



**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 16:50:58  
**Attachments:** [REDACTED]

---

Hello Chris

The link below to the Information Commissioner's Office details how The Council must proceed with an FOI.

[How organisations should respond to your request | ICO](#)

Additional advice has been sought from BMKALC and the process that the Council has undertaken to date is correct.

I have responded to your highlighted requests below.

Kind regards

[REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but

can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

Chris

**Chris Funnell**  
**Council Leader**



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---

**From:** #####

**Sent:** Thursday, October 19, 2023 9:20 AM

**To:** Chris Funnell #####

##### Richard Scott #####

#####  
#####  
#####  
#####

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

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**From:** Chris Funnell [REDACTED]

**Sent:** 18 October 2023 21:45

**To:** [REDACTED]

**Cc:** [REDACTED] Richard Scott [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

#####

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

**Provided in my email:** Thu 19/10/2023 17:13

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, **most important is our publication scheme** .

**Provided in my email:** Thu 19/10/2023 17:13

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

**Quote requested. No action is required by members. Costs will fall under the ICO cap.**

Please send a note to [REDACTED] and seek clarification on the following –

**As this information is not required by the Council to carry out the FOI, please contact [REDACTED] direct.**

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED] Ltd

-Could he please send us a copy of [REDACTED] "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**Chris Funnell**  
**Council Leader**



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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** [REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED].

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**



We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda



3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully



**From:** [Richard Scott](#)  
**To:** [REDACTED]  
**Cc:** [Chris Funnell](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 15:34:34

---

**PLEASE NOTE THAT THIS IS ON TOWN COUNCIL EMAILS, NOT PRIVATE EMAILS**

Chris, can I suggest we have a Group meeting after the very short Full Council meeting on Tuesday evening to discuss this and any other matters you may wish to raise.

Kind regards

Richard

Cllr Richard Scott  
Town Councillor  
Marlow South Ward

On 20 Oct 2023, at 15:28, [REDACTED] wrote:

Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.

And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [Chris Funnell](#)  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] [REDACTED] has now reduced his request for information but can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

*Chris*

**Chris Funnell**  
**Council Leader**

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Pound Lane  
Marlow  
Bucks SL7 2AG

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[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED] Richard Scott  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

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[Redacted]

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<6BB3427911FC4B65AE9EE2806FB76D50.png>

**From:** Chris Funnell [Redacted]

**Sent:** 18 October 2023 21:45

**To:** [Redacted]

[Redacted]

**Cc:** [Redacted] Richard Scott

#####  
[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

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[Redacted]

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Thanks

Chris

[REDACTED]

**Chris Funnell**  
**Council Leader**

<4ADOC270BCBD4F12AD564364E5259A53.jpg>**MARLOWTOWNCOUNCIL**

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**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

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**Kind regards**

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**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:02 PM

**To:** [REDACTED]

**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

\*\*\*\*\*  
[Redacted signature block]

**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 15:28:29  
**Attachments:** [REDACTED]

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Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.

And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]  
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**Sent:** 19 October 2023 21:49  
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**Chris Funnell**  
**Council Leader**

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[REDACTED]

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There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request

is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED] [REDACTED]

-Could he please send us a copy of [REDACTED] "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED] [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[if gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

25

**Chris Funnell**  
**Council Leader**



**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**  
[REDACTED]



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---

**From** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM

To [REDACTED]

**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED] [REDACTED]  
**Marlow Town Council**

Dear [REDACTED] [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] [REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda
3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & [REDACTED]
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & [REDACTED]
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

#####  
[Redacted signature block]



**From:** [REDACTED]  
**To:** Richard Scott; Chris Funnell; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Amended FOI Request - Update  
**Date:** 19 October 2023 17:13:07

---

Good afternoon Members

On the advice of BMKALC and our IT contractor, I had advised the FOI applicant that the search criteria contained in the original request was returning too large a cache. This would push the cost of the FOI incurred by MTC over the expenditure cap set by the ICO. I had advised the applicant to review his submission in light of the information and advice provided.

The applicant has taken this on board and has reduced the scope of the request. His response is summarised below:-

*"Thank you for your reply and of course I'm happy to help reduce the workload wherever possible and keep this in the spirit of openness and fairness. I have therefore redrafted the FOI request below and hope this meets the criteria whilst helping make the process much simpler and less onerous.*

*Thank you for your assistance.*

#### Amended FOI Request

1. *The proposal to convene the meeting*
2. *The meeting agenda*
3. *List of councillors present and apologies recorded.*
4. *Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.*
5. *Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.*
6. *Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk) and [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) which contains the following words or phrases -*

- *Dido*
- *DPL*
- *Film Studios*
- *MFS*
- *06443*
- *Robert Laycock*
- *RL "*

I am just waiting for the applicant to confirm the date of the meeting referred to in points 1-4, and to confirm the planning application number referred to in point 5.

All the information can now be obtained by officers and [REDACTED] and does not require any further member input.

Having consulted with [REDACTED], who has provided an estimate of the number of emails in the cache, and timings based on previous redaction exercises, it is anticipated that we will meet the request without exceeding the ICO expenditure limit.

For your information the DPO for Marlow Town Council is the Town Clerk and our [Publication Scheme](#) is on our website.

## GDPR Publication Scheme - Marlow Town Council

(Our Privacy Notice is available to read here ) Background Marlow Town Council has produced this publication Scheme under the GDPR Act. Purpose of the Scheme This Publication Scheme sets out the information the Council will make available as a matter of ... Read more

[www.marlow-tc.gov.uk](http://www.marlow-tc.gov.uk)

If you have any questions please don't hesitate to contact me.

Kind regards

[REDACTED]

[REDACTED]

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T: 01628 484024

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 19 October 2023 09:20:27  
**Attachments:** [REDACTED]

---

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm.  
Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .  
There are clear rules under the freedom of information act 2000 and we need to establish firstly

if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

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or direct them to a link where these can be accessed, **most important is our publication scheme .**

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Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

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-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

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**Chris Funnell**  
**Council Leader**



**MARLOWTOWN**COUNCIL

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED].

All information will be subject to the redaction of personal data where applicable.

**Kind regards**  
[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]



**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its ‘Key Commitments’ a duty to ‘facilitate discussion and expression of opinion’ and is ‘answerable to its listeners and the people of Marlow’

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** (“Act”), and request the following documents or the link as to where they may be obtained.

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2. The meeting agenda

3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
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7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully





**From:** [REDACTED]  
**To:** Richard Scott; Chris Funnell; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 15:45:10

---

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

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  - Marlow Film Studios
  - Robert Laycock

- MFS
- Support
- Planning
- Development
- 22/06443/FULEA

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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

A large black rectangular redaction box covering the signature area. The top edge of the box has a red and black striped pattern, suggesting it might be a scan of a redaction mark or a specific type of redaction tool.

**From:** [REDACTED]  
**To:** [REDACTED] [Richard Scott](#); [Chris Funnell](#);  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 11:48:53

---

Dear [REDACTED]

Thank you for your email.

I regret that the officers are unable to withdraw or amend the statements that have been posted to the planning portal as these have been submitted by individual Councillors.

All communications are being handled by the Leader Cllr C Funnell and I know that he is responding to you via email currently.

Kind regards

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:45:02

---

Dear Cllr Funnell

Thank you for your email, acknowledging receipt of the two emails I sent this morning.

I appreciate as a resident of Little Marlow Parish, I do not reside in your ward, however I feel it would have been polite and considerate to at the very least acknowledge receipt of my email of 22<sup>nd</sup> September, since the subject matter affects me so greatly, and you and your colleagues saw fit to make comments without considering the impact of your actions on those like myself, outside of your ward.

Regarding my comment of “***faced a constant barrage of harassment, threats and lies from the developers***”, these are reported. The developers are clever to not leave any evidence that can be used to prosecute them, and the authorities are not interested in what they see as a civil matter.

The correction to your statement sent to the planning officer, which was posted on the planning portal on the 22<sup>nd</sup> of September, is still being represented as the view of Marlow Town Council in the Planning Officers Report for the Strategic Sites Committee, therefore it needs to be amended or removed. It is a misrepresentation of Marlow Town Council and the constituent of the ward.

Regards

[REDACTED]

---

**From:** Chris Funnell [REDACTED]  
**Sent:** Wednesday, October 18, 2023 10:33 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Richard Scott** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA

Dear [REDACTED]

Thank you for your various emails this morning which I am acknowledging .  
Unfortunately, as we continue to point out you are a resident of little Marlow the statutory

consultee and that is why you have received a response from your chair of the council as you do not reside in our ward .

I am however extremely alarmed that you point out that you have in your own words below "***faced a constant barrage of harassment, threats and lies from the developers***".

Harassment and threats that you allege are potentially very serious matters which hopefully you have raised with the police authorities ?? ...if not, we would encourage you to do so immediately

,I have copied back in the [REDACTED] at little Marlow

to inform your council and forward to your [REDACTED]

Concerning your request to our [REDACTED] to alter our submissions you may be aware that we have already made a subsequent correction to our statement to the planning officer which was posted on the planning portal on the 22<sup>nd</sup> of September .

Regards

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 9:37 AM

**To:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Chris Funnell [REDACTED]

[REDACTED] Richard Scott [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

#####

**Subject:** RE: Planning Application 22/06443/FULEA

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [redacted] of Little Marlow Parish Council confirming receipt, along with a response from the [redacted] of the Parish Council.

I look forward to hearing from you.

Regards

[redacted]

---

**From:** [redacted]

**Sent:** Friday, September 22, 2023 10:58 PM

**To:** #####

[redacted]

[redacted] #####

[redacted]; [rscott](#) [redacted] #####

**Cc:** #####

[redacted]

[redacted]

**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have

spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

Whilst some Councillors believe the development may bring extra financial benefit for the local community, other than CIL and rates for the local authority, it would be highly unlikely to benefit the community, bringing traffic chaos, which we know from historical bridge closures, causes big losses for local businesses, especially in the High Street. Also local businesses are struggling to recruit staff, especially in the hospitality sector, so the very small amount of jobs potentially available for local people, would only come with the resources available. The only people to gain from this inappropriate development, in our precious green open spaces, are the already wealthy developers, at huge expense to the residents of Westhorpe Park.

There are 56 low cost homes at Westhorpe Park, many of whom are elderly and vulnerable. We live here for the peace and quiet that the area provides and many people have lived here for over 25 years. We have a lovely community that provides a vital support network to those who need it. For the last 18 months, we have faced a constant barrage of harassment, threats and lies from the developers, which has already taken its toll on our health and caused unnecessary stress and upset. And that's all before a decision has been made regarding the application. Some people have tried to sell their properties, but with no success while the threat hangs over us. If the application gets approved, we will simply not be able to sell, so cannot move. None of us can afford to walk away from our homes to live somewhere else, especially not in our support network area. Effectively we will be trapped living in the middle of a huge, noisy, 90 acre industrial estate, that after years of construction, will operate 24 hours a day. Be under no illusion that the detrimental impact on our wellbeing will be huge and lifechanging. Physically the ability for the daily carers, ambulance drivers, hospital transport, hot meals, etc. to gain the required immediate access, will cause physical suffering for many.

The support MTC have shown, to make a few wealthy individuals even wealthier, at the expense of so many individuals is incredible sad. It feels like you have just banged more nails into our coffins. If your parents lived here, would you be supporting such a project that causes so much suffering?


Regards

\*\*\*\*\*

\*\*\*\*\*

Little Marlow



**From:**   
**To:** [Chris Funnell](#)  
**Subject:** Automatic reply: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:32:44

---

Thank you for your email, we aim to respond within 5 working days.

**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Automatic reply: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:32:43

---

I am away from the office returning on Monday October 23<sup>rd</sup>. Please contact the [REDACTED] [REDACTED] by email [REDACTED] or call 01628 484024. For Highways emergencies please call 01296 486630.

**From:** [REDACTED]  
**To:** [REDACTED]; [Chris Funnell](#);  
[REDACTED]; [Richard Scott](#);  
**Cc:** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 09:36:39

---

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [REDACTED] of Little Marlow Parish Council confirming receipt, along with a response from the [REDACTED] of the Parish Council.

I look forward to hearing from you.

Regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, September 22, 2023 10:58 PM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED] cfunnel [REDACTED]  
[REDACTED] rscott [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

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Regards

#####  
[Redacted]  
[Redacted]

Little Marlow



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 09:30:42

---

Dear [REDACTED]

Hope you are keeping well.

Please could you ensure the Marlow Town Council statement in the Buckinghamshire Council Planning Officer's Report is amended or better still redacted prior to the Strategic Sites Committee Meeting on Monday 23<sup>rd</sup> October. It is currently listed as an MTC representation, which Cllr Scott has repeatedly confirmed it is not. This misrepresents MTC and the residents of the parish who have clearly expressed their views.

Please acknowledge receipt of my email and actions you intend to take.

Many thanks

[REDACTED]

**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Richard Scott](#)  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 16:57:00  
**Attachments:** [REDACTED]

---

[REDACTED]

First and foremost, it's essential for councillors to be informed about the handling of FOI requests within our jurisdiction, as it is part of our responsibility to ensure transparency and accountability in any of our decision-making processes. While the [REDACTED] and her team are indeed responsible for the technical aspects of handling the request, it is our duty as councillors to oversee and understand the process, as it directly impacts our roles and responsibilities as public servants .

Seeking clarity and transparency on members behalf in how the FOI request is managed, especially since it pertains to allegations of councillors within our group is essential ,particularly if those complaints were for example vexatious or contrived or indeed should other members at anytime become involved in FOI's .

Open communication and information sharing are key to maintaining public trust, which is a fundamental aspect of our work and the very fact that we state we have those documents means that we claim that they exist and have legal implications for the whole group .

If you have any further concerns or questions, please do not hesitate to reach out, and we can discuss this matter further.

Best regards,

Chris

Regenerate

*Chris Funnell*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Friday, October 20, 2023 3:28 PM  
**To:** Chris Funnell [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.

And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [Chris Funnell](#)  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Richard Scott](#); [REDACTED]  
[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but

can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed

or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *(If gross annual income or expenditure (whichever is the higher) exceeds £200,000)* The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**Chris Funnell**  
**Council Leader**



**MARLOWTOWN**COUNCIL

Court Garden  
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Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED].

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application



I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

#####  
[Redacted signature]

**From:** [Chris Funnell](#)  
**To:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 19 October 2023 21:49:00  
**Attachments:** [image005.png](#)

---

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

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*Chris*

**Chris Funnell**  
**Council Leader**

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED]; Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
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Hello Chris

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Alternatively I am in the office all day tomorrow.

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[REDACTED]

[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 18 October 2023 21:45

**To:** [REDACTED]

[REDACTED] Richard Scott [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

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Thanks

Chris

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- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25

**Chris Funnell  
Council Leader**



**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024



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---

**From:** [REDACTED] >

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott [REDACTED] Chris Funnell [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**



We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its ‘Key Commitments’ a duty to ‘facilitate discussion and expression of opinion’ and is ‘answerable to its listeners and the people of Marlow’

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** (“Act”), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda
3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves

because of potential conflict of interest.

5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully



**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 19 October 2023 11:45:51  
**Attachments:** [image002.png](#)

---

Thanks [REDACTED]  
Had to go to Birmingham so will pop in tomorrow.  
If any questions do t hesitate to call my mobile  
Regards  
Chris

Chris funnell  
[REDACTED]

On 19 Oct 2023, at 09:20, [REDACTED] wrote:

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards  
[REDACTED]

[REDACTED]  
[REDACTED]  
**MARLOWTOWNCOUNCIL**  
T: 01628 484024

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]

[REDACTED]

Cc: [REDACTED] Richard Scott

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed or direct them to a link where these can be accessed, **most important is our publication scheme** .

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED] [REDACTED] [REDACTED]

-Could he please send us a copy of [REDACTED] [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the

process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

<image002.png>

**Chris Funnell**  
**Council Leader**

<image003.jpg>  
**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



#####  
[Redacted]  
[Redacted]

Cc: #####

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [Redacted] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [Redacted]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[Redacted]

<image003.jpg>

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---

**From:** #####

**Sent:** Wednesday, October 18, 2023 3:02 PM

**To:** [REDACTED]

**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED] [REDACTED]

**Marlow Town Council**

Dear [REDACTED] [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] [REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

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4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
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6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & [REDACTED]
7. Text messages and WhatsApp messages to and from Cllr Chris

Funnell and Cllr Richard Scott for the period October 2021 to the present.

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9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
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  - Support
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  - 22/06443/FULEA

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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

[REDACTED]

**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 21:45:00  
**Attachments:** [REDACTED]

---

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
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-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
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- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

**Chris Funnell**  
**Council Leader**

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED] Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

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[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

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2. The meeting agenda
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4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
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7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr

Richard Scott for the period October 2021 to the present.

8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) &



9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases

- Dido Property Ltd
- Marlow Film Studios
- Robert Laycock
- MFS
- Support
- Planning
- Development
- 22/06443/FULEA

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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully





**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:32:00

---

Dear [REDACTED]

Thank you for your various emails this morning which I am acknowledging .  
Unfortunately, as we continue to point out you are a resident of little Marlow the statutory consultee and that is why you have received  
a response from your chair of the council as you do not reside in our ward .

I am however extremely alarmed that you point out that you have in your own words below "***faced a constant barrage of harassment, threats and lies from the developers***".  
Harassment and threats that you allege are potentially very serious matters which hopefully you have raised with the police authorities ?? ...if not, we would encourage you to do so immediately .  
I have copied back in the [REDACTED] at little Marlow  
to inform your council and forward to your [REDACTED]  
Concerning your request to our [REDACTED] to alter our submissions you may be aware that we have  
already made a subsequent correction to our statement to the planning officer which was  
posted on the planning portal on the 22<sup>nd</sup> of September .  
Regards

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 9:37 AM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Chris Funnell [REDACTED]  
[REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [REDACTED] of Little Marlow Parish Council confirming receipt, along with a response from the [REDACTED] of the Parish Council.

I look forward to hearing from you.

Regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, September 22, 2023 10:58 PM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED] [cfunnell](#) [REDACTED]  
[REDACTED] [rscott](#) [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application

was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

Whilst some Councillors believe the development may bring extra financial benefit for the local community, other than CIL and rates for the local authority, it would be highly unlikely to benefit the community, bringing traffic chaos, which we know from historical bridge closures, causes big losses for local businesses, especially in the High Street. Also local businesses are struggling to recruit staff, especially in the hospitality sector, so the very small amount of jobs potentially available for local people, would only be completed with the resources available. The only people to gain from this inappropriate development, in our precious green open spaces, are the already wealthy developers, at huge expense to the residents of Westhorpe Park.

There are 56 low cost homes at Westhorpe Park, many of whom are elderly and vulnerable. We live here for the peace and quiet that the area provides and many people have lived here for over 25 years. We have a lovely community that provides a vital support network to those who need it. For the last 18 months, we have faced a constant barrage of harassment, threats and lies from the developers, which has already taken its toll on our health and caused unnecessary stress and upset. And that's all before a decision has been made regarding the application. Some people have tried to sell their properties, but with no success while the threat hangs over us. If the application gets approved, we will simply not be able to sell, so cannot move. None of us can afford to walk away from our homes to live somewhere else, especially not in our support network area. Effectively we will be trapped living in the middle of a huge, noisy, 90 acre industrial estate, that after years of construction, will operate 24 hours a day. Be under no illusion that the detrimental impact on our wellbeing will be huge and lifechanging. Physically the ability for the daily carers, ambulance drivers, hospital transport, hot meals, etc. to gain the required immediate access, will cause physical suffering for many.

The support MTC have shown, to make a few wealthy individuals even wealthier, at the expense of so many individuals is incredible sad. It feels like you have just banged more nails into our coffins. If your parents lived here, would you be supporting such a project that causes so much suffering?

Regards

#####  
[Redacted signature]

Little Marlow





**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Richard Scott](#)  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 16:57:42  
**Attachments:** [REDACTED]

---

[REDACTED]

First and foremost, it's essential for councillors to be informed about the handling of FOI requests within our jurisdiction, as it is part of our responsibility to ensure transparency and accountability in any of our decision-making processes. While the [REDACTED] and her team are indeed responsible for the technical aspects of handling the request, it is our duty as councillors to oversee and understand the process, as it directly impacts our roles and responsibilities as public servants .

Seeking clarity and transparency on members behalf in how the FOI request is managed, especially since it pertains to allegations of councillors within our group is essential ,particularly if those complaints were for example vexatious or contrived or indeed should other members at anytime become involved in FOI's .

Open communication and information sharing are key to maintaining public trust, which is a fundamental aspect of our work and the very fact that we state we have those documents means that we claim that they exist and have legal implications for the whole group .

If you have any further concerns or questions, please do not hesitate to reach out, and we can discuss this matter further.

Best regards,

Chris

Regenerate

*Chris Funnell*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Friday, October 20, 2023 3:28 PM  
**To:** Chris Funnell [REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]; Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.  
And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]

[REDACTED]

---

**From:** [Chris Funnell](#)  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but  
can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .  
regards

*Chris*  
**Chris Funnell**  
**Council Leader**

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Bucks SL7 2AG

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell <[REDACTED]>  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]  
[REDACTED] Richard Scott [REDACTED]  
[REDACTED]



[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed

or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *(If gross annual income or expenditure (whichever is the higher) exceeds £200,000)* The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**Chris Funnell**  
**Council Leader**



**MARLOWTOWN**COUNCIL

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

██████████ ██████████

**Marlow Town Council**

Dear ██████████ ██████████

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

██████████ ██████████ has, under the terms of its ‘Key Commitments’ a duty to ‘facilitate discussion and expression of opinion’ and is ‘answerable to its listeners and the people of Marlow’

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** (“Act”), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda
3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & ██████████
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & ██████████
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

#####  
[Redacted signature]

**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 16:50:58  
**Attachments:** [REDACTED]

---

Hello Chris

The link below to the Information Commissioner's Office details how The Council must proceed with an FOI.

[How organisations should respond to your request | ICO](#)

Additional advice has been sought from BMKALC and the process that the Council has undertaken to date is correct.

I have responded to your highlighted requests below.

Kind regards

[REDACTED]

**MARLOWTOWNCOUNCIL**

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
[REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but

can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

*Chris*

**Chris Funnell**  
**Council Leader**



**MARLOWTOWNCOUNCIL**

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Bucks SL7 2AG

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---

**From:** #####

**Sent:** Thursday, October 19, 2023 9:20 AM

**To:** Chris Funnell #####

##### Richard Scott #####

#####  
#####  
#####  
#####

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[Redacted]

#####

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---

**From:** Chris Funnell [Redacted] >

**Sent:** 18 October 2023 21:45

**To:** [Redacted]

**Cc:** [Redacted] Richard Scott [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

#####

Thank you for sharing this request .

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Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

**Provided in my email:** Thu 19/10/2023 17:13



- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, **most important is our publication scheme .**

**Provided in my email:** Thu 19/10/2023 17:13

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

**Quote requested. No action is required by members. Costs will fall under the ICO cap.**

Please send a note to [REDACTED] and seek clarification on the following –

**As this information is not required by the Council to carry out the FOI, please contact [REDACTED] direct.**

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

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In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

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*See also standing order 21.*

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- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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25

**Chris Funnell**  
**Council Leader**



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

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Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** Office [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]



**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

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2. The meeting agenda

3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & 
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully



**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 15:28:29  
**Attachments:** [REDACTED]

---

Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.

And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [Chris Funnell](#)  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .  
regards

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

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**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]  
**Cc:** [REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .  
There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request

is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed

or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris



20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[if gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

25

**Chris Funnell**  
**Council Leader**



**MARLOWTOWNCOUNCIL**

Court Garden  
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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM

To: [REDACTED]

Subject: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED] [REDACTED]

**Marlow Town Council**

Dear [REDACTED] [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] [REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda
3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
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  - Support
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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

#####  
[Redacted signature block]

**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 19 October 2023 21:49:32  
**Attachments:** [REDACTED]

---

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] has now reduced his request for information but can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

*Chris*

**Chris Funnell**  
**Council Leader**

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

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Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 18 October 2023 21:45

**To:** [REDACTED]

**Cc:** [REDACTED]; Richard Scott [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .  
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**Chris Funnell  
Council Leader**



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

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Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**  
[REDACTED]



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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**



We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

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because of potential conflict of interest.

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9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
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  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

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I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully



**From:** [REDACTED]  
**To:** Richard Scott; Chris Funnell; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Amended FOI Request - Update  
**Date:** 19 October 2023 17:13:07

---

Good afternoon Members

On the advice of BMKALC and our IT contractor, I had advised the FOI applicant that the search criteria contained in the original request was returning too large a cache. This would push the cost of the FOI incurred by MTC over the expenditure cap set by the ICO. I had advised the applicant to review his submission in light of the information and advice provided.

The applicant has taken this on board and has reduced the scope of the request. His response is summarised below:-

*"Thank you for your reply and of course I'm happy to help reduce the workload wherever possible and keep this in the spirit of openness and fairness. I have therefore redrafted the FOI request below and hope this meets the criteria whilst helping make the process much simpler and less onerous.*

*Thank you for your assistance.*

#### Amended FOI Request

1. *The proposal to convene the meeting*
2. *The meeting agenda*
3. *List of councillors present and apologies recorded.*
4. *Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.*
5. *Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.*
6. *Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk) and [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) which contains the following words or phrases -*

- *Dido*
- *DPL*
- *Film Studios*
- *MFS*
- *06443*
- *Robert Laycock*
- *RL "*

I am just waiting for the applicant to confirm the date of the meeting referred to in points 1-4, and to confirm the planning application number referred to in point 5.

All the information can now be obtained by officers and [REDACTED] and does not require any further member input.

Having consulted with [REDACTED] who has provided an estimate of the number of emails in the cache, and timings based on previous redaction exercises, it is anticipated that we will meet the request without exceeding the ICO expenditure limit.

For your information the DPO for Marlow Town Council is the Town Clerk and our [Publication Scheme](#) is on our website.

## GDPR Publication Scheme - Marlow Town Council

(Our Privacy Notice is available to read here ) Background Marlow Town Council has produced this publication Scheme under the GDPR Act. Purpose of the Scheme This Publication Scheme sets out the information the Council will make available as a matter of ... Read more

[www.marlow-tc.gov.uk](http://www.marlow-tc.gov.uk)

If you have any questions please don't hesitate to contact me.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 19 October 2023 09:20:27  
**Attachments:** [REDACTED]

---

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm.  
Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 18 October 2023 21:45  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly

if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed

or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25

**Chris Funnell**  
**Council Leader**



**MARLOWTOWN**COUNCIL

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024





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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED] Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]



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---

**From:** [REDACTED] >  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]



**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** ("Act"), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda

3. List of councillors present and apologies recorded.
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9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development
  - 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully



**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 21:45:39  
**Attachments:** [REDACTED]

---

[REDACTED]

Thank you for sharing this request .

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In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

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**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**

[REDACTED]

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---

**From:** [REDACTED] >  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council ("MTC") to the Planning Portal in support of the Marlow Film Studios ("MFS") proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

[REDACTED] has, under the terms of its 'Key Commitments' a duty to 'facilitate discussion and expression of opinion' and is 'answerable to its listeners and the people of Marlow'

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7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr

Richard Scott for the period October 2021 to the present.

8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) &

[REDACTED]

9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases

- Dido Property Ltd
- Marlow Film Studios
- Robert Laycock
- MFS
- Support
- Planning
- Development
- 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

[REDACTED]



**From:** [REDACTED]  
**To:** Richard Scott; Chris Funnell; [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 15:45:09

---

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

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**Kind regards**

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:02 PM  
**To:** [REDACTED]  
**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]

**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

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7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
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  - Marlow Film Studios
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- MFS
- Support
- Planning
- Development
- 22/06443/FULEA

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Yours faithfully

A large black rectangular redaction box covering the signature and name of the sender.

**From:** [REDACTED]  
**To:** [REDACTED]; [Richard Scott](#); [Chris Funnell](#);  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 11:48:53

---

Dear [REDACTED]

Thank you for your email.

I regret that the officers are unable to withdraw or amend the statements that have been posted to the planning portal as these have been submitted by individual Councillors.

All communications are being handled by the Leader Cllr C Funnell and I know that he is responding to you via email currently.

Kind regards

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:45:04

---

Dear Cllr Funnell

Thank you for your email, acknowledging receipt of the two emails I sent this morning.

I appreciate as a resident of Little Marlow Parish, I do not reside in your ward, however I feel it would have been polite and considerate to at the very least acknowledge receipt of my email of 22<sup>nd</sup> September, since the subject matter affects me so greatly, and you and your colleagues saw fit to make comments without considering the impact of your actions on those like myself, outside of your ward.

Regarding my comment of “***faced a constant barrage of harassment, threats and lies from the developers***”, these are reported. The developers are clever to not leave any evidence that can be used to prosecute them, and the authorities are not interested in what they see as a civil matter.

The correction to your statement sent to the planning officer, which was posted on the planning portal on the 22<sup>nd</sup> of September, is still being represented as the view of Marlow Town Council in the Planning Officers Report for the Strategic Sites Committee, therefore it needs to be amended or removed. It is a misrepresentation of Marlow Town Council and the constituent of the ward.

Regards

[REDACTED]

---

**From:** Chris Funnell [REDACTED]  
**Sent:** Wednesday, October 18, 2023 10:33 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Richard Scott** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA

Dear [REDACTED]

Thank you for your various emails this morning which I am acknowledging .  
Unfortunately, as we continue to point out you are a resident of little Marlow the statutory

consultee and that is why you have received a response from your [REDACTED] of the council as you do not reside in our ward .

I am however extremely alarmed that you point out that you have in your own words below "***faced a constant barrage of harassment, threats and lies from the developers***".

Harassment and threats that you allege are potentially very serious matters which hopefully you have raised with the police authorities ?? ...if not, we would encourage you to do so immediately

,I have copied back in the [REDACTED] at little Marlow

to inform your council and forward to your [REDACTED]

Concerning your request to our [REDACTED] to alter our submissions you may be aware that we have already made a subsequent correction to our statement to the planning officer which was posted on the planning portal on the 22<sup>nd</sup> of September .

Regards

*Chris*

**Chris Funnell**  
**Council Leader**

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Bucks SL7 2AG

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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 9:37 AM

**To:** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Chris Funnell [REDACTED]

[REDACTED] Richard Scott [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

#####

**Subject:** RE: Planning Application 22/06443/FULEA

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [redacted] of Little Marlow Parish Council confirming receipt, along with a response from the [redacted] of the Parish Council.

I look forward to hearing from you.

Regards

[redacted]

---

**From:** [redacted]

**Sent:** Friday, September 22, 2023 10:58 PM

**To:** #####

[redacted] [cfunnel](#) #####

#####; [rscott](#) #####

**Cc:** [redacted]

[redacted]

**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have

spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

Whilst some Councillors believe the development may bring extra financial benefit for the local community, other than CIL and rates for the local authority, it would be highly unlikely to benefit the community, bringing traffic chaos, which we know from historical bridge closures, causes big losses for local businesses, especially in the High Street. Also local businesses are struggling to recruit staff, especially in the hospitality sector, so the very small amount of jobs potentially available for local people, would only come with the resources available. The only people to gain from this inappropriate development, in our precious green open spaces, are the already wealthy developers, at huge expense to the residents of Westhorpe Park.

There are 56 low cost homes at Westhorpe Park, many of whom are elderly and vulnerable. We live here for the peace and quiet that the area provides and many people have lived here for over 25 years. We have a lovely community that provides a vital support network to those who need it. For the last 18 months, we have faced a constant barrage of harassment, threats and lies from the developers, which has already taken its toll on our health and caused unnecessary stress and upset. And that's all before a decision has been made regarding the application. Some people have tried to sell their properties, but with no success while the threat hangs over us. If the application gets approved, we will simply not be able to sell, so cannot move. None of us can afford to walk away from our homes to live somewhere else, especially not in our support network area. Effectively we will be trapped living in the middle of a huge, noisy, 90 acre industrial estate, that after years of construction, will operate 24 hours a day. Be under no illusion that the detrimental impact on our wellbeing will be huge and lifechanging. Physically the ability for the daily carers, ambulance drivers, hospital transport, hot meals, etc. to gain the required immediate access, will cause physical suffering for many.

The support MTC have shown, to make a few wealthy individuals even wealthier, at the expense of so many individuals is incredible sad. It feels like you have just banged more nails into our coffins. If your parents lived here, would you be supporting such a project that causes so much suffering?

Regards

\*\*\*\*\*

\*\*\*\*\*

Little Marlow



**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 10:32:43

---

Dear [REDACTED]

Thank you for your various emails this morning which I am acknowledging .  
Unfortunately, as we continue to point out you are a resident of little Marlow the statutory consultee and that is why you have received  
a response from your [REDACTED] of the council as you do not reside in our ward .

I am however extremely alarmed that you point out that you have in your own words below "***faced a constant barrage of harassment, threats and lies from the developers***".  
Harassment and threats that you allege are potentially very serious matters which hopefully you have raised with the police authorities ?? ...if not, we would encourage you to do so immediately .  
I have copied back in the [REDACTED] at little Marlow  
to inform your council and forward to your [REDACTED]  
Concerning your request to our [REDACTED] to alter our submissions you may be aware that we have  
already made a subsequent correction to our statement to the planning officer which was  
posted on the planning portal on the 22<sup>nd</sup> of September .  
Regards

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 9:37 AM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Chris Funnell [REDACTED]  
[REDACTED] Richard Scott [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Planning Application 22/06443/FULEA

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [REDACTED] of Little Marlow Parish Council confirming receipt, along with a response from the [REDACTED] of the Parish Council.

I look forward to hearing from you.

Regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, September 22, 2023 10:58 PM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED]; [cfunnel](#) [REDACTED]  
[REDACTED]; [rscott](#) [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application

was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

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Regards

#####  
[Redacted]

Little Marlow



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Subject:** Re: Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 09:54:26

---

see my email to Bucks Council on which you were bcc'd

On Wed, 18 Oct 2023 at 09:33, [REDACTED] > wrote:

Forwarding as [REDACTED] has her out of office on, stating she will not be returning until Monday 23<sup>rd</sup> October, by which time it will be too late for the required action.

Thanks

[REDACTED] [REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 9:31 AM  
**To:** [REDACTED]; [rscot](#); [cfunnel](#); [REDACTED]  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA

Dear [REDACTED]

Hope you are keeping well.

Please could you ensure the Marlow Town Council statement in the Buckinghamshire Council Planning Officer's Report is amended or better still redacted prior to the Strategic Sites Committee Meeting on Monday 23<sup>rd</sup> October. It is currently listed as an MTC representation, which Cllr Scott has repeatedly confirmed it is not. This misrepresents MTC and the residents of the parish who have clearly expressed their views.

Please acknowledge receipt of my email and actions you intend to take.

Many thanks



**From:** [REDACTED]  
**To:** [REDACTED]; [Chris Funnell](#);  
[REDACTED]; [Richard Scott](#);  
[REDACTED]  
**Subject:** RE: Planning Application 22/06443/FULEA  
**Date:** 18 October 2023 09:36:39

---

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the [REDACTED] of Little Marlow Parish Council confirming receipt, along with a response from the [REDACTED] of the Parish Council.

I look forward to hearing from you.

Regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Friday, September 22, 2023 10:58 PM  
**To:** [REDACTED];  
[REDACTED]; cfunnel [REDACTED];  
[REDACTED]; rscott [REDACTED]  
**Cc:** [REDACTED]  
[REDACTED]  
**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have

been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

Whilst some Councillors believe the development may bring extra financial benefit for the local community, other than CIL and rates for the local authority, it would be highly unlikely to benefit the community, bringing traffic chaos, which we know from historical bridge closures, causes big losses for local businesses, especially in the High Street. Also local businesses are struggling to recruit staff, especially in the hospitality sector, so the very small amount of jobs potentially available for local people, would only be completed with the resources available. The only people to gain from this inappropriate development, in our precious green open spaces, are the already wealthy developers, at huge expense to the residents of Westhorpe Park.

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The support MTC have shown, to make a few wealthy individuals even wealthier, at the expense of so many individuals is incredible sad. It feels like you have just banged more nails into our coffins. If your parents lived here, would you be supporting such a project that causes so much suffering?

