



Marlow Town Council
Court Garden
Pound Lane
Marlow
SL7 2AG

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

Minutes of the Town Council held on **Tuesday 2nd December 2025** at **7.00pm** in **The Pink Room**, Court Garden House, Pound Lane, Marlow.

Present: 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 J Towns, Cllr J Whelan, Town Clerk Mrs H Martin, Deputy Clerk Mrs K Joy, 6 members of the public.

Public forum: No questions were raised.

M.71.25 Apologies for absence

Resolved:

That apologies for absence were accepted from Cllr K Thomson.

M.72.25 Declarations of interest

There were no declarations of interest.

M.73.25 Communications from the Town Mayor

DATE	ENGAGEMENT
10 th October 2025	Meeting with Brighter Futures Together
16 th October 2025	Community Forum
20 th October 2025	River water testing meeting
20 th October 2025	Marlow Trade & Commerce AGM
26 th October 2025	Chairman of Buckinghamshire's Civic Service
27 th October 2025	Brighter Futures Together Cinema event
31 st October 2025	Window Flowers Nursery visit
3 rd November 2025	Marlow Bins meeting with Buckinghamshire Council
6 th November 2025	Aylesbury Mayor's Civic Remembrance Service
8 th November 2025	Welcoming dinner with Marly le Roi 1 st Deputy Mayor
9 th November 2025	Remembrance Service and Parade

9 th November 2025	Candlelit Vigil Christ Church URC
10 th – 11 th November 2025	Armistice event, Marly le Roi
12 th November 2025	Marlovian meeting
20 th November 2025	Christmas Lights Switch-on
22 nd November 2025	Marlow Art Fair
23 rd November 2025	Mayor of Beaconsfield's Civic Service
24 th November 2025	Meeting with Officers Civic Service & Charity events
27 th November 2025	River Partnership meeting
28 th November 2025	Meeting with Marlow Town Band
28 th November 2025	Marlow FM meeting

M.74.25 Town Council minutes

Resolved:

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

M.75.25 Committee minutes

Resolved:

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

M.76.25 Management accounts

Resolved:

That the management accounts dated [30.09.2025](#) were 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 at a cost increase of £259.28 per month.

Resolved:

That Town Council agreed to the one a one-year contract extension to 31st January 2027 at a cost increase 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.

Resolved:

That Town Council agreed 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.

Resolved:

That Town Council continued 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 and the bookings diary will be managed by officers.

Resolved:

That Town Council:

1. Approved the use of the kiosks as detailed above;
2. Approved the attached Terms and Conditions; and
3. Delegated 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. Delegated 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.

The Town Council remains mindful of the strength of local opinion, including the outcome of a Parish Poll on 9th May 2024 against Marlow Film Studios being built. The Town Council shares the community's concerns about the potential detrimental 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.

Resolved:

That Town Council agreed 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."

Resolved:

Town Council approved the [revised implementation plan and selection criteria](#) and run the scheme as a pilot for the first two rounds of grant allocations with a review by Council at the end of the first two rounds.

M.83.25 Representatives to outside organisations

Members were requested to approve representatives for these organisations.

- Brinkhurst (Marlow Almshouses)
- Marlow Town Twinning Association

Resolved:

That Town Council appointed Cllr O Elliott as representative to the Marlow Town Twinning Association.

M.84.25 Information reports

a) Buckinghamshire Councillors

[Report – Cllr A Collingwood](#)

[Report – Cllr A Crabtree](#)

[Report – Cllr C Heap](#)

b) Outside representatives

Cllr J Towns reported attending a Chamber of Trade and Commerce meeting and said that the Late Night Shopping event was in need of volunteers. There would be a Bid meeting the following week

Cllr M Skoyles reported attending 2 meetings of the Marlow Town Regatta and Festival committee and said that the event would see a change of format to increase attendance.

Cllr E Hawkins reported attending a meeting of the Marlow Society and received positive feedback arising from the recent MTC forum. Cllr Hawkins updated the society regarding the town bus and local plan.

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 noted the reports.

M.85.25 Date and time of next meeting

Tuesday 27th January 2026 at 7.00pm

Meeting closed at 7.45pm

Town Mayor: Date: