

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 19TH MAY 2020 at 7.00pm AND YOU ARE
HEREBY SUMMONED TO ATTEND.**

AGENDA

Hilary Martin
Mrs H Martin | Town Clerk | 14.05.20

M.01.20	Apologies for absence	
M.02.20	Declarations of Interest	
M.03.20	Communications from Town Mayor	
M.04.20	To agree as a true record the Town Council Minutes dated 14.01.20	
M.05.20	Report from Leader of the Council	
M.06.20	Agenda Report Items – Cancelled Meeting 17.03.20	INFORMATION
M.07.20	Information Reports	
	a) Internal Auditors Interim Report	
	b) Committee Minutes	
	c) Coronavirus	
	d) War Memorial Lighting Update	
	e) 4Front Security Update	
	f) Members Pecuniary Interests	
	g) Marlow Energy Group MEG Solar Streets	
	h) New Buckinghamshire Council	
M.08.20	Risk Management Plan Review and Covid-19 Risk Assessment Policy	DECISION
M.09.20	Making Marlow 'Covid-Secure'	DECISION
M.10.20	Postponement of The Civic Service and Celebrate Marlow	DECISION
M.11.20	Postponement of Elections	DECISION
M.12.20	Reports from Outsides Bodies	INFORMATION
M.13.20	Reports from Wycombe District Council	INFORMATION
M.14.20	Reports from Buckinghamshire Council	INFORMATION
M.15.20	Date and time of next meeting – Tuesday 7 th July 2020 at 7.00pm	INFORMATION

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.

Cllr R Scott, 19 January – 19 May 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 couple of months will also be severely limited by social distancing practices.

8th February Accompanied by the Mayoress, attended the Annual General meeting and dinner of Marlow Marly-le-Roi Town Twinning Association

16th February Attended Mayor of High Wycombe's civic service at Pastures Church, High Wycombe

22nd February Accompanied by the Mayoress, attended St Vincent de Paul lunch at St Peter's Church

5th March Accompanied by the Leader, attended the last ever Wycombe District Council chairman's annual reception.

8th May Participated in a video prepared for VE day by Churches together in Marlow

8th May Exchanged emails with the mayor of Marly-le-Roi, Jean-Yves Perrot, on the commemoration of VE day

9th May Along with the Leader, participated in a 'thank you' on the Causeway to volunteers, who have been distributing food to vulnerable residents provided by donations given the Meals from Marlow

Please note that since March 16, the Leader, the Town Clerk and myself have participated in numerous 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 now has sufficient funding to provide 75,000 meals.

It is with regret that I had to cancel the Mayor's charity golf day scheduled for 21 April and it is my intention to hold the event again in spring 2021.

We have also postponed the Civic service, due to be held on 9 June and are considering combining this with Celebrate Marlow as a thank you to our residents for the excellent volunteering that has taken place during the pandemic.

MARLOW TOWN COUNCIL

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

**MINUTES OF THE TOWN COUNCIL MEETING HELD AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW
ON TUESDAY 14th JANUARY 2020**

Present	Town Mayor	Cllr R Scott
	Leader	Cllr J Towns
	Deputy Leader	Cllr C Funnell
	Councillors	R Cadman
		N Marshall
		K Thomson
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

Also present 1 member of the press, 4 members of the public

M.77.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Johnson, Cllr T Avery, Cllr S Brown, Cllr C Keighley, Cllr E West.

M.78.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

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 Theatre	Attended production of J B Priestley comedy/mystery by Marlow Players at The Shelley
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 Higginson Park	Attended the Start of the Santa Fun Run and the Finish to hand out awards to participants at
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's school

M.80.19 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 12.11.19
RESOLVED:
THAT THE MINUTES DATED 12.11.19 WERE AGREED AND SIGNED AS A TRUE RECORD

M.81.19 REPORT FROM LEADER OF THE COUNCIL
Clr 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.
- Sustainable Marlow 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 sustainable Marlow.
- Next sustainable Marlow 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

M.82.19 INFORMATION REPORTS

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

All members were circulated with documents relating to the new community boards detailing their location, terms of reference and electoral divisions. It was noted that Marlow Town Council was omitted from one set of data and this would be flagged up with the shadow authority. The Town

Council would be proposing fairer member representation on the community boards, proportionate to the size of the parish.

MEMBERS NOTED THE REPORTS.

M.83.19 MEETINGS TIMETABLE 2020-2021

Circulated to all members was a proposed meetings timetable for 2020-2021.

The meeting dates are summarised below:-

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
Annual Parish	19												
Resources	12	30			1		3		12		2	27	
Plans Only		2*	14*	4		6*			5*		9		
P.E.T.*	12	23		25*	15	27	17*	8	26	16*	30*	20	11*

RESOLVED:

THAT MEMBERS ADOPTED THE MEETINGS TIMETABLE FOR 2020-2021

M.84.19 ECONOMIC AND REGENERATION FUND – WDC

Following on from the information shared and discussions held at previous Town Council meetings, the following projects were proposed for submission 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 lightning 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 fund the scheme as part of the current pilot until August 2020 at a cost of £3,000.

RESOLVED

THAT MEMBERS RESOLVED 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 was to contract the management of all the trees under the Councils responsibility to Wycombe District Council following a presentation ahead of the TC meeting on September 10th.

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 recommended for approval was for a period of 2 years at a cost of £5,996.00 per year. The proposed cost of this agreement would be funded from the 2020/21 and 2021/22 budget.

The initial survey costs and remedial works identified in the WDC report are all within this year's tree budget.

RESOLVED

THAT MEMBERS RESOLVED TO CONTRACT TREE MANAGEMENT FROM WYCOMBE DISTRICT COUNCIL FOR A TWO YEAR PERIOD AT A COST OF £5996.00 PER ANNUM

M.86.19 BUDGET 2020-2021

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

The following 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.

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	Cemetery income to remain at £42,000. 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)

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 had 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.

The following report summarises the budget proposals.

The Town Mayor presented the proposals and took questions from members in the absence of the Chairman of the Resources Committee.

RESOLVED:

1. THAT MEMBERS APPROVED THE INCOME AND EXPENDITURE FORECAST AND
2. THAT MEMBERS APPROVED 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: -

APPROVED 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
GROUND MAINTENANCE

GRANTS
TOWN TWINNING
CHRISTMAS TREE AND DECORATIONS
FLORAL DISPLAYS AND SUMMER BUNTING
ALLOTMENT PRIZES
COMMUNITY, LEISURE AND ENTERTAINMENT, YOUTH PROJECT

Income and Expenditure Forecast Statement 2019-20 and 2020-21 Proposed Budget		Full Year Budget	Actual/ Forecast	Full Year Budget
		2019/20	2019/20	2020/21
	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

M.87.19 PRECEPT 2020-2021

All members were circulated with the following precept calculation:-

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

Table - Summary of Results		Do not enter data below		
Year	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%	

It was proposed 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 had 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 the precept increases from £347,767.93 in 2019/20 to £350,370.92 in 2020/21

RESOLVED:

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

M.88.19 REPORTS FROM OUTSIDERS BODIES

Cllr N Marshall

Attended a meeting of the Marlow Society.

Cllr C Funnell

Attended a meeting of the Marlow Town Regatta and Festival committee and reported that a major sponsor for the event had been secured.

Cllr J Towns

Attended a meeting of BidCo at which it was confirmed that BidCo would continue to operate for a further 5 years. Attended a meeting of the Chamber of Trade and Commerce.

Cllr R Scott

On behalf of Cllr T Avery attended a meeting of the Marlow Community Association and reported that bookings were up on previous years.

M.89.19 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr N Marshall

Reported that two Marlow planning applications (Marlow Rugby Club and Sir William Borlase school) would be determined by the WDC Planning Committee on Wednesday 15 January.

Cllr R Wilson

Reported attending an audit meeting.

Cllr R Scott

Reported that the amount of WDC meetings was declining in the lead up to unitary authority status.

M.90.19 REPORTS FROM BUCKS COUNTY COUNCIL

Cllr A Collingwood had submitted a report to Council and this was circulated to all members prior to the meeting. The Town Mayor thanked Cllr Collingwood for his report.

A copy is available on request.

M.91.19 DATE AND TIME OF NEXT MEETING

Tuesday 17th March 2020 at 7.00pm

The meeting closed at 7.25pm

Town Mayor

Date

PUBLIC QUESTION TIME

A Marlow resident had submitted written questions to the Council prior to the meeting. The Town Mayor responded to each question raised. *A copy of the questions and answers is available on request.*

Cllr J Towns, Leader of the Council, 19th May 2020

This would normally be our Annual Meeting followed by ratification of new Councillors and roles post-election, all a little different this year due to this pandemic. Please find below a brief update since our last TC meeting, some of which you will be aware of.

Meals from Marlow – continues to do a great job, delivering up to 1250 a meals a day to NHS staff in local hospitals, plus the vulnerable in Marlow and surrounding areas. The Town Council has been involved with this initiative since inception, and Richard, Jocelyn and Hilary are trustees in the charity set up to run it. We have had fantastic support from the community with the number of volunteers growing by the day. A truly brilliant community effort. Big thanks to Tom Kerridge and Chris Hughes for their inspiration, and all the volunteers, these meals are so well received in the community.

Bunting and Hanging Baskets – The Bunting was up well in time for the VE Day virtual celebrations, and has really made a difference in the town and hopefully cheering up our residents. The baskets should be up before the end of the month.

Bridge Lighting – We continue to work with the Royal Borough to enable the planning permission to move forward. We are reviewing how we deliver these lights and working with other contractors as our original one is no longer available to us.

Bridge Works – Buckinghamshire Council have brought forward their refurbishment plans for the bridge, the first phase starts on the 18th May. Phase 2 scheduled currently for September, but to be confirmed

Environment – The Sustainable Marlow team continue to meet on a regular basis.

