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**To Members of the Planning and Transport Committee:**

Cllr O Elliott (Chair), Cllr M Boulay (Town Mayor), Cllr P Burden, Cllr Liz Riches, Cllr M Skoyles, Cllr J Whelan

A meeting of the Planning & Transport Committee will be held on 3<sup>rd</sup> February 2026 at 7pm in the Town Council Office, Court Gardens, Marlow and you are hereby summoned to attend.

The following planning applications will be considered at the meeting.

Signed: [Hilary Martin](#)

Town Clerk | Date 29.01.2026

**Agenda**

PT.30.25	Apologies for absence	
PT.31.25	Declarations of interest	
PT.32.25	Minutes of the previous meeting dated 20.01.2026	
PT.33.25	Planning Sheet 03.02.2026	Decision
PT.34.25	Planning and Transport Working Groups	Decision
PT.35.25	Local Cycle and Walking Infrastructure Plan (LCWIP)	Decision
PT.36.25	How to request a change to parking controls	Decision
PT.37.25	Hedge Report Procedure	Information
PT.38.25	Information Reports	Information
PT.39.25	Date and time of next Plans Only meeting	Information
PT.40.25	Date and time of next Full Planning and Transport meeting	Information

PT.30.25 Apologies for absence

PT.31.25 Declarations of interest

PT.32.25 Minutes of the previous meeting dated [20.01.2026](#)

PT.33.25 [Planning Sheet Ref: 03.02.2026](#)

Applications Received: [16.01.2026](#) to [29.01.2026](#)

 License Applications:

 Tree Applications: 2

 Householder Applications: 14

 Commercial Applications:

 Tree Works Applications: 4

[Map of Marlow Conservation areas](#), [Parking Standards and Guidance](#), [Householder Planning and Design Guidance](#), [MTC Planning Comments](#)

**PT.34.25 Planning and Transport Working Groups**

Members are asked to consider and agree the formal establishment of the following working groups including the membership of each group to support the effective delivery of the projects.

Visitor Parking Working Group – Members – Cllr F Schoofs, Cllr J Towns, Cllr O Elliott

Central Highway Space Working Group – Members – Cllr F Schoofs, Cllr G Nuttall, Cllr M Skoyles

Town Bus Working Group – Members – Cllr F Schoofs, Cllr O Elliott

Enforcement Working Group – Members – Cllr O Elliott, Cllr J Towns

Car Share Working Group – Members – Cllr F Schoofs, Cllr J Whelan

**Recommended:**

That members agree to the establishment of the above working groups and membership of the working groups.

**PT.35.25 Local Cycling and Walking Infrastructure Plan (LCWIP)**

Members acknowledge the ongoing traffic congestion and parking pressures across the town, particularly around the High Street at weekends and weekday lunchtimes. Demand for car parking from residents, businesses and visitors regularly exceeds supply and is increasingly unsustainable, threatening ease of access, enjoyment of local amenities and the economic vitality of the town.

A strategic, long-term approach is required. The Department for Transport recommends that local authorities develop a Local Cycling and Walking Infrastructure Plan (LCWIP) to help create better places, safer streets and more reliable journeys. An LCWIP provides a structured framework for improving walking and cycling as alternatives to driving short trips and typically includes: (a) a long-term plan, usually covering a ten-year period; (b) network maps for walking and cycling identifying existing and desired routes; (c) a prioritised and phased programme of infrastructure improvements; and (d) a supporting technical report setting out the underlying analysis and evidence base to justify proposed interventions.

It is noted that Buckinghamshire Council is not currently in a position to provide funding for a Marlow LCWIP. Members are therefore asked to establish a working group to define the scope of a Marlow LCWIP, identify external stakeholders and potential funding sources, and prepare a project brief to enable officers to obtain three quotes for work needed from suitably qualified consultants. A report will then be brought to Full Council, setting out options, costs and recommendations.

**Recommended:**

That members agree to set up a Marlow LCWIP working group comprising Cllr Mark Skoyles, Cllr Olwen Elliott and Cllr Justin Whelan, with delegated authority to define the scope of a Marlow LCWIP, identify external stakeholders and potential funding sources, and prepare a project brief; and authorise officers to gather quotes. The Working Group will bring a report to Full Council, setting out options, costs and recommendations.

**PT.36.25      How to request a change to parking controls**

Members are asked to consider the attached press release content aimed at informing residents of the process for requesting a change to parking controls (eg. additional yellow line restrictions or the removal of restrictions that are no longer needed). The press release will direct residents to use the designated Buckinghamshire Council Highways online request form.

[Press Release content](#)

**Recommended:**

That members agree to the issue of the press release advising residents to submit requests for changes to parking controls through to Highways at Buckinghamshire Council.

**PT.37.25      Hedge Report Procedure**

Cllr O. Elliott requested a summary of the procedures followed when an overgrown hedge is reported through FixMyStreet. Members are asked to note the process, including how reports are assessed, actioned, and responded to.

[Hedge Report procedure](#)

**Recommended:**

That members note the report

**PT.38.25      Information Reports**  
Verbal update on Town Bus – Cllr O Elliott  
Verbal update on Local Plan – Cllr O Elliott  
Verbal update on the FixMyStreet meeting attended by Cllr O Elliott

**PT.39.25      Date and time of next Plans Only meeting**

17<sup>th</sup> February 2026 at 7pm

**PT.40.25      Date and time of next full Planning and Transport meeting**

3<sup>rd</sup> March 2026 at 7pm