



Marlow Town Council
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Minutes of the Council meeting held on Tuesday 4th August 2026 at 7pm in the Pink Room, Court Garden, Marlow, Bucks.

Present:

Cllr M Boulay, 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, Town Clerk Mrs H Martin, Deputy Clerk Mrs K Joy, 2 members of the public.

Public forum: Questions, statements and concerns were invited.

M.30.26 Apologies for absence

Resolved

That Council accepted apologies for absence from Cllr D Drever.

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

Cllr Elliott reported that Marlow Players had their twinning visit organised. Dates for 2027 would be published on the MTC website in due course.

c) Strategic projects updates

Cllr Skoyles – Transport

Reported progress on the LCWIP tender process and residents survey data.

Cllr Schoofs – Community

Reported that the Democracy in schools project was being delivered to Marlow C of E school: that the volunteering website page was under construction; that the Welcome to Marlow leaflet had been produced as a first draft.

Cllr Boulay – Care of Town

Reported that the tree watering and planting project was being worked on in conjunction with Transition Town Marlow. The preliminary carbon footprint report showed just under 100tn pa.

Cllr Elliott – Care of Town

Reported having had meetings with various individuals and organisations regarding water testing and data gathering.

Cllr Simnett – Assets

Reported that the High Street telephone kiosks were booked throughout 2026 and for part of 2027. Insignis was now live with a decision on the trial investment pending. A surveyor was being sought for the land at the Dr's surgery. Scope of works complete for the chapel with 5 quotes expected.

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 and was welcomed into office by the Mayor.

Members noted the reports.

M.32.26 Declarations of interest

There were no declarations of interest.

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 Towns on behalf of the Mayor
02.07.2026	Florence Nightingale Hospice Garden Party	Deputy Mayor

04.07.2026	British Lacrosse Reception	Cllr 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

Resolved:

That Council agreed 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 Community committee

Resolved:

That Council noted 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](#)

Resolved:

That Council approved the management accounts dated 31.05.2026.

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 below:-

[Draft specification](#)

[Grounds maintenance tender](#)

[Pricing schedule](#)

[Contract conditions](#)

[Service level agreement](#)

[Maps](#)

Cllr Schoofs presented the item and took questions from members.

Resolved:

That Council:

1. Approved the tender pack for the Grounds Maintenance Contract commencing April 2027, comprising Appendices listed above.
2. Accepted the officer recommendation for paper-based submissions, as some smaller suppliers may not have the capability to submit electronically.
3. Appointed Cllrs Schoofs, Towns and Boulay to evaluate and score the tender submissions.
4. Appointed Cllr Schoofs, Towns and Boulay 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](#).

Cllr Schoofs presented the item and took questions from members.

Resolved:

That Council approved the report recommendations from the pilot scheme, to be implemented in the Community Grant scheme going forward to include the following amendments:-

1. Delete "ACTION: Officers to encourage or support organisations with developing their ideas or their application." (page 2).
2. Delete "4. Officers to encourage or support organisations with developing their ideas or their application." (page 3).
3. That all 12 Council members score the grant applications.
4. That the Resources committee have delegated authority to determine the grant applications.

Cllr Nuttall requested a recorded vote:-

For: Cllr Boulay, Cllr Elliott, Cllr Hawkins, Cllr Nuttall, Cllr Riches, Cllr Schoofs, Cllr Simnett, Cllr Skoyles, Cllr Thomson, Cllr Towns, Cllr Whelan.

M.39.26 Meetings Timetable 2026-27

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

Resolved:

That Council approved the meetings timetable for 2026-27.

M.40.26 Proposal from Environment and Community Committee Community Forum

Over the past year, Council organised two "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 committee were 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 £500 in the 2027-28 budget for these events.

Resolved:

That Council approved twice yearly Community Organisations Forums at a cost of £200 per forum and Council allocate £500 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 gave a verbal update on the resolutions under minute M.28.26.

Resolved:

That Council delegated authority to the Town Clerk to spend up to £650 from earmarked reserves "Office move", should it be necessary, 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"

"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.

Resolved:

That Council agreed 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 Towns

Resolved:

That Council appointed Cllr Drever to serve on the Resources committee to replace Cllr Towns who resigned her committee membership.

The Mayor thanked Cllr Towns for her service on the committee.

M.44.26 Date and time of next meeting

Tuesday 13th October 2026 at 7pm.

Public forum: Questions, statements and concerns were invited.

The meeting closed at 8.15pm

Chair..... Date.....