



MARLOWTOWNCOUNCIL

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

To Members of the Town Council:-

Town Mayor: Cllr D Brown
Deputy Mayor: Cllr C Stapley
Leader: Cllr C Funnell
Deputy Leader: Cllr C Hoyle

Councillors: T Avery, R Cadman, C Heap, N Marshall, N Mityaeva, R Scott, J Towns,
R Wilson

A meeting of Marlow Town Council will be held on **Tuesday 6th August 2024** at 7.00pm in The Seymour Room, Court Garden, Marlow to consider the items set out below and you are hereby summoned to attend

Mrs Hilary Martin
Town Clerk | 01.08.2024

PUBLIC QUESTION TIME:

In accordance with the Town Council's Standing Orders, questions will be taken from residents on the following agenda items.

M.29.24	Apologies for absence	
M.30.24	Declarations of interest	
M.31.24	Communications from the Town Mayor	INFORMATION
M.32.24	Report from Leader of the Council	INFORMATION
M.33.24	Town Council Minutes dated 11.06.2024	DECISION
M.34.24	Management Accounts	DECISION
M.35.24	Safety Measures for Christmas Lights Switch On	DECISION
M.36.24	Proposal to sponsor beds in Higginson Park	DECISION
M.37.24	Committee Minutes	DECISION
M.38.24	Budget to Reserves Movement	DECISION
M.39.24	Information Reports	INFORMATION
	a) Defibrillator Update	
	b) Freedom of Information Requests	
	c) Marlow Bridge Lights Update	
M.40.24	Reports from Outside Bodies	INFORMATION
M.41.24	Reports from Buckinghamshire Council	INFORMATION
M.42.24	Date of next meeting: Tuesday 01.10. 2024 at 7.00pm	INFORMATION

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M.31.24

Communications from the Town Mayor

15.06.24	Mayor attended Marlow Regatta and Festival
18.06.24	Deputy Mayor, Cllr Colleen Stapley attended the Great Marlow School's May Balfour garden visit
29.06.24	Mayor attended SWBGS 400 Exhibition
16.07.24	Mayor attended Swan Upping

Cllr D Brown | Town Mayor

M.32.24

Report from the Leader of the Council

M.33.24

Town Council Minutes

[Minutes 11.06.2024](#)

RECOMMENDED:

THAT THE MINUTES DATED 11.06.24 ARE AGREED AND SIGNED

M.34.24

Management Accounts

Click [here](#) for the Management Accounts dated 31.05.2024.

The Resources Committee has resolved to recommend the management accounts under minute reference RC.12.24

RECOMMENDED

THAT COUNCIL APPROVE THE FINAL ACCOUNTS DATED 31.05.2024

M.35.24

Safety Measures for Christmas Lights Switch On

The Buckinghamshire Council Safety Advisory Group has informed the Council that, as event organiser, we must implement crowd safety measures this year.

Post event feedback from Thames Valley Police, Security Staff, Volunteers and officers working the 2023 event recorded crowd density not seen for many years. Whilst there were no incidents reported, it was agreed that had there been an incident requiring emergency assistance, the density of the crowd would have greatly impeded any rescue. There were also reports that the public were not able to move freely to exit the event when they felt they wanted to.

The Chairman of the Safety Advisory Group was asked to review the CCTV footage of the 2023 event and comment on whether the event was safe to go ahead in its current format. Whilst it was acknowledged that the crowd was dense for a very short period of time, it has been recommended that measures are put in place to ease crowd density and provide a safe exit points along the High Street where the crowd is at its most dense. These are the recommendations in summary:-

Recommended Safety Measures

1. Provide a longer length of pedestrian barrier opposite the bus such that the whole of the pavement can be used by those not attending the event but who want to circulate up and down the High Street. This will need to be stewarded to ensure it is not abused and people are able to use it freely at all times.
2. Consider providing some attractions, activities or stalls in the High Street away from the bus so as to "stretch" those attending and avoid them congregating for long periods of time in front of the bus.
3. Consider restricting the time the snow machine is on for and the length of the switch-on ceremony so as to encourage the dispersal of the crowd once this has happened.

Proposals to address the points raised above

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1. Purchase approved crowd control barriers and erect a pedestrian corridor 50m either side of the bus (100m total). This would be stewarded by accredited crowd marshals. Signage would alert the public that they can use the corridor to exit the event. There would be “no waiting” along the length of the corridor allowing pedestrians to bypass / exit the event / access shops and restaurants. Place the bus at the junction of Institute Road/High Street front end facing The Ivy.