Regards

#####  
[Redacted signature]

Little Marlow



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Subject:** RE: Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 09:33:34

---

Forwarding as [REDACTED] has her out of office on, stating she will not be returning until Monday 23<sup>rd</sup> October, by which time it will be too late for the required action.

Thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 9:31 AM  
**To:** [REDACTED]  
**Cc:** rscott [REDACTED] cfunnel [REDACTED]  
[REDACTED]  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA

Dear [REDACTED]

Hope you are keeping well.

Please could you ensure the Marlow Town Council statement in the Buckinghamshire Council Planning Officer's Report is amended or better still redacted prior to the Strategic Sites Committee Meeting on Monday 23<sup>rd</sup> October. It is currently listed as an MTC representation, which Cllr Scott has repeatedly confirmed it is not. This misrepresents MTC and the residents of the parish who have clearly expressed their views.

Please acknowledge receipt of my email and actions you intend to take.

Many thanks

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 09:30:42

---

Dear [REDACTED]

Hope you are keeping well.

Please could you ensure the Marlow Town Council statement in the Buckinghamshire Council Planning Officer's Report is amended or better still redacted prior to the Strategic Sites Committee Meeting on Monday 23<sup>rd</sup> October. It is currently listed as an MTC representation, which Cllr Scott has repeatedly confirmed it is not. This misrepresents MTC and the residents of the parish who have clearly expressed their views.

Please acknowledge receipt of my email and actions you intend to take.

Many thanks

[REDACTED]

**From:** [Richard Scott](#)  
**To:** [REDACTED]  
**Cc:** [Chris Funnell](#); [REDACTED]  
**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 20 October 2023 15:34:33

---

**PLEASE NOTE THAT THIS IS ON TOWN COUNCIL EMAILS, NOT PRIVATE EMAILS**

Chris, can I suggest we have a Group meeting after the very short Full Council meeting on Tuesday evening to discuss this and any other matters you may wish to raise.

Kind regards

Richard

Cllr Richard Scott  
Town Councillor  
Marlow South Ward

On 20 Oct 2023, at 15:28, [REDACTED] wrote:

Chris,

I am not sure why councillors would need to have all of this information. The FOI request is being handled by the [REDACTED] and her team. I think that is all we need to know.

And also, as you are one of the subjects of the FOI I do not think that you should be directing the [REDACTED] in this matter.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [Chris Funnell](#)  
**Sent:** 19 October 2023 21:49  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

Thanks [REDACTED] and acknowledging your later mail informing us that [REDACTED] [REDACTED] has now reduced his request for information but can we please get answers to the questions in my mail from yesterday which I have re highlighted in red below so that members are clear what the process is for handling enquiries of this nature .

regards

*Chris*

**Chris Funnell  
Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Thursday, October 19, 2023 9:20 AM  
**To:** Chris Funnell [REDACTED]  
**Cc:** [REDACTED] Richard Scott  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Marlow Town Council official support of Marlow Film Studios Planning Application

Hello Chris

It's a bit of a busy day today, sorry. I'll be available in the office from 11.30 until 2pm. Alternatively I am in the office all day tomorrow.

I'll ensure that you get a full response to the questions you raise / request for information by the end of the day.

Kind regards

#####  
[Redacted]

#####  
[Redacted]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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#####  
[Redacted]

**From:** Chris Funnell [Redacted]

**Sent:** 18 October 2023 21:45

**To:** #####  
[Redacted]

[Redacted]

**Cc:** ##### Richard Scott

#####  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application

#####  
[Redacted]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]

-Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

#####

**Chris Funnell**  
**Council Leader**

<4ADOC270BCBD4F12AD564364E5259A53.jpg>**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott [REDACTED]; Chris Funnell [REDACTED]

[REDACTED]

**Cc:** [REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

<4AD0C270BCBD4F12AD564364E5259A53.jpg>**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** [REDACTED]

**Sent:** Wednesday, October 18, 2023 3:02 PM

**To:** [REDACTED]

**Subject:** Marlow Town Council official support of Marlow Film Studios Planning Application

[REDACTED]  
**Marlow Town Council**

Dear [REDACTED]

**Re: Marlow Town Council official support of Marlow Film Studios Planning Application**

We have been approached by numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott on behalf



of Marlow Town Council (“MTC”) to the Planning Portal in support of the Marlow Film Studios (“MFS”) proposed development which has been widely reported on Social Media, quoted on the MFS Website and in the Marlow Free Press.

██████████ has, under the terms of its ‘Key Commitments’ a duty to ‘facilitate discussion and expression of opinion’ and is ‘answerable to its listeners and the people of Marlow’

In line with our commitments and the public interest of gaining access to the facts surrounding the reaching of the decision to support the application we would be grateful to receive the following information under the terms of the **Freedom of Information Act 2000** (“Act”), and request the following documents or the link as to where they may be obtained.

1. The proposal to convene the meeting
2. The meeting agenda
3. List of councillors present and apologies recorded.
4. Recorded meeting minutes including details of anyone that recused themselves because of potential conflict of interest.
5. Any written advice sent to the Town Council from the Town Clerk about the process in responding to the planning application and advice of any statement forthcoming from the Council.
6. Emails to and from the following addresses for the period of October 2021 to the present for [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & ██████████
7. Text messages and WhatsApp messages to and from Cllr Chris Funnell and Cllr Richard Scott for the period October 2021 to the present.
8. Any other pertinent messages for the period of October 2021 to the present to and from [cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk), [rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk) & ██████████
9. Any and all other written or electronic messages for the period October 2021 to the present where a word search contains the following words or phrases
  - Dido Property Ltd
  - Marlow Film Studios
  - Robert Laycock
  - MFS
  - Support
  - Planning
  - Development

- 22/06443/FULEA

Please accept the receipt of this email as the commencement of the statutory response period as defined under the Act

I look forward to receiving your response in due course. In the interest of openness and clarity this email and any responses will be published on our website and social media. Email addresses and other personal information will be redacted.

Yours faithfully

\*\*\*\*\*  
[Redacted signature]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Richard Scott](#); [Chris Funnell](#)  
**Subject:** Marlow Town Council Statement on Application Ref 22/06443/FULEA  
**Date:** 18 October 2023 11:48:53

---

Dear [REDACTED]

Thank you for your email.

I regret that the officers are unable to withdraw or amend the statements that have been posted to the planning portal as these have been submitted by individual Councillors.

All communications are being handled by the Leader Cllr C Funnell and I know that he is responding to you via email currently.

Kind regards

[REDACTED]

[REDACTED]

**MARLOW TOWN COUNCIL**

T: 01628 484024

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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Marlow Film Studios & Marlow Town Council  
**Date:** 24 September 2023 11:22:36  
**Attachments:** [5D26966C57E14B428CD125FAE5E1E9A2.png](#)

---

Mr Funnell,

I contacted my local councillor with my concerns about the approach taken by Marlow Town Council in respect of the letter of support that it offered for the film studio development.

[REDACTED] however was not able to comment on the submission or the way it was submitted, nor express her views about the pros and cons of the scheme.

Can I therefore ask you, as leader of the council, to respond to my email and include your personal views about the planned development.

Regards,

[REDACTED]

----- Forwarded Message -----

**Subject:** Re: [EXTERNAL] Marlow Film Studios

**Date:** Wed, 20 Sep 2023 09:54:51 +0000

**From:** [REDACTED]

**To:** [REDACTED]

**CC:** [REDACTED] Chris Funnell <[\[REDACTED\]](#)>

Dear [REDACTED]

I am not able to comment on either the content of the submission nor the way in which it was submitted.

I have chosen to take a neutral stance on the planning application from the beginning as it was clear that with such a complex proposal there would be many pros and cons and opposing views from residents, as has proved to be the case.

In my opinion it is not helpful to take sides on a major application such as this, rather it is better to be open to all residents opinions, and to feed these back to the council, which is what I have done.

I have forwarded your comments to MTC to be recorded.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, September 18, 2023 10:00:11 AM

To: [REDACTED]

Subject: [EXTERNAL] Marlow Film Studios

Hi [REDACTED]

I am writing to express my concerns about the approach taken by Marlow Town Council in its consideration of the Marlow Film Studio project.

For a matter of such importance can you please help me understand why:

- The matter was discussed at a members-only meeting, not a formal meeting of the council with a clerk present?
- The comment was submitted by, Richard Scott, classifying as a "member of the public" although then putting in the text that it was relaying the views of Marlow Town Council. Perhaps it would have been better submitted by the leader of the council under "Other Interested Parties"

The comments made on behalf of the council do not mention any concerns or possible negative impacts of the scheme on the town. Were none really raised at the meeting? Also Mr Scott mentions the 2:1 support for the scheme based on submissions to the Buckinghamshire Council website which it is stated aligns with the messaging from Marlow residents. Can you advise please what data the 2:1 support from Marlow residents is based on?

As my local councillor I'd be interested to understand more about your own views. I see that you declared yourself to be neutral on the matter. I assume that this is not due to any conflict with your [REDACTED] but is because given the balance of the arguments you are not persuaded either way? If so can you tell me what you see as the likely positive impacts and the likely negative impacts if the development were to go ahead?

My personal view is that the studio plan should be rejected. I think that the prime objective of the proposers is their own financial gain (via their Guernsey based company), with very little commercial likely benefit likely for the town but with traffic congestion increasing and air quality decreasing - in addition to the loss of green belt land.

Also, given its importance I couldn't find any mention of the film studios in recent edition of the Marlovian. The top item in the town council news being new litter bins in the High Street; surely the studio application is of greater significance to residents?

Can I suggest that the council convenes a public meeting to fully explain its position and to get input from local residents. It could then follow this with a formal council meeting, providing the opportunity to reconsider its position in light of the debate.

I'd be interested in your views.

--

Regards,

[REDACTED]



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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Marlow Film Studios  
**Date:** 04 October 2023 09:47:44  
**Attachments:** [Call for Parish Meeting.docx](#)

---

Hi

Can you please confirm you are in receipt of this letter

Many Thanks

[REDACTED]





1. Given that there needs to be extraordinary circumstances to build on greenbelt, and this application does not meet this, how can you justify your support of the destruction of 90 acres of greenbelt land?

We do not live in an area of high unemployment and the film industry hires from within so there will be very limited jobs for the local community. Jobs offered as part of development is also not something that is ever checked or enforced by councils.

Children already have the opportunity to learn about film at Bucks University and the National Film and Television School or go to any of the film studios in the area for work experience. There is not a shortage of film studios. Your figures regarding the opportunity offered were also incorrect.

2. Why was your discussion regarding the studio not held at a public meeting where it was minuted, as council meetings should be? Something of this much importance to the local community should have been discussed at an open meeting.
3. Why has there been no consultation with the local community? Your comments on the application are inaccurate as you say there is more local support than objections which is not the case. There are far more local objections.
4. As there is a climate emergency and the IPCC has recommend protecting our green spaces, how is destroying greenbelt of benefit to the local community when it helps mitigate the effects of climate change by offering shade, carbon removal, flood prevention etc? Surely the best use of that land is the creation of the park as promised for the benefit of the people of Marlow, rather than making a few rich people who don't even live here even richer? Dido Ltd do not have the amount of money needed to build the studio, it is blatantly obvious that they will sell the land a big US studio who wont honour any of the false promises Dido have made.
5. Marlow already has higher than average pollution which is dangerous for the health of the community – how can you justify supporting the destruction of plants, trees, shrubs etc which help clean our air, and the extra traffic that will increase our pollution even further?

I look forward to hearing from you.

Best wishes



**From:** Chris Funnell  
**To:** [redacted]; Richard Scott; [redacted]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 05 October 2023 15:36:11

[redacted]

Those members of our electorate that have written are asking for a parish meeting .  
I think it is very dear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.  
**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**  
**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

Chris  
**Chris Funnell**  
**Council Leader**

**MARLOW TOWN COUNCIL**  
Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[redacted]

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---

**From:** [redacted]  
**Sent:** Thursday, October 5, 2023 1:15 PM

**To:** Richard Scott <[redacted]> <[redacted]>  
<[redacted]>  
<[redacted]> Chris Funnell <[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>

**Subject:** RE: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 05 October 2023 09:39

**To:** [REDACTED] <[REDACTED]>

**Cc:** Richard Scott <[REDACTED]>

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place it is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out –

- given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?
- we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members. In the meantime, please let me know if you need additional support .

Thanks  
Chris

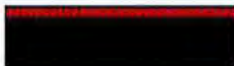
- Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.
- Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.
- Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)
- Quorum:** Two electors
- Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice
- Poll:** this has to be "demanded" by the parish meeting – and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way
- Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council



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**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 2:01 PM  
**To:** Chris Funnell <[REDACTED]> [REDACTED] Richard Scott <[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 03 October 2023 13:44

**To:** [REDACTED] <[REDACTED]>  
Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?  
Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.  
thanks

Chris  
[REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 11:09 AM

**To:** Chris Funnell <[REDACTED]> <[REDACTED]> <[REDACTED]> Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>

[REDACTED]

Subject: Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresy that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED]

Richard Scott <[REDACTED]>

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

[REDACTED]

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**From:** [REDACTED]

**Sent:** Tuesday, October 3, 2023 10:45 AM



To: [redacted] <[redacted]> Richard Scott <[redacted]>  
[redacted]  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>

Subject: Re: Call for a Parish Meeting

Dear [redacted]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[redacted]

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[redacted]

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From: [redacted] <[redacted]>

Sent: 03 October 2023 10:28

To: [redacted] Richard Scott <[redacted]>  
[redacted]  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>

Subject: RE: Call for a Parish Meeting

Thanks [redacted]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

Councillor for Marlow

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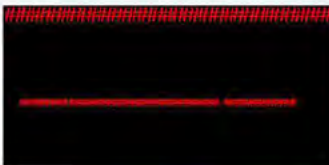
**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



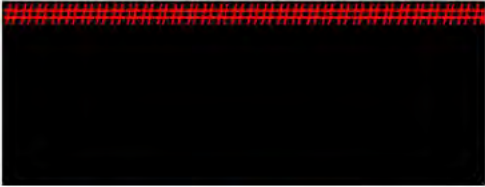
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Best wishes



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**From:** Chris Funnell <[chris.funnell@marlow-tc.gov.uk](mailto:chris.funnell@marlow-tc.gov.uk)>

**Sent:** 02 October 2023 13:54

**To:** <[chris.funnell@marlow-tc.gov.uk](mailto:chris.funnell@marlow-tc.gov.uk)>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*



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**From:** <[chris.funnell@marlow-tc.gov.uk](mailto:chris.funnell@marlow-tc.gov.uk)>



Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

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**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

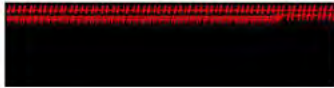
The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes



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From: [REDACTED]  
To: Chris Funnell  
Cc: [REDACTED], Richard Scott, [REDACTED]  
Subject: Re: Call for a Parish Meeting  
Date: 05 October 2023 15:44:08

---

I agree

Kind Regards

[REDACTED]

Sent from my iPhone

On 5 Oct 2023, at 15:36, Chris Funnell <[REDACTED]> wrote:

[REDACTED]

Those members of our electorate that have written are asking for a **parish meeting** .  
I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.  
**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.  
to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

[REDACTED]

**Council Leader**

<!-- [if !vml] -->  
<image003.jpg>  
<!-- [endif] --> **MARLOW TOWN COUNCIL**

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Marlow  
Bucks SL7 2AG

T: 01628 484024

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. [REDACTED] responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.

[REDACTED]  
[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 05 October 2023 09:39

**To:** [REDACTED]

**Cc:** Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place It is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out –

given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?

-we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members. In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting – and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by

the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council



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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 2:01 PM  
**To:** Chris Funnell <[REDACTED]> [REDACTED] <[REDACTED]> Richar  
Scott <[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 13:44

**To:** [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?

Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.

thanks

Chris

[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 11:09 AM

**To:** Chris Funnell <[REDACTED]> [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>

[REDACTED]  
Subject: Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from hearsay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

[REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 10:45 AM

**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>

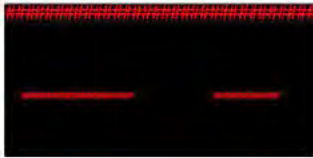
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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---

**From:** [Redacted] <[Redacted]>

**Sent:** 03 October 2023 10:28

**To:** [Redacted] Richard Scott <[Redacted]>

[Redacted]  
<[Redacted]>  
<[Redacted]>  
<[Redacted]>  
<[Redacted]>

**Subject:** RE: Call for a Parish Meeting

Thanks [Redacted]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.



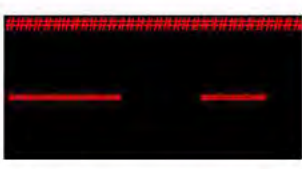
**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]> <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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**From:** [REDACTED]  
**Sent:** 02 October 2023 15:03



To: R Scott <[redacted]> <[redacted]>  
<[redacted]>  
<[redacted]> Chris Funnell <[redacted]>  
<[redacted]>  
<[redacted]>  
Subject: Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/II>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [redacted] NALC. The [redacted] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[redacted]

[redacted]

Best wishes

[redacted]

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[redacted]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

[REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep yo u posted.

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

To: Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
Subject: Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes



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Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
[REDACTED]

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From: [REDACTED]  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: [REDACTED] as0mg  
Date: 05 October 2023 15:47:04

---

I agree

From [REDACTED]

On 5 Oct 2023, at 3:44 pm, [REDACTED] wrote:

I agree

Kind Regards

[REDACTED]

Sent from my iPhone

On 5 Oct 2023, at 15:36, Chris Funnell <[REDACTED]> wrote:

[REDACTED]  
Those members of our electorate that have written are asking for a **parish meeting** .  
I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.  
**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.  
to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

**Chris Funnell  
Council Leader**

<! [if !vml] >  
<image003.jpg>  
<!--[endif]-->**MARLOW TOWN COUNCIL**

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Pound Lane  
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T: 01628 484024  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott <[REDACTED]> T  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
**Subject:** Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.

[REDACTED]

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[REDACTED]

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**From:** Chris Funnel [REDACTED]

**Sent:** 05 October 2023 09:39

**To:** [REDACTED]

**Cc:** Richard Scott [REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place It is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out –

-given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?

-we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members.

In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting – and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 21.00 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 2:01 PM

**To:** Chris Funnell <[REDACTED]> [REDACTED] <[REDACTED]>

Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

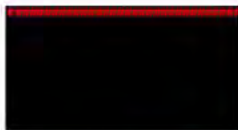
Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.

[REDACTED]

[REDACTED]





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**From:** Chris Funnell <[redacted]>

**Sent:** 03 October 2023 13:44

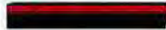
**To:** [redacted] <[redacted]>  
Richard Scott <[redacted]>

**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them, but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?  
Can you also provide us with what [redacted] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.  
thanks

Chris



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**From:** [redacted] <[redacted]>

**Sent:** Tuesday, October 3, 2023 11:09 AM

**To:** Chris Funnell <[redacted]>  
Richard Scott <[redacted]>

[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED]s pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

[REDACTED]

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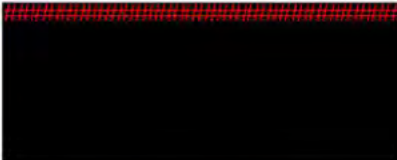
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Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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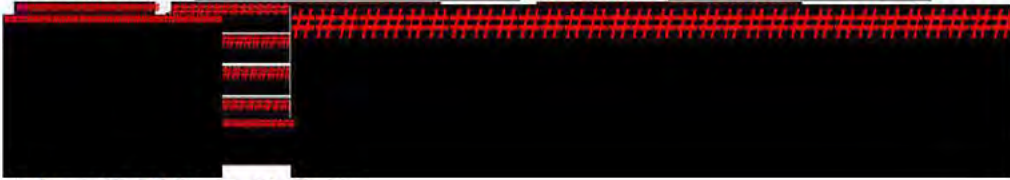
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**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** Hilary Martin <[REDACTED]> Richard Scott <[REDACTED]>



**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.



Councillor for Marlow

---

From: [REDACTED]

Sent: Tuesday, October 3, 2023 9:23:20 AM

To: Richard Scott <[REDACTED]>

[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]

Subject: Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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[REDACTED]

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From: [REDACTED]

Sent: 02 October 2023 15:03

To: R Scott <[REDACTED]>  
<[REDACTED]>

Chris Funnell <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

Best wishes

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

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**From:** [REDACTED]  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

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**Subject: Call for a Parish Meeting**

**Dear members**

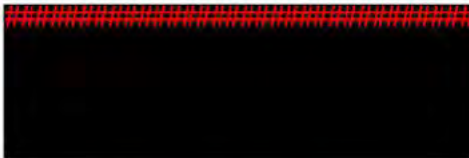
The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

**Best wishes**



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**From:** [REDACTED]  
**To:** [REDACTED] <Chris.Funnell>  
**Cc:** [REDACTED] <Richard.Scott>  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 05 October 2023 16:49:46

---

Agree

Kind regards,

[REDACTED]

MARLOW TOWN COUNCIL



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T: 01628 484024

[REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Date:** Thursday, 5 October 2023 at 3:53 pm

**To:** Chris Funnell <[REDACTED]>

[REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
Richard Scott <rscott@marlow>

[REDACTED]

[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Agreed

[REDACTED]  
[REDACTED]

On 5 Oct 2023, at 15:36, Chris Funnell <[REDACTED]> wrote:

[REDACTED]  
Those members of our electorate that have written are asking for a **parish meeting**

I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .

It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.

**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation. to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

**Chris Funnell  
Council Leader**

<image003.jpg>

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott

Chris Funnell

**Subject:** Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

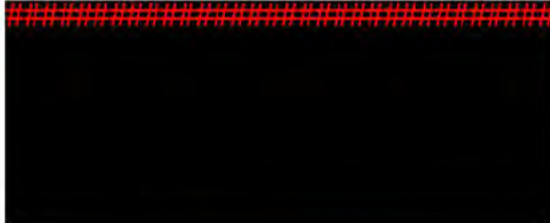
If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven

days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.



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**From:** Chris Funnell <[redacted]>

**Sent:** 05 October 2023 09:39

**To:** [redacted]

<[redacted]>

**Cc:** Richard Scott <[redacted]>





the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

[REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 2:01 PM

**To:** Chris Funnell <[REDACTED]> [REDACTED] <[REDACTED]>

[REDACTED] Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
[REDACTED]

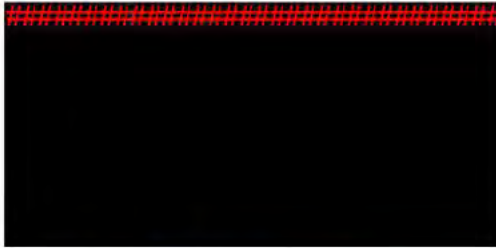
<[REDACTED]> <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to

included Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 13:44

**To:** [REDACTED]  
<[REDACTED]> Richard Scott <[REDACTED]>



**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you



meant BMKALC

(Buckinghamshire and Milton Keynes association of local councils)?

Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.

thanks

Chris

[REDACTED]

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---

From: [REDACTED] <[REDACTED]>

Sent: Tuesday, October 3, 2023 11:09 AM

To: Chris Funnell <[REDACTED]> <[REDACTED]>

[REDACTED]; Richard Scott <[REDACTED]>

[REDACTED]

Subject: Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June?  
After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a*

*decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

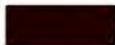
*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*







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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED]

<[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

*Chris*

M: [REDACTED]

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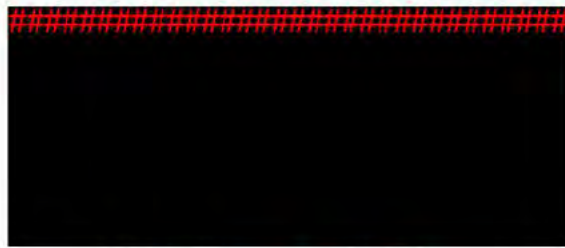
From: [REDACTED] <[REDACTED]>  
Sent: Tuesday, October 3, 2023 10:45 AM  
To: [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott

[REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

[REDACTED] Chris Funnell <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]

[REDACTED]

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

[REDACTED] Chris Funnell <[REDACTED]> [REDACTED]

**Subject:** Re: Call for a Parish Meeting

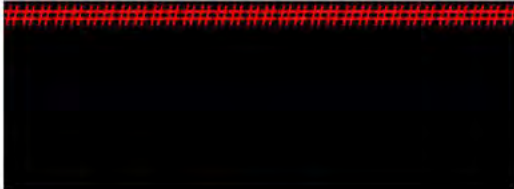
Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type

of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

██████████ and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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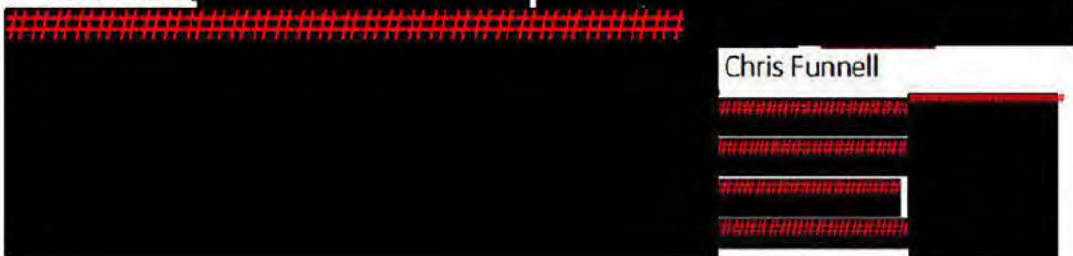
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**From:** ██████████

**Sent:** 02 October 2023 15:03

**To:** R Scott



Chris Funnell

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>



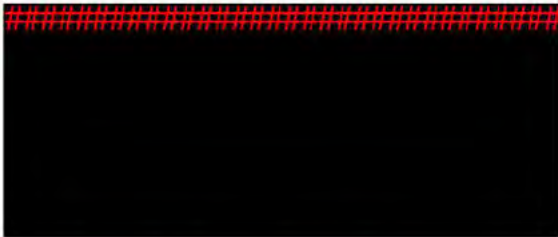


**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.



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**From:** Chris Funnell <[redacted]>

**Sent:** 02 October 2023 13:06

**To:** [redacted] Richard Scott  
<[redacted]> <[redacted]> <[redacted]> <[redacted]>  
<[redacted]> <[redacted]> <[redacted]> <[redacted]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M [REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott [REDACTED]

[REDACTED]  
Chris Funnell

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote,%20at%20an%20election.>

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]; [Chris Funnell](#)  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 05 October 2023 17:12:45

---

Surely this is outside our remit as we are not consultees on this application and therefore no need to call a meeting. We should ask the callers to contact Little Marlow PC as it is within their remit. Also I believe if we held an AGM of the parish between March and June(which we did) that also negates us holding a meeting.

Any other conclusion is a waste of taxpayers money

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 05 October 2023 16:49  
**To:** [REDACTED]; [Chris Funnell](#) <[REDACTED]>  
**Cc:** [REDACTED]; [Richard Scott](#) <[REDACTED]>  
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED] Re: Call for a Parish

Agree

Kind regards,

[REDACTED]

**MARLOW TOWN COUNCIL**



Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG  
T: 01628 484024  
M: 07784196821

[REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Date:** Thursday, 5 October 2023 at 3:53 pm  
**To:** Chris Funnell <[REDACTED]>  
C [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Agreed

[REDACTED]

On 5 Oct 2023, at 15:36, Chris Funnell <[REDACTED]> wrote:

[REDACTED]  
Those members of our electorate that have written are asking for a **parish meeting**

I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .

It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.

**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**

**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

Chris Funnell  
Council Leader

<image003.jpg>

MARLOW TOWN COUNCIL

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M [REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: Thursday, October 5, 2023 1:15 PM

To: Richard Scott <[REDACTED]>

[REDACTED]

Chris Funnell

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that

Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

█ agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC █ is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.

█

█

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█

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 05 October 2023 09:39

**To:** [REDACTED]

[REDACTED]

**Cc:** Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .  
So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place It is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out –  
-given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?  
-we can no longer as Clrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members.

In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is

needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting – and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on *whether* the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

M 

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From: [REDACTED] <[REDACTED]>  
Sent: Tuesday, October 3, 2023 2:01 PM  
To: Chris Funnell <[REDACTED]> <[REDACTED]>  
Richard Scott <[REDACTED]>  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.

[REDACTED]

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[REDACTED]

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From: Chris Funnell <[REDACTED]>

Sent: 03 October 2023 13:44

To: [REDACTED]

<[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED]

Subject: RE: Call for a Parish Meeting

[REDACTED]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC

(Buckinghamshire and Milton Keynes association of local councils)?

Can you also provide us with what [REDACTED] outlines below, *in 10.9 in my 11th edition of CAB* we are unsure of what this is so would like to see that narrative.

thanks

Chris

M [REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: Tuesday, October 3, 2023 11:09 AM

To: Chris Funnell <[REDACTED]> <[REDACTED]>

[REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

Subject: Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June?  
After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

[REDACTED]



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---

**From:** Chris Funnell <


**Sent:** 03 October 2023 11:00

**To:**  < > < >  
< > Richard Scott < >



**Subject:** RE: Call for a Parish Meeting



 was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .  
Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .  
Thanks

Chris

M: [REDACTED]

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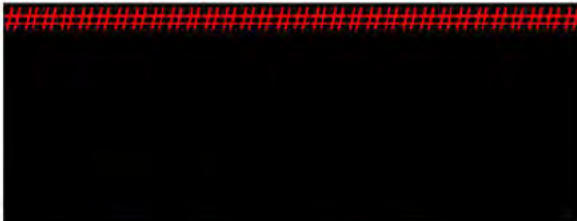
**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
Chris Funnell <[REDACTED]>  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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[REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott

<[REDACTED]>

<[REDACTED]>

[REDACTED] Chris Funnell <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>

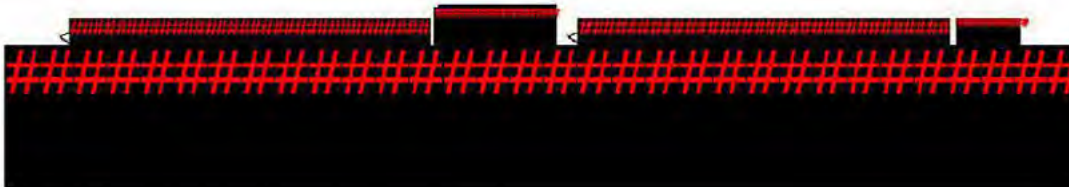
**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

[REDACTED]

[REDACTED] Chris Funnell <[REDACTED]> [REDACTED]



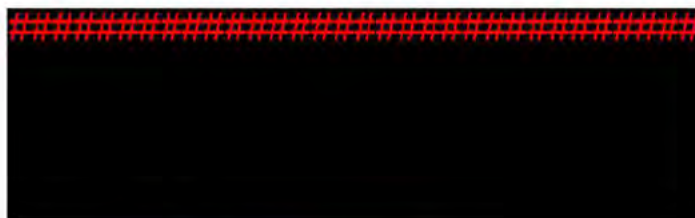


Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

[REDACTED] Richard Scott

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M [REDACTED]

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From: [REDACTED]  
Sent: Monday, October 2, 2023 11:03 AM  
To: Richard Scott <[REDACTED]>

[REDACTED]  
Chris Funnell  
[REDACTED]  
[REDACTED]  
[REDACTED]

Subject:

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote,%20at%20an%20election.>

Best wishes

[REDACTED]

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**From:** [redacted]  
**To:** [redacted]  
**Cc:** [redacted]; [Chris Funnell](#); [Richard Scott](#); [redacted]  
**Subject:** [redacted] eting [redacted]  
**Date:** 05 October 2023 17:14:55

---

[redacted]

Whilst you are correct in the futility of the outcome, the residents are allowed under legislation to call for a meeting

The outcome they anticipate does not appear to be possible

But we can't block any such request for any meeting - whatever the topic

We must proceed and the outcome will become clear

[redacted]

On 5 Oct 2023, at 17:12, [redacted] wrote:

Surely this is outside our remit as we are not consultees on this application and therefore no need to call a meeting. We should ask the callers to contact Little Marlow PC as it is within their remit. Also I believe if we held an AGM of the parish between March and June(which we did) that also negates us holding a meeting.

Any other conclusion is a waste of taxpayers money

[redacted]

---

**From:** [redacted]  
**Sent:** 05 October 2023 16:49

**To:** [redacted]; [Chris Funnell](#); [redacted]

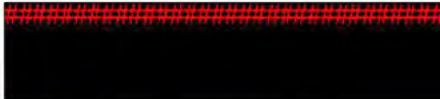
**Cc:** [redacted]; [Richard Scott](#); [redacted]  
<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
**Subject:** [redacted]

Agree

Kind regards,

[redacted]





MARLOW TOWN COUNCIL

<image001.jpg>

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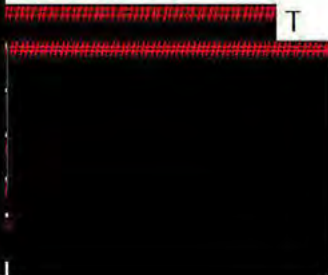
From: [Redacted]

Date: Thursday, 5 October 2023 at 3:53 pm

To: Chris Funnell <[Redacted]>



Richard Scott



**Subject:** Re: Call for a Parish Meeting

Agreed



On 5 Oct 2023, at 15:36, Chris Funnell <[Redacted]> wrote:



Those members of our electorate that have written are asking for a **parish meeting** .

I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .

It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.

**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**

**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

**Chris Funnell  
Council Leader**

<image003.jpg>

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M 

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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott <[REDACTED]>

<[REDACTED]> Chris Funnell

**Subject:** Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

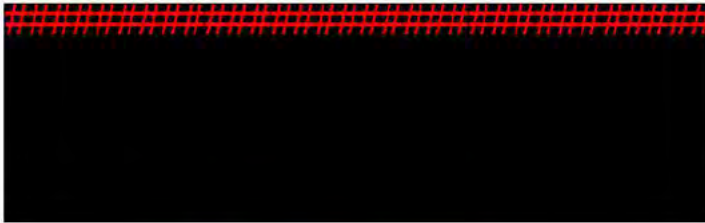
If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The

meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.



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**From:** Chris Funnell <[redacted]>  
**Sent:** 05 October 2023 09:39



**Cc:** Richard Scott <[redacted]>





proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to “parish/town affairs” (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

M: [REDACTED]

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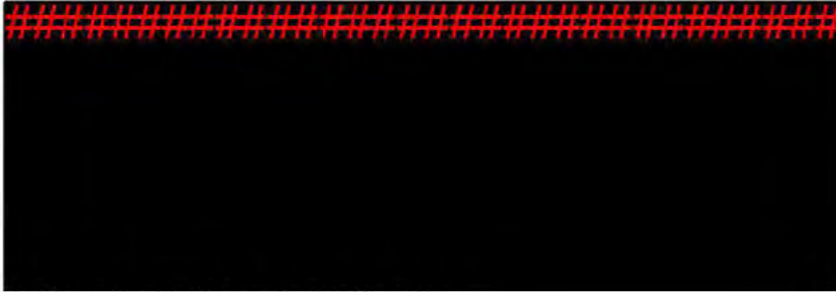
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**From:** [REDACTED] <[REDACTED]>


**Sent:** Tuesday, October 3, 2023 2:01 PM

**To:** Chris Funnell <[REDACTED]> [REDACTED]  
<[REDACTED]> Richard Scott <[REDACTED]>



**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from  reference to Arnold Baker Local Council Administration it relates to Polls.