- Climate Change and Air Quality statements are on our website and a press release was recently issued, a meeting will be scheduled to discuss actions from these statements. The team is also looking at how we build on the cycling and walking momentum that we are currently seeing to see how we can continue this after the lockdown?
- Eco-Schools Network – The conference scheduled for March 26th sadly had to be postponed due to Coronavirus, we will re-schedule as soon as we can.
- Releaf – aims to increase tree planting in the town. Six trees have already been planted with a further five promised thanks to Richard Scott's ward budget. Further trees are planned, more news from Re-Leaf Marlow towards the end of the year
- Refill – The water refill station has been installed on the Causeway, we are waiting for Thames Water to connect it. They have given us a date of the 29th July. Though it won't be 'open' for public use until we are out of this pandemic.
- AQMA – A banner has been in place on Spittal Street alerting drivers to drive slowly and smoothly to help reduce emissions in the Town.

Christmas Lights Infrastructure – The infrastructure work will be starting soon and will be in place well before the Lights are installed. We had some delays due to Coronavirus and many landlords not working. We wait to see how this pandemic pans out before we can commit to our Christmas events. Hopefully by then we will be through this virus and able to enjoy our Christmas activities. More news as we have it.

Covid-Secure – We are aware that this pandemic is causing untold problems for all. We are working with Buckinghamshire Council and will provide more information when we have it.

1) Bus Shelter for Queens Road

Members will be aware of the programme of works that has been taking place in the town to provide new and replace old bus shelters.

Officers are recommending that the last old metal shelter in Queens Road is replaced using CIL (community infrastructure levy). The recommendation is to instruct the contractor who installed the shelter on Wiltshire Road. The cost of the works including a new base is £6,500.

2) Climate Change

- In view of widespread public concern about climate change and the UK government's policy of achieving net zero emissions by 2050, Marlow Town Council:
- Recognises that climate change driven by human activities necessitates a world-wide transition to net-zero greenhouse gas emissions as quickly as possible;
- Agrees that all parts of society, including all levels of government, need to play a part in reducing emissions and adapting to unavoidable climate change;
- Notes that while the town council's direct powers relevant to climate change are limited, it can still play a role, for example through community engagement, coordinating environmental projects and as a statutory planning consultee;
- Determines to give due consideration to climate change in all its decisions;
- Pledges to reduce greenhouse gas emissions from the council's operational emissions to net zero as quickly as possible.
- Resolves to work with Marlow residents, businesses and community groups to build a broadly supported vision for making Marlow a net zero carbon town.

The Council has a detailed Environment Policy available on the website.

<https://www.marlow-tc.gov.uk/Environment-Policy.aspx>

[Environment - marlow-tc.gov.uk](https://www.marlow-tc.gov.uk)

Environment Policy Updated: 22.07.2019. Aim. Marlow Town Council is committed to taking action to protect and improve the environment and to ensure that the town enhances its environmental performance over time.

www.marlow-tc.gov.uk

The Launch of [#sustainablemarlow](#) builds on longstanding environmental efforts by Marlow Town Council.

Past initiatives include:

- Introduction of bicycle lanes, working with environmental group Transition Town Marlow
- Action to reduce the use of plastic shopping bags and unnecessary plastic packaging, working with local supermarkets
- Supporting voluntary litter picking groups
- Securing Marlow's flood alleviation scheme, working with the Environment Agency and Bucks County Council
- Introduction and management of town centre floral displays and bunting

Current Initiatives

Drawing on advice from the MTC environmental advisory group, these are the initial projects being developed under the banner of [#sustainablemarlow](#):

The Marlow environmental performance index

A starting point for environmental action is to have a strong understanding of current environmental and sustainability factors and to be able to track progress over time. Based on the same approach as national environmental accounts, the council is aiming to become the first small town in the UK to create its own simplified environmental performance index.

Year by year the index will track trends in important indicators, including air quality, the CO2 emissions rating of cars registered in Marlow, the share of Marlow's municipal waste recycled, and the number of street trees in Marlow.

Tackling nitrogen dioxide air pollution

Marlow town centre was declared an Air Quality Management Area (AQMA) in 2017 after monitoring showed illegal levels of nitrogen dioxide (NO2) pollution. Working with Wycombe District Council and Bucks County Council, the council is taking actions of its own and strongly promoting wider changes to bring NO2 levels back within the legal limit as soon as possible.

Actions will include signage raising awareness of drivers about the AQMA, encouraging smoother driving behaviour, and discouraging engine-idling when stopped. The council is lobbying higher government tiers to take further actions.

Marlow eco-school's initiative

Sustainable Marlow is working with all Marlow schools to identify and share good environmental practices. The team audited school activities, progress and plans in the summer and, through discussion with the head teachers, identified and shared good practice. Out of those discussions came the idea of holding a conference to bring pupils from 13 local schools together. We are expecting around 130 children to be at the event on 26 March and will use the opportunity to encourage collaborative action. A number of local and national organisations are supporting us.

Refill Marlow - Eliminating single-use plastic bottles

The council is taking actions to help visitors to the town centre avoid having to use single-use plastic bottles. A new public drinking water fountain will soon be installed on The Causeway, with one already installed in Higginson Park. The environmental advisory group has registered the town with the national "Refill" campaign (run by City to Sea, a community interest company) and has launched a local scheme to encourage local restaurants and cafes to sign up to providing free tap water refills. Window stickers and sign-up to the Refill app will raise awareness and help residents and visitors alike to buy fewer single-use plastic bottles. It has also signed up to the Plastic Free Communities initiative.

