



Marlow Town Council
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To members of the Council:

Present:

Cllr M Boulay, Cllr D Drever, Deputy Mayor Cllr O Elliott, Cllr E Hawkins, Cllr G Nuttall, Cllr L Riches, Cllr F Schoofs, 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 4th August 2026 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 30.07.2026

Public forum: Questions, statements and concerns are invited

Agenda

M.30.26	Apologies for absence	Decision
M.31.26	Information reports	Information
	a) Buckinghamshire Councillor reports	
	b) Representation on outside organisations	
	c) Strategic projects updates	
	d) Outstanding items	
	e) New councillor	
M.32.26	Declarations of interest	Information
M.33.26	Communications from the Mayor	Information
M.34.26	Town Council minutes	Decision
M.35.26	Committee minutes	Decision
M.36.26	Management accounts	Decision
M.37.26	Grounds maintenance tender	Decision
M.38.26	Community grants review	Decision
M.39.26	Meetings timetable	Decision
M.40.26	Proposal from Environment & Community committee	Decision
M.41.26	Office Lease	Decision
M.42.26	Water white paper responses	Decision
M.43.26	Resources committee membership	Decision
M.44.26	Date and time of next meeting	Information

Public forum: Questions, statements and concerns are invited

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:

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M.30.26 Apologies for absence

M.31.26 Information reports

a) Buckinghamshire Councillors

Report – Cllr A Collingwood

[Report – Cllr A Crabtree](#)

Report – Cllr C Heap

b) Reports from representatives to outside organisations

c) Strategic projects updates

d) Outstanding items

M.94.25 River Partnership

Council is asked to consider in principle contributing to the cost of testing of E Coli levels in the Thames within Marlow Parish. Full costings and possible sponsorship opportunities will be brought back to Council in due course.

Recommended:

That Council approves in principle supporting the cost of testing with detailed costs to be brought back to Council.

e) New Councillor

David Drever has been duly elected to the North and West Ward.

Members are requested to note the reports.

M.32.26 Declarations of interest

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M.33.26 Communications from the Mayor

Date	EVENT	Who attended
13.06.2026 14.06.2026	Marlow Town Regatta and Festival	The Mayor
15.06.2026	Meeting with DAM	The Mayor
16.06.2026	RAF High Wycombe Annual Reception	The Mayor & Deputy Mayor
22.06.2026	Armed Forces Flag Raising in High Wycombe	Cllr Jocelyn Towns on behalf of the Mayor
02.07.2026	Florence Nightingale Hospice Garden Party	Deputy Mayor
04.07.2026	British Lacrosse Reception	Cllr Jocelyn Towns on behalf of the Mayor
14.07.2026	Swan Upping	Deputy Mayor
28.07.2026	Meeting with Rev Kenneth Claassen	Mayor
28.07.2026	Meeting with Kenn Baird	The Mayor
28.07.2026	Meeting with Mayor of Henley-on-Thames	The Mayor
30.07.2026	Meeting with Rev Sam Follett	The Mayor

M.34.26 Town Council minutes

Recommended:

That Council agree the minutes dated [09.06.2026](#) as a true record.

M.35.26 Committee minutes

[07.07.2026](#) - Planning and Transport Committee

[23.06.2026](#) - Environment and Wellbeing Committee

Recommended:

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

M.36.26 Management accounts

The Resources committee under minute RC.15.26: recommended that the management accounts dated 31.05.2026 be approved.

- [Financial Commentary](#)
- [Income and Expenditure Balance Sheet](#)
- [Bank Reconciliation](#)
- [Copy bank statements – Treasury Account & Imprest Account](#)

Recommended:

That Council approve the management accounts dated 31.05.2026.

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M.37.26 Grounds maintenance tender

Members are requested to approve the commencement of the procurement process for a new Grounds Maintenance Contract to commence in April 2027. The tender pack is as follows:-

[Draft specification](#)

[Grounds maintenance tender](#)

[Pricing schedule](#)

[Contract conditions](#)

[Service level agreement](#)

The maps will be available at your meeting.

