

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks  
SL7 2AG

**TO:**

MEMBERS OF THE ENVIRONMENT AND WELLBEING COMMITTEE:

**Councillor C Stapley – Chairman**

**Councillors: D Brown, N Marshall, C Hoyle**

**A meeting of the Environment and Wellbeing Committee will be held on Tuesday 7<sup>th</sup> November 2023 directly after the Resources Committee Meeting (approx. 7:30pm) in the Seymour Room, Court Garden House, Marlow and you are hereby summoned to attend.**

Mrs Hilary Martin  
Town Clerk  
02.11.2023

**A G E N D A**

ESW.16.23 Apologies for absence

ESW.17.23 Declarations of Interest

ESW.18.23 Minutes of the previous meeting dated 13.06.2023

ESW.19.23 Footpath Maintenance Policy

DECISION

ESW.20.23 Date and Time of next meeting:

INFORMATION

Tuesday 12<sup>th</sup> December 2023 ( directly after the Planning and Transportation meeting )

**Apologies for Absence**

**ESW.16.23**

**Declarations of Interest**

**ESW.17.23**

**MARLOW TOWN COUNCIL**  
Court Garden, Pound Lane, Marlow, Bucks

**ESW.18.23**

MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE MEETING HELD IN THE SEYMOUR ROOM,  
COURT GADEN HOUSE, MARLOW ON TUESDAY 13<sup>TH</sup> JUNE 2023 DIRECTLY AFTER THE TOWN COUNCIL MEETING

<b>Present:</b>	<b>Chairman</b>	Cllr C Stapley
	<b>Councillors</b>	Cllr N Marshall Cllr C Hoyle Cllr C Funnell Cllr D Brown
	<b>Deputy Town Clerk</b>	Katherine Joy
	<b>Admin</b>	Debbie Abbott
	<b>Also present</b>	1 member of the public

**ESW.07.23 APOLOGIES FOR ABSENCE**

**ESW.08.23 DECLARATIONS OF INTEREST**

There were no declarations of interest

**ESW.09.23 MINUTES DATED 21.02.2023**

**INFORMATION**

The minutes of the previous meeting dated the 21.02.2023 were presented by Cllr C Stapley and agreed as a true record.

**ESW.10.23 WILD VERGES WORKING GROUP**

**DECISION**

A new working group must be established due to changes in the EWS committee members. Currently the working group has two members, and the requirement of a working group is three members.

**Recommended**

That members form a new working group made up of Cllr C Stapley, Cllr D Brown and Cllr C Hoyle.

**Resolved**

That members agreed to form a working group of four – Cllr C Stapley, Cllr N Marshall, Cllr D Brown, Cllr C Hoyle

**ESW.11.23 CARNIVAL GREEN VILLAGE**

**DECISION**

The committee would like to participate and have a stand at the Green Village at the Marlow Carnival on September 16<sup>th</sup> 2023. Stall holder participation is free, a gazebo and information boards will be required on the day. Officer participation will be needed for the setup and take down.

**Recommended**

That members agree that Marlow Town Council have a presence at this year's Green Village at the Marlow Carnival on September 16<sup>th</sup> 2023 and that a budget of £300 is agreed on for the printing of information boards.

**Resolved**

Members agreed to have a presence at the Green Village and to the printing of information boards with a budget of £300-00.

**ESW.12.23 EXTERNAL CONTENT WORKING GROUP**

**DECISION**

That an External Content working group is formed to create/update external facing committee communications via festival attendance, existing website content/policies/initiatives, social media, other campaign amplification or messaging etc.

**Recommended**

That members agree to form a working group of three members to work on external content.

**Resolved**

That members agreed to form a working group of four – Cllr C Stapley, Cllr N Marshall, Cllr D Brown, Cllr C Hoyle to work on external content.

**ACTIVE TRAVEL MAP**

**ESW.13.23**

The EWS committee would like Marlow Town Council to have an Active Travel Map available on their website this will be designed to encourage residents to walk or bike into school or town. The map will show walking and biking routes and indicate where bike racks and water refill facilities are located.

**DECISION**

**Recommended**

That members agree to form a working group to work on initiatives to educate residents and to work with a graphic designer and officers to create the active map. That a budget of £700 is allocated to cover design and printing cost.