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**From:** Chris Funnell



Sent: 03 October 2023 13:44

Richard Scott <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)? Can you also provide us with what [REDACTED] outlines below, *in 10.9 in my 11th edition of CAB* we are unsure of what this is so would like to see that narrative.  
thanks

Chris

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 11:09 AM

**To:** Chris Funnell <[REDACTED]>  
<[REDACTED]> Richard Scott <[REDACTED]>





**Subject:** Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

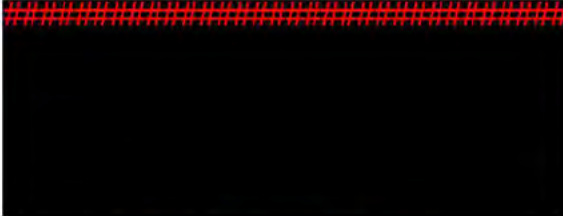
*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*



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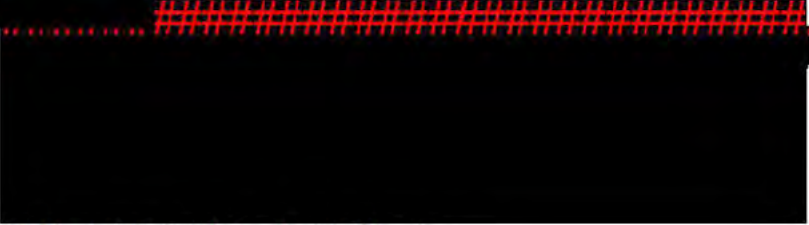
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**From:** Chris Funnell <[redacted]>

**Sent:** 03 October 2023 11:00

**To:** [redacted]  
<[redacted]> Richard Scott <[redacted]>  
<[redacted]>



**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting, that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting, which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail, rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

*Chris*

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott

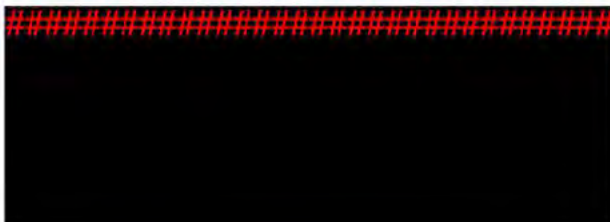
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree

that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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From: [Redacted] <[Redacted]>

Sent: 03 October 2023 10:28

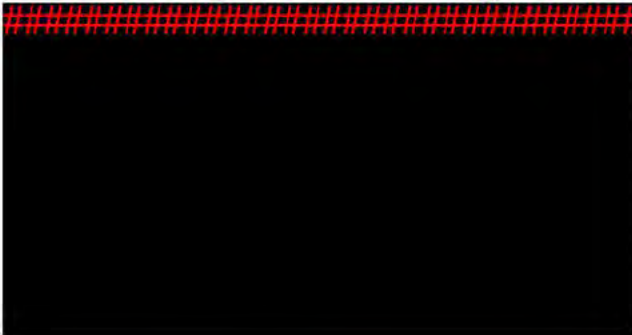
To: [Redacted] Richard Scott



Subject: RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.



**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

Chris Funnell

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

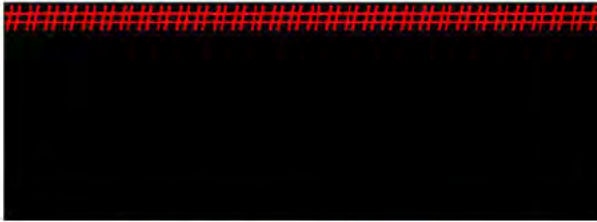
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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**From:** [Redacted] <[Redacted]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[Redacted]>  
<[Redacted]>

[Redacted]  
Chris Funnell <[Redacted]>  
[Redacted]

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>



Sent: Monday, October 2, 2023 1:44 PM

To: Chris Funnell <[REDACTED]> Richard Scott

[REDACTED]

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

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[REDACTED]

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From: Chris Funnell <[REDACTED]>

Sent: 02 October 2023 13:06

To: [REDACTED] Richard Scot

<[REDACTED]> <[REDACTED]> <[REDACTED]>  
[REDACTED]

Subject: RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents. Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M: [REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 11:03 AM

To: Richard Scott <[REDACTED]>

<[REDACTED]> Chris Funnell <[REDACTED]>

Subject: Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,t%20o%20vote%20at%20an%20election.>

Best wishes

  
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**From:** Chris Funnell  
**To:** Richard Scott  
**Subject:**  
**Date:** 05 October 2023 18:03:39

---

## Members

Please see [redacted] response to group below .  
Please will you give your thoughts by return and no later than by 10am tomorrow so we can make a collective decision .

Thanks

*Chris*

**Chris Funnell**  
**Council Leader**

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M [redacted]

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**From:** [redacted]

**Sent:** Thursday, October 5, 2023 4:37 PM

**To:** Chris Funnell <[redacted]> Richard Scott <[redacted]>

**Subject:** Re: Call for a Parish Meeting

Chris

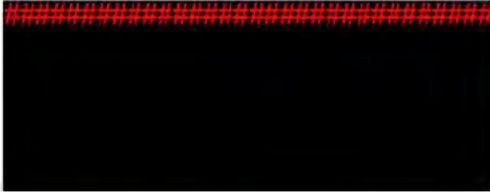
For proceeding with a Parish Meeting, Council also needs to respond to the members of the electorate that have requested in their letters whether a member of Marlow Town Council will preside over the meeting, a simple yes or no answer will suffice for the letter.

This statement in your email does not apply if the Clerk is willing to convene the meeting.

*It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.*

As I stated at the meeting after the TC on Tuesday, as Clerk I am happy to convene the meeting, please can members advise if you wish me to do this?

The agenda item requested has been stated in all of the letters "the purpose of this meeting is to consider the consequences of planning application 22/06443/FULEA (Marlow Film Studios) for the residents of Marlow.



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---

**From:** Chris Funnell <[redacted]>

**Sent:** 05 October 2023 15:36

**To:** [redacted] Richard Scott <[redacted]>



**Subject:** RF- Call for a Parish Meeting

[redacted]

Those members of our electorate that have written are asking for a parish meeting .  
I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they

want to conduct and sign it.

**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**

**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

**Chris Funnell  
Council Leader**



**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M [REDACTED]

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**From:** [REDACTED]

**Sent:** Thursday, October 5, 2023 1:15 PM

**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Chris

My advice remains the same as previously circulated and recommended by our [REDACTED]  
[REDACTED] that Council should proceed with an open public meeting to allow a

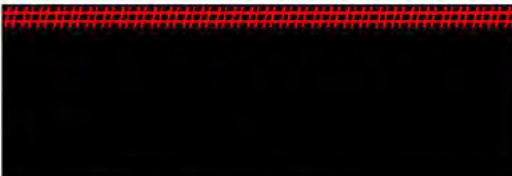
public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

█ agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC █ is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 05 October 2023 09:39

**To:** [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

**Cc:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place It is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out

- given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?
- we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members. In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on *whether* the poll should happen; only on the actual wording of the proposition that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 13:44

**To:** [REDACTED]  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are dear I presume you meant BMKALC

(Buckinghamshire and Milton Keynes association of local councils)?

Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.

thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 11:09 AM

**To:** Chris Funnell <[REDACTED]> [REDACTED] Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED] <[REDACTED]>

Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting, that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting, which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 10:45 AM

**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]> Chris Funnell

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]> <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED] <[REDACTED]> Chris Funnell

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.





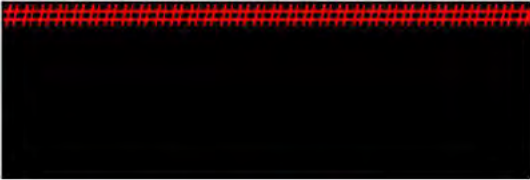
**From:** [Redacted] <[Redacted]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]> <[Redacted]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [Redacted] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[Redacted] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 02 October 2023 15:03  
**To:** R Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

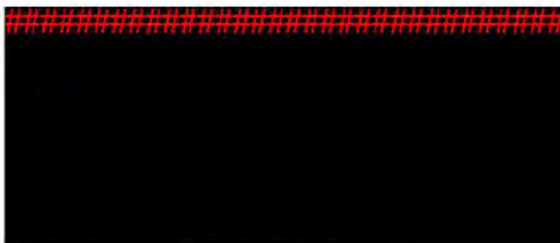
There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

Best wishes





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---

**From:** Chris Funnell <[redacted]>  
**Sent:** 02 October 2023 13:54  
**To:** [redacted] <[redacted]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [redacted]

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**From:** [redacted] <[redacted]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[redacted]> Richard Scott <[redacted]>



[REDACTED] <[REDACTED]> <[REDACTED]>  
**Subject: Re: Call for a Parish Meeting**

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.



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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]> [REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .  
Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] as Chairman to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]



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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Bucks Free Press: MTC whole parish meeting  
**Date:** 09 October 2023 16:02:33

---

Good afternoon Chris,

I hope you're well. I've seen that MTC is holding a parish meeting next week to discuss Marlow Film Studios – could you provide a line for the newspaper on the motivation behind the announcement?

It would be appreciated if you could provide even a minor comment, just to make sure we're including as many perspectives as we can.

Kind regards,

[REDACTED]

[REDACTED]

*Bucks Free Press*

Phone: [REDACTED]

Email: [REDACTED]

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [Richard Scott](#); [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 06 October 2023 10:20:39

---

I will go with the consensus.

---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** Thursday, October 5, 2023 6:03:35 PM  
**To:** [REDACTED]; Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Members

Please see [REDACTED] response to group below .  
Please will you give your thoughts by return and no later than by 10am tomorrow so we can make a collective decision .  
Thanks

*Chris*  
**Chris Funnell**  
Council Leader



Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
M: [REDACTED]

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**From:** [REDACTED]

Sent: Thursday, October 5, 2023 4:37 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Chris

For proceeding with a Parish Meeting, Council also needs to respond to the members of the electorate that have requested in their letters whether a member of Marlow Town Council will preside over the meeting, a simple yes or no answer will suffice for the letter.

This statement in your email does not apply if the Clerk is willing to convene the meeting.

*It is important to note that the convenors must set the agenda, time, place and detail the business they want to conduct and sign it.*

As I stated at the meeting after the TC on Tuesday, as Clerk I am happy to convene the meeting, please can members advise if you wish me to do this?

The agenda item requested has been stated in all of the letters "the purpose of this meeting is to consider the consequences of planning application 22/06443/FULEA (Marlow Film Studios) for the residents of Marlow.

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From: Chris Funnell <[REDACTED]>

Sent: 05 October 2023 15:36

To: [REDACTED] Richard Scott <[REDACTED]>

Subject: RE: Call for a Parish Meeting

[REDACTED]  
Those members of our electorate that have written are asking for a parish meeting .  
I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.  
**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**

**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*

**Chris Funnell  
Council Leader**



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T: 01628 484024

M: [REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Chris

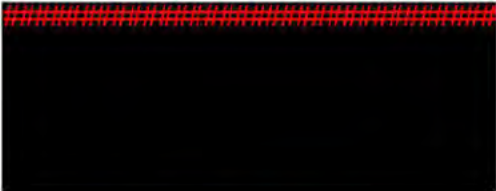
My advice remains the same as previously circulated and recommended by our [REDACTED] [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.



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---

**From:** Chris Funnell  
**Sent:** 05 October 2023 09:39

**To:**  
**Cc:** Richard Scott

**Subject:** RE: Call for a Parish Meeting

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place it is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out

- given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?
- we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members. In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll including details of the question to be asked must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

M [REDACTED]

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**From:** [REDACTED]

**Sent:** Tuesday, October 3, 2023 2:01 PM

**To:** Chris Funnell <[REDACTED]> [REDACTED] <[REDACTED]> Richard

Scott <[REDACTED]> [REDACTED]

<[REDACTED]> [REDACTED]

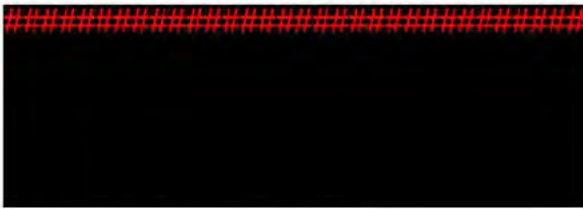
<[REDACTED]> [REDACTED]

<[REDACTED]> [REDACTED]

**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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**From:** Chris Funnell <[chris.funnell@marlow-tc.gov.uk](mailto:chris.funnell@marlow-tc.gov.uk)>


**Sent:** 03 October 2023 13:44

**To:** [richard.scott@marlow-tc.gov.uk](mailto:richard.scott@marlow-tc.gov.uk); [chris.funnell@marlow-tc.gov.uk](mailto:chris.funnell@marlow-tc.gov.uk)

Richard Scott <[richard.scott@marlow-tc.gov.uk](mailto:richard.scott@marlow-tc.gov.uk)>  
<[richard.scott@marlow-tc.gov.uk](mailto:richard.scott@marlow-tc.gov.uk)>  
<[richard.scott@marlow-tc.gov.uk](mailto:richard.scott@marlow-tc.gov.uk)>  
<[richard.scott@marlow-tc.gov.uk](mailto:richard.scott@marlow-tc.gov.uk)>

**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them , but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?  
Can you also provide us with what  outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.  
thanks

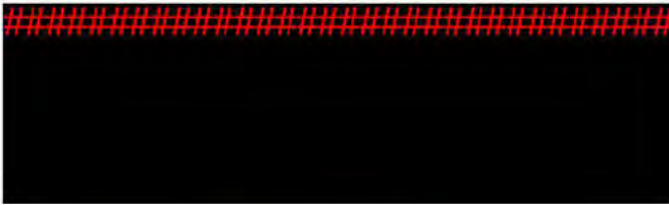
Chris

M 

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED] <[REDACTED]>

Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M: [REDACTED]

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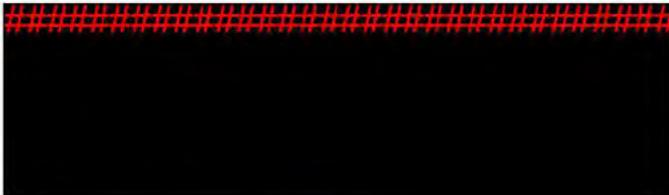
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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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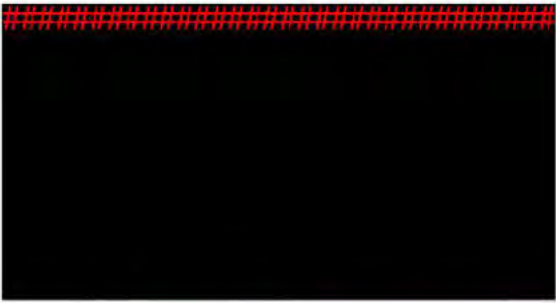
**From:** [REDACTED] <[REDACTED]>  
**Sent:** 03 October 2023 10:28

To: [redacted] Richard Scott <[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
Chris Funnell  
<[redacted]>  
<[redacted]>

Subject: RE: Call for a Parish Meeting

Thanks [redacted]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.



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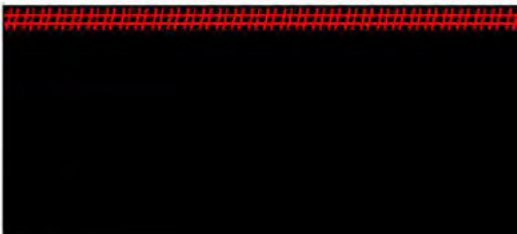
From: [redacted]  
Sent: Tuesday, October 3, 2023 9:23:20 AM  
To: Richard Scott <[redacted]>  
<[redacted]>  
<[redacted]> Chris Funnell <[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>  
Subject: Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [redacted] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[redacted] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes





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**From:** [REDACTED] <[REDACTED]>  
**Sent:** 02 October 2023 15:03  
**To:** R Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

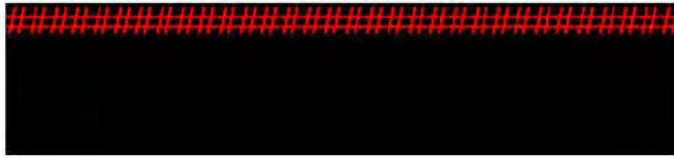
Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

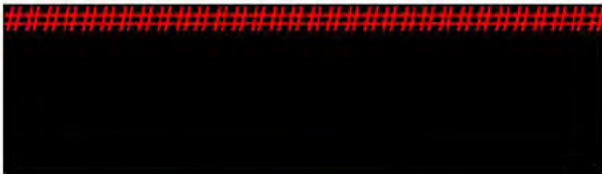
There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]



Best wishes



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---

**From:** Chris Funnell 

**Sent:** 02 October 2023 13:54

**To:**  

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M 

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**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

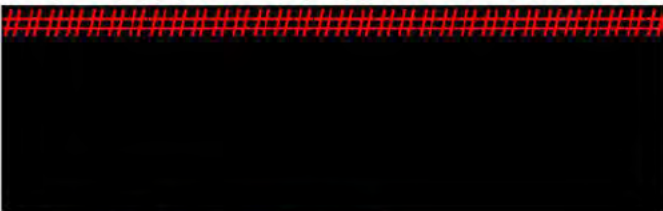
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.



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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

[Redacted]

Subject: RE: Call for a Parish Meeting

Thanks [Redacted]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M [Redacted]

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**From:** [Redacted] <[Redacted]>  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[Redacted]> <[Redacted]>  
<[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>

Subject: Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

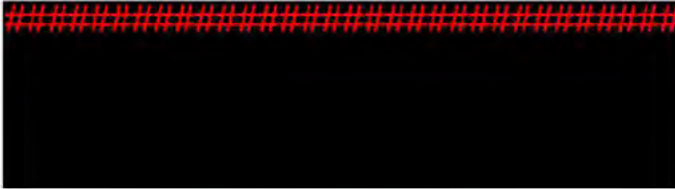
7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [Redacted] as Chairman to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are

often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes



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**From:** [REDACTED]  
**To:** Chris Funnell; [REDACTED]; Richard Scott; [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 06 October 2023 10:22:01

---

I am Ok to go ahead with the Parish meeting as suggested. Don't think we have any other options.

