

# MARLOW TOWN COUNCIL

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

## MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY AND LIVE STREAMED ON THE TOWN COUNCIL'S FACEBOOK PAGE ON TUESDAY 19<sup>th</sup> MAY 2020 AT 7.00pm

<b>Present:</b>	<b>Town Mayor</b>	<b>Cllr R Scott</b>
	<b>Deputy Mayor</b>	<b>Cllr B Johnson</b>
	<b>Leader of the Council</b>	<b>Cllr J Towns</b>
	<b>Councillors</b>	<b>S Brown</b>
		<b>C Funnell</b>
		<b>C Keighley</b>
		<b>N Marshall</b>
		<b>K Thomson</b>
		<b>E West</b>
		<b>R Wilson</b>
	<b>Town Clerk</b>	<b>Mrs H Martin</b>
	<b>Deputy Clerk</b>	<b>Mrs K Joy</b>

### **M.01.20 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr T Avery.

### **M.02.20 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **M.03.20 COMMUNICATIONS FROM TOWN MAYOR**

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.

It was noted that some Marlow businesses were working above and beyond to keep up with demand. The Town Council was extremely grateful for the work being done in the community.

**M.04.20 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 14.01.20**

**RESOLVED:**

THAT THE MINUTES DATED 14.01.20 WERE APPROVED AND WILL BE SIGNED AS A TRUE RECORD

**M.05.20 REPORT FROM LEADER OF THE COUNCIL**

**Cllr J Towns, Leader of the Council, 19<sup>th</sup> 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.

## **M.06.20**

### **AGENDA REPORT ITEMS – CANCELLED MEETING 17.03.20**

The following items were not heard at the cancelled Council meeting scheduled for 17.03.20 and were presented for members information:-

#### **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>

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 planning, 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 (NO<sub>2</sub>) in Marlow town centre, linked mainly to road traffic. High levels of NO<sub>2</sub> led Wycombe District Council to declare the town centre an Air Quality Management Area (AQMA) in December 2017.
- The council believes that the excess NO<sub>2</sub> 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 NO<sub>2</sub> levels back within legal limits by 2030.
- The council's specific objective is to **eliminate excess NO<sub>2</sub> 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 NO<sub>2</sub> 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 NOx 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-NOx 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-NOx 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 18<sup>th</sup> and 19<sup>th</sup> 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 4<sup>TH</sup> 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 NOTED THE REPORTS.

## **M.07.20 INFORMATION 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-1a557rXUIC0](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-1a557rXUIC0)

### **d) War memorial lighting update**

Work has now commenced on the lighting 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.

#### **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 Hambleton to Wooburn Green and Marlow to Ibstone.

MEMBERS NOTED THE REPORTS

**M.08.20**

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

Circulated to all members of the Council was the Risk Management Plan 2020. In accordance with NALC guidelines the plan had been prepared by officers and was submitted to members for review and approval. The plan had also been approved by BALC (Bucks Association of Local Councils). A

COVID-19 Risk Assessment policy was also circulated having been drawn up with advice from the Health and Safety Executive.

**RESOLVED:**

THAT MEMBERS APPROVED THE RISK MANAGEMENT PLAN FOR 2020 AND  
THE COVID-19 RISK ASSESSMENT POLICY

**M.09.20 MAKING MARLOW 'COVID-SECURE'**

**CONSIDERATION OF EMERGENCY TRANSPORT CHANGES AS WE COME OUT OF LOCK-DOWN.**

It was reported that 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. As a town, the Council needs to be aware of this guidance and work with Buckinghamshire Council using local knowledge to ensure Marlow gets the temporary changes that are right for the community.

The Council would support measures that most effectively help to maintain safe social distancing, that are compatible with a resumption of the 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 Town Council 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.

Proposed measures will be circulated to all Councillors for information before finalising, and will then work with Buckinghamshire Council who own and manage the highways, to move forward on this initiative. Local community groups would be engaged to get their input.

