

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD VIRTUALLY ON MONDAY 9th NOVEMBER 2020 at 7.00pm

Present	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr B Johnson
	Leader	Cllr J Towns
	Councillors	T Avery
		S Brown
		R Cadman
		N Marshall (at 7.10pm)
		E West
		R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

M.50.20 APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllr K Thomson.

M.51.20 DECLARATIONS OF INTEREST
There were no declarations of interest.

M.52.20 COMMUNICATIONS FROM TOWN MAYOR

Mayoral engagements

17 October	Attended Wild Marlow photographic prize giving at All Saints Church Hall (physical)
19 October	Attended Marlow Chamber of Commerce & Trade Annual General meeting (Zoom)
22 October	Accompanied by the Leader for photo shoot at the new water re-fill station on the Causeway (physical)
25 October	Attended 'breaking the ground' ceremony for development at Marlow Methodist Church (physical)
28 October	Attended photo shoot for the launch of Marlow Thames Rotary Club Tree of Hope on the Causeway (physical)
30 October	Accompanied by the Leader at photo shoot at the new water re-fill station at United Reform Church (physical)
2 November	Read lesson for Remembrance Day video (physical)
5 November	Deputy Mayor, Cllr Johnson, laid a wreath on behalf of the Council at the war memorial in All Saints Church for Remembrance event (physical)

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

The deputy mayor and myself cancelled a visit to Marly le Roi planned for 11 November due to Covid. I sent a letter on behalf of the Council to Mayor Jean-Yves Perrot expressing our disappointment about not attending their commemoration event. He responded wishing us all success for what we had planned for Marlow.

The Leader, the Town Clerk and myself continued to participate in a number of virtual and physical meetings of the Meals from Marlow project, established by Brand Events and Tom Kerridge. The establishment of a new charity with similar aims and objects is almost completed.

Civic events

It is with much regret that due to the continuing Covid pandemic some future events may have to be cancelled or postponed

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| 8 November | Remembrance service. The usual service at the war memorial will not take place. A virtual service has been filmed and will be screened on social media from 10.50 am on Sunday 8 November. |
| 19th November | Switch on and Shop. The new Christmas lights will still be switched on appropriately. (Arrangements for this will be announced shortly). |
| 17th December | Carols on the Causeway (Currently under consideration with a final decision to be announced shortly). |
| 21 February 2021 | Combined Civic Service and Celebrate Marlow as a thank you to our residents for the excellent volunteering and work that has taken place during the Covid pandemic. (A decision will be taken nearer the time based on Government guidelines). |
| 20 April 2021 | Mayor's golf day at Harleyford golf club |

Cllr Richard Scott
Town Mayor
9 November 2020

M.53.20 REPORT FROM LEADER OF THE COUNCIL

REPORT FROM LEADER OF THE COUNCIL

I have regularly attended the Business Improvement District Board Meetings that occur monthly, now on zoom and not in person.

The Management Group have discussed the impacts of Climate Change and how we locally can make a difference. We have already published our Climate Statement, issued our Clean Air Plan and developed an Environment Policy. We set up sustainablenarlow to focus on a number of topics, Refill, Releaf and the Eco-Schools network. Some of this work has been impacted by Covid-19, but generally we are making progress. We now need to deliver on our pledge both internally and externally and develop our overall Environment Strategy. More on this to come.

Our Town Council Carbon Audit is well underway to determine how we can make a difference to adjust and bring us in line with recommended levels. We should be able to share this by the end of the year, certainly in time for our next TC meeting.

We opened our new Water Refill Station on the Causeway recently and the URC have opened their Water Refill Station at the entrance to their Garden on Oxford Road, which the TC helped fund. Having established a Refill process before Covid, which now can't be used, it makes these water stations so important for the town.

I am really pleased to report that the Higginson Park backwater project to clear the stream is underway, organised by Jeff Woodhouse from the Angling Association, with funding from the EA and Thames Water, the works started on 26th October as scheduled and should take around 3 – 4 weeks to complete. Once this part has been completed Wild Marlow have agreed to come in and clear the weeds. This will make such a difference to this backwater, and will help enhance the fish and bird population, and will be more pleasing to look at.