---

**From:** Chris Funnell <[REDACTED]>  
**Date:** Thursday, 5 October 2023 at 18:03  
**To:** [REDACTED]; Richard Scott <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Members

Please see [REDACTED] response to group below .  
Please will you give your thoughts by return and no later than by 10am tomorrow so we can make a collective decision .  
Thanks

*Chris*

**Chris Funnell**  
**Council Leader**



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From: [REDACTED]

Sent: Thursday, October 5, 2023 4:37 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED]

Subject: Re: Call for a Parish Meeting

Chris

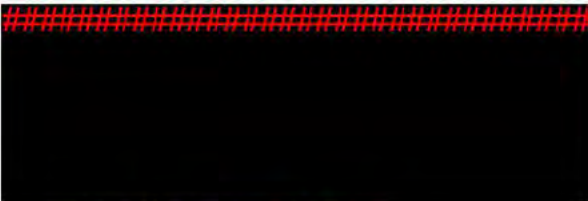
For proceeding with a Parish Meeting, Council also needs to respond to the members of the electorate that have requested in their letters whether a member of Marlow Town Council will preside over the meeting, a simple yes or no answer will suffice for the letter.

This statement in your email does not apply if the Clerk is willing to convene the meeting.

*It is important to note that the convenors must set the agenda, time, place and detail the business they want to conduct and sign it.*

As I stated at the meeting after the TC on Tuesday, as Clerk I am happy to convene the meeting, please can members advise if you wish me to do this?

The agenda item requested has been stated in all of the letters "the purpose of this meeting is to consider the consequences of planning application 22/06443/FULEA (Marlow Film Studios) for the residents of Marlow.



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[REDACTED]

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---

From: Chris Funnell <[REDACTED]>

Sent: 05 October 2023 15:36

To: [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Subject: RE: Call for a Parish Meeting

[REDACTED]  
Those members of our electorate that have written are asking for a **parish meeting** .  
I think it is very clear that if the individuals that have written in specifically requesting a parish meeting, then we need to comply .  
It is important to note that the convenors must set the agenda ,time ,place and detail the business they want to conduct and sign it.  
**I am therefore recommending to Members that we respond to their request for a parish meeting**

**To members -the recommended action is to proceed with a parish meeting, please respond urgently to this recommendation.**  
**to agree this course of action by latest 10am tomorrow 6/10/2023.**

**Any queries please call me on my mobile .**

*Chris*  
**Chris Funnell**  
**Council Leader**



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**From:** [REDACTED]  
**Sent:** Thursday, October 5, 2023 1:15 PM  
**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Chris

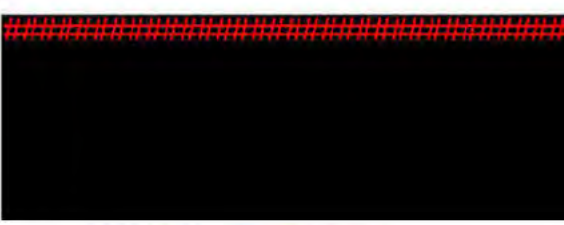
My advice remains the same as previously circulated and recommended by our [REDACTED] [REDACTED] that Council should proceed with an open public meeting to allow a public debate on the consequences of the planning application for the Film Studio for the residents of Marlow.

If members do not wish to offer a public meeting called by the Council then the Clerk or the electors must proceed with facilitating a Parish Meeting as has been requested. You cannot direct the request for a Parish Meeting to Little Marlow Parish Council nor can you say that Councillors are unable to approach this with an open mind as some have already made comments on the planning portal.

[REDACTED] agrees with my interpretation of the LGA Act 1972 on the rules for Polls that as the planning application is outside of the Parish that Council can reject any demand for a Poll made at the Parish Meeting on the basis that Council cannot use taxpayers' money on a vote for an item outside the Parish. However, you cannot use this as a reason for rejecting having a Parish Meeting. The NALC [REDACTED] is responding in writing to confirm this, but the legal topic note is yet to be received. I will circulate it as soon as it is received.

Response letters need to be issued tomorrow, to the 15 electorate that have requested the Parish Meeting, the letters need to provide details of where and when the Parish Meeting will be held with a minimum of seven days' notice. The meeting can be held on any day but cannot be held before 6.00pm, I would use the Higginson Room in Court Garden House on Monday October 16<sup>th</sup> or Tuesday October 17<sup>th</sup>.

If members do not wish to choose or are unable to agree on the choice of meetings then letters will be sent to the 15 electorate, and a notice posted for a Parish meeting as above.



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 05 October 2023 09:39

**To:** [REDACTED]

**Cc:** Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

As a follow up from the review we had with members on Tuesday after TC we are conscious of the fact that we do need to reply in a reasonable time to the electorate that have made requests and complete that by the end of this week .

So far, the information is fragmented and whilst some of the process is understood from legal interpretation and the following would appear to apply it is far from conclusive .As the request is already in place it is clear that it is not us that calls the meeting .(MTC)

There are also some other issues that we need to check out –

-given the subject does not relate to our parish and has to relate to parish affairs it may be more suitably directed to Little Marlow ?

-we can no longer as Cllrs approach this with an open mind and may therefore have been seen to have predetermined?

Can you please finalise the steps that we have to take and circulate the draft response to members. In the meantime, please let me know if you need additional support .

Thanks  
Chris

**Convening:** A parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time, place, and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed.

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** Two electors

**Decisions:** Taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll including details of the question to be asked must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in-person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

M [REDACTED]

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**From:** [REDACTED]

**Sent:** Tuesday, October 3, 2023 2:01 PM

**To:** Chris Funnell [REDACTED] [REDACTED] [REDACTED] Richard

Scott [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page

from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 03 October 2023 13:44

**To:** [REDACTED] <[REDACTED]>  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?

Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.

thanks

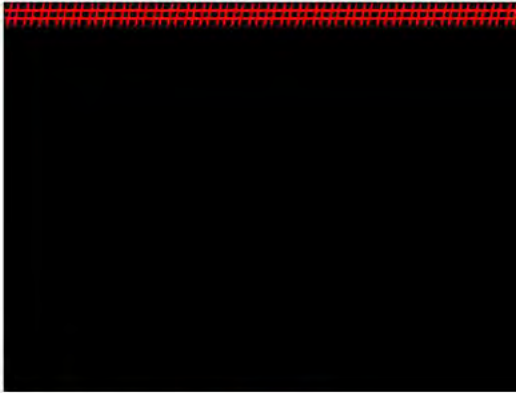
Chris

M [REDACTED]

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---

**From:** Chris Funnell <[redacted]>

**Sent:** 03 October 2023 11:00

**To:** Hilary Martin <[redacted]> <[redacted]>

Richard Scott <[redacted]>

<[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>

**Subject:** RE: Call for a Parish Meeting

[redacted]

[redacted] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M [redacted]

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**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes



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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
Chris Funnell  
[REDACTED]  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.



---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>

[REDACTED]  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes





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---

**From:** [Redacted] <[Redacted]>  
**Sent:** 02 October 2023 15:03  
**To:** R Scott <[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [Redacted] at NALC. The [Redacted] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two*

members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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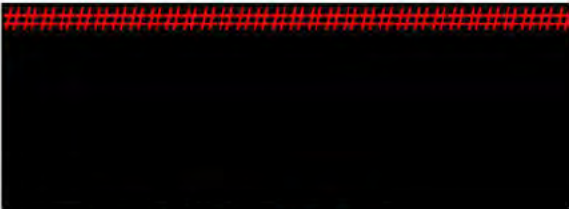
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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.



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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M: [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

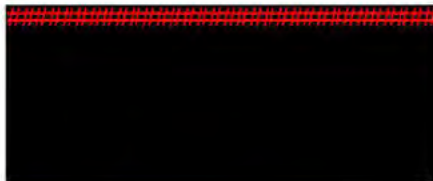
The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes



**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[www.marlow.gov.uk](http://www.marlow.gov.uk)

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**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Subject:** RE: Council legal matter  
**Date:** 10 October 2023 12:22:00  
**Attachments:** [Branded notice of Parish Meeting 17.10.2023 final.pdf](#)

---

[REDACTED]

I just wanted to make you aware that the following has been issued by the town clerk ,you may have seen it possibly ?

If you could I would appreciate if we could have a quick discussion on this as I have a meeting early this evening regarding this meetings protocol .

Do you have a convenient time ?

Thanks

*Chris*

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 8:24 PM  
**To:** Chris Funnell <[REDACTED]>  
**Subject:** Council legal matter

Chris

Thanks for the call earlier. A few pointers re: the parish meeting/parish poll issue. This information is being provide in confidence to you and, as we said on the phone, is not legal advice to the parish council. I'll give you a call at 10 am.

**Convening:** yes a parish meeting can be called/convened by 6 electors; it's the convenors who have to issue the notice (time and place and business) and agenda and sign it.

**Minimum notice of parish meeting:** normally a minimum notice of 7 clear days is needed

**Council/Parish Meeting:** a parish meeting is entirely separate from a parish/town council except that, if present, the chairman of the council has to preside (indeed the chairman has a right to attend)

**Quorum:** two electors

**Decisions:** taken by the majority of those electors present and voting. Voting doesn't have to follow any particular format (unlike council meetings) so a show of hands is ok or by voice

**Poll:** this has to be "demanded" by the parish meeting – and must be demanded not later than the end of the meeting in question; it must be proposed and seconded; the wording has to be clear and the proposition must be capable of a Yes or No answer so that if a poll is agreed upon, it can be voted on by the wider electorate in a Yes or No way

**Number required to demand a poll:** ten electors or a third of those electors present must demand it; no vote is taken on whether the poll should happen; only on the actual wording of the proposition – that wording is what would appear on the ballot paper when the poll takes place

**Subject of the poll:** it should relate to "parish/town affairs" (not issues that affect all parishes equally); and as the cost of the poll is born by the parish/town council, the object of the poll should be something that the parish council could actually do (if it wishes to)

**Procedure after poll determined:** chairman of the meeting must immediately notify the Returning Officer who will arrange for the poll to be held; the name and address of the proposer should be supplied to the Returning Officer by the chairman. Poll must be held within 14 and 25 days of the passing of the resolution. The notice of poll – including details of the question to be asked – must be given not less than 5 working days before the poll. Poll will be held on the relevant day between 1600 hours and 2100 hours. Some normal rules of ballots don't apply: only in person voting is possible; no poll cards issued etc.

**Effect of the poll vote – not binding:** if the proposition requests the parish/town council to do something then the outcome is not binding on the parish/town council (except where the resolution asks the council to provide allotments) and it can't be enforced

**Costs:** of arranging the poll fall to the parish/town council

Best regards

[Redacted]

[Redacted]

Buckinghamshire Council

[Redacted]

The Gateway

Aylesbury

---

**From:** Chris Funnell <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 15:53

**To:** [REDACTED]

**Subject:** [EXTERNAL] Council legal matter

You don't often get email from [REDACTED] [Learn why this is important](#)

Could you spare 10 minutes for a call ,I have an urgent procedural matter at MTC which I need to get my head around to advise

our membership on .

kind regards

*Chris*

**Chris Funnell**  
**Council Leader**



**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M: [REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Strategic Sites Committee – Monday 23 October 2023 at 1.00 pm in the Oculus, The Gateway, Gatehouse Road, Aylesbury HP19 8FF  
**Date:** 13 October 2023 14:20:46

---

Dear [REDACTED]

**Strategic Sites Committee – Monday 23<sup>rd</sup> October 2023 at 1.00 pm in the Oculus, The Gateway, Gatehouse Road, Aylesbury HP19 8FF**

Please refer to the [agenda](#) for the above meeting. You will find that there is an item which is nearby to your area:

**Application: 22/06443/FULEA [Marlow film studio] - Land Adjacent South Side Marlow Road and A404 Junction, Westhorpe Park, Little Marlow**

If you wish to attend the meeting in order to speak regarding the application, please contact [REDACTED]  
[REDACTED] All requests to speak have to be submitted by 10.00 am two working days prior to the meeting.

**Please confirm receipt of this email.**

If you require any further information, please do not hesitate to contact me.

Kind regards

[REDACTED]

[REDACTED]

Buckinghamshire Council

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Subject:** Marlow Film Studios Planning Committee  
**Date:** 13 October 2023 18:20:40  
**Attachments:** [REDACTED]

---

Hello

I am writing to let you know that the planning application for Marlow Film Studios is on the agenda for the Strategic Sites Committee on 23<sup>rd</sup> October, recommended for refusal. I attach the link to the committee report for your ease of reference. <https://buckinghamshire.moderngov.co.uk/ieListDocuments.aspx?CId=362&MId=18461&Ver=4>

We are committed to putting our very strong case to the committee, offering over 4000 jobs, including a strong training programme collaborating with the best educators, supporting local talent, vital upgrades to the transport network, two new fully funded local bus services for public, upgraded walking and cycling pathways, 60 acres of land at Spade Oak Lake contributing to the Country Park vision, on top of the £3.5bn investment in the local economy in its first ten years.

We believe Marlow is uniquely placed in giving Buckinghamshire an opportunity to strengthen its leading position in the film industry, building on its rich heritage and strong track record, capturing some of the extraordinary growth of this global sector for local benefit.

Cases of this nature are always complex, as is shown by the length of the officer report, at 132 pages, with additional appendices, setting out the basis of the conclusion. It is our view the benefits of the scheme outweigh any harm. The Committee will carefully consider the issues before them, in order to reach a decision on the case.

As always, if you have any questions on the application or would like further details on the updates to the proposals, please do not hesitate to get in touch.

[REDACTED]



of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

**From:** [Richard Scott](#)  
**To:** [REDACTED]  
**Cc:** [Chris Funnell](#)  
**Subject:** Parish meeting  
**Date:** 16 October 2023 13:52:40  
**Attachments:** [Parish meeting script 17 October 2023.docx](#)

---

[REDACTED]

If I am to chair the Parish meeting tomorrow evening, could you comment on the attached script for both of us to use.

It might be helpful to meet briefly tomorrow morning to consider some 'what ifs'

Richard  
Cllr Richard Scott  
Town Councillor  
Marlow South Ward



consultee and that is why you have received a response from your chair of the council as you do not reside in our ward .

I am however [REDACTED] alarmed that you point out that you have in your own words below "***faced a constant barrage of harassment, threats and lies from the developers***". Harassment and threats that you allege are potentially very serious matters which hopefully you have raised with the police authorities ?? ...if not, we would encourage you to do so immediately ,I have copied back in the [REDACTED] to inform your council and forward to your chair. Concerning your request to our clerk to alter our submissions you may be aware that we have already made a subsequent correction to our statement to the planning officer which was posted on the planning portal on the 22<sup>nd</sup> of September .  
Regards

*Chris*

**Chris Funnell  
Council Leader**

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
M: [REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 9:37 AM  
**To:** [REDACTED]  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
[REDACTED] Richard Scott <[REDACTED]>  
**Cc:** [REDACTED]



[REDACTED]  
<[REDACTED]>  
**Subject:** RE: Planning Application 22/06443/FULEA

Dear Councillors

I just wanted to check you received my email sent on 22<sup>nd</sup> September, as I have not received a single response, not even to acknowledge receipt.

I did however receive an acknowledgement from the Clerks of Little Marlow Parish Council confirming receipt, along with a response from the Chair of the Parish Council.

I look forward to hearing from you.

Regards

[REDACTED]

---

**From:** [REDACTED]

**Sent:** Friday, September 22, 2023 10:58 PM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
<[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>  
[REDACTED]

**Subject:** Planning Application 22/06443/FULEA

Dear Councillors

I am writing to complain about the actions of Marlow Town Council in relation to the proposed film studio planning application.

As a resident of the Little Marlow Parish, I shall leave it to the Marlow Town residents to take up the issue of the letter submitted to the Bucks Council Planning Authority by Cllr Richard Scott and the appropriateness of how the decision to publicly support the above planning application was conducted. However I feel I must inform you of the anger and disappointment felt by many of the residents of Westhorpe Park, for the total lack of consideration and compassion by the members of Marlow Town Council, as we face such a devastating loss of quality of life, as a direct result of the project.

It is my understanding that Councillors have had multiple meetings with the representatives from Dido Property Ltd, despite refusing to engage with local residents who are the most knowledgeable and familiar with the area and people under threat. Sadly it appears MTC have been persuaded by the developers to believe the unsubstantiated claims, unachievable goals and hollow wish list promoted in the extensive PR campaign. The fact that the developers have

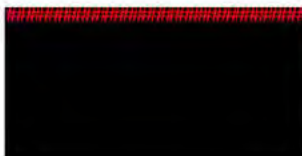
spent too much time and money on such an extensive PR campaign, just to try and convince people the project is a good idea, should in itself ring very loud alarm bells.

Whilst some Councillors believe the development may bring extra financial benefit for the local community, other than CIL and rates for the local authority, it would be highly unlikely to benefit the community, bringing traffic chaos, which we know from historical bridge closures, causes big losses for local businesses, especially in the High Street. Also local businesses are struggling to recruit staff, especially in the hospitality sector, so the very small amount of jobs potentially available for local people, would only be completed with the resources available. The only people to gain from this inappropriate development, in our precious green open spaces, are the already wealthy developers, at huge expense to the residents of Westhorpe Park.

There are 56 low cost homes at Westhorpe Park, many of whom are elderly and vulnerable. We live here for the peace and quiet that the area provides and many people have lived here for over 25 years. We have a lovely community that provides a vital support network to those who need it. For the last 18 months, we have faced a constant barrage of harassment, threats and lies from the developers, which has already taken its toll on our health and caused unnecessary stress and upset. And that's all before a decision has been made regarding the application. Some people have tried to sell their properties, but with no success while the threat hangs over us. If the application gets approved, we will simply not be able to sell, so cannot move. None of us can afford to walk away from our homes to live somewhere else, especially not in our support network area. Effectively we will be trapped living in the middle of a huge, noisy, 90 acre industrial estate, that after years of construction, will operate 24 hours a day. Be under no illusion that the detrimental impact on our wellbeing will be huge and lifechanging. Physically the ability for the daily carers, ambulance drivers, hospital transport, hot meals, etc. to gain the required immediate access, will cause physical suffering for many.

The support MTC have shown, to make a few wealthy individuals even wealthier, at the expense of so many individuals is incredible sad. It feels like you have just banged more nails into our coffins. If your parents lived here, would you be supporting such a project that causes so much suffering?

Regards



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 16:44:53

---

Thank you [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED] >  
**Sent:** Wednesday, October 18, 2023 3:45:06 PM  
**To:** Richard Scott [REDACTED] >; Chris Funnell [REDACTED] >; [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED].

All information will be subject to the redaction of personal data where applicable.

