



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

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

**To members of the 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 2<sup>nd</sup> December 2025 at 7.00pm** in **The Pink Room**, Court Garden House, Pound Lane, Marlow and you are hereby summoned to attend:

Signed: *Hilary Martin*

Town Clerk | Date 27.11.2025

**Public forum:** Questions, statements and concerns are invited

**Agenda**

<b>M.71.25</b>	<b>Apologies for absence</b>	Decision
<b>M.72.25</b>	<b>Declarations of interest</b>	Information
<b>M.73.25</b>	<b>Communications from the Town Mayor</b>	Information
<b>M.74.25</b>	<b>Town Council minutes</b>	Decision
<b>M.75.25</b>	<b>Committee minutes</b>	Decision
<b>M.76.25</b>	<b>Management accounts</b>	Decision
<b>M.77.25</b>	<b>John O'Conner contract extension</b>	Decision
<b>M.78.25</b>	<b>Christmas lighting contract</b>	Decision
<b>M.79.25</b>	<b>Marlow Playing Cards</b>	Decision
<b>M.80.25</b>	<b>Adopted kiosks in the High Street</b>	Decision
<b>M.81.25</b>	<b>Marlow film studio</b>	Decision
<b>M.82.25</b>	<b>Community Fund proposal</b>	Decision
<b>M.83.25</b>	<b>Representatives to outside organisations</b>	Decision
<b>M.84.25</b>	<b>Information reports</b>	Information
	<b>a) Buckinghamshire Councillor reports</b>	
	<b>b) Outside representatives reports</b>	
	<b>c) Local elections May 2025</b>	Information
<b>M.85.25</b>	<b>Date and time of next meeting</b>	Information

A meeting of the Gossmore Trust will be held at the close of this meeting.

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.

### **M.71.25      Apologies for absence**

### **M.72.25      Declarations of interest**

### **M.73.25      Communications from the Town Mayor**

DATE	ENGAGEMENT
10 <sup>th</sup> October 2025	Meeting with Brighter Futures Together
16 <sup>th</sup> October 2025	Community Forum
20 <sup>th</sup> October 2025	River water testing meeting
20 <sup>th</sup> October 2025	Marlow Trade & Commerce AGM
26 <sup>th</sup> October 2025	Chairman of Buckinghamshire's Civic Service
27 <sup>th</sup> October 2025	Brighter Futures Together Cinema event
31 <sup>st</sup> October 2025	Window Flowers Nursery visit
3 <sup>rd</sup> November 2025	Marlow Bins meeting with Buckinghamshire Council
6 <sup>th</sup> November 2025	Aylesbury Mayor's Civic Remembrance Service
8 <sup>th</sup> November 2025	Welcoming dinner with Marly le Roi 1 <sup>st</sup> Deputy Mayor
9 <sup>th</sup> November 2025	Remembrance Service and Parade
9 <sup>th</sup> November 2025	Candlelit Vigil Christ Church URC
10 <sup>th</sup> – 11 <sup>th</sup> November 2025	Armistice event, Marly le Roi
12 <sup>th</sup> November 2025	Marlovian meeting
20 <sup>th</sup> November 2025	Christmas Lights Switch-on
22 <sup>nd</sup> November 2025	Marlow Art Fair
23 <sup>rd</sup> November 2025	Mayor of Beaconsfield's Civic Service
24 <sup>th</sup> November 2025	Meeting with Officers Civic Service & Charity events
27 <sup>th</sup> November 2025	River Partnership meeting
28 <sup>th</sup> November 2025	Meeting with Marlow Town Band
28 <sup>th</sup> November 2025	Marlow FM meeting

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**M.74.25 Town Council minutes**

**Recommended:**

That Town Council agree the minutes dated [07.10.2025](#) and [28.10.2025](#) as a true record.

**M.75.25 Committee minutes**

[21.10.2025](#)

[04.11.2025](#)

**Recommended:**

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

**M.76.25 Management accounts**

The Resources committee under minute RC.29.25: recommended that the management accounts dated 30.09.2025 be approved.

**Recommended:**

That the management accounts dated [30.09.2025](#) be approved by Town Council.

**M.77.25 John O'Conner contract extension**

**Recommendation from Resources Committee**

The current grounds maintenance contractor has indicated that they will extend the existing contract for a period of one year until 31st January 2027 for an increase of 4% per month a cost increase of £259.28 per month.

**Recommended:**

That Town Council agree to the on a one-year contract extension to 31st January 2027 at an increased cost of £259.28 per month.

**M.78.25 Christmas lighting contract**

The events working group is recommending that the Council extend their current Christmas Lighting Contract by another year. The supplier has agreed to the extension at no additional cost, which, with approval, would now cease after the 2026/27 season.

