

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 10th SEPTEMBER 2019 at 7.00pm in THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW AND YOU ARE HEREBY SUMMONED TO ATTEND.

A G E N D A



Mrs H Martin | Town Clerk | 05.09.19

M.42.19	Apologies for absence	
M.43.19	Declarations of Interest	
M.44.19	Communications from Town Mayor	
M.45.19	To agree as a true record the Town Council Minutes dated 09.07.19	
M.46.19	Report from Leader of the Council	
M.47.19	Information Reports	
	a) Wycombe District Council CIL Allocation	
	b) Economic Development and Housing Delivery Allocation from WDC	
	c) Gossmore Trust Information	
	d) Website – New Look	
	e) 4 Front Security	
	f) Frohman Statue	
M.48.19	Water Refill Station at The Causeway	DECISION
M.49.19	Office Christmas Closure	DECISION
M.50.19	Meetings Calendar	DECISION
M.51.19	Wiltshire Road Bus Shelter	DECISION
M.52.19	Devolved Services from Buckinghamshire County Council	DECISION
M.53.19	Formalise the Town Mayor's Charity as a Charitable Trust	DECISION
M.54.19	Planning Proposal – Dedmere Rise Site	DECISION
M.55.19	Reports from Outsides Bodies	INFORMATION
M.56.19	Reports from Wycombe District Council	INFORMATION
M.57.19	Reports from Bucks County Council	INFORMATION
M.58.19	Date and time of next meeting – Tuesday 12 TH November 2019 at 7.00pm	

PUBLIC QUESTION TIME

14 th July	Attended Mayor of Beaconsfield's Civic Service
16 th July	Joined the Swan Marker and Swan Markers for lunch at The Ferry, Cookham and returned with them to Marlow. Hosted a Reception in the Two Brewers for the Swan Uppers.
17 th July	Joined Swan Marker with local school children at the Compleat Angler
26 th July	Entertained Dr Nagy, Mayor of Budavar, and his daughter to Marlow on a private visit.
30 th July	Officially opened the Oarsman Pub/Restaurant in Spittal Street
5 th August	Opened the new Greenkeeping Facility at Harleyford Golf Club
6 th August	Visited during the morning to see some of the activities of the Lighthouse activity week at Holy Trinity School
8-10 th August	On Leave
19 th August	Visited Hanging Hill and Foxes Piece Allotments to judge the Mayor's Unique Feature Competition
23 rd August	Took part in a food tasting with the Deputy Mayor for the upcoming Celebrate Marlow event at the Crowne Plaza.
29 th August	Visited the Triangle BBQ held at Hanging Hill Allotment

MARLOW TOWN COUNCIL

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MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 9th JULY 2019 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

Present	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr B Johnson
	Leader	Cllr J Towns
	Deputy Leader	Cllr C Funnell
	Councillors:	T Avery
		S Brown
		C Keighley
		N Marshall
		E West
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

Also present two members of the public

M.24.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K Thomson and R Wilson.

M.25.19 DECLARATIONS OF INTEREST

Cllr R Scott and Cllr S Brown declared an interest in item M.35.19.

M.26.19 COMMUNICATIONS FROM TOWN MAYOR

Cllr R Scott 14th May – 9th July 2019

16 th May	Attended Investiture Ceremony at Great Missenden Abbey to witness Alison Rae being awarded the British Empire Medal.
17 th May	Opened the Pub in the Park Event in Higginson Park
18 th May	Attended the Mayor of High Wycombe's Reception
22 nd May	Attended the 10 th Anniversary of the Regatta for the Disabled, Henley
24 th May	Took part in the Sainsbury's 150 th birthday celebrations at Marlow store
25 th May	Attended Chairman's Reception of Marlow Arts and Crafts in the Church Hall
27 th – 5 June	Mayor on holiday
31 st May	Deputy Mayor Bob Johnson attended the Next Stage Choir Reception for the Austrian visitors on behalf of the Mayor
1 st June	Deputy Mayor on behalf of the Mayor attended Marlow Age Concerns Coffee Morning with Cllr Kathy Thomson
1 st June	Leader Jocelyn Town represented the Mayor at the Next Stage Choir Concert in All Saint's Church
6 th June	Attended the Anniversary of D-Day Ceremony at the Memorial on the Causeway
7 th June	Mayor attended a Fund Raising Event organised by James Mulhone of Gatsby Menswear which raised money for the Mayoral charity

