
Court Garden
Pound Lane
Marlow
Bucks
SL7 2AG

Dear Mrs Martin

Re: Total Tree Management for Marlow Town Council

Thank you for inviting us to provide preliminary quote for providing Total Tree Management Services to Marlow Town Council.

Below is a breakdown of costs for the initial survey (completed 2019) and for the recommended remedial works

Recommended works	£1,918.95
Tree survey/inventory	£1,063.50
Total pre TTM	£2,982.45

In addition to our recommendations, Marlow Town Council have requested additional, non-risk related tree works. The cost of the additional work is £668.35

As a separate item to the above, planting 6 trees in Lock Road which has been completed at a cost including fees for £895.30 ex Vat

Total Tree Management

The Total Tree Management service includes cyclical risk surveys of town council-owned trees,

Planning and Sustainability - Penelope Tollitt, Head of Service

Wycombe District Council, Queen Victoria Road, High Wycombe, Bucks HP11 1BB

Tel: 01494 461000 DX 4411 High Wycombe -1 www.wycombe.gov.uk Twitter: @wycombedc

Appendix C

remedial work identified in the survey/re-survey, estimated ad hoc works, estimated officer time and contract management (including works monitoring). This option would deal with currently outstanding general maintenance works, plus additional works identified as part of routine annual re-surveys but would spread the works and the cost over contract period.

As requested, the following quotes have been calculated based on 1, 3 and 5 year periods.
Prices exclude VAT-

Option 1 - 1 Year £6,346.00 (£528.83 per month)

Option 2 – 2 Year £5,996.00 (£499.67 per month)

Option 3 - £5,926.00 (£493.83 per month)

You will notice that the monthly cost decreases for longer contract periods.

In general, we would expect the costs associated with managing your tree stock to decrease over time once urgent and general management works are incorporated into a cyclical management structure. This is reflected in the difference in annual cost between the three-year and five-year contracts.

I have not included tree planting into the Total Tree Management quotes. However, we can provide a quote if this is a service you would be interested in.

We are grateful for this opportunity and would be very pleased to work with you more closely to manage your trees. If you are happy with the quote, please let us know how you would like to proceed. If you would like to discuss how the service could be better tailored to meet your tree management needs, we would be pleased to discuss it further with you.

We look forward to hearing from you and if you have any questions please contact me on 01494 421803.

Yours sincerely,

Alastair Cunningham

Alastair Cunningham
Senior Arboricultural Officer

INCOME AND EXPENDITURE FORECAST STATEMENT FOR THE YEAR 2019-2020 and 2020-21
PROPOSED BUDGET - Appendix D

This report sets out the income and expenditure statements and forecast for the current year 2019-20 together with the budget proposals for the coming year 2020-21.

A detailed and thorough review has been conducted of all the various items of income and expenditure incurred by Marlow Town Council. The figures within the budget are compared to the forecast of expenditure for the current year. This has resulted in a forecast surplus of £2,426 largely arising from continued prudent expenditure and cost-saving measures. The surplus will be transferred to Reserves at the end of the financial year to improve the Reserves position. The proposal is to set a deficit budget this year of £13,769 with this shortfall being met from general reserves.

INCOME

No	Item	Explanation
11	Cash holding interest	Increase to £4,631 from £1,746 due to prudent investment in CCLA Properties fund.
6	Cemetery Fees	Increase in Cemetery income from £42,000 to £44,000 to reflect increase income in the first 6 months of this financial year. Still impossible to predict.

EXPENDITURE

No	Item	Explanation
14	Administration	Slight increase to cover increases in professional fees and subscriptions.
18	Community	Increase in the number and duration of floral displays, increase in grant funding from £6,000 to £8,000. Increase in Leader and Mayoral allowances.
19	Devolved	Slight increase to reflect the new Tree management contract with WDC. (If approved by Council)

RECOMMENDED:

1. THAT MEMBERS APPROVE THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS APPROVE THE PROPOSED INCOME AND EXPENDITURE BUDGET FOR 2020-21 AND
3. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE TOWN COUNCIL: -

APPROVES PROPOSED EXPENDITURE FOR 2020-21 ON THE FOLLOWING ITEMS WHICH IN THE OPINION OF THE TOWN COUNCIL ARE IN THE INTERESTS OF THE TOWN OR ITS INHABITANTS

MAYORAL FUNCTIONS AND CIVIC EVENTS

GROUNDS MAINTENANCE

GRANTS

TOWN TWINNING

CHRISTMAS TREE AND DECORATIONS

FLORAL DISPLAYS AND SUMMER BUNTING

ALLOTMENT PRIZES

COMMUNITY, LEISURE AND ENTERTAINMENT

YOUTH PROJECT



MARLOW TOWN COUNCIL

Appendix

		Full Year Budget		Actual/ Forecast		Full Year Budget	
		2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Income and Expenditure Forecast Statement 2019-20 and 2020-21 Proposed Budget							
	INCOME						
1	Precept Received	347,767		347,767		350,370	
2	Bucks CC Devolved Services	16,870		16,870		16,870	
3	WDC Devolved Services	46,718		46,718		46,718	
4	Allotment Rents	13,500		13,500		13,500	
5	Cemetery Fees	42,000		44,308		42,000	
6	Gossmore Recreation Ground	700		700		700	
7	Bus Shelter Advertising	752		563		752	
8	Banner Administration	850		522		850	
9	Markets	2,000		2,000		2,000	
10	Shopmobility Marlow	260		260		260	
11	Cash Holding Interest	1,572		1,746		4,631	
	Totals	472,989		474,954		478,651	