No changes to the scheme are recommended with the exception of potentially redressing the large tree on the Causeway. (this would be at additional cost) and would be subject to consultation and approval.

**Recommended:**

That Town Council agree to extend the current Christmas lighting contract by one year.

**M.79.25 Marlow Playing Cards**

Members are asked to consider if they wish to continue sponsoring a card in the Marlow Playing Cards pack at a cost of £100 and at a cost of £100 per year going forward.

**Recommended:**

That Town Council continue with the sponsorship of £100 a year to come from the administration budget.

**M.80.25 Adopted kiosks in the High Street**

The Events Working Group proposes that the adopted kiosks on the High Street be made available to organisations within the Marlow community including charities, clubs, and schools and, on a case-by-case basis, to organisations or businesses from outside the area that can demonstrate a specific benefit to the Marlow community.

The kiosks would primarily be used as closed (locked) display spaces for art displays and advertising or awareness campaigns.

[The Terms and Conditions](#) of kiosk hire are attached for approval. A booking form will be available on the Town Council's website (with hard copies available on request), and the bookings diary will be managed by officers.

[Pop-up and business use](#)

Requests for pop-up events that require the kiosk to be open and manned, for business use and for organisations based outside the Marlow area will be considered on a case-by-case basis by the Events Working Group, with delegated authority from the Council, to approve or refuse such applications.

[Business use may include:](#)

- The selling of window space, or
- The sponsorship of an advertising campaign (for example, a local business sponsoring a community group's display) with any income from such arrangements contributing towards ongoing kiosk maintenance costs

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## Fees

Community organisations based in Marlow may use the kiosks free of charge. A nominal fee may be charged to:

- Organisations based outside Marlow, and
- Businesses using the kiosks for advertising or sponsorship,
- Fees will be used to cover administration and maintenance costs

With delegated authority from the Council, the Events Working Group will agree nominal fees on a case by case basis.

## Publicity

The scheme will be promoted via the Town Council's usual communication channels.

## **Recommended:**

That Town Council:

1. Approve the use of the kiosks as detailed above;
2. Approve the attached Terms and Conditions; and
3. Delegate authority to the Events Working Group to approve or refuse requests for pop-up events, business use and out of area hire on a case-by-case basis; and
4. Delegate authority to the Events Working Group to determine any nominal fees (where appropriate) on a case by case basis.

## **M.81.25 Marlow Film Studio**

**Appeal made by Dido Property Limited land adjacent to A4155 Marlow Road and Westhorpe Farm Lane, Marlow application ref: 22/06443/FULEA**

The Secretary of State has agreed with the Inspector's conclusions ( except where stated within the report dated 26.11.2025 ), and has agreed with the recommendation. He has decided to allow the appeal and grant planning permission.

In response to this Marlow Town Council proposes the following statement:

On 26.11.2025, the Secretary of State resolved to overturn Buckinghamshire Council's decision to deny planning permission by Dido Property Ltd for the proposed Marlow Film Studio development in Little Marlow.

This decision was taken following the statutory planning process, including a public inquiry and the publication of a report by the planning inspector, with the final decision being with the Secretary of State.

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The Town Council remains mindful of the strength of local opinion, including the outcome of a Parish Poll on 9<sup>th</sup> May 2024 against Marlow Film Studios being built. The Town Council shares the community's concerns about the potential impact of the proposed development. The Council will therefore be liaising with other stakeholders to determine an appropriate response and will continue to monitor the situation closely and will keep the public informed of any developments.

**Recommended:**

That Town Council agree the above statement.

**M.82.25 Community fund proposal**

Under minute M.63.25 Town Council resolved:

“That members agreed the proposal and spend of up to £30,000 to be included in the 2026-27 budget or taken from reserves subject to: The implementation plan and selection criteria being reviewed and represented to Council for approval.”

**Recommended:**

Town Council are asked to approve the [revised implementation plan and selection criteria](#).

**M.83.25 Representatives to outside organisations**

Members are requested to approve representatives for these organisations.

- Brinkhurst (Marlow Almhouses)
- Marlow Town Twinning Association

**Recommended:**

That Town Council appoint representatives to the organisations named above.

**M.84.25 Information reports**

- a) Buckinghamshire Councillors

[Report – Cllr A Collingwood](#)

[Report – Cllr A Crabtree](#)

[Report – Cllr C Heap](#)

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b) Outside representatives

Reports to be received at the meeting.

c) Local Elections May 2025

Members to note that invoice for the May local elections was £29,538.00. Of this amount, £5,000.00 was funded from earmarked in the current budget, £13,602.28 will be taken from election reserves, and the remaining £10,935.72 will be taken from general reserves.

Members are requested to note the reports.

**M.85.25 Date and time of next meeting:** Tuesday 27<sup>th</sup> January 2026 at 7pm

A meeting of the Gossmore Trust will follow the Town Council meeting.