7 th June	Deputy Mayor on behalf of the Mayor attended an event at the Oyster Fish and Chip Shop in Marlow Bottom as part of the National Fish and Chip Day.
9 th June	Hosted the Mayor's Civic Service at All Saints' Church Marlow
10 th June	Attended the Love Marlow Tea Party for Volunteers at Danesfield House
13 th June	Attended with Deputy Mayor the High Wycombe RAF Station Commander's Reception
15 th June	Took part in the Opening Ceremony of the Marlow Town Regatta & Festival
16 th June	As part of the Marlow Regatta & Festival weekend: Attended the Love Marlow Service Welcomed Bucks Buoys Transatlantic Rowing team to Marlow Judged the Dog Show Judged cake making competition Awarded prizes to Dragon Boat race winners
20 th June	Attended High Sheriff's Summer Reception in Milton Keynes
24 th June	Attended the Raising of the Flag at Aylesbury and in the afternoon in High Wycombe
26 th June	Attended the opening of the new Travelodge in Marlow
26 th June	Attended Speech Day and Prizegiving at Sir William Borlase's Grammar School
27 th June	Attended opening and closing events at Cliveden Care home on National Care Home day
29 th June	Attended Armed Forces Day at Wycombe Air Park

M.27.19 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 25.06.19

The minutes of the meeting dated 25.06.19 were presented by the Town Mayor and agreed.

RESOLVED:

THAT THE MINUTES OF THE TOWN COUNCIL MEETING DATED 25.06.19 WERE AGREED AND SIGNED AS A TRUE RECORD

M.28.19 REPORT FROM LEADER OF THE COUNCIL

Cllr J Towns – 14th May – 9th July 2019

The Role of Leader of the Council was created and voted on at the Annual Meeting on 14th May 2019. Please find below a note of some of the initiatives currently underway.

- We are awaiting the result of our Planning Application for decorative lights on the bridge which is due on 30th July. Once the application is approved by WDC it will need to go to RBWM for their approval. We will then re-engage with BCC to solve the bridge lights issue as three out of four are not working at the Marlow end of the bridge.
- Cath Kidston have a community initiative to decorate street benches or buildings and would like to discuss what they can do in Marlow. JT meeting Friday 5th July to understand more on this.
- Marlow Town Council are committed to developing environmental sustainability in the town #sustainableMarlow. The Environment Initiative has kicked off and we are very lucky to have a number of Environmental experts working closely with us. Our new Environment Policy has been delivered to PET and ratified as has our revised Vision Statement.

- This team is taking a broad environmental view, but with some key early deliverables, whilst understanding the number of priorities and opportunities that there are in Marlow. The team are currently working on an action plan in the meantime:
 - o We are working on signage to alert drivers to the Air quality issues in our town.
 - o We are also sourcing a suitable water refill station for the town to help with the reduction of single use plastics.
- Globe Business Park's Business Improvement District are to introduce a bike scheme (similar to Boris Bikes) across the business park and we MTC are working with them to extend this to the town. The scheme is tried and tested in many areas, and the introduction of this to the town will help our efforts to reduce emissions in Marlow.
- Keeping up to date with the various Unitary Shadow Council proposed changes. We are looking to work closely with them to be ahead of the game with devolved services for Marlow.
- We have improved the look of the Wiltshire Road Roundabout by installing planters and hanging baskets. Just waiting on TFB to replace the missing chevrons. A vast improvement for this entrance to the town.
- A Project List has been put together of all TC initiatives which is updated weekly and managed by the Leader and the Town Clerk.
- We are reviewing security arrangements for Gossmore Park and Seymour Park we are currently talking to contractors to determine a plan.

Cllr J Towns.