Wild Flowers, we will discuss this further in this agenda, but just to highlight we have been working on areas to leave for wild flower growth over this last year, sadly though due to the very dry, warm weather in the Spring, the seeds did not flourish. We have identified more areas to turn over to wild flowers this year, details to follow.

Cycle racks, we are waiting on work to be carried out by BC on the proposed locations, more news as we have it.

We are in the process of developing our new website and have spent some time on re-writing the Vision pages. There is more to be done here, but I am happy to say it is well underway.

We have been working with the Chamber and BC on plans to ‘re-open’ the High Street, which sadly have had to be put on hold until early December when ‘Make it a Marlow Christmas’ will be launched.

We are also working closely with MarlowFM and the Chamber to have a ‘Hidden Heroes’ virtual celebration. Sadly MarlowFM’s scheduled Hidden Gems Awards event had to be cancelled (Covid). Any local heroes that need calling out please let us or MarlowFM know so we can move this idea forward.

I am pleased to report that the Right of Way that we requested from BC (nearly 5 years ago) has now reached the ‘top of the pile’ of requests and both myself and the Town Clerk met with them on site. We will keep you up to date with news when we have it.

I am very happy to report that the ‘Meals From Marlow’ initiative led by Tom Kerridge is to become a charity and it will promise a number of meals to the vulnerable, infirm and NHS support workers going forward. More news on this when we have it.

We continue to be mindful of the current situation and are keeping up with all that is being shared from Central Government to keep us all safe and well. Please adhere to the rules so that we can do our bit to protect the NHS.

Cllr J Towns | **Leader of the Council** | 09.11.20

M.54.20 TOWN COUNCIL MINUTES DATED 08.09.20

RESOLVED:

THAT THE MINUTES DATED 08.09.2020 WERE AGREED AND WILL BE SIGNED AS A TRUE RECORD

M.55.20 GRANTS

Completed Grant application form requests had been received from the following organisations. The full grant applications were available on request.

	Funding Request
○ Cameo Club of Marlow	£ 200
○ Marlow Community Association	£ 500

RESOLVED: THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

M.56.20 INSTALLATION OF TRAFFIC BOLLARDS SIGNAGE IN POUND LANE MARLOW

The section of Pound Lane from Bream Close to the junction of Henley Road was recommended for additional safety measures. Full details of the scheme were circulated to all members. The Community Board is requesting match funding for the scheme at a cost of £3,503.68. This funding can be met from CIL reserves (Community Infrastructure Levy)

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO MATCH FUND THE INSTALLATION OF BOLLARDS AND SLOW SIGNAGE AT A COST OF £3,503.68 TO BE MET FROM CIL RESERVES.

M.57.20 CEMETERY FEE REVIEW

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

The recommendation to Council is that fees for purchase, internment, and memorials are not increased in 2021.

The Fees for memorials were extensively reviewed in 2018, in 2019 the Council agreed not to charge for Children under 18 and claim any costs back from the Children’s Funeral Fund. Officers recommend no change to these fees for 2021.

The current scale of fees was circulated to all members.

RESOLVED:

THAT MEMBERS APPROVED NO INCREASE TO CEMETERY OR MEMORIAL FEES FOR 2021

M.58.20 OFFICE CHRISTMAS CLOSURE

Members were asked to approve the closure of the office from Thursday 24th December 2020 to Friday 1st January 2021 inclusive.

As in previous years, it was recommended that the officers be granted two statutory 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.

