Marlow Town Council
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Minutes of the Town Council meeting held on **Tuesday 13th October 2026 at 7.00pm** in Court Garden House, Pound Lane, Marlow.

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, Town Clerk Mrs H Martin, Deputy Clerk Mrs K Joy, 19 members of the public.

Public forum: Questions, statements and concerns were invited.

Multiple concerns were raised from the public present regarding Marlow streets being used as a "race circuit" with particular reference to the Dedmere Road area. Several members of the public had suffered as a result of speed limits being ignored and reported numerous noise and safety concerns as a result of dangerous driving. The meeting noted the far reaching impact on the local community following the serious incident that occurred in Station Road in August, and a strong intent to improve road safety in Marlow.

M.45.26 Apologies for absence

Resolved:
Apologies from Cllr Whelan were accepted.

M.46.26 Information reports

a) Buckinghamshire Councillors

Verbal report from Cllr A Collingwood.
Report – Cllr A Crabtree.

b) Reports from representatives to outside organisations

Cllr Hawkins reported on attending a meeting of the Marlow Society.

c) Strategic projects updates

Cllr Simnett – Optimising Assets and Investments
Reported progress on getting the valuation of the land alongside the Doctors Surgery; clearing sheds at Foxes Piece allotment site; hire of High Street kiosks; investment with Insignis.

Cllr Schoofs – Community
Reported on the launch of the "Welcome to Marlow" leaflet, recently held Community Forum and volunteering initiatives.

Cllr Boulay – Care of Town
Reported updates on cold and warm hubs and river water testing.

Cllr Hawkins – Care of Town
Referenced the green heart scheme; working with Marlow Wombles; civic pride – keeping pavements clean / tidy; single use cups and cutlery.

Cllr Skoyles – Transport
Agenda items to follow: M.56.26 and M.64.26.

d) External auditors report and Certificate 2025-26

The external audit is complete and in accordance with regulations the notice of completion has been posted on the Council website. The certificate details no matters for review. Click here to view the certificate. Members thanked and congratulated officers for their work.

e) Christmas switch on event

Following Police and Safety Advisory Group guidance, a crowd control area is recommended for the Switch On event on 19.11.2026. This facility can be implemented within the existing budget. These measures will ensure crowd safety and ease density and not limit numbers attending the event.

f) Bidco representation

Members are requested to note that BidCo has declined having a Council representative.

g) Water White Paper response

Previous minute reference M.42.26.

“Dear Hilary
As promised please find attached the reply we have received from the Minister of State at the Department of Environment, Food and Rural Affairs dated 23.09.2026 with regards to your previous correspondence. If there is any specific further help or support, I can provide in regards to this case, please do not hesitate to get in touch with me again.

Kind regards Joy
Joy Morrissey MP”

h) Frohman Statue

The restoration work to the statue is now complete. The full report is available from the office on request.

The recent works included the reconstruction and installation of the missing toe of the statue, gentle cleaning, consolidation of areas of deteriorated stone, repairs to damaged sections and joints, and the reconstruction and re-carving of missing parts of the memorial's inscriptions. A protective shelter coating was also applied as the final stage of the treatment.

Members are requested to note the reports.

M.47.26 Declarations of interest

There were no declarations of interest.

M.48.26 Communications from the Mayor

Date	EVENT	Who attended
07.08.2026	Meeting with Joy Morrissey	Cllr Simnett
19.08.2026	The Chequers Pub Quiz	Cllr Simnett
23.08.2026	DAM BBQ	Cllr Simnett
27.08.2026	Meeting with Fr John Udris	Cllr Simnett
29.08.2026	Horticultural Society Show	Cllr Simnett
02.09.2026	Meeting with Rev Kate Strange	Cllr Simnett
05.09.2026	Maidenhead Street Angels Patrol	Cllr Simnett
06.09.2026	Indie Book Fair	Cllr Simnett
08.09.2026	Meeting with Marlow Studios	Cllr Simnett
09.09.2026	Meeting with Sorbon Estates	Cllr Simnett
12.09.2026	Canoe Club Anniversary Paddle	Cllr Simnett
16.09.2026	The Britannia Pub Quiz	Cllr Simnett
20.09.2026	HW Battle of Britain Service	Cllr Simnett
02.10.2026	Meeting with RBWM Mayor	Cllr Simnett
06.10.2026	Community Forum	Cllr Simnett
06.10.2026	DAM AGM	Cllr Simnett
08.10.2026	Florence Nightingale Hospice Briefing	Cllr Elliott
09.10.2026	Self Defence Class for Women	Cllr Simnett
09.10.2026	Windsor Street Angels Patrol	Cllr Simnett
10.10.2026	High Sheriff's Justice Service	Cllr Simnett

M.49.26 Council minutes

Resolved:
That Council agreed the minutes dated 04.08.2026 as a true record.