M.29.19 INFORMATION REPORTS

a) Wiltshire Road Roundabout

The project to install planters and hanging baskets on the Wiltshire Road roundabout is now complete with planters installed in the centre of the roundabout, hanging baskets on the middle light column and hanging baskets on the columns on the adjacent roads. The office has already received several compliments on the planting scheme from members of the public.

b) E-Bikes in Marlow

Report by Cllr J Towns

Marlow Town Council are very aware of our environment especially with regard to our Air Quality, with regard to the high figures that have been recorded in Marlow. We all need to do something to mitigate these emissions. One way in which we can make a difference is to adopt a bike scheme for the town. This would be a system similar to the 'Boris Bike' scheme in London. Bid Co on the business park are also looking to set up a bike scheme to facilitate more bike journeys around the town than car journeys, we are looking at working together with the business park.

The bikes proposed are modern easy to use and can easily be adapted to electric bikes should we decide to upgrade them. Attached please find a brochure to give background on the bikes and the docking stations. MTC would like to install such a system in Marlow Town ([link to brochure](#))

The Business Park will be putting together the IT and a website, we will need to work on the most ideal locations and negotiate with the land owners for permissions and surveys.

Initial outlay for such a scheme is quite high, but working together with the Bid Board we should be able to share a number of infrastructure costs. When it comes to charging for the use of the bikes we will again work with Bid to ensure a consistent pricing structure, with an initial free trial period.

This scheme has successfully been set up in Slough and we would hope to be in a position to have bikes in place before the end of the summer. Costings and a detailed plan will be presented to the Town Council as soon as they are available.

Full costings, timelines, locations and overall plan will be put together and we will come back to Town Council when we have all the detail needed.

MEMBERS NOTED THE REPORTS

M.30.19 4FRONTSECURITY

4 Front Security worked extensively with Marlow Town Council during the recent occupation of Seymour Park Recreation Ground. Following this incident, the company at their own expense trialed security patrols overnight at this location and Gossmore Recreation ground. There have been significant reports of antisocial behavior at both of these sites which the Police are aware of.

A scheme to continue night patrols for both of these sites is recommended as a pilot scheme for a period of one year. A mobile security patrol will visit both sites twice during the night 365 days a year. The patrols will be highly visible and the registered close protection officers employed have the power to move people on, share any intelligence with Police and gather additional surveillance. The local Police are supportive of this initiative which will help support their limited resources.

The cost of the scheme is £912 a month which would be met from CIL funds (Community Infrastructure Levy) and would run for a pilot of one year.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO THE SPEND OF £912 PER MONTH FOR A ONE YEAR PILOT SCHEME TO COME FROM CIL FUNDS AS DETAILED ABOVE

M.31.19 STANDING ORDERS – ADOPTION OF NEW MODEL

Members were requested to review the amendments to the new model Standing Orders with a view to approving and adopting them. NALC has published the model revised standing orders (2018) and these replace the orders dated 2013.

The new standing orders incorporate or reference the requirements of new legislation that has been introduced since the last edition were published.

The changes of note were:-

1. Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings (England).
2. Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors (England).
3. Amendments to the Local Government Act 1972 which require advance public notice of a council meeting to be published electronically (Wales).
4. The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically.
5. The Local Government (Transparency Requirements) (England) Regulations 2015 which requires councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.

6. The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.
7. Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract
8. Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which came into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date.

NALC comment that there are a few very minor drafting improvements. In addition, relevant standing orders now encourage corporate responsibilities in relation to the provision and management of information (including personal data).

Aside from model standing orders which incorporate or reference new statutory requirements, the majority of standing orders from 2013 remain unchanged.

Officers have amended the standing orders, as recommended, to reflect the timings previously agreed by the Town Council. The following amendments were proposed for inclusion and adoption within the standing orders:-

- 15.xv shall have delegated authority, working with the Chairman or Vice Chairman of the Planning Environment or Transportation (PET) committee, to consider a planning application and submit a comment to the appropriate local authority, when a PET committee meeting is inquorate and the timescale does not allow for the planning application to be considered at the next scheduled meeting
- 4. xiii shall delegate authority to the Planning Environment and Transportation Committee to spend up to £1,000 on up to 5 individual approved projects (maximum spend £5,000) in any one financial year
- 4.xiv shall delegate authority to the Resources Committee to spend up to £1,000 on up to 5 individual approved projects (maximum spend £5,000) in any one financial year

RESOLVED:

THAT MEMBERS APPROVED ALL THE AMENDMENTS AS DETAILED ABOVE AND ADOPTED THE DRAFT STANDING ORDERS DATED 2019

M.32.19 INTERNAL AUDIT REPORT

Circulated to all members was the Internal Audit Report dated 23.06.2019 for the year ending 31.03.2019. The internal audit took place on 06.06.2019.