**RESOLVED:**

THAT MEMBERS RESOLVED 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 AND

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

**M.10.20 POSTPONEMENT OF THE CIVIC SERVICE AND CELEBRATE MARLOW**

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

**RESOLVED:**

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

Under current 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 would not be doing so. Thus, all Councillor roles will continue as at present until May 2021 as detailed below:

<b>Town Mayor</b>	Cllr R Scott
<b>Deputy Mayor</b>	Cllr B Johnson
<b>Leader of the Council</b>	Cllr J Towns
<b>Deputy Leader of the Council</b>	Cllr C Funnell

**Resources Committee** (6 members)

Cllr R Cadman – Vice Chairman  
 Cllr C Funnell  
 Cllr B Johnson - Chairman  
 Cllr C Keighley  
 Cllr K Thomson  
 Cllr R Wilson

Standing Deputy Nominations

Cllr T Avery, Cllr N Marshall

**Planning Environment and Transportation Committee** (6 members)

Cllr T Avery – Vice Chairman  
 Cllr S Brown  
 Cllr N Marshall - Chairman  
 Cllr J Towns  
 Cllr E West  
 Cllr R Wilson

Standing Deputy Nominations

Cllr R Cadman, Cllr B Johnson

**Staffing Committee** (4 members)

Town Mayor  
 Leader of the Council  
 Chairman of Resources Committee  
 Chairman of Planning Environment and Transportation Committee

**Events Working Group** (4 members)

Cllr B Johnson, Cllr K Thomson, Cllr R Wilson, Cllr J Towns

**Allotments Working Group** (4 members)

Cllr S Brown, Cllr B Johnson, Cllr J Towns, Cllr R Wilson

**Marlovian Working Group** (4 members)

Cllr S Brown, Cllr B Johnson, Cllr J Towns, Cllr T Wilson

**Management Working Group** (6 members)

Town Mayor, Deputy Town Mayor, Leader, Deputy Leader, Chairman of Resources Committee,  
 Chairman of Planning Environment and Transportation Committee

**PET Environmental Working Group** (3 members)

Cllr S Brown, Cllr N Marshall, Cllr J Towns

## **Permanent Representation on Outside Bodies**

Bid Co	Cllr J Towns
Brinkhurst	Cllr S Brown
Marlow Age Concern	Cllr K Thomson
Marlow Chamber of Trade and Commerce	Town Mayor, Leader
Marlow Community Association	Cllr T Avery
Marlow Forum	Cllr R Wilson
Marlow Museum	Cllr E West
Marlow Regatta (Dorney Lake)	Town Mayor
Marlow Society	Cllr N Marshall
Marlow Town Regatta and Festival	Cllr C Funnell
Marlow Town Twinning Association (Budavar)	Cllr B Johnson
Marlow Town Twinning Association (Marly-le-Roi)	Cllr C Keighley

Sub – Committees and Working Groups may be formed / disbanded throughout the year as and when necessary.

NOTE: the Town Mayor is an ex officio member of all committees and working groups

### **RESOLVED:**

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

## **M.12.20 REPORTS FROM OUTSIDES BODIES**

### Cllr S Brown

Reported attending meetings of Brinkhurst and that residents there were grateful for “Meals from Marlow” deliveries and the social interaction they brought.

### Cllr C Funnell

Reported that the Marlow Town Regatta and Festival 2020 had been cancelled at an early stage,

### Cllr R Scott

Reported that the Marlow Community Association remained closed until 30.06.20. This status was being reviewed monthly.

### Cllr J Towns

Reported attending a meeting of BidCo at which the Westhorpe Interchange was discussed.

## **M.13.20 REPORTS FROM WYCOMBE DISTRICT COUNCIL**

### Cllr N Marshall

Reported having attended a Planning Meeting.

### Cllr R Scott

Commented that it was a shame the lockdown had removed the opportunity for Wycombe District Council to formally close on 31 March 2020 after nearly 50 years looking after the District’s residents.

### Cllr S Brown

Was grateful that there had been a formal reception held to thank Wycombe District Council officers before the lockdown had started.

**M.14.20**

**REPORTS FROM BUCKINGHAMSHIRE COUNCIL**  
**Cllr 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.

**M.15.20      DATE AND TIME OF NEXT MEETING**

Tuesday 7<sup>th</sup> July 2020 at 7.00pm . It was noted that this meeting was likely to be held virtually.

Meeting closed : 7.30pm

**Town Mayor**.....

**Date**.....



**Public Question Time**

**Members of the public were invited to submit questions via email prior to the meeting.**

No questions were submitted.