	EXPENDITURE	Full Year Budget	Actual/ Forecast	Full Year Budget
		2019/20	2019/20	2020/21
12	Salaries	210,405	210,405	211,401
13	Subcontractors	19,201	19,201	19,781
14	Administration	33,945	33,945	35,029
15	Waste Management	4,594	4,594	4,854
16	Health and Safety	4,506	4,506	4,506
17	Equipment, Operating and Maintenance	3,686	3,686	3,566
18	Community	96,505	94,505	110,211
19	Devolved	68,567	68,567	71,357
20	Utilities	7,665	7,665	7,665
21	Buildings	16,515	16,515	16,650
22	Insurance	3,800	3,374	3,800
23	Van	3,600	3,600	3,600
	Totals	472,989	470,563	492,420
	Deficit		£2,426	£13,769

Appendix Precept explanation 2020-21**(please read this in conjunction with Appendix C - Precept calculation)**

Propose that Band D Tax remains at £51.24 with no increase in precept demand.

Last year's precept demand was £347,767.93 This year the number of Band D properties in Marlow has increased which means the tax base increases from £6787.04 in 2019/2020 to £6837.84 in 2020/21 an increase of £50.80. This means that even though the Band D Tax is not increasing our precept increases from £347,767.93 in 2019/20 to £350,370.92 in 2020/21

RECOMMENDED:

**THAT THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2020-2021 BE IN THE SUM OF
£350,370.92**

The tool below will help you set your Council Tax for 2020-21. It is constructed on the basis that your share of Council Tax Support Grant (CTSS) will be £0; this is a provisional figure.

Input 1

Select your Organisation using the drop down Box in the Pink Box	
Parish	Marlow Town

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2019/20 **D13**

Precept	£0.00
Or	
Band D Tax (Estimated)	£51.24

Year	Table - Summary of Results		Do not enter data below	
	2019-20		2020-21	Difference
Precept	£347,767.93	£	350,370.92	£2,602.99
CTSS Grant	£0.00	£	-	N/A
Income	£347,767.93	£	350,370.92	£2,602.99
Tax Base	6787.04		6837.84	50.80
Band D Tax (Estimated)	£51.24	£	51.24	0.00%

Alex Collingwood
County Councillor for Marlow

Firstly i have had my meeting with the Asset team at Transport for Bucks and discussed the resurfacing of Roads and replacement footways in Marlow.

West Street is a key priority to be resurfaced.

However the budget only covers a direct replacement of the existing paving slabs rather than the enhanced slabs that were put into Spittal street.

As the Town Council has additional £100,000 from Wycombe District Council in CIL contributions this is a formal request to use some of these funds to continue the enhanced quality of paving slabs along West Street.

The plan is not use Shanly but us TFB and lay the slabs on concrete to stop the reoccurrence of the rocking slabs on Spittal Street.

I understand from my meetings with officers that they are doing temporary fixes in Spittal Street with a view too bill Shanly the cost of the repairs when they relay the whole set on concrete.

In addition they have put a request for additional bollards on the corner of Spittal street to stop vans mounting the kerb.

They are also putting in Bollards by Sir William Borlase School Chapel entrance again to stop Vans mounting the kerb and coming into conflict with School Children.

Institute Road is programmed to be resurfaced during the first week of February (weather dependent) and will require the daytime closure of the road for the whole week. If we did a night time closure there is no guarantee the resurfacing would work due to the night-time temperatures.

Additionally the team have confirmed that there are potentially 3 additional roads that will be resurfaced in 2020.

Exact locations and dates are due to follow in March.

There is also a £4 million additional budget for Plain and patch resurfacing and i together with Helen Combes my Local Area Technician have submitted a list of roads including , South View Road , Spinfield lane , Claremont road and gardens , Sunny bank and Barnards Hill and Terrington hill.

The Data is continuing to be collected for the bridge and any overweight vehicles data is being sent to the DVLA to follow up.

By the end of March we should be able to come back to the residents to confirm the optimal site for the bollards and confirm what impact they would have if they are re-sited.

As requested I clarified at the last Full Wycombe District council meeting that the projects for decking the car park at Platform 3 (Dukes Place) and Central Car park in Marlow had been included in the car parking strategy to be taken forward by the new Authority after 1st April.

There is guarantee of the timeline but the key piece is that they are named as specific projects to be taken forward.

As part of the additional £2 Million allocated for gully clearing we have put in additional drains in Maple Rise and Cleared out tree roots out of the drains in Coach Ride.

At the end of January we will be doing a full inspection of the whole of Pound Lane Area to determine why the water is taking too long to drain away.

This may require additional gully clearing and it may also require additional drains.

Once the inspection is complete I will let you know what the plan is for the area.

Marlow Library has been confirmed as one of the Community Access Points that will go live on 1st April.

This will allow for enhanced access to the new Council services. In due course there are planned to be meeting rooms so that residents can meet officers and councillors of the new authority to discuss any queries or questions they may have.

I have also requested that the library service look to open on Sunday and mirror the opening times of High Wycombe Library.

Finally, I have formally requested at the Bucks County Council Full Council meeting that they support the Re Leaf Marlow project.