The Internal Auditor commented "There were no observations raised, this reflects ... the good quality of the records reviewed"

RESOLVED:

THAT MEMBERS APPROVED THE INTERNAL AUDITORS REPORT DATED 23.06.2019

M.33.19 BOOK EXCHANGE PROJECT

Members were referred to the comprehensive pre Agenda report circulated via email to all members on 20th June 2019. The report contained details of the residents petition opposing the go ahead of the scheme; a letter of objection from a residents meeting; terms of reference for the scheme; letters of support; evidence of community consultation.

In light of all the evidence submitted for review, members are asked to consider the following and determine a course of action:-

- Does the project pose a risk to wellbeing and safety of nearby residents
- Should the project proceed on a trial basis / should the trial period (original recommendation was for three months) be amended
- Should the project be re-sited and if so where
- Should the book exchange project be terminated
- Should the telephone box be repurposed (defibrillator / flower display)

RESOLVED:

THAT MEMBERS AGREED THAT THE PROJECT SHOULD PROCEED ON A TRIAL BASIS FOR A PERIOD OF THREE MONTHS

M.34.19 ASSET REGISTER

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

RESOLVED:

THAT MEMBERS REVIEWED AND ADOPTED THE ASSET REGISTER DATED 31.03.19

M.35.19 GRANTS

Completed grant applications had been received from the following organisations and members approved funding as follows:-

➤ Alexander Devine Children's Hospice	£350
➤ BucksVision (Marlow Division)	application deferred
➤ Marlow Choral Society	£300
➤ Marlow Regatta Ltd	£700
➤ All Saints Church Marlow	£175
➤ Marlow Town Regatta and Festival	£500

Cllr R Scott declared an interest in the application from All Saints Church and took no part in the debate or resolution for this application. Cllr S Brown declared an interest in the application from Marlow Town Regatta and Festival and took no part in the debate or resolution for this application.

RESOLVED:

THAT MEMBERS DETERMINED THE GRANT APPLICATIONS AS DETAILED ABOVE

M.36.19 WAR MEMORIAL – PROPOSED LIGHTING

Officers have been working with contractors on a project to light the War Memorial on The Causeway from dusk till dawn. The recommendation is to install surface mounted uplighters on all four corners of the monument sunk into concreted vandal proof bases. The four lights would form an arc and light in soft white lighting the whole of the war memorial. The conservation officer has been consulted and has confirmed that planning permission is not required and is supportive of the scheme.

The estimated cost of the project is £2,100 for the lighting and £525 for the digging of the trench for the electrical cable connection, a budget of £2900 is suggested to come from CIL (Community Infrastructure Levy) funds.

RESOLVED

THAT MEMBERS DELEGATED AUTHORITY TO OFFICERS TO PROCEED WITH THE PROJECT AND RESOLVED TO AGREE ON A SPEND OF UP TO £2900 FROM CIL

M.37.19 AIR QUALITY MANAGEMENT AREA

The Environment Working Group are recommending a banner be produced to use in Spittal Street to promote the Air Quality Management Area, as produced by Wycombe District Council. Funding of £600 is requested to produce and erect the banner. The banner would be erected in Spittal Street during selected times depending on other advertising use.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE ON A SPEND OF £600 TO PRODUCE AND ERECT THE BANNER

M.38.19 REPORTS FROM OUTSIDES BODIES

Cllr J Towns

Attended 2 BidCo meetings at which E-Bikes, trail bus services, Living Streets lunchtime walks were discussed. Also attended was a meeting of the Chamber of Trade and Commerce and a meeting on the Marlow Society on behalf of Cllr N Marshall.

Cllr S Brown

Attended a meeting of Brinkhurst Trust and reported that rooms were proving difficult to let. The Trust were converting all bathrooms to wet rooms to improve facilities.

Cllr C Funnell

Attended a meeting of the Marlow Town Regatta and Festival committee and reported that the committee would be producing a post event report shortly.

M.39.19 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr R Scott

Reported that he was putting pressure on the WDC member responsible for the parking machines to resolve the issues of them not being operational again in Marlow recently.