Encouraging food sharing

According to the waste expert group WRAP, one-third of food world-wide ends up being wasted, and food waste contributes 7% of global greenhouse gas emissions. The council is encouraging greater food sharing in Marlow via the Olio app and encouraging donations to the One Can Trust

ReLeaf has a priority to increase the number of trees in and around Marlow

Trees are an essential part of a healthy environment, support wildlife, and absorb carbon dioxide from the air, helping to limit climate change. Marlow has good tree numbers in certain streets, but there is a lot of scope to increase the numbers of street trees, and many hedgerows in the countryside around Marlow that are treeless. The council will work with partners to increase the number of trees in and around Marlow.

Re-Wilding

To be mindful of our wildlife we have selected four verge areas around Marlow to be left unmown for wildflower planting. We have also agreed with Wycombe District Council to leave two areas, one in Higginson Park and the other in Rookery Park to be unmown for wildflower planting, which the hedgehogs will also be happy about. This is a pilot scheme for this year, if successful we could include further areas next year.

MTC Clean Air Plan

- Marlow Town Council is adopting this Clean Air Plan in light of excessive levels of nitrogen dioxide (NO₂) in Marlow town centre, linked mainly to road traffic. High levels of NO₂ led Wycombe District Council to declare the town centre an Air Quality Management Area (AQMA) in December 2017.
- The council believes that the excess NO₂ pollution in the town centre and its associated health risks are unacceptable. It wants to add its weight to Wycombe District Council's 2018 Air Quality Action Plan so as to bring NO₂ levels back within legal limits by 2030.
- The council's specific objective is to **eliminate excess NO₂ in the town centre by 2025**, enabling revocation of the AQMA at the first formal review thereafter.
- The council resolves to work strenuously to achieve this objective, engaging with the whole community and encouraging higher council tiers and other stakeholders to act.
- In particular, the council will aim to educate the community with the aim of encouraging and accelerating behaviour changes that will cut NO₂ levels. It will use all channels available to this end, including town centre signage and notice boards, articles in *The Marlovian* magazine, the forthcoming #sustainablemarlow website, its social media feeds, and open meetings for residents.
- The council will put a special focus on Marlow's air pollution problem to mark the official Clean Air Day, which in 2020 falls on 18th June.
- The council will target technological and behaviour changes in the following key areas:
 1. **Promoting walking and cycling:** The council will lead a conversation with residents on ways in which walking and cycling within Marlow could be made safer and easier so that they become the natural answer for more journeys by more people. It will look at launching a Car Free Fridays initiative.
 2. **Reducing vehicle journeys in the town centre:** The council will encourage drivers to avoid trips in the town centre where possible. It will investigate possibilities around Park & Stride facilities for trips to the town centre. It will promote usage of the bus services that serve Marlow town centre.
 3. **Encouraging eco-driving:** Vehicle NO_x emissions increase with speed and acceleration. The council will promote eco-driving behaviours within the town centre, including reduced speed and smoother driving behaviour. It will step up efforts to discourage drivers from leaving engines idling when stopped. Actions could include the installation of Moving Vehicle Activated Signs (MVASs) to remind drivers of their speed.
 4. **Making the vehicle fleet cleaner:** The council will encourage residents to choose low-NO_x vehicles, including electric and other ultra-low emission vehicles. It will also work to reduce obstacles to their uptake, for example by increasing the availability of electric charging points. It will work with stakeholders to push for low-NO_x retrofitting of buses that travel through Marlow or replacement with new green buses.

5. **Improving street ventilation:** There are few options to alter street morphology but the council will consider any opportunities that emerge through the planning process, including the installation of “green walls” to absorb pollution.

3) **Review of The Effectiveness of Internal Control**

The Town Council is required to review the effectiveness of the Internal Audit process. It is proposed that a suitably experienced member of the Town Council not sitting on the Resources Committee to be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise is clearly set out in the practitioner’s guide which will be adhered to. The findings of the review will be reported to the Town Council at a future meeting. In 2019/20 Cllr N Marshall conducted the review. It was recommended that Cllr Marshall undertake the review.

4) **Christmas Lights Infrastructure and Contract 2020-2025**

Summary

The current contract for Christmas Lights has now terminated. A tender opportunity was put out to the market place in 2 lots. Lot 1 was for the one off replacement of the electrical infrastructure to support Christmas Lights and Lot 2 was for the annual supply, installation, removal and storage of Christmas lights for the next 5 years.

The Town Council received 3 bids for Lot 1 and 4 bids for Lot 2. Following an evaluation process weighted at 60% price and 40% quality, it was decided that all suppliers would be invited in to discuss points of clarification. Meetings were held on 18th and 19th February 2020.

Costs

Lot 1

Contractor 1 £29,667.30

Contractor 2 £13,450

Contractor 3 £15,000

Lot 2

Contractor 1 £218,740

Contractor 2 £86,130

Contractor 3 £122,736

Contractor 4 £112,784

The evaluation sheets relating to the above will be available at your meeting or on request.

Award

Lot 1

The officers recommendation is to award Lot 1 to Contractor 3. Officers are not confident that the lowest bidder (Contractor 2) fully understands the requirements or took a detailed assessment of the work needed prior to tender submission. Contractor 3 received the highest mark overall covering both quality and price evaluation.