Recommended:

That Council:

1. Approve the tender pack for the Grounds Maintenance Contract commencing April 2027, comprising Appendices A–E.
2. Accept the officer recommendation for paper-based submissions, as some smaller suppliers may not have the capability to submit electronically.
3. Appoints three members to evaluate and score the tender submissions.
4. Appoints three members to serve on a final interview/award panel, should interviews be deemed necessary.

M.38.26 Community Grants review of first two rounds of funding allocation and to agree new evaluation criteria proposal from Cllr Schoofs

The renewed Community Grant scheme has run for two cycles as a pilot. The feedback from those two rounds and recommended changes for final and ongoing implementation are in the [attached report](#).

Recommended:

That Council approves the report recommendations from the pilot scheme, to be implemented in the Community Grant scheme going forward.

M.39.26 Meetings Timetable 2026-27

To include Environment & Wellbeing committee dates. The meetings timetable can be viewed [here](#).

Recommended:

That members approve the meetings timetable for 2026-27.

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M.40.26 Proposal from Environment and Community Committee Community Forum

Over the past year, Council organised several "Community Forum" events, inviting local community organisations to connect and share. This has been well received by all attendees, and this recommendation seeks to continue the series going forward.

The Environment and Community are recommending that members agree to organise a twice-yearly Community Organisations Forum where all local community organisations are invited. That the next forum meeting will be run in the autumn 2026, date to be confirmed based on venue availability. That Council approve expenditure for venue hire and refreshments costs of £200 per forum. That Council allocate £1,000 in the 2027-28 budget for these events.

Recommended:

That Council approve twice yearly Community Organisations Forums at a cost of £200 per forum and Council allocate £1,000 in the 2027-28 budget for these events.

M.41.26 Office lease (previous minute ref M.28.26)

Officers were requested to obtain an independent valuation of the rental from a local estate agent. Three agents have been contacted and will charge for this service as the Council is the tenant not the freeholder. Council is asked to approve expense of £650 to obtain a valuation.

The Town Clerk will give a verbal update on the resolutions under minute M.28.26 listed below:-

1. Draft a list of requirements necessary in a potential new office premises and assess the cost of an office move with a breakdown of key items. Report attached [here](#).
2. Revisit the negotiation with Bucks Council for the existing premises in the light of outstanding repair work.
3. Obtain an independent valuation of the rental from a local estate agent.
4. Obtain a comparative quote from Marlow Library and any other available/suitable town premises.
5. Obtain three comprehensive quotes for refurbishment of the cemetery chapel with a view to creating office premises

Recommended:

That Council approve expenditure of £650 for an independent valuation of the office rental.

M.42.26 Water White Paper response (previous minute ref M.25.26)

"Dear Hilary, This inbox is solely used for constituency work and not for Emma's role as Environment secretary. Please ask your local MP, Joy Morrissey, to redirect/pass on your correspondence to the relevant department.
Emma Reynolds"

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“Dear Hilary, Thank you for your confirmation email. As agreed, I have sent a copy of your correspondence to the appropriate department and asked them to respond. I will let you know as soon as I receive a response. I will forward the reply to you when I receive it. However, if there are any issues arising from the response which you wish to pursue further, please do not hesitate to let me know. Kind regards, Joy”

Letter from Emma Hardy is [here](#).

Proposal from Cllr Skoyles to respond:

That members note the Minister's response dated 8 July 2026, however the subsequent election of a new Labour Leader, together with the significant policy changes announced since, leave questions unanswered and therefore agree to write to the Secretary of State seeking clarification on the Government's revised approach to Thames Water.

Recommended:

That Council agree to instruct the Town Clerk to send this response, click [here](#), to Joy Morrissey MP on behalf of Marlow Town Council.

M.43.26 Resources committee membership - Proposal from Cllr J Towns

Recommended:

That Council appoint Cllr D Drever to serve on the Resources committee to replace Cllr J Towns who wishes to resign her committee membership.

M.44.26 Date and time of next meeting

Tuesday 13th October 2026 at 7pm.

Public forum:

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