Cllr N Marshall

Reported that there had been a meeting regarding the Heathrow expansion and noted that the meeting supported the Wycombe Coach Hub. WDC were also considering decking existing car parks across the district.

Cllr S Brown

Reported the renovation works to Court Garden leisure centre roof, pool and changing rooms would commence in September 2019.

M.40.19 REPORTS FROM BUCKS COUNTY COUNCIL

It was reported that there would be additional parking spaces created in West Street; more electric car charging points were being installed in the town; Portlands Alley and Sunnybank had been resurfaced; the crossing at The Causeway was almost complete; sensors on Marlow bridge were being discussed.

M.41.19 DATE AND TIME OF NEXT MEETING

Tuesday 10th September 2019 at 7.00pm

Meeting closed at 7.50pm

Town Mayor.....

Date.....

PUBLIC QUESTION TIME

Member of the public

Raised concerns regarding the Town Councils comments on a recent planning application. Cllr N Marshall gave a detailed explanation the role of the Town Council has in the planning process and gave reason for the comment made by the Council.

Also raised was a concern regarding antisocial behaviour in the town centre. This issue would be discussed with the newly appointed security company appointed by the Town Council.

Member of the public

Asked would the security company patrol any other areas of the town. Town Clerk responded that they would be a visible presence in the town whilst carrying out their nightly patrols.

Following on from last month's report

- Planning Permission has now been granted by WDC for Lighting the Bridge. RBWM have asked us to submit full plans for approval (unlike the last time). Our lighting contractor is helping us as RBWM require a different set of information from Wycombe. With these permissions in place we will seek approval from BCC (who own the bridge).
- Further to last month's report from the Environment Group, there are a number of initiatives that are in progress:
 - A water refill station on the Causeway. (Details follow on the agenda).
 - An Environmental Performance Index has been put together which will record our progress over the coming years.
 - We are also talking to the United Reform Church who are looking into putting a Water Refill station in their gardens.
 - As mentioned previously we are working with Bid Co on a 'Boris bike' type scheme in association with Globe Business Park's Bid Co. They hope to have their scheme in place by December. We are looking at where docking stations could be placed and doing some research into other areas that have implemented such a scheme.
 - Tree planting, 'ReLeaf Marlow' a proposal has been written and the team are working with the WDC tree officer.
 - The Wombles continue to mastermind litter picking in and around the town for which we are very grateful.
 - The Refill scheme has already signed up in excess of 30 pubs, shops, restaurants in and around the town.
 - Marlow's Air Quality is poor, we have designed ways in which to address this, a banner mentioned in my last report, is up in Spittal Street. This is to make drivers aware that they need to be part of the solution not the pollution!
 - We are also looking into implementing a 20mph scheme for the town centre to improve air quality, given recent findings that this will improve the air quality.
 - A further 9 electric car charging points have been introduced in Marlow
 - We are developing an Eco-Schools network
 - Food sharing, we have added details to our website of OLIO the food sharing network
 - I am setting up an Eco-Business network and already have a volunteer lined up to help with this.
 - Also a number of residents have come forward with ideas and suggestions for future actions and initiatives. To deliver these we need more resource, so we are looking for more volunteers to be involved with the areas that they are particularly passionate about.
- We successfully engaged a security company to monitor unsociable behaviour at two sites in the Town, feedback from residents is that this is making a difference.
- The Mayor and I asked to meet the head of Communities Gill Quinton, at BCC to discuss some initiatives for Marlow under the new Unitary Authority. More to follow.
- We are still waiting for the chevron signs to be replaced on Wiltshire Road Roundabout, now promised for September. A number of residents have fed back how lovely the roundabout is looking.
- I reported that I was meeting with Cath Kidston re colouring community benches, and gave them some details on Marlow. They didn't know the town, so I invited them to come and have a look. Nothing further from them when this was written.
- The project list continues to grow and is maintained by the management group and the Town Clerk.

a) Wycombe District Council CIL Allocation

£33,232.08 has been received from WDC in CIL levy.

b) Economic Development and Housing Delivery Allocation from WDC

An allocation of £100,000 has been agreed by WDC to be allocated to the Council on the proviso that it is used for “economic development activities” that are linked to WDC’s Economic Development Strategy and/or “infrastructure to support new housing requirements” as set out in WDC’s local plan.