Lot 2

The officers recommendation is to award Lot 2 to Contractor 3. The recommendation is based on this company providing the quality uplift required for the contract whilst the costs are maintained within budget.

References

Please see 3 references for Contractor 3 below:

Amersham Town Council – telephone conversation

Contractor 3 were contracted to install Christmas lights for Amersham on a hire agreement of currently of 3 years. They have been working with Amersham TC as Christmas lights installers for 9 years. The Project Mgr is excellent to work with. Not only had they installed the Christmas lights but were currently in the processing of upgrading 900 street lamps (converting to LED). The contractor had attended meetings, liaising with BCC. They rate the contractor very highly and had no areas of concern with any of the comms or work.

Dacorum Borough Council – telephone conversation

Contractor 3 provide an excellent service, always at switch on with plenty of time, respond promptly to rectify anything. They order a good 32 ft tree each year and it has been great. Dacorum used to use Elveden trees but they weren't happy with them but this contractor's trees have been great. They do Hemel Hempstead town centre for them, 30 columns, catenaries cross street, trees, icicle lights, festoons on the buildings. Excellent comms.

Portsmouth City Council – email response to a set of questions

How their performance is generally for you EXCELLENT

The quality of their work EXCELLENT

Their rectification of any issues/breakages etc VERY EFFICIENT

Their general communication with you INSTANT REACTION TO TEXT AND MOBILE

OVERALL THEY ARE BRILLIANT WOULD THOROUGHLY RECOMMEND WE HAVE HAD THEM FOR 3 YEARS THEN HAVE ADDED 2 YEARS TO CONTRACT SO NOW IN 4TH YEAR 2020 WILL BE FIFTH YEAR.

Annual Accounts

Officers have had the annual accounts internally and externally analysed and the summary is below:

The company is profitable and has grown quickly over the last 3 years.

The Balance sheet looks healthy with Total Assets exceeding Total Liabilities.

There has been a significant increase in income over the last 3 years due to the company winning contracts directly with Councils rather than working on part of the services as a sub-contractor.

As long as the company is able to sustain the level of turnover and profitability of the last 2 financial years I believe from the information provided, and subject to no unknown factors, the company is in a position to meet the tender applied for.

In accordance with Coronavirus Legislation 2020 it was agreed that Contractor 3 be awarded Lot 1 and Lot 2.

5) Staffing Committee Recommendation

Members approved and agreed the Staffing Committee proposals as detailed in the Staffing Committee report dated March 2020.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS.

a) Internal Auditors Interim Report

The Internal Auditors Interim report dated 22.02.20 was circulated to all members in March 2020. Hard copy is available on request. Would the Council note that updated financial regulations will be presented at the July meeting as is normal practice.

b) 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.

c) Coronavirus

COVID-19 poses a risk to public health and the Council is closely monitoring and following the advice from Public Health England. All relevant information will be shared on the council's website and social media pages.

https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19?fbclid=IwAR1zhKuXVK_hftUPZb1S3LZ3KI-Tsd9tu22gvyQ1vhAYjb-1a557rXUIIC0

d) War memorial lighting update

Work has now commenced on the lightning of the war Memorial, the project had been delayed as the original supplier was unable to complete the work, now outside work is permitted the installation should be complete by the May 26th and the memorial will be illuminated in the hours of darkness

e) 4 Front Security update

4 Front security continue to patrol the Councils green spaces during the night and Higginson park. They recently cleared a group of teenagers flaunting lockdown rules in Seymour park recreation ground and were praised by the local Police for their swift action. We have had reports of Travellers in the locality and 4 Front remain vigilant in ensuring that they are not able to access green spaces.

f) Members pecuniary interests

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.

g) Marlow Energy Group MEG Solar Streets

Please see appendix A and B.

MEG are proceeding with the attached scheme that Marlow Town Council supports.

Henley Solar Streets



TAKE CONTROL OF YOUR ENERGY BILLS HELP FIGHT CLIMATE CHANGE

Henley Town Council is helping residents cut their carbon footprint with affordable solar panels
In partnership with solar PV installer IDDEA Ltd, homeowners of Henley will be eligible for this discount scheme.

The Solar Streets initiative will save you at least £1,000 on a 14 panel system



INFORMATION EVENING FOR
HENLEY RESIDENTS
27th February 2020 @ 12:30 & 19:00
Henley Town Hall
Email: info@iddea.co.uk
for further information



BOOK YOUR FREE HOME SURVEY

One of IDDEA's team will visit your home, design your solar system and show you the financial benefits and the carbon emission savings. Established in 2008, IDDEA have installed over 800 solar projects across the South & are committed to supporting communities to take action against climate change.

This service is FREE and WITHOUT OBLIGATION.

Email: info@iddea.co.uk Tel: 01380 726999
www.iddea.co.uk



FINANCIAL AND ENVIRONMENTAL BENEFITS

- Take control of your energy costs
- Take action against climate change
- Reduce your reliance on the grid
- Move towards greater energy independence
- Reduce your carbon emissions
- Improve your home's energy rating

Appendix A

£50 from every install donated to community projects

IS MY ROOF SUITABLE?

South facing (East & West may be viable)
Pitched Roof
Concrete or clay tiles, or slates
Small roof, no problem

Solar panels

Battery storage

Electric vehicle charging



Marlow Energy Group Ltd

(a Community Benefit Society Reg. No. 8346)



www.marlowenergygroup.com



Cllr Towns, Leader of
Marlow Town Council,
Court Gardens,
Pound Lane,
Marlow,
SL7 2AG.

4th May 2020

Dear Cllr. Towns,

We are delighted to see the Town Council's recent 'Statement on Climate Change' and to learn that you are working towards Marlow becoming a net zero town.

Towards this end Marlow Energy Group (MEG) was formed as a non-profit making Community Benefit Society, and we are currently investigating a range of potential projects to reduce Marlow's carbon footprint.

One potential project is the installation of photovoltaic solar panels. A company called IDDEA will do group installations at considerable reduced costs if several households in the same area sign up. Thus 14 panels, which normally cost £5,500 for a single household, can be fitted for only £4000. The carbon saving amounts to 1.5 tonnes of CO2 per household per annum.

IDDEA have collaborated with other environmental groups in places such as Henley, and, with the support of Henley Town Council, organised a public meeting that was held in Henley Town Hall. The Council also allowed the use of their name on leaflets (see enclosed example) advertising the event, which resulted in 50 requests for initial surveys.

MEG would like to organise a similar scheme in Marlow. However, we feel that support from the Town Council is crucial and this view is reinforced by IDDEA's experience elsewhere. We would be grateful therefore if you could put our request before Marlow Council at its next meeting.

Should you require additional information, or would like a member of MEG to address the council, please let us know. Meanwhile, we very much hope the Council will support this important and promising initiative. We can assure you that there will be no costs to the Council.

Yours sincerely,



(Chairman, MEG), signed digitally.

COMMUNITY
ENERGY
SOUTH 

CO-OPERATIVES UK

MEMBER

Appendix B

h) New Buckinghamshire Council

The new Buckinghamshire Council came into operation on 1 April after the old Shadow Authority, County Council and all District Councils ceased on 31 March. The Council's new website is <https://www.buckinghamshire.gov.uk>. Services previously provided by Wycombe District Council can be found under the heading Wycombe Area.

As with the Town Council, elections to the new council have been postponed until May 2021, but legislation has allowed for the administration of the council to be established. All current County and District councillors are now councillors of the new council. Marlow is covered by the existing county divisions, namely Marlow Town (town wards – north and west, south and part of south east) and Flackwell Heath, Little Marlow and Marlow South East (town ward – part of south east). Thus, the previous District Councillors, Suzanne Brown, Alex Collingwood, Neil Marshall, Richard Scott and Roger Wilson will all represent our town residents on Buckinghamshire Council.

A new cabinet under the leadership of Martin Tett was agreed at a cabinet meeting of Buckinghamshire Council on 30 April. There will be two deputy leaders and a larger than normal number of portfolio holders to address the transition to the new council and issues arising from Covid-19. Richard Scott remains as Chairman of the Council. Further details of roles in the new council can be found on its website.

All our local members become members of the South West Chilterns community board, which is designed to respond to local needs by working in partnership with residents, town and parish councils, community groups, police and healthcare organisations. Our community board will enable councillors to make recommendations to Buckinghamshire Council on local issues, empower members and communities to influence service design and delivery and bring communities together with members and partners to find local solutions. Each community board will have a delegated budget with which to address agreed local priorities and issues. It should be noted that our community board covers a large geographical area from Hambleden to Wooburn Green and Marlow to Ibstone.

MEMBERS ARE REQUESTED TO NOTE THE REPORTS

**RISK MANAGEMENT PLAN REVIEW AND COVID-19 RISK ASSESSMENT
POLICY**

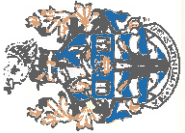
M.08.20

Circulated as appendix C1 is the Risk Management Plan 2020. In accordance with NALC guidelines the plan has been prepared by officers and is submitted to members for review and approval. The plan has also been approved by BALC (Bucks Association of Local Councils). A COVID-19 Risk Assessment policy (appendix C2) has been drawn up with advice from the Health and Safety Executive.

RECOMMENDED:

THAT MEMBERS APPROVE THE RISK MANAGEMENT PLAN FOR 2020 AND

THE COVID-19 RISK ASSESSMENT POLICY



MARLOW TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT PLAN 2020

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Assets As recorded on the Town Council's Asset Register	Protection of physical assets	M	Buildings insured and insurance valuations reviewed annually. Asset Register maintained and reviewed annually. To undertake only urgent repairs to the Chapel building during 2020-21	Town Clerk	There are no plans to undertake any unnecessary works
	Security of buildings, equipment etc	H	Alarms on Town Council Office, Cemetery Garage and Store. Door entry system at office and alarms serviced annually. Contents insured. Weekly site inspections of amenity areas are undertaken. Visible CCTV signage on site at the Cemetery.	Town Clerk / Amenities Supervisor	
	Maintenance of buildings etc	M	Buildings currently maintained when necessary as a result of inspections. Planned programme of electrical and safety equipment in place. 5 yearly wiring checks undertaken. Written records kept. PAT testing undertaken annually records kept.	Town Clerk	5 yearly wiring check undertaken in February 2018 PAT testing carried annually: last test date 11/04/20

Appendix C1

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Banking	M	Investments to be reviewed 6 monthly and reported to Resources Committee and annually to Town Council. Cash banked by two people when over £250. Two Councillor authorisations for payments from bank accounts. Officers permitted to authorised electronic bank payments on an exceptional basis. Resources chairman to physically inspect and sign bank statements at every meeting.	Town Clerk	
	Risk of consequential loss of income	M	Insurance cover. Fidelity Guarantee in place. Important documents backed-up and filed off site. Insurance schedule and Fidelity Guarantee reviewed April 2020 and cover is £100,0000.	Town Clerk	
	Loss of cash through theft or dishonesty	H	Receipts issued. Cash above £250 checked by two officers. Petty cash reconciled bimonthly.	Town Clerk / Officers	
	Financial controls and records	M	Monthly reconciliation and management accounts prepared by Senior Management Accountant and checked by Town Clerk and reported to Council. Clerk checks and signs bank reconciliations and original bank statements. Internal Interim and year end Audits and External Audit. Internal Auditors check list reviewed annually. Financial Regulations reviewed May 2020.	Town Clerk	
	Comply with VAT Regulations	H	VAT returns compiled and submitted by the Senior Management Accountant online. MTC receive direct notification from HMRC regarding repayments due. HMRC online account reviewed annually.	Town Clerk/Officers	



Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Finance	Sound budgeting to underlie annual Precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Resources Committee at every meeting (alternate months). Accounts sent to Chairman of Resources Committee and Town Mayor each month.	Town Clerk / Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.		
Liability	Comply with HMRC requirements	M	Regular advice from HMRC- shared with Senior Management Accountant. Internal and External audit carried out annually.		
	Risk to third party, property or individuals	M	Insurance in place. Open spaces and play areas checked regularly. Risk Assessments are completed annually and kept on file. Tree survey undertaken December 2019.	Town Clerk / Officers	Three year contract with Buckinghamshire tree services from 2020.
	Legal liability as consequence of asset ownership (especially play areas / cemetery / allotments) Legal liability, consequence of approved Civic Events	H H	Insurance in place. Weekly checks of playgrounds / play areas. Minimum two weekly inspection of amenity sites. Monthly and yearly ROSPA inspection of play areas. Insurance in place. All events are risk assessed prior to taking place. Written records are kept.	Town Clerk / Officers	



Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Employer Liability	Comply with Employment Law	M	Membership of BALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when necessary.		Clerk has achieved Principal level membership of the SLCC.
	Safety of Staff and visitors	M	<p>Employees are advised to lock the entry door when lone working, opening the door to admit public after using the spy hole and assessing the risk. HSE information displayed in office in compliance with HSE legislation and guidelines.</p> <p>To issue staff with H and S briefings relevant to their roles at their yearly appraisal.</p> <p>All staff are instructed to enter accidents in the Town Council's accident book.</p> <p>First Aid kit in office – dates on items checked annually.</p> <p>Covid-19 please see appendix A</p>	Town Clerk / Officers	New Covid-19 policy adopted in 2020. Appendix A.
Legal Liability	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Town Clerk	
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the web site.	Town Clerk	
	Proper document control	M	Leases and legal documents in safe in Town Council office. Other data storage to comply GDPR. Merchant trader copy receipts kept in compliance with PCI policy. To use version	Town Clerk / Officers	



Area	Risk	Level	Control (<i>and agreed improvements</i>)	Actioned by	Progress and Comments
Legal Liability	Provision of Goods and Services by third parties	H	All reasonable efforts are made to establish third parties have the appropriate qualifications, skills insurance and public liability when working for or under the direction of the Town Council	Town Clerk / Officers	
	Volunteering	H	Volunteers must be fully briefed as per the Town Council's Volunteering policy as approved. Insurance company to be contacted for advice if the volunteer job is complex	Town Clerk / Officers / Members	
Councillor propriety	Registers of Interests and gifts and hospitality in place Code of Conduct	H H	Register of interest completed and reviewed by members / officers in May 2020. Gifts and hospitality register is available at each Council meeting. Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year. The Town Council has adopted the current "Code of Conduct".	Town Clerk / Councillors Members	

Risk Management Plan internally reviewed and approved by Bucks Association of Local Councils May 7th, 2020.

The Risk Assessment and Management Plan will be submitted to the Town Council on May 19th, 2020.

Town MayorDated:

The Risk Management Plan will be reviewed again in 2021 or as and when necessary.