RESOLVED:

THAT MEMBERS APPROVED THE CLOSURE OF THE OFFICE AS DETAILED ABOVE

M.59.20**APPOINTMENT OF INTERNAL AUDITOR 2020/2021**

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

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

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

RESOLVED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2020/21 AND

APPROVED THE CURRENT SCALE OF FEES AND

APPROVED THE INTERNAL AUDITORS TERMS OF REFERENCE

M.60.20**WILDFLOWER PLANTING PROPOSAL**

Officers have been sourcing suitable areas for Wildflower planting an in-house trial this year proved unsuccessful and professional advice has been sought. The suitable areas identified are approximately 500m² split across three sites, Henley Road, Seymour Court Road and Little Marlow Road by the Wiltshire Road roundabout. All of these sites have been approved as suitable by Buckinghamshire Highways.

The Proposal is as follows

- November/December - stake out and spray off grass
- November- mow grass short and spray off again
- March - spray off grass
- April - cut/clear any leftover grass
- April - dig over ground using small digger or rotovator, rake over soil to a finer tilth, supply and spread seed at 5g per sqm and rake in.
- Following October - cut and drop wildflowers
- Following April - spring cut to reduce any competition with grasses (possible over-seed if needed)
- Signage will be placed at all of the sites to explain the planting and not to walk on the soil.

Several contractors have been approached to manage this project, the contractor that officers are recommending proceeding with are wildflower experts, have provided excellent references and officers have been and viewed examples of their work. Total cost of project £2920.

RESOLVED:

THAT MEMBERS RESOLVED TO AGREE TO APPROVE THE PROPOSAL FOR THE WILDFLOWER PLANTING AT A COST OF £2920 TO BE TAKEN FROM CIL RESERVES.

M.61.20 INFORMATION REPORTS

a) Committee Minutes

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

b) Christmas Shopping Free Parking Days in Marlow

Parking services at Bucks have agreed to free parking in the following car parks on November 21st, 28th and December 5th. Court Garden, Riley Road Central, Dean Street, Liston Road and Spittal Street. Dates may change subject to national lockdown.

c) Gossmore Bollards

Three steel bollards have been installed on the advice of the Police in front of the Pedestrian gate at Gossmore Recreation ground at a cost of £1706.76.

d) Meals from Marlow

The Council has been supporting Meals from Marlow with their recent initiative to provide a hot meal during half term for any child entitled to Free School Meals. The Council has been performing a coordinating role with the local schools to identify those in need.

e) Carbon Audit

The Councils carbon audit is well underway, officers are collating all of the required data ahead of a full report on the Councils carbon status being published at the next Town Council meeting.

f) Shop Local

The Council has been working with the Chamber of Trade and Commerce to support the High Street and endorse the message of shopping locally this Christmas.

g) Water Refill Station

The Councils water refill station installed at The Causeway is now open to the public. The refill station is already proving very popular and is being regularly cleaned and sanitised as per COVID recommendations.

h) Marlow Mayor's Charity

The Marlow Mayor's Charity has been formally accepted and registered by the Charity Commission. All Trustees have been notified.

MEMBERS NOTED THE REPORTS

M.62.20 REPORTS FROM OUTSIDES BODIES

Cllr S Brown – Brinkhurst
Quotes were being obtained for building upgrade.

Cllr B Johnson – Town Twinning Budavar
Bi annual visit had been postponed.

Cllr R Wilson – Marlow Forum
Marlow Forum had not met.

Cllr R Scott – Marlow Community Association
Had been closed for three months and closed again at present. Income depleted as a result.

Cllr J Towns – BidCo
Board meeting had been held virtually.

M.63.20 REPORTS FROM BUCKINGHAMSHIRE COUNCIL

Cllr S Brown
Projects are being considered for Covid funding; some projects have been postponed.

Cllr R Scott
All meetings now being held virtually. Budget consultations for 21/22 taking place. Severe pressures on some budget e.g. children and adult social care.

M.64.20 DATE AND TIME OF NEXT MEETING

Tuesday 19.01.2021 at 7.00pm

Meeting closed at 7.15pm

Town Mayor.....**Date**.....

PUBLIC QUESTION TIME

Q: Marlow resident raised a question regarding locations for cycle racks in Marlow.

A: Buckinghamshire Council are fact finding currently regarding alternative locations. The sites chosen already were based on practicalities.

All other questions submitted will be responded to via email.