c) Gossmore Trust Information

Signature homes have presented Town Mayor Richard Scott with a cheque for £372 from a raffle at their Marlow home as a donation to The Gossmore Trust.

d) Website – New Look

The management working group is recommending that the current Council website is overhauled, members are requested to give their thoughts on how they would like a new website to look and function.

e) 4 Front Security

Security patrols are now taking place twice a night at Seymour Park Recreation Ground and Gossmore Park. Arrests have been made by the Police using intelligence gathered. More recently officers attended following a member of the public’s telephone call that several men were trying to remove temporary fencing, fortunately they were in the area and attended within minutes securing the fencing.

f) Frohman Statue

The restoration and cleaning work of the Frohman Statue is now complete, the full conservation report is available to view in the office. An additional £700 expense was incurred due to further deterioration of the statue since the original reports were gathered.

M48.19

WATER REFILL STATION AT THE CAUSEWAY

Proposal to install a water refill station on the Causeway picture in appendix A.

Cost of the station is £2,300

Connection and installation charges Thames water guide of £1800

Connection and installation charges Plumber, quotes are being sourced will be in the region of £2,500

Ongoing maintenance including Water quality, safety and hygiene checks per year £400

Cost of water used £70 per year

Outline costs will be in the region of £6,700 with a suggested budget ongoing for maintenance of £470 a year with funding being met from CIL reserves.

RECOMMENDED

THAT MEMBERS RESOLVE TO INSTALL A WATER REFILL STATION AT THE CAUSEWAY WITH A BUDGET OF £6,700 FROM CIL RESERVES.

Water Quality, Safety and Hygiene

WRAS approved fittings

It is important that the plumbing products and fittings being used in your installation are tested, fit for purpose and safe to use. There is an easy way for you or your plumber to do this - look for the WRAS Approved logo on any product or fittings which show they have been tested and meet the appropriate standards, or other similar approval schemes, such as kiwa.co.uk/products.

Water quality and hygiene

When it comes to installing your drinking fountain, you need to have peace of mind that the water is safe and of high quality. To achieve that we advise you to use a WaterSafe approved plumber - WaterSafe is the nationally recognised accreditation scheme for UK plumbers who are qualified in the water supply and fittings regulations and therefore approved to work

safely with drinking water. They are specifically backed by all the UK's water companies and can also offer advice on suitable products and fittings. They carry agreed levels of insurance and comply with a customer redress scheme.

An online directory where you can find your nearest WaterSafe approved plumber is available at watersafe.org.uk.



M49.19 OFFICE CHRISTMAS CLOSURE

Members are asked to approve the closure of the office from Tuesday 24th December 2019 to Wednesday 1st January 2019 inclusive.

As in previous years, it is recommended that the officers be granted two concessionary days during the closure period and the remaining two working days will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact.

Information regarding the closure will be posted on Town council website, office noticeboard, social media and office answerphone.

RECOMMENDED:

THAT MEMBERS APPROVE THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

M50.19 MEETINGS CALENDAR

Members are asked to note the revised meetings calendar attached as appendix B.

RECOMMENDED:

THAT MEMBERS APPROVE THE REVISED MEETINGS CALENDAR

MARLOW TOWN COUNCIL - Meetings Timetable 2019-2020

<u>Meeting</u>	MAY 2019	JUNE 2019	JULY 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APRIL 2020	MAY 2020
Town Council	14		9**		10		12		14		17		19
Resources	14		9	27		29			7		3		12
Plans Only P.E.T.	21*	11	2* 23	13*	3 24*	15	5* 26	17*	7 28*	18	10* 31	21*	12
Annual Meeting and Parish Meeting	15												19
MTC Events		9 Civic Service	16 Swan Upping		29 Celebrate Marlow		10 Remembrance 21 Christmas Lights Switch On	19 Carols					

(B)

** 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.

M51.19

WILTSHIRE ROAD BUS SHELTER

In 2018 members resolved to replace several of the ageing bus shelters, the bus shelter on the South Side of Wiltshire Road was not included and officers propose that it is now replaced.