M.50.26 Committee minutes

Planning and Transport Committee – 15.09.2026
Resources Committee – 29.09.2026
Environment and Community Committee – 18.08.2026

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

M.51.26 Management accounts

The Resources Committee under minute RC.36.26: recommended that the management accounts dated 31.07.2026 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 31.07.2026.

M.52.26 Policies

Resolved:
That Council approved and adopted the Complaints Policy 2026.

M.53.26 Allocation of Funds to New Earmarked Reserves

Recommendation from Resources Committee. Cllr Schoofs introduced the item.

The Resources committee recommend the amended earmarked reserves schedule to Council for approval.

Earmarked Reserves Schedule 30.04.2026
Proposed Earmarked Reserves Schedule

Resolved:
That Council approved the proposed earmarked reserves schedule.

M.54.26 Cemetery Track Repairs

A section of the existing tarmac surfacing within the cemetery has been damaged by tree roots, resulting in an uneven section of pathway. Remedial works are required to remove the damaged surfacing and provide a suitable replacement which will withstand movement caused by the tree roots. Three quotations have been obtained for the works. The Resources Committee has chosen a contractor whose quote represents good value for money, is a guaranteed repair and is from a contractor that has completed successful works for Council in the past.

Resolved:
That Council agreed to instruct the Resources Committee recommended contractor, at a cost of £6,450, to proceed with the repair, as the quotation represents good value for money, includes a guarantee for the repair, and is from a contractor that has successfully completed works for the Council in the past.

M.55.26 Dedmere Rise playground surveyor instruction

Recommendation from Resources Committee. Cllr Nuttall introduced the item.

As part of the Optimising Assets and Investments strategic pillar, a project has been initiated to explore options for the land which has lain empty and unutilised for several years. In order to determine a valuation for the site, the Council should appoint a suitably qualified RICS regulated commercial property consultant or Chartered Surveyor with expertise in development consultancy, valuation, planning and land strategy to either:

a) Determine the current market value of the land, or
b) Provide an evidence-based assessment of its highest and best use in line with the Council's objectives.

Indicative costs for the options are £750 - £2,000 for (a) and £3,000 - £8,000 for (b)

Resolved:
That Council agreed to:
1. Approve spend of up to £2,000 (to be allocated from Earmarked Reserves) for a market valuation (option a) to be produced;
2. Request officers to obtain quotations from three suitably experienced RICS regulated firms for a land valuation (option a) based on a clear project brief, to be provided by the working group (Cllrs Elliott, Nuttall, Schoofs, Simnett and Towns);
3. Delegate the choice of firm to be appointed, based on quotations provided to undertake a valuation, to the working group to be taken to Full Council for approval.

M.56.26 A Local Cycling and Walking Infrastructure Plan for Marlow

Proposal from LCWIP Working Group. Cllr Elliott, Cllr Schoofs, and Cllr Skoyles introduced the item

A Local Cycling and Walking Infrastructure Plan for Marlow

Recommended:
That Council agree to:
1.Appoint Supplier 3 at a cost of £22,000 to be taken from General Reserves to deliver the LCWIP, together with the LCWIP working group, from January 2027, with an expected completion date of May 2027.

2.Accept the amendment proposed by Supplier 3 to the LCWIP Terms & Conditions, namely a liability cap, to be agreed between the Officers and the Supplier, with the Town Council's initial proposal to be 10 times the contract value.

A recorded vote was requested:
Votes for the recommendation: Cllr Skoyles, Cllr Hawkins, Cllr Schoofs, Cllr Boulay, Cllr Elliott
Votes against the recommendation: Cllr Towns, Cllr Thomson, Cllr Nuttall, Cllr Drever, Cllr Riches, Cllr Simnett

The recommendation failed.

M.57.26 Station Road - road safety and risk assessment

Proposal from Cllrs Simnett and Skoyles.

Background
Thames Valley Police reported a serious road collision on Station Road at about 7.50pm on Saturday 15 August 2026. A 12-year-old boy suffered serious, life-changing injuries and was later discharged from hospital. The incident has had a significant effect on the child, his family and the local community. A defendant has entered guilty pleas in relation to charges connected to the collision. The criminal proceedings and the highway-safety review are separate matters. This agenda item is only concerned with the road safety and risk assessment matters but acknowledges that there is an ongoing police investigation which has yet to conclude.

