



**Marlow Town Council**  
Court Garden  
Pound Lane  
Marlow  
SL7 2AG

E: office:marlow-tc.gov.uk  
T: 01628 484 024

**To Members of the Town Council:**

**Town Mayor Cllr M Boulay, Cllr P Burden, Cllr O Elliott, Cllr E Hawkins, Cllr G Nuttall, Cllr L Riches, Cllr F Schoofs, Deputy Mayor Cllr J Simnett, Cllr M Skoyles, Cllr K Thomson, Cllr J Towns, Cllr J Whelan**

A meeting of the Town Council will be held on **Tuesday 5<sup>th</sup> August 2025** at **7.00pm** in **The Higginson Room**, Court Garden House, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: *Hilary Martin*

Town Clerk | Date 31.07.2025

---

**Agenda**

**Public forum:**

Questions, statements and concerns are invited  
Reports from Buckinghamshire Councillors

<b>M.29.25</b>	<b>Apologies for absence</b>	Information
<b>M.30.25</b>	<b>Declarations of interest</b>	Information
<b>M.31.25</b>	<b>Communications from the Town Mayor</b>	Information
<b>M.32.25</b>	<b>Town Council minutes</b>	Decision
<b>M.33.25</b>	<b>Committee minutes</b>	Decision
<b>M.34.25</b>	<b>Management accounts</b>	Decision
<b>M.35.25</b>	<b>Adopt High Street BT phone box</b>	Decision
<b>M.36.25</b>	<b>Representative to outside body appointment</b>	Decision
<b>M.37.25</b>	<b>Events working group</b>	Decision
<b>M.38.25</b>	<b>Policies</b>	Decision
<b>M.39.25</b>	<b>Marlow Carnival</b>	Decision
<b>M.40.25</b>	<b>Visioning and strategy</b>	Decision
<b>M.41.25</b>	<b>Winter planting</b>	Decision
<b>M.42.25</b>	<b>Civility and respect pledge</b>	Decision
<b>M.43.25</b>	<b>Temple footbridge</b>	Decision
<b>M.44.25</b>	<b>Information report</b>	Information
	a) Freedom of information request	
<b>M.45.25</b>	<b>Reports from outside representatives</b>	Information
<b>M.46.25</b>	<b>Date and time of next meeting</b>	Information

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

**Public forum:**

This Council is committed to engaging with the public at their Town Council meetings. The positioning of the public forum on the agenda is based on the meeting content; to allow informed debate and to expediate the business to be transacted. It will be decided on a meeting by meeting basis.

[Reports](#) from Buckinghamshire Councillors.

**M.29.25                      Apologies for absence**

**M.30.25                      Declarations of interest**

**M.31.25                      Communications from the Town Mayor**

<b>Event</b>	<b>Attendee</b>
14.06.25 Marlow Town Regatta	Mayor and councillors
16.06.25 Marlow Energy Group Schools Competition Prize Giving	Mayor
17.06.25 RAF Naphill Annual Formal Reception	Deputy Mayor
21.06.25 Dorney Lake Regatta	Mayor
23.06.25 Rev Sarah Jones, All Saints Church meeting	Mayor
29.06.25 Dementia Action Marlow Summer BBQ	Mayor & Cllr Whelan
09.07.25 Beyond Boundaries Fundraising Launch event	Mayor
10.07.25 Great Marlow School Celebration of Success event	Deputy Mayor
13.07.25 High Wycombe Mayor's Civic Service	Mayor
14.07.25 Visit to One Can Trust	Mayor, Cllr Whelan, Cllr Hawkins
15.07.25 Swan Upping	Mayor
15.07.25 George & Dragon Launch event	Deputy Mayor
16-17.07.25 Marlow C of E School visits to May Balfour Garden	Mayor, Cllr M Skoyles Cllr J Towns
18.07.25 Rev Kenneth Claassen, Marlow Baptist Church meeting	Mayor
18.07.25 Rev Kenneth Baird, Newfield Community Church meeting	Mayor
24.07.25 Joy Morrissey meeting	Mayor
25.07.25 Oh Shala Festival	Mayor
28.07.25 Peter Evans, Chair of Marlow Chamber of Trade & Commerce meeting	Mayor

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

**M.32.25                      Town Council minutes**

**Recommended:**

That members agree the minutes dated [10.06.25](#) are a true record.

**M.33.25                      Committee minutes**

[08.07.25](#)

**Recommended:**

That the Town Council notes all the committee minutes published since the last meeting.

**M.34.25                      Management accounts**

Members are asked to approve the [management accounts](#) dated May 2025. The [financial commentary](#) accompanies the accounts.

**Recommended:**

That members approve the management accounts dated May 2025.

**M.35.25                      Adopt High Street BT phone box**

The Mayor is recommending that Council apply to adopt the redundant phone box kiosk in the High Street and appoint the events working group to look at possible uses for the kiosk. Council has previously adopted kiosks in various locations throughout the town. It is recommended that £250 be added to the 2026-27 budget for maintenance costs.

**Recommended:**

That Council approve the adoption of the kiosk and appoint the events working group to bring suggested uses back to Council.

**M.36.25                      Representative to outside body appointment**

The Marlow Museum has formally requested a Town Council representative and Cllr Paul Burden has confirmed he would take on this role.

**Recommended:**

That Council approve Cllr P Burden as the representative to the Marlow Museum.

**M.37.25                      Events working group**

Members are requested to agree membership of the events working group.

**Recommended**

That members agree the membership of the events working group.

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

**M.38.25****Policies**

The following policies have been reviewed or are now required by law. Click on the policy to view:

[Environment](#)  
[Sustainable Procurement](#)  
[Expenses](#)

**Recommended:**

That members approve the policies.

**M.39.25****Marlow Carnival**

Members are requested to agree to Marlow Town Council being present at the Marlow Carnival on Saturday 13th September 2025. It is advised that the events working group is appointed to coordinate a stand and advise if officer support is required.

**Recommended**

That the events working group coordinate a Council presence at the Marlow carnival on Saturday 13th September 2025.

**M.40.25****Visioning and strategy**

Members are requested to agree a spend of up to £2,000 on a Visioning and Strategy exercise to provide a clear strategy document to be actioned by Council. Providers are currently being sourced.

**Recommended**

That a spend of up to £2,000 be approved on an agreed supplier to produce the strategy document. The spend to be taken from reserves.

**M.41.25****Winter planting**

The Councils current budget for summer and winter planting in the following locations is £17,000. The planting is hanging baskets, beds and tubs in the following locations: -

Marlow Bridge, Bucks Bank  
Marlow Bridge, Berks Bank  
Council Office  
Frohman Statue  
Little Marlow Rd  
Marlow Donkey  
Marlow Bottom  
Seymour Ct Rd  
Henley Rd

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

Wyc Rd at Little M Rd  
Railway Station  
Borlase School  
War Memorial  
Wiltshire Rd Roundabout

The cost for both summer and winter planting in all of the above locations is £21,948. To enable winter planting to be completed in all areas members are requested to approve a spend of £4,948 to ensure that all planting is completed. The spend to be taken from Town Improvement Reserves.

It is noted that members want to undertake a review of the town's floral dressing with particular regard to:

- Generating less waste
- Creating more insect friendly plants
- Being cost effective

Members are reminded that the Council is under contract with the current provider until summer 2026.

#### **Recommended**

That members approve a spend of £4948 from Town Improvement reserves to complete this year's planting and that members undertake a floral dressing review.

## **M.42.25**

### **Civility and respect pledge**

Members are requested to sign up to the civility and respect pledge.

*Definition of Civility and Respect Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.*

The National Association of Local Councils (NALC) and the Society of Local Council Clerks believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By Marlow Town Council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training Councillors and staff.	
Our council has signed up to Code of Conduct for Councillors	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

### **Recommended**

That members agree to sign the pledge.

## **M.43.25**

### **Temple footbridge**

Proposed motion from Cllr M Skoyles.

Establish a working group to support Temple footbridge redevelopment & reopening.

### **Recommended:**

That Marlow Town Council:

1. Recognises the ongoing closure of the Temple Footbridge (near Temple Lock) as a significant and prolonged disruption to the Thames Path National Trail, negatively affecting local residents and the wider walking and outdoor community.
2. Acknowledges the responsibility for the bridge lies with the Environment Agency, and notes that while partial government funding has been secured, the full replacement cost significantly exceeds current allocations.
3. Supports the principle of community, charitable, and partnership-based fundraising to help address the funding gap and enable progress toward a long-term solution.
4. Resolves to establish a time-limited Working Group.
5. Appoint a working group of ..... to report back to Council with progress on the reinstatement of the bridge.

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

**M.44.25****Information report**

a) Freedom of information request received Friday June 20th, 2025

“Dear Marlow Town Council,  
I am writing to request information under the Freedom of Information Act 2000.

Please could you provide the following:

1. The total amount of money Marlow Town Council has received in connection with the filming of The Marlow Murder Club, including but not limited to location fees, filming permits, and any other associated revenue.
2. A breakdown of these payments, including the dates and purposes of each payment, if available.

If some of the information is not available or is exempt from disclosure, please provide as much detail as possible and explain the reason for any omissions.

I would prefer to receive the information in electronic format via email. Thank you for your time and assistance. I look forward to your response within the statutory 20 working days.”

RESPONSE on June 24th 2025

1. Council received £6,000, shown as miscellaneous income in the August 2023 accounts for the use of the Council offices for filming during September 2023.
2. £6,000 as shown in the accounts [here](#)

Members are requested to note the report.

**M.45.25****Reports from outside representatives****M.46.25**

**Date and time of next meeting:** Tuesday 7<sup>th</sup> October 2025