3 quotes have been received please see appendix C for the proposed works and a picture of the new shelter

Contractor 1	£3,871
Contractor 2	£4,354
Contractor 3	£4,540

Officers recommend proceeding with Contractor 2 who is BCC approved to work on the Highway and installed the previous shelters.

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE ON A SPEND OF UP TO £4500 FOR CONTRACTOR TWO AND REPLACE THE SHELTER FROM CIL RESERVES



Appendix C

DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNTY COUNCIL

The current devolution agreement period comes to an end on 31stMarch 2020 (as per the one year extension agreed with last year). The Shadow Executive for Buckinghamshire Council recently agreed to an extension of funding for all existing highways devolution agreements for up to a maximum of two years to 31stMarch 2022

Devolution and localism are key priorities for the future Buckinghamshire Council. The extension of two years was agreed in order to provide local councils with the certainty they need in continuing to deliver services whilst the new devolution/localism offer for the future is being developed.

For clarity, the details of this extension are as follows:

- The offer is to extend the budget (and therefore the duration) of all existing Devolved Service Agreements for a maximum of two years up until 31stMarch 2022.
 - o The budget offered to all Local Councils will remain the same and individual annual payments will not change.
 - o The terms of the agreement will remain the same, including the inclusion of a 6 month break clause which can be triggered by either party.
 - o The services in scope remain the same as those which are currently delivered.
 - urban grass cutting,
 - siding out,
 - hedging,
 - rights of way clearance,
 - weed killing - specific itemised weeds on footways
 - maintenance e.g. checking for obstructions, minor street furniture repairs & cleaning, removal of fly posters, approval of charity event advertising

Agreements will become live on 1st April 2020, the contractual agreement will be between MTC and Buckinghamshire Council (rather than is currently the case with Buckinghamshire County Council).

RECOMMENDED:

THAT MEMBERS RESOLVE TO AGREE TO ACCEPT THE TWO YEAR EXTENSION

M53.19

TO APPLY TO THE CHARITIES COMMISSION TO FORMALISE THE MAYORS CHARITY AS A CHARITABLE TRUST

Proposal by Cllr C Funnell, Deputy Leader of the Council

This proposes that the Town Council establishes a charity with for full charitable status, to be known as the "Marlow Mayors charity" to further such exclusive key charitable objects as the mayor may from time to time by writing appoint and subject thereto as the trustees may from time to time at their discretion determine for children/young persons , elderly /disabled, other charities or voluntary bodies and the general public/mankind of the town of Marlow. Formalising the mayors charity will enable donors the opportunity for gift aid and attract other charities /grants and opportunities to build on the importance and relevance of the charity as a formal fund for Marlow residents and delivered by the trustees.

RECOMMENDED

THAT MEMBERS ARE ASKED TO APPROVE THE STANDARD REGISTRATION OF THE CHARITY AND APPOINTMENT OF ELIGIBLE TRUSTEES IN ACCORDANCE WITH THE CHARITY COMMISSION REQUIREMENTS. A FULL TRUST DEED WILL BE DRAFTED AND SUBMITTED TO A FUTURE TOWN COUNCIL MEETING FOR APPROVAL

M54.19

TO APPLY FOR PLANNING PERMISSION IN FULL FOR REDUNDANT DEDMERE RISE ROAD SITE

Proposal by Cllr C Funnell, Deputy Leader of the Council

This proposes to advance planning work for the Dedmere Road site in ownership of the Town council. The proposal is to draw up a scheme that creates new dwellings, adding value to the site, and to create the betterment in line with policy.

RECOMMENDED:

THAT MEMBERS ARE ASKED TO APPROVE EXPENDITURE UP TO £25,000 TO ENABLE THE RESOURCES COMMITTEE TO COMMISSION A COMMERCIAL PLANNING ORGANISATION TO COMPLETE NEW DESIGNS, ENGAGE CONSULTANTS AND SUBMIT AND RE-PRESENT THE PLANNING APPLICATION. IT IS PROPOSED THAT SUM OF £25,000 IS TRANSFERRED FROM THE CURRENT EARMARKED RESERVE ACCOUNT FOR THE CEMETERY INTO A NEW EARMARKED RESERVE - DEDMERE RISE DEVELOPMENT.

The full report by Cllr Funnell is attached as appendix D and is PRIVATE AND CONFIDENTIAL, not to be released to the press or public.