Appendix A to Risk Assessment and Management plan. 2020 Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Delivery Drivers • Vulnerable groups • Elderly, Pregnant and those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <ul style="list-style-type: none"> • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in the entrance and office 	<p>Everyone to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the office.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Regular checks will be carried out by The Town Clerk to ensure that the necessary procedures are being followed.</p>

	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	
<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Town Clerk checks to ensure this is adhered to.</p>	<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	
<p>Perspex screen between staff and any visitors.</p>	<p>Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	
<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>		

	<p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing for masks the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-face-mask-ppe-rpe-coronavirus.htm</p> <p>Town Clerk will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
	<p><u>Symptoms of Covid-19</u> if anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. The Town Clerk will maintain regular contact with staff members during this time.</p>	

		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the Town Clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Mental Health The Town Clerk will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p>
		<p>Regular communication of mental health information and open-door policy for those who need additional support.</p>

As the Covid lock-down eases Government backing has recently been announced for local authorities to swiftly (within weeks) make significant temporary changes to road and pavement layouts, to ensure continued social distancing by providing more space for pedestrians and cyclists and encouraging active travel with UK government backing. We as a town need to be aware of this guidance and work with Buckinghamshire Council using our local knowledge to ensure Marlow gets the temporary changes that are right for our community.

The Council will support measures that most effectively help to maintain safe social distancing, that are compatible with a resumption of our local economy, and in particular the Town Centre as a retail hub, and that encourage active transport:-

Councillors should note that reallocating road space to cycling and walking overlaps with the longer-term active transport initiative to which the TC is already committed under an action point in the Marlow Clean Air Plan, with the aims of cutting carbon and air pollution and improving health.

We will circulate proposed measures to all Councillors for information before finalising, and will then work with Buckinghamshire Authority who own and manage the highways, to move forward on this initiative. We will also engage local community groups to get their input.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE THAT #SUSTAINABLEMARLOW, A SUB-COMMITTEE OF THE TOWN COUNCIL PLANNING, ENVIRONMENT AND TRANSPORTATION COMMITTEE (PET), WILL REVIEW AND DEVELOP, IN LINE WITH RECENT GOVERNMENT DIRECTIVES, A COVID-SECURE TRANSPORT PLAN FOR MARLOW WORKING WITH BUCKINGHAMSHIRE COUNCIL AS THE HIGHWAYS AUTHORITY

RECOMMENDATIONS FROM #SUSTAINABLEMARLOW WILL BE BROUGHT BACK TO THE PET COMMITTEE FOR CONSIDERATION

POSTPONEMENT OF THE CIVIC SERVICE AND CELEBRATE MARLOW

M.10.20

In light of the pandemic status it is recommend that the Civic Service and Celebrate Marlow be postponed until February 21st, 2021 with a joint celebration at All Saints Church.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE THE CIVIC SERVICE AND CELEBRATE MARLOW ARE POSTPONED UNTIL FEBRUARY 21ST, 2021

POSTPONEMENT OF ELECTIONS

M.11.20

Under legislation, elections to the Town Council are postponed until May 2021. There is no requirement to hold a public annual general meeting in May, so the Council will not be doing so. Thus, all Councillor roles will continue as at present until May 2021.

RECOMMENDED:

THAT ALL MEMBERS RESOLVE TO AGREE TO REMAIN IN THEIR CURRENT ROLES UNTIL ELECTIONS IN MAY 2021

REPORTS FROM OUTSIDE BODIES

M.12.20

At the meeting

REPORTS FROM WYCOMBE DISTRICT COUNCIL

M.13.20

At the meeting

Clr Alex Collingwood
Councillor for Marlow | Buckinghamshire Council

Since my last report I have managed to get Institute Road resurfaced.

Henley Road from Pound Lane to Danesfield School resurfacing should be completed by the end of this week and before the Annual Parish meeting on 19th May.

Westwood Road and Wethered Road have been Plain and Patched and I have requested that Oxford Road and Chalkpit Lane up to Bovington Green also be plain and patched.

They have both been added to the programme so hopefully will be done later in the year,

I have also requested that Lock Road and Mill Road be resurfaced. The feedback from the officers is that initial patching will be completed in the summer followed by a second phase of micro surfacing in the Autumn.

You and the residents will already be aware that Phase 1 of the renovation works for Marlow Bridge which will start on 18th May and carry on until the end of June .

Phase 2 will start in September and be completed by the end of the year.

Has the Town Council received planning permission for The Royal Borough of Windsor & Maidenhead yet? If not would you like me to assist?

While we are in Lockdown I have requested that we get quotes for the remedial works in Spittal street so that this work can be completed as soon as social distancing allows.

Bucks County Council (which the new council has also adopted) introduced a new Street Works permit scheme meaning all utilities and contractors have to a permit before work can take place rather than tell us afterwards.

It allows us to programme and sequence work to minimise congestion.
White lining is hopefully starting in July again subject to socially distancing.

The new Buckinghamshire council came into effect on 1st April (all County and District councillors are members until elections in May 2021);but the Committees and Community Boards only became valid (by government statute) on Monday 11th May.

Dates for these will follow later in the summer/ Autumn depending on Government guidelines.

Currently the cabinet are doing virtual meetings but only 4 people can be seen at one time.

The Buckinghamshire Council has set up a COVID- 19 fund for each community board .

Our board is South West Chilterns (this includes Marlow) which stretch's from Lane and Fawley in the West to Wooburn Green in the East.

This fund is designed for vulnerable and hardships cases who cant access essential food and medicine. So far we have given grants of £2,000 each to Meals from Marlow, Age Concern Marlow and One Can Trust.