Costs:

Trained and accredited crowd marshals	£ 1,100
Labour	£ 1,200
Barriers	£ 1,500*
Pedestrian gates	£ 500
Signage	£ 1,100*
Contingency	£ 1,000

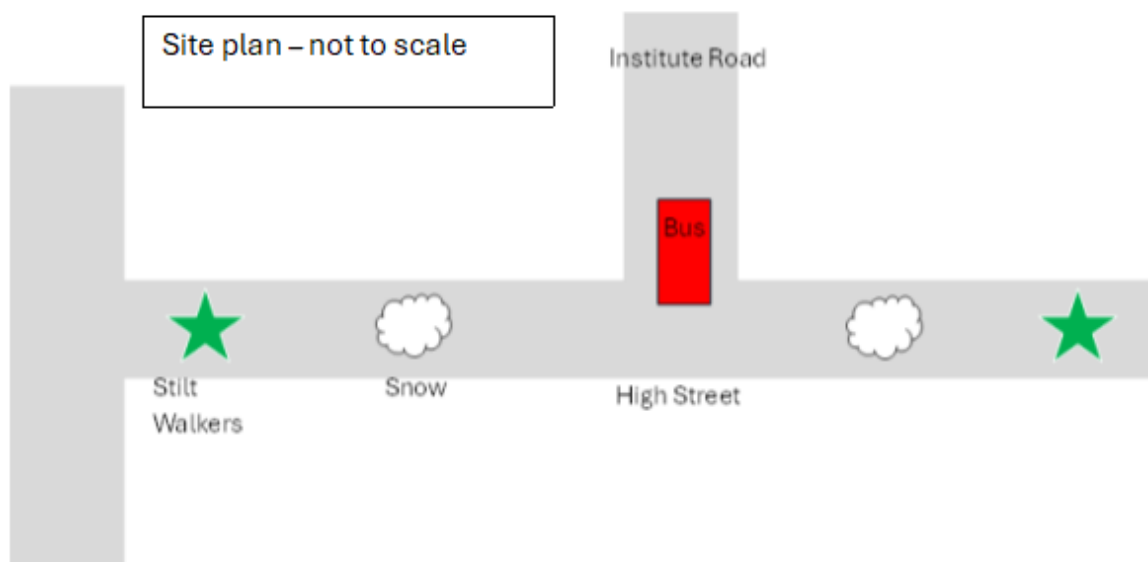
Total **£ 6,400**

Meetings have been held with Thames Valley Police and Adams Park Security and costs are based on their advice and recommendations. Hiring the barriers was researched but it is more cost effective to purchase them and have them in stock for other events.

*The barriers and signage have a life expectancy of 10 years. All other costs would fall year on year. The cost for labour may fall if we can use existing resources, but it is prudent to budget for this item as this will be implemented for the first time this year and the infrastructure is installed within such a very short timescale. Having manpower available to erect and dismantle the corridor swiftly mitigates the need to lengthen the road closure more than is necessary. However, it is likely that the closure will need to be extended both before and after the event.

2. Re-position the snow machines further away from the siting of the bus to encourage families to enjoy the “snow” and ease crowd density opposite The Ivy / Keeps. Have the street entertainers further away from the bus, to engage the crowd to spread out. Offer up an additional attraction to keep crowds spread out e.g. light show / lasers.

3. Partly addressed in point 2 above. To have the snow fall prior to the event and not afterwards to encourage swift dispersal of the crowd. Have a hard stop of all attractions as soon as the lights have been switched on.



The Town Council is reliant on getting Safety Advisory Group approval for the event to go ahead. The creation of the crowd corridor is non-negotiable if the event is to take place this year.

Presuming that The Chequers is prepared to accommodate the VIP reception, we should be able to create an outside viewing section for our invited guests.

The additional costs for this year can be funded from Christmas Events /Lights Earmarked Reserve which has a balance of £129,895.

The recommendation has been approved by the Community Committee Minute C.03.24

RECOMMENDED:

COMMUNITY COMMITTEE RECOMMENDS THAT FULL COUNCIL THE MEASURES OUTLINED ABOVE AND AGREE THE INCREASED COST OF £6,400

M.36.24

Proposal to sponsor beds in Higginson Park

Proposer: Cllr R Cadman

Bed 1



To seasonally plant and fully maintain 115 square metres of beds (4x arched beds / 1 x circular bed as shown above):

Summer: £5,300 nett

Winter: £3,900 nett

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Bed 2



To seasonally plant and fully maintain 30 square metres of bed:

Summer: £1,450 nett

Winter: £1,050 nett

Maintenance would include weeding, picking over and free replacement of plants due to disease or pests but not as a result of theft or wilful damage.

The above costs are based on the beds being prepared, ensuring the edges are straight, additional organic material is added, weeds removed, and soil raked to a fine level. The quote to complete these works is an additional £500.

Please note, that Bed 2 is not disturbed by any activities / events in the park and thus could have continuous planting without any disruption or being bare for any length of time.