The collision prompted renewed concerns from residents about vehicle speeds, traffic volume, pavement obstruction, aggressive driving and the use of Station Road as a through route to avoid Marlow High Street. A resident has collected 89 physical signatures on a paper petition which states:

"We, the residents of Station Road and surrounding area in Marlow, petition Buckinghamshire Council and Thames Valley Police to urgently review vehicle speeds on Station Road and to introduce a reduced speed limit and appropriate traffic calming measures to protect pedestrians, cyclists and residents - particularly children - from speeding vehicles"

Marlow Town Council has recently obtained MVAS data from two cameras placed on Station Road capturing vehicle speeds going in one direction from 21 Aug to 29 Sep 2026.

For camera one (outside the Prince of Wales pub), the average speed was 19.2-19.5 mph with the average speeder at 32.9-33.4 mph. The top speed registered was 45 mph on 29 Aug at 19.45. There were 0.6-0.9% of a total of 80,925 vehicles driving over the 30 mph limit.

For camera two (opposite The Marlow Donkey pub), the average speed was 17.4-17.6 mph with the average speeder at 32.5-33.8 mph. The top speed registered was 45 mph on 23 Sep at 22.45. There were 0.1-0.3% of a total of 36,365 vehicles driving over the 30 mph limit.

Previous MVAS camera data was collected in November-December 2023. It recorded a mean speed of all vehicles as 17.5 mph, 85% of all vehicles were driving at or below 23.1 mph and during the period of data collection, only 0.6% of vehicles exceeded 30 mph at any day or time.

Resolved:
That Council
1. Acknowledged the serious collision on Station Road on 15 August 2026 and the road safety concerns, including “street racing” raised by local residents.
2. Support the resident’s petition and submit MVAS data to Buckinghamshire Council including Highways, Road Safety and Buckinghamshire Council councillors for Marlow and Thames Valley Police.
3. Delegated authority to the Town Clerk, in consultation with Cllr Simnett as Mayor and Cllr Skoyles as Strategic Transport Lead to obtain feedback and an action plan from Buckinghamshire Council for consideration and assessment of possible traffic management, road safety and traffic calming measures.

M.58.26 Resignation from Environment & Community committee

Cllr Skoyles has requested to stand down from the Environment and Community committee.

Resolved:
That Council accepted Cllr Skoyles’s resignation from the Environment and Community committee.

M.59.26 Internal control effectiveness review

The Council is required to review the effectiveness of the Internal Audit process. It is proposed that two members of the Council be approved to work with the Town Clerk and Deputy Town Clerk to carry out an internal audit review.

The remit and scope for this exercise are clearly set out in the practitioner’s guide for 2026 which will be adhered to.

The findings of the review will be reported to the Council at a future meeting. In 2025/26 Cllr Elliott and Cllr Skoyles conducted the review. As per the internal auditor’s recommendation two different members are required for 2026/27.

Resolved:
That Council appointed Cllr Towns and Cllr Riches to undertake an internal control review.

M.60.26 Campbell Road Playground ASB signage

Proposal from Cllr Simnett.

Local Police have requested ASB signage at Campbell Park playgrounds to try and deter ASB, temporary signage has been placed. It is recommended that this signage is replicated across all of the Council managed playgrounds to include Seymour Park and Riley Park. Council is requested to approve expenditure of £540 on permanent metal signage for all three playgrounds. Metal signage is a long-term solution and harder to vandalise. The wording for the signage has been agreed with local Police to allow them to move people on and is consistent with Red Kite signage on their playgrounds..

Resolved
That members approve £540 spend expenditure on permanent signage to come from playground earmarked reserves.

M.61.26 Office Christmas closure

Members are asked to approve the closure of the office from Thursday December 24th, 2026, to Friday 1st January 2027 inclusive. As in previous years, it is recommended that the officers be granted the two statutory days during the closure period, and the remaining two working day's will be met by annual leave.

Arrangements will be in place to cover funerals should the need arise and for emergency contact. Information regarding the closure will be posted on Town Council website, official noticeboards, social media and office answerphone.

Resolved:
That Council approved the office closure as detailed above.

M.62.26 Representative on outside bodies

At the May annual meeting Cllr Elliott as appointed as the representative to Marlow Twinning. The full name of the organisation is Marlow Town Twinning Association, MTTA.

Resolved:
That Council approved Cllr Elliott as the representative to Marlow Town Twinning Association, MTTA.