**Resolution**

Members agreed to form a working group of four – Cllr C Stapley, Cllr N Marshall, Cllr D Brown, Cllr C Hoyle. A budget of £700 was also agreed on for the creation of the active map.

**ESW.14.23**

**TABLE TENNIS FACILITIES – HIGGINSON PARK**

**INFORMATION**

There was a discussion on the feasibility of being able to install some table tennis tables in Higginson Park near the skate park.

The chairman will work with officers to take this proposal to the next stage. It was noted that the Town Council would have to give final approval.

**DATE AND TIME OF NEXT MEETING**

**ESW.15.23**

Tuesday 8<sup>th</sup> August 2023 directly after the Full Planning and Transportation meeting.

Signed: .....(Chairman) Date: .....

## **Footpath Maintenance Policy**

**Purpose:** The purpose of this policy is to ensure the safety and accessibility of footpaths and pavements within the jurisdiction of Buckinghamshire Council and Marlow Town Council (MTC). It outlines the responsibilities of both the local authorities and residents in maintaining clear and obstruction-free footpaths.

**Scope:** This policy applies to all footpaths and pavements, including those alongside roads and cut-throughs between roads within the area served by Buckinghamshire Council and Marlow Town Council.

### **Responsibilities:**

1. **Buckinghamshire Council and MTC:** During the spring and summer months, Buckinghamshire Council and MTC will be responsible for systematically clearing all footpath cut-throughs and coordinating maintenance activities. Community Payback resources may be used to assist in these efforts.
2. **Residents:** It is the responsibility of residents to ensure that vegetation from their front and rear gardens does not obstruct footpaths. This includes vegetation that crosses the boundary line at ground level, grows through a fence, or over a fence or wall adjacent to the footpath. Residents are encouraged to maintain their gardens by cutting back vegetation to the boundary line, ensuring it does not encroach onto the pavement.

**Safety Concerns:** Obstructed footpaths pose safety risks to residents of all ages and abilities. Overgrown vegetation can lead to trip hazards on the pavement surface and may also cause inconvenience or potential injury to pedestrians. It is particularly unsafe for individuals with prams, children, those with visual impairments, and persons with disabilities who may have to divert or step into the road to avoid these obstacles.

**Maintenance Guidelines:** To maintain the safety and accessibility of footpaths, the following guidelines shall be followed:

1. **Regular Maintenance:** Gardens should be regularly maintained, with vegetation cut back to the boundary line (next to, but not over, the pavement).
2. **Seasonal Considerations:** Hedges and overgrowth that may house nesting birds should not be cut between April and October unless it poses a hazard to humans.

**Footpath Obstruction Reporting:** If residents encounter any footpath obstructions, they are encouraged to take the following steps:

1. **Photographic Documentation:** Take photos of the footpath obstruction and upload them to "Fix My Street."
2. **Responsibility Identification:** Buckinghamshire Council and MTC will determine who is responsible for the obstruction and decide on the appropriate course of action.
3. **Two-Week Resolution Period:** If the responsibility falls on residents, they will be contacted, and they will have two weeks to remove the obstruction.
4. **Follow-up:** After two weeks, an inspection will be conducted to ensure the obstruction is cleared. If it remains, further communication with the resident will occur.
5. **Non-Compliance:** If the obstruction is not cleared within the two-week period and there is no future date set for resolution, no reasonable explanation for the delay, and no communication from the resident, the council will take the necessary steps to clear the obstruction. This is not the preferred course of action and may result in a remedial notice being issued By Buckinghamshire Council with the property owner liable for the costs.

**Community Support:** Walking is an essential activity that supports both physical and mental health and benefits the environment. All residents are encouraged to support the local community by cutting back their gardens every

spring before the growing season begins and monitoring them throughout the summer to ensure clear, safe footpaths for everyone.

This policy serves to promote a safe and accessible environment for all residents and visitors in our community and emphasizes the shared responsibility between local authorities and residents to maintain clear footpaths.

**Recommended**

That members agree the wording of the Footpath Maintenance Policy

**ESW.20.23**

**Date and Time of next meeting:**

Tuesday 12<sup>th</sup> December 2023 (directly after the Planning and Transportation meeting.)