**Kind regards**  
[REDACTED]



Court Garden  
Pound Lane



**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 21:45:39  
**Attachments:** [REDACTED]

---

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

- Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, **most important is our publication scheme .**

-Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

-Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

-Could he please confirm the name and contact details of the Managing director of [REDACTED]  
[REDACTED]

-Could he please send us a copy of [REDACTED]'s "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

-Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]  
[REDACTED].

I will pass by the office tomorrow to discuss ,please let me know when you are around .

Thanks

Chris

**From:** [Chris Funnell](#) [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official supp [REDACTED] How Film Studios Planning Application  
**Date:** 18 October 2023 21:45:39  
**Attachments:** [image002.png](#)

---

[REDACTED]

Thank you for sharing this request .  
There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

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Please send a note to [REDACTED] and seek clarification on the following –

Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

Could he please confirm the name and contact details of the Managing director of [REDACTED] [REDACTED]

Could he please send us a copy of [REDACTED] "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED] [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .  
Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

25

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott <[REDACTED]> Chris Funnell <[REDACTED]>

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Chris Funnell](#); [REDACTED]  
**Subject:** Re: Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 05 October 2023 10:05:28

---

Hi [REDACTED]

Thanks for the email and apologies for the delay in responding.

I can confirm the email is received and that we are working on a response to come to you.

We will be in touch as soon as possible.

[REDACTED]

On 5 Oct 2023, at 09:40, [REDACTED] wrote:

Dear Councillors

I am following up on my previous email as I haven't had a single response which is concerning. You are voted for by the local community and have a duty of care to the community. As a member of the community I would really welcome a response to my concerns.

Many thanks

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Saturday, September 23, 2023 6:12 PM

**To:** [REDACTED] <[REDACTED]>

[REDACTED]

**Subject:** Dido Ltd/Proposal for Marlow Film Studio

Dear Councillors,

I am writing regarding your recent support of the film studio and wondered if those who voted to support it could please answer the following questions:

1. Given that there needs to be extraordinary circumstances to build on greenbelt, and this application does not meet this, how can you justify your support of the destruction of 90 acres of greenbelt land?

We do not live in an area of high unemployment and the film industry hires from within so there will be very limited jobs for the local community. Jobs offered as part of development is also not something that is ever checked or enforced by councils.

Children already have the opportunity to learn about film at Bucks University and the National Film and Television School or go to any of the film studios in the area for work experience. There is not a shortage of film studios. Your figures regarding the opportunity offered were also incorrect.

2. Why was your discussion regarding the studio not held at a public meeting where it was minuted, as council meetings should be? Something of this much importance to the local community should have been discussed at an open meeting.
3. Why has there been no consultation with the local community? Your comments on the application are inaccurate as you say there is more local support than objections which is not the case. There are far more local objections.
4. As there is a climate emergency and the IPCC has recommend protecting our green spaces, how is destroying greenbelt of benefit to the local community when it helps mitigate the effects of climate change by offering shade, carbon removal, flood prevention etc? Surely the best use of that land is the creation of the park as promised for the benefit of the people of Marlow, rather than making a few rich people who don't even live here even richer? Dido Ltd do not have the amount of money needed to build the studio, it is blatantly obvious that they will sell the land a big US studio who wont honour any of the false promises Dido have made.
5. Marlow already has higher than average pollution which is dangerous for the health of the community – how can you justify supporting the destruction of plants, trees, shrubs etc which help clean our air, and the extra traffic that will increase our pollution even further?

I look forward to hearing from you.

Best wishes



**From:** [REDACTED]  
**To:** [REDACTED] [Chris Funnell](#)  
**Subject:** RE: Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 05 October 2023 09:40:01

---

Dear [REDACTED]

I am following up on my previous email as I haven't had a single response which is concerning. You are voted for by the local community and have a duty of care to the community. As a member of the community I would really welcome a response to my concerns.

Many thanks

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Saturday, September 23, 2023 6:12 PM  
**To:** [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
**Subject:** Dido Ltd/Proposal for Marlow Film Studio

Dear [REDACTED]

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application are inaccurate as you say there is more local support than objections which is not the case. There are far more local objections.

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I look forward to hearing from you.

Best wishes



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 23 September 2023 18:12:10

---

Dear [REDACTED]

I am writing regarding your recent support of the film studio and wondered if those who voted to support it could please answer the following questions:

1. Given that there needs to be extraordinary circumstances to build on greenbelt, and this application does not meet this, how can you justify your support of the destruction of 90 acres of greenbelt land?

We do not live in an area of high unemployment and the film industry hires from within so there will be very limited jobs for the local community. Jobs offered as part of development is also not something that is ever checked or enforced by councils.

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I look forward to hearing from you.

Best wishes

[REDACTED]

To: [REDACTED]  
Cc: [REDACTED] Richard Scott; [REDACTED]  
Subject: RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
Date: 18 October 2023 21:44:47  
Attachments: [image002.png](#)

---

[REDACTED]

Thank you for sharing this request .

There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, most important is our publication scheme

Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

Could he please confirm the name and contact details of the Managing director of [REDACTED] Ltd

Could he please send us a copy of [REDACTED] "key commitments Ofcom policy "which they refer to and the relevance to this request as this does not exist on their website ?

Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott" that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .  
Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25

**Chris Funnell  
Council Leader**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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---

**From:** Office <[REDACTED]>

**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott <[REDACTED]> Chris Funnell <[REDACTED]> R

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

[REDACTED]  
**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Chris Funnell](#); [REDACTED]  
**Subject:** Re: Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 05 October 2023 10:05:28

---

Hi [REDACTED]

Thanks for the email and apologies for the delay in responding.

I can confirm the email is received and that we are working on a response to come to you.

We will be in touch as soon as possible.

[REDACTED]

On 5 Oct 2023, at 09:40, [REDACTED] wrote:

Dear Councillors

I am following up on my previous email as I haven't had a single response which is concerning. You are voted for by the local community and have a duty of care to the community. As a member of the community I would really welcome a response to my concerns.

Many thanks

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Saturday, September 23, 2023 6:12 PM

**To:** [REDACTED] <[REDACTED]>

[REDACTED] <[REDACTED]>

#####  
[REDACTED]

**Subject:** Dido Ltd/Proposal for Marlow Film Studio

Dear Councillors,

I am writing regarding your recent support of the film studio and wondered if those who voted to support it could please answer the following questions:

**From:** [REDACTED]  
**To:** [REDACTED] [Chris Funnell](#)  
**Subject:** RE: Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 05 October 2023 09:40:01

---

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Many thanks

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Saturday, September 23, 2023 6:12 PM  
**To:** [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
**Subject:** Dido Ltd/Proposal for Marlow Film Studio

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I look forward to hearing from you.

Best wishes



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Chris Funnell; Dido Ltd/Proposal for Marlow Film Studio  
**Date:** 23 September 2023 18:12:10

---

Dear Councillors,

I am writing regarding your recent support of the film studio and wondered if those who voted to support it could please answer the following questions:

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I look forward to hearing from you.

Best wishes

[REDACTED]

From: [REDACTED]  
To: Richard Scott; [REDACTED]; Chris Funnell; [REDACTED]  
Subject: Call for a Parish Meeting  
Date: 02 October 2023 11:02:38

---

Dear members

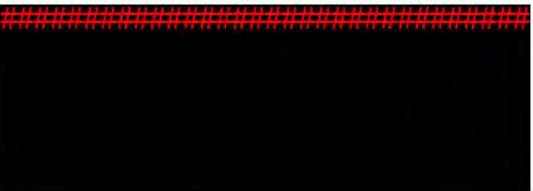
The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] as Chairman to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes



**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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From: [REDACTED]  
To: Richard Scott; [REDACTED]; Chris Funne; [REDACTED]  
Subject: Call for a Parish Meeting  
Date: 02 October 2023 11:02:39

---

Dear members

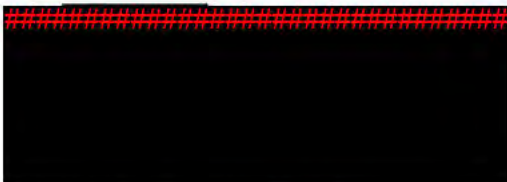
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**From:** [REDACTED]  
**To:** [Chris Funnell; Richard Scott](#)  
**Cc:** [REDACTED]  
**Subject:** Economic case for MFS  
**Date:** 02 October 2023 06:32:56

---

Hi Chris and Richard,

When we met at Marlow Carnival you asked me to explain why I don't believe there is an economic justification for Marlow Film Studio.

Some of my reasons are provided in a recent post I wrote for Save Marlow's Greenbelt.

[REDACTED]

I'd be interested to hear your views on this.

Regards,

[REDACTED]  
Save Marlow's Greenbelt

**From:** [REDACTED]  
**To:** [Chris Funnell; Richard Scott](#)  
**Cc:** [REDACTED]  
**Subject:** Economic case for MFS  
**Date:** 02 October 2023 06:32:56

---

Hi Chris and Richard,

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Some of my reasons are provided in a recent post I wrote for Save Marlow's Greenbelt.

[REDACTED]

I'd be interested to hear your views on this.

Regards,

[REDACTED]  
Save Marlow's Greenbelt



**From:** [REDACTED]  
**To:** [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** T.W. Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 15:45:09

---

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**

[REDACTED]

**MARLOW TOWN COUNCIL**

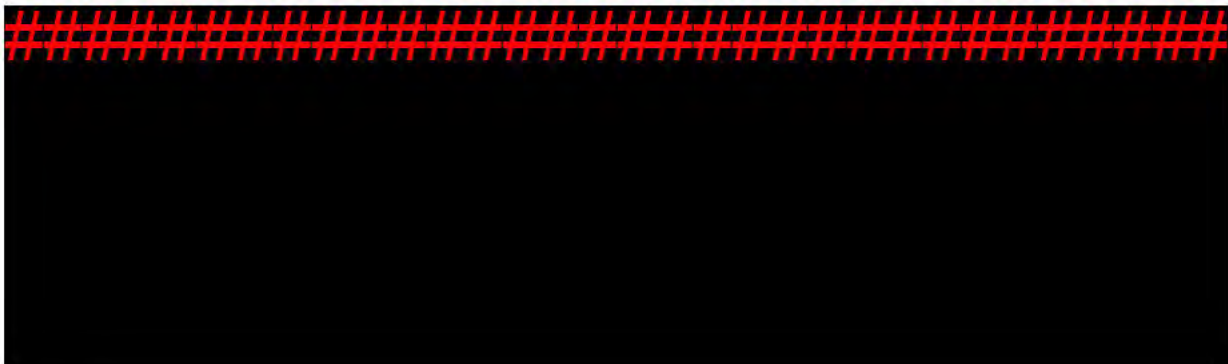
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**From:** [REDACTED]  
**To:** [Richard Scott](#); [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** T.W. Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 15:45:03

---

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

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**Kind regards**

[REDACTED]

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---

[REDACTED]

[REDACTED]



*the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[Redacted]

[Redacted]

[Redacted]

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
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Bucks SL7 2AG

01628 484024

[Redacted]

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---

**From:** Chris Funnell <[Redacted]>

**Sent:** 03 October 2023 11:00

**To:** [Redacted] <[Redacted]> [Redacted] <[Redacted]>

Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject: RE: Call for a Parish Meeting**

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M. [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>

**Subject: Re: Call for a Parish Meeting**

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]  
[REDACTED]

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---

**From:** [REDACTED]

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED]

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]

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[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

[REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
Subject: Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]  
[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M: [REDACTED]

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**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott [REDACTED]

[REDACTED]  
[REDACTED] Chris Funnell [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell  
**To:** [redacted] Richard Scott, [redacted]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 13:44:00

---

[redacted]

Just to confirm BALC appears to be (Berkshire Association of local councils ?)-I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)? Can you also provide us with what [redacted] outlines below, in 10.9 in my 11th edition of CAB we are unsure of what this is so would like to see that narrative.  
thanks

Chris

M [redacted]

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---

**From:** [redacted] <[redacted]>  
**Sent:** Tuesday, October 3, 2023 11:09 AM  
**To:** Chris Funnell <[redacted]> [redacted] <[redacted]> Richard Scott <[redacted]>  
**Subject:** Re: Call for a Parish Meeting

Chris

The full rules for Parish meetings are attached again. BALC's advice from [redacted] and the NALC [redacted] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide*

*the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

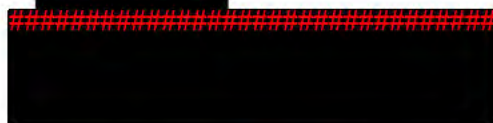
*I understand, entirely from heresay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*







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**From:** Chris Funnell <

**Sent:** 03 October 2023 11:00

**To:**    

Richard Scott <[REDACTED]>

**Subject: RE: Call for a Parish Meeting**

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M. [REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 10:45 AM

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED] Chris Funnell

**Subject: Re: Call for a Parish Meeting**

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]

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---

**From:** [REDACTED]

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell  
[REDACTED]  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED]

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting



Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>

<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

[REDACTED]

Subject: Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]  
[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED] Chris Funnell <[REDACTED]>

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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**From:** [Chris Funnell](#)  
**To:** [REDACTED] [Richard Scott](#) [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 11:00:18

---

[REDACTED] was asking about an informal meeting, that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting, which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

*Chris*

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

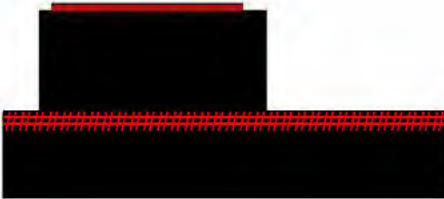


Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]  
[REDACTED]  
[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC.  
Can you also let us have copies of the letters from the 12 residents.  
Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?  
Thanks

Chris  
M [REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[REDACTED]>  
[REDACTED]  
Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

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<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

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01628 484024  
[REDACTED]

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**From:** [Chris Funnell](#)  
**To:** [redacted] [Richard Scott](#); [redacted]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 11:00:00

---

[redacted]

[redacted] was asking about an informal meeting, that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting, which is what we have been asked for has very specific rules .  
Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail, rather as requested let s have a proper briefing of the actual statutory rules .  
We have no current protocol on this so it is important we have the correct advice .  
Thanks

Chris

M [redacted]

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---

**From:** [redacted] <[redacted]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [redacted] <[redacted]> [Richard Scott](#) <[redacted]>  
[redacted] <[redacted]>  
<[redacted]> [Chris Funnell](#)  
<[redacted]>  
<[redacted]>  
<[redacted]>  
**Subject:** Re: Call for a Parish Meeting

Dear [redacted]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[redacted]  
[redacted]  
[redacted]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 9:23:20 AM

**To:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

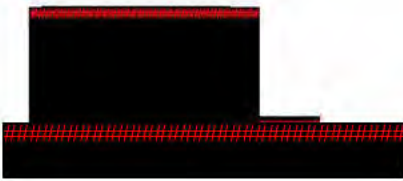


Dear members

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[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

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[REDACTED]

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

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Will keep you posted.

[REDACTED]  
[REDACTED]  
[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .  
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Thanks

Chris  
M [REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

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<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

**MARLOWTOWNCOUNCIL**  
Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
[REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: 02 October 2023 15:03

To: R Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

Subject: Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

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meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

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[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M: [REDACTED]

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---

From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 11:03 AM

To: Richard Scott <[REDACTED]> <[REDACTED]>

[REDACTED]

<[REDACTED]> Chris Funnell <[REDACTED]>

[REDACTED]

Subject: Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

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**From:** [REDACTED]  
**To:** [REDACTED]; Richard Scott; [REDACTED]; Chris Funnell; [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 10:28:12

---

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
Chris Funnell <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]

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[REDACTED]

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---

From: [REDACTED] <[REDACTED]>

Sent: 02 October 2023 15:03

To: R Scott <[REDACTED]> <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

Subject: Re: Call for a Parish Meeting

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[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

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Thanks Chris

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
[REDACTED]  
<[REDACTED]> Chris Funnell <[REDACTED]>  
[REDACTED]  
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**From:** Chris Funnell  
**To:** [REDACTED]  
**Cc:** Richard Scott; [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 10:13:27

---

Thanks [REDACTED]

I will discuss with members and come back to you with our preferred approach. In the meantime, can we please confirm the timetable for conducting a parish meeting including importantly when we must set a date if we decide that is the preferred direction.

Chris

M [REDACTED]

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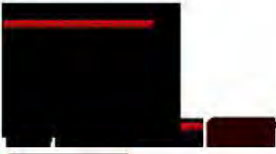
**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 9:23 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
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**From:** [Redacted] <[Redacted]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[Redacted]> <[Redacted]>  
<[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]>  
<[Redacted]>  
<[Redacted]>

**Subject:** Re: Call for a Parish Meeting

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[REDACTED]

Best wishes

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[REDACTED]

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**From:** Chris Funnell [REDACTED]  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] [REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .  
Can you also let us have copies of the letters from the 12 residents.  
Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?  
Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

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Best wishes



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**From:** Chris Funnell  
**To:** [REDACTED]  
**Cc:** Richard Scott; [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 03 October 2023 10:13:00

---

Thanks [REDACTED]

I will discuss with members and come back to you with our preferred approach. In the meantime, can we please confirm the timetable for conducting a parish meeting including importantly when we must set a date if we decide that is the preferred direction .

Chris

M [REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Tuesday, October 3, 2023 9:23 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



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---

**From:** [Redacted] <[Redacted]>  
**Sent:** 02 October 2023 15:03  
**To:** R Scott <[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>  
<[Redacted]> <[Redacted]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [Redacted] NALC. The [Redacted] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.

[REDACTED]

[REDACTED]  
[REDACTED]

Best wishes

[REDACTED]

[REDACTED]  
[REDACTED]

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01628484024

[REDACTED]

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---

**From:** Chris Funnell [REDACTED]  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] [REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .  
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Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

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Best wishes



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**From:** Chris Funnell  
**To:** [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 02 October 2023 13:54:00

---

Thanks ,await your response .