CLlr Cadman will propose a recommendation at the meeting.

M.37.24

Committee Minutes

RECOMMENDED:

THAT THE TOWN COUNCIL NOTES ALL THE COMMITTEE MINUTES PUBLISHED SINCE THE LAST MEETING

M.38.24

Budget to Reserves Movement

Cllr Mityaeva recommends that the £20,000 in the 2024/25 budget for Staffing Reorganisation is moved to Earmarked reserves.

RECOMMENDED:

MEMBERS AGREE TO MOVE THE £20,000 BUDGET FOR STAFFING REORGANSIATION TO EARMARKED RESERVES.

M.39.24

Information Reports

a) Defibrillator Update

In January 2024 Council agreed the following resolution:-

M.90.23 Defibrillator Proposal:

A previous request for Council Members Approval on 19th March allocated £4,000 to be used for defibrillators and associated costs in Quoiting Square.

This proposal is to top-up the monies available to this project, to enable extension of the project to additional locations. Details of the request are as follows:

1. Top-up the monies available to a fund of £7,500
2. Allow the use of these monies across de-fib projects or associated costs for de-fib projects within the boundaries of the Marlow Town Council Parish
3. Allow the use of these funds to be managed by a working party consisting of members of the Community Committee:
 - a. Councillor Funnell
 - b. Councillor Brown
 - c. Councillor Hoyle

All activity and spend will be communicated to both the Community Committee and wider members within Marlow Town Council.

RESOLVED:

THAT £7,500 FROM TOWN IMPROVEMENT RESERVES BE EARMARKED FOR THE EXPANSION OF THE DEFIBRILLATOR SCHEME AS DETAILED ABOVE AND

THAT THE WORKING GROUP OVERSEEING THE SCHEME BE COMPRISED CLLRS FUNNELL, BROWN AND HOYLE

The working group has expanded the defibrillator scheme with the installation of a defibrillator in an external cabinet at the Prince of Wales Public House, Mill Road, the cost of the defibrillator was £3,048, the remaining reserve is £952.

b) Freedom of Information Request

The Office received the following FOI request on July 17th, the request will be responded too within the 20 working day period for such requests.

“Dear Cllr

My emails and requests for information from you and the office have been ignored, which is quite frankly, bad manners and not the sort of behaviour one would expect from councillors.

Therefore, I am sending an official FOI request under The Freedom Of Information Act (FOIA)

In your email of 19th June, you stated that you had been working with local environmental groups and experts and had spoken to one expert regarding bird feeding on Green Verges and other long grass areas.

Just to reiterate, I have lived here for 14 years and there are no wild flowers on Green verges and never have been.

My FOI request is for the following:

- ! The names of the local environmental groups you say you have been working with and their qualifications that enable them to make decisions regarding grass cutting at Green Verges and other areas of Marlow, and also any other environmental issues in Marlow.
2. The names of the experts you say you have been working with and their qualifications that enable them to make decisions regarding grass cutting at Green Verges and other areas of Marlow, and also any other environmental issues in Marlow.
3. Who made the decision to include Green Verges as part of the Wild Verges campaign?
4. Who made the decision to only cut the grass at Green Verges and other areas 3 times a year?
5. Who was the expert you spoke to who gave you the information that long grass does not limit ground foraging and feeding.

I look forward to the information requested as soon as possible.”

c) Marlow Bridge Lighting Update from Cllr C Funnell

History

M.60.21 Marlow Bridge Lighting

Cllr C Funnell reported that Atelier lighting had now completed the concept design phase 1 for the proposed lighting scheme on Marlow bridge presented to Council on July 27th 2021.

The recommendation is to proceed with instructions to complete phase 2 and 3 ,final design and technical design, this will then enable planning applications to be submitted to Buckinghamshire Council and Windsor and Maidenhead Council for approval. The costs are £2,450 for instruction to Atelier consultants and planning application fees of up to £1200 for formal application and supporting fees. It was noted that there was some time sensitivity as permissions sought earlier on in the process had an expiry date.

RESOLVED:

THAT COUNCIL APPROVED UNANIMOUSLY THE ABOVE EXPENDITURE OF £3650 for PHASE 2 AND PHASE 3 FINAL AND TECHNICAL DESIGN AND PLANNING APPLICATION FOR THE LIGHTING TO BE TAKEN FROM EARMARKED RESERVES FOR TOWN IMPROVEMENTS BRIDGE LIGHTING

Atelier invoice was £2,450. Overspend was reported in the commentary March accounts, £4,634.00 spend for Planning consultant fees. In addition, a bat survey fee of £771 was paid in May. Total spend now is £5,405. Up to £1,200 was approved for the planning application and supporting fees. Council. Copies of invoices are available [here](#).

MEMBERS ARE REQUESTED TO NOTE THE REPORTS