M.63.26 Chapel building conversion feasibility study

Officers were requested to obtain three comprehensive quotes for refurbishment of the cemetery chapel with a view to creating office premises. The quotes received are attached below:

Contractor 1 Contractor 2

Purpose
Further to the two builders quotes received for conversion of the existing Chapel, Council is requested to consider the appointment of a suitably qualified architect led consultancy team to undertake a feasibility study into the conversion of the chapel building into office accommodation**.**

Background
The Council is exploring options for the future use of the chapel building, including its conversion to provide office accommodation for the Council. Prior to committing to construction expenditure, it is considered prudent to undertake a feasibility study to establish

- The practicality of the proposed conversion
- Draft drawings
- Planning and any heritage constraints
- Project costs
- Project risks and opportunities and whether the proposal represents a viable use of the building
- Assessment of parking for visitors and staff
- Change of use

Proposal
That quotations be sought from a minimum of three suitably qualified local architect led consultancy teams to undertake a feasibility study for the conversion of the chapel building into office accommodation.
The commission will be limited to a feasibility study and draft drawings only and will not commit the Council to subsequent stages of full design or project delivery.

Risk Assessment
Undertaking a feasibility study will help identify planning, heritage, structural, financial and operational risks before the Council commits to a major capital project.

Resolved:
1. Approved the preparation and issue of a brief for a feasibility study with delegated authority to the Clerk, Mayor and Chair of Resources.
2. Authorised the Clerk to seek a minimum of three fixed price quotations from suitably qualified local architect led consultancy teams.
3. Delegated authority to the Clerk, in consultation with the Mayor and Chair of Resources, to evaluate those quotations and to proceed with the chosen architect up to a cost of £3,000 to come from Chapel earmarked reserves, with the completed study to be presented to Council.

M.64.26 Station Rise Residents' Parking Petition

Proposal from Cllr Skoyles.

Council notes:
- Residents' continuing concerns about parking availability and competing demands in Station Rise and surrounding streets.
- Evidence of sustained local interest in residents' parking controls, including:
    - a 2022 online petition for residents' parking permits in central Marlow, initiated by a Station Rise resident, which attracted 88 signatures.
    - a 2023 paper exercise concerning Station Rise and Station Road, recording 38 responses: 37 in support and one opposed; and
    - the current petition to Buckinghamshire Council for a timed residents' parking scheme in Station Rise.
- The area's many Victorian and Edwardian terraced properties lack private off-street parking, while its proximity to the town centre and railway station creates competing demand from residents, visitors, businesses, and commuters.
- Changes in working patterns post-covid may have affected daytime parking demand and should be considered when gathering evidence.
- Buckinghamshire Council's published process for new parking controls assesses local circumstances, potential impacts, and residents' support.
- Link to current petition (open until 20 October 2026): ePetition - Station Rise, Marlow - Modern Council

Recommended:
That Council request that Buckinghamshire Council consider the Station Rise petition under its published process and consider practical and proportionate options, including the timed residents' parking arrangements sought by petitioners. The assessment should consider residents,' visitors,' carers,' disabled, business, and commuter needs; enforcement, costs, and implementation; and potential displacement into neighbouring streets.

Votes for the recommendation: 5
Votes against the recommendation: 6

The recommendation failed.

M.65.26 Date and time of next meeting

Tuesday 08.12.2026 at 7pm.

Confidential items

Press and public excluded

M.66.26 Lease renewal of Council office

Council has now received the draft Heads of Terms from Buckinghamshire Council for the renewal of the lease of the Council's offices at Court Garden House and it is recommended to approve the appointment of a commercial property surveyor to act on behalf of the Council.

Resolved:
That Council agreed to
1. Note the draft Heads of Terms for the proposed lease renewal at Court Garden House.
2. Agree that independent professional advice is required before the Heads of Terms are approved.
3. Authorise the Clerk to obtain a minimum of three fixed-price quotations from suitably qualified commercial property surveyors in accordance with Financial Regulations.
4. Delegate authority to the Clerk, in consultation with the Mayor and Chair of Resources, to evaluate quotations within a maximum budget of £2,000 and appoint a surveyor. (£650 has already been agreed by Council for a valuation which has not been spent so the request is for an additional £1350).
5. Authorise the appointed surveyor to negotiate with Buckinghamshire Council's agent on behalf of Marlow Town Council, and the revised Heads of Terms be bought back to Council for approval.

M.67.26 NALC pay award 2026

The NALC pay award for 2026 has been paid in September payroll and backdated to 1st April 2026.

Members are noted the report.

Meeting closed at 8.35pm.

Chair……. Date…….