Chris

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]  
[REDACTED]  
[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

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Chris

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

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Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell  
**To:** [REDACTED]; Richard Scott; [REDACTED]  
**Subject:** RE: Call for a Parish Meeting  
**Date:** 02 October 2023 13:06:00

---

Thanks [REDACTED]

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Chris

M: [REDACTED]

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**From:** [REDACTED]  
**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]>

[REDACTED] Chris Funnell <[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** Chris Funnell; [REDACTED] Richard Scott; [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 14:00:48  
**Attachments:** [fd0e2673\\_80fc\\_4da8\\_8ce3\\_ea589c391e6d.jpg](#)

---

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 03 October 2023 13:44

**To:** [REDACTED]  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?) I assume that we wouldn't be asking them, but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?  
Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure



*I understand, entirely from hearsay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED]

Richard Scott <[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting, that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting, which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules -  
We have no current protocol on this so it is important we have the correct advice .  
Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
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Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 03 October 2023 10:28  
**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[redacted] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[redacted]  
[redacted]  
[redacted]

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[redacted]

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---

**From:** [redacted] <[redacted]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[redacted]> <[redacted]>  
<[redacted]>  
<[redacted]> Chris Funnell <[redacted]>  
<[redacted]>  
<[redacted]>  
<[redacted]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [redacted] at NALC. The [redacted] at NALC has initially drawn reference to the legislation as

below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response -

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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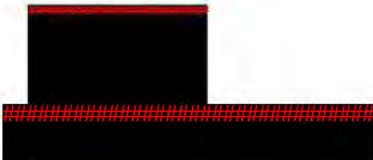
*Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your own virus checks before opening the email (and any attachments).*

**From:** [REDACTED]  
**To:** Chris Funnell; [REDACTED] Richard Scott; [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 14:00:47  
**Attachments:** [fd0e2673\\_80fc\\_4da8\\_8ce3\\_ea589c391e6d.jpg](#)

---

Chris

BALC is Bucks Association of Local Councils, it was rebranded to include Milton Keynes and now is BMKALC but is still commonly referred to as BALC. I have attached the page from [REDACTED] reference to Arnold Baker Local Council Administration it relates to Polls.



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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 03 October 2023 13:44

**To:** [REDACTED] <[REDACTED]>  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting



Just to confirm BALC appears to be (Berkshire Association of local councils ?) I assume that we wouldn't be asking them ,but so members are clear I presume you meant BMKALC (Buckinghamshire and Milton Keynes association of local councils)?  
Can you also provide us with what [REDACTED] outlines below, in 10.9 in my 11th edition of CAB we are unsure



*I understand, entirely from hearsay that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED]

Richard Scott <[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules - We have no current protocol on this so it is important we have the correct advice .  
Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 10:45 AM  
**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]> Chris Funnell  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]

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[REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** 03 October 2023 10:28  
**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
[REDACTED] <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>

<[REDACTED]>

<[REDACTED]> Chris Funnell <[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as



below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response -

Chris

M [REDACTED]

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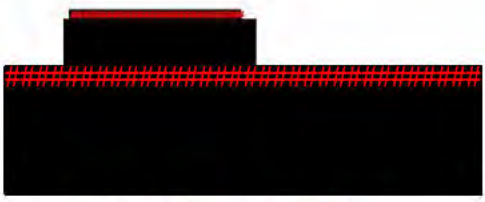
---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.



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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

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Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]



**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [Richard Scott](#); [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 11:09:26  
**Attachments:** [6 Meetings of Parish Meetings Sept 2014 \(1\).pdf](#)

---

Chris

The full rules for Parish meetings are attached again. BALC's advice from [REDACTED] and the NALC [REDACTED] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresy that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED] <[REDACTED]> <[REDACTED]>  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 10:45 AM

**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>

Chris Funnell

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

**MARLOW TOWN COUNCIL**

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED] Chris Funnell

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[Redacted]

[Redacted]

---

**From:** [Redacted] <[Redacted]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[Redacted]>  
<[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]>  
<[Redacted]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [Redacted] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[Redacted] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[Redacted signature block]

**MARLOW TOWN COUNCIL**  
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01628 484024  
[Redacted]



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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] at NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]  
[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 02 October 2023 13:54

**To:** [REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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---

**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell [REDACTED] Richard Scott [REDACTED]

#####

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

#####  
#####

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#####

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---

From: Chris Funnell <#####>

Sent: 02 October 2023 13:06

To: ##### Richard Scott <#####>

#####  
#####  
#####

Subject: RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC.

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M [REDACTED]

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---

**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

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Best wishes

[REDACTED]

[REDACTED]

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Court Garden  
Pound Lane  
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Bucks SL7 2AG

01628 484024

[REDACTED]

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**From:** [redacted]  
**To:** [Chris Funnell](#); [redacted] [Richard Scott](#); [redacted]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 11:09:25  
**Attachments:** [6. Meetings of Parish Meetings Sept 2014 \(1\).pdf](#)

---

Chris

The full rules for Parish meetings are attached again. BALC's advice from [redacted] and the NALC [redacted] is pasted below.

*Did you have an annual parish meeting between 1<sup>st</sup> March and 1<sup>st</sup> June? After that the Parish Council has no further requirement to call a meeting of the parish because it has discharged it's duty. Thereafter, because you are a parish council, you are not obliged to call any more meetings of the parish, it is envisaged that the electorate will engage with the council at the predetermined meetings.*

*Whilst the parish may lobby for action, they cannot bind the council to a decision, nor can councillors agree one. It is likely only the Chair of the Council will be there, that other councillors may decline to be present it would seem that a meeting of the kind proposed would not provide the outcome people would hope for. You only need two councillors for quoracy. There would also be the minimum requirement of 7 clear days notice.*

*If the meeting of the parish is being called in order to establish a demand for a poll, then check the outline in 10.9 in my 11<sup>th</sup> edition of CAB. Be mindful of the timing, the fact that it will not change the material consideration of a planning application and that the parish council will have to pay for it. It will be subject to the rules on notice and availability as for a councillor election.*

*Given the passions involved you might want to call an informal town meeting, explain the situation and the role of the town council in the process of planning applications.*

*I understand, entirely from heresy that there may have been a decision made at an incorrectly called meeting, if that had happened then of course the decision would be ultra vires and that decision would need to properly heard and resolved at the next available formal meeting.*

*I hope my musings help, lovely to speak with you earlier.*

*Kind regards*

[redacted]

[redacted]

[redacted]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 03 October 2023 11:00

**To:** [REDACTED] <[REDACTED]>  
Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

[REDACTED]

[REDACTED] was asking about an informal meeting ,that I understand is a decision by the council at anytime if we wish to hold an informal meeting ?

A parish meeting ,which is what we have been asked for has very specific rules .

Can I suggest as per my previous mail as a council we don't try to interpret the rules by debate on e mail ,rather as requested let s have a proper briefing of the actual statutory rules .

We have no current protocol on this so it is important we have the correct advice .

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Tuesday, October 3, 2023 10:45 AM

**To:** [REDACTED] <[REDACTED]> Richard Scott <[REDACTED]>

Chris Funnell

**Subject:** Re: Call for a Parish Meeting

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED] Chris Funnell

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]



Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[Redacted]

[Redacted]

---

**From:** [Redacted]  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[Redacted]>  
<[Redacted]>  
<[Redacted]> Chris Funnell <[Redacted]>  
<[Redacted]>  
<[Redacted]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [Redacted] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[Redacted] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[Redacted]

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[Redacted]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 02 October 2023 15:03  
**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

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There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 02 October 2023 13:54

**To:** [REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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---

**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell [REDACTED] Richard Scott [REDACTED]

[REDACTED]

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC.

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M [REDACTED]

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---

**From:** [REDACTED]

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

[REDACTED]

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01628 484024

[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED] Richard Scott; [REDACTED] Chris Funnell; [REDACTED]  
**Subject:** [REDACTED]  
**Date:** 03 October 2023 10:45:10

---

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 03 October 2023 10:28  
**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]> Chris Funnell  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

[REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]>

[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes



[REDACTED]

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[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter

to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

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Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M: [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

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[https://askyourcouncil.uk/understanding\\_your\\_council/parish\\_meetings\\_and\\_parish\\_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.](https://askyourcouncil.uk/understanding_your_council/parish_meetings_and_parish_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.)

Best wishes


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**From:** [REDACTED]  
**To:** [REDACTED] Richard Scott; [REDACTED] Chris Funnell [REDACTED]  
**Subject:** [REDACTED]  
**Date:** 03 October 2023 10:45:10

---

Dear [REDACTED]

The simple answer is yes, the 12 electors would need to agree that their request to have a Parish Meeting has been responded to with an open meeting to discuss the planning application.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 03 October 2023 10:28

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
[REDACTED] Chris Funnell <[REDACTED]>

[REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Presumably the agreement of the 12 electors would be needed in order for the Town Council to hold an informal public meeting, rather than the requested Parish meeting.

[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23:20 AM  
**To:** Richard Scott <[REDACTED]>

[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Dear members

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**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

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to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

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[REDACTED]

[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M: [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 1:44 PM

**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED] Chris Funnell <[REDACTED]>  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** Call for a Parish Meeting

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[https://askyourcouncil.uk/understanding\\_your\\_council/parish\\_meetings\\_and\\_parish\\_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.](https://askyourcouncil.uk/understanding_your_council/parish_meetings_and_parish_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.)

Best wishes


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**From:** [redacted]  
**To:** Chris Funnell  
**Cc:** Richard Scott; [redacted]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 10:19:45

---

Thanks Chris

Seven clear days notice must be given for a Parish Meeting, the letters received have requested a meeting to take place before October 13th.

Best wishes

[redacted]

[redacted]

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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[redacted]

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---

**From:** Chris Funnell <[redacted]>  
**Sent:** 03 October 2023 10:13  
**To:** [redacted]  
**Cc:** Richard Scott <[redacted]>

[redacted]

**Subject:** RE: Call for a Parish Meeting

Thanks [redacted]

I will discuss with members and come back to you with our preferred approach.  
In the meantime, can we please confirm the timetable for conducting a parish meeting including

importantly when we must set a date if we decide that is the preferred direction .

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23 AM  
**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]



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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>  
<[REDACTED]> <[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[REDACTED]

[REDACTED]  
[REDACTED]

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell [REDACTED]

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] [REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 1:44 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

[REDACTED]

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[REDACTED]

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---

From: Chris Funnell <[REDACTED]>

Sent: 02 October 2023 13:06

To: [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC.

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]  
<[REDACTED]> [REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

<https://askyourcouncil.uk/understanding-your-council/parish-meetings-and-parish-polls/#:~:text=Convening%20a%20Parish%20Meeting%20is.to%20vote%20at%20an%20election.>

Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Cc:** [Richard Scott](#); [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 10:19:44

---

Thanks Chris

Seven clear days notice must be given for a Parish Meeting, the letters received have requested a meeting to take place before October 13th.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 03 October 2023 10:13  
**To:** [REDACTED]; [REDACTED]; [REDACTED]  
**Cc:** Richard Scott <[REDACTED]> <[REDACTED]>

[REDACTED]

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

I will discuss with members and come back to you with our preferred approach.  
In the meantime, can we please confirm the timetable for conducting a parish meeting including

importantly when we must set a date if we decide that is the preferred direction .

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Tuesday, October 3, 2023 9:23 AM  
**To:** Richard Scott <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 02 October 2023 15:03

**To:** R Scott <[REDACTED]> <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>  
<[REDACTED]>

**Subject:** Re: Call for a Parish Meeting

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

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There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [REDACTED] NALC. The [REDACTED] NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

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[REDACTED]

[REDACTED]  
[REDACTED]



Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Chris Funnell [REDACTED]  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] [REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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From: [REDACTED]

Sent: Monday, October 2, 2023 1:44 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

[REDACTED]

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[REDACTED]

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---

From: Chris Funnell <[REDACTED]>

Sent: 02 October 2023 13:06

To: [REDACTED] Richard Scott <[REDACTED]>

[REDACTED]

[REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC.

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Thanks

Chris

M [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 11:03 AM  
**To:** Richard Scott <[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> Chris Funnell <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>  
<[REDACTED]> [REDACTED] <[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED] [Chris Fynnell](#); [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 09:23:23  
**Attachments:** [6 - Meetings of Parish Meetings Sept 2014 \(1\) .pdf](#)

---

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]

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[REDACTED]

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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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own virus checks before opening the email (and any attachments).

From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 1:44 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

From: Chris Funnell <[REDACTED]>

Sent: 02 October 2023 13:06

To: [REDACTED] Richard Scott <[REDACTED]>

Subject: RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

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Thanks

Chris

M: [REDACTED]

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---

From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 11:03 AM

To: Richard Scott <[REDACTED]> [REDACTED] T

[REDACTED] Chris Funnell <[REDACTED]>

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

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Best wishes

[REDACTED]  
[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]; Chris Funnell; [REDACTED]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 03 October 2023 09:23:23  
**Attachments:** [6 - Meetings of Parish Meetings Sept 2014 \(1\).pdf](#)

---

Dear members

Please see attached legal topic note on Parish Meetings. I have spoken with [REDACTED] at BALC again today and we both agree that Council would be better placed to call an informal public meeting for an open forum on the film studio rather than accede to the parish Meeting request from the 12 electorate. This would allow residents to air their views in a public forum but as already advised Council has no legal obligation to act on them. Standing Orders can be used for the rules of debate at either type of meeting with the exception that only the electorate of the Parish are able to ask questions at a Parish Meeting. Members are free to choose which way to proceed.

[REDACTED] and Chris if you can suggest a date that meets with Councillors diaries, officers can facilitate a meeting.

Best wishes

[REDACTED]  
[REDACTED]

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[REDACTED]

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Best wishes

[REDACTED]

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>

**Sent:** 02 October 2023 13:54

**To:** [REDACTED] <[REDACTED]>

**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

*Chris*

M [REDACTED]

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From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 1:44 PM

To: Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

Subject: Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

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[REDACTED]

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From: Chris Funnell <[REDACTED]>

Sent: 02 October 2023 13:06

To: [REDACTED] Richard Scott <[REDACTED]>

Subject: RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

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Thanks

Chris

M: [REDACTED]

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---

From: [REDACTED] <[REDACTED]>

Sent: Monday, October 2, 2023 11:03 AM

To: Richard Scott <[REDACTED]> [REDACTED] T

[REDACTED] Chris Funnell <[REDACTED]>

[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] to arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

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Best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [redacted]  
**To:** [redacted]; Chris Eppell; [redacted]  
**Subject:** Re: Call for a Parish Meeting  
**Date:** 02 October 2023 15:03:19

---

Dear members

Relevant legislation from the LGA Act 1972 is below. Parish Meetings sit outside Standing Orders which are for meetings of the Council.

<https://www.legislation.gov.uk/ukpga/1972/70/schedule/12/part/III>

There is nothing we can currently locate that determines a time frame for having the meeting other than 7 days clear notice must be given. BALC have referred the matter to the [redacted] at NALC. The [redacted] at NALC has initially drawn reference to the legislation as below. BALC will respond to us again with further advice tomorrow.

*Paragraph 9 of Schedule 12 to the Local Government Act 1972 deals with the calling of extraordinary parish council meetings. They can be called at any time by the chair or, in accordance with paragraph 9 (2), by two members. Paragraph 15 of Schedule 12 sets out who can convene a Parish Meeting and that can be by six electors.*

[redacted]

[redacted]  
[redacted]

Best wishes

[redacted]  
[redacted]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

Thanks ,await your response .

Chris

M [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>  
[REDACTED]

#####  
**Subject:** Re: Call for a Parish Meeting

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

#####  
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---

**From:** Chris Funnell <#####>

**Sent:** 02 October 2023 13:06

**To:** ##### Richard Scott <#####>

#####  
#####  
#####

**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

[REDACTED]

[REDACTED] Chris Funnell <[REDACTED]> [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

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Best wishes

[REDACTED]

\*\*\*\*\*  
[REDACTED]

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\*\*\*\*\*

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From: [REDACTED]  
To: [REDACTED]; Chris Funnell; [REDACTED]  
Subject: Re: Call for a Parish Meeting  
Date: 02 October 2023 15:03:18

---

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[REDACTED]

Best wishes

[REDACTED]

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:54  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Call for a Parish Meeting

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Monday, October 2, 2023 1:44 PM  
**To:** Chris Funnell <[REDACTED]> Richard Scott <[REDACTED]>

[REDACTED]



**Subject:** Re: Call for a Parish Meeting

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**From:** Chris Funnell <

**Sent:** 02 October 2023 13:06

**To:**  Richard Scott <





**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

[REDACTED]

<[REDACTED]> Chris Funnell <[REDACTED]> [REDACTED]

<[REDACTED]> [REDACTED]

<[REDACTED]> [REDACTED]

[REDACTED]

[REDACTED]

**Subject:** Call for a Parish Meeting

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Best wishes

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**From:** [REDACTED]  
**To:** [Chris Funnell](#) [REDACTED]  
**Subject:** Re: Call for a Parish Meeting [REDACTED]  
**Date:** 02 October 2023 13:44:18 [REDACTED]  
**Attachments:** [Electorate calling for Parish Meeting letters.pdf](#)

---

Thanks Chris

I am gathering all of this information at present and will share with members as soon as possible. I have also sent copies of the letters to BALC and NALC for legal advice.

Will keep you posted.

[REDACTED]

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]

[REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

Can you please share the specific actual local government act 1972 section with us to provide us with the specific sequence that we need to follow including, where this sits in our standing orders

and any specific policies or procedures that we have published as MTC on this, so we can share with group, you may also want to raise this for specific advice from the LGA or NALC .

Can you also let us have copies of the letters from the 12 residents.

Can you also advise that given we must provide 7 days' notice for a parish meeting what is the legal time frame that we have to meet before setting a date for one, is there a specific time limit ?

Thanks

*Chris*

M: [REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

<[REDACTED]> Chris Funnell <[REDACTED]> [REDACTED]

<[REDACTED]> [REDACTED]

**Subject:** Call for a Parish Meeting

Dear members

The office has received 12 letters from residents on the electoral roll this morning calling as residents of the Parish for a Parish meeting under the provision of the Local Government Act 1972. The request is to consider the consequences of planning application 22/06442/FULEA from Marlow Film Studios.

7 days' notice has to be given for a Parish Meeting, the letters all call for a meeting before October 13th. I will liaise with [REDACTED] [REDACTED] arrange a suitable date later today and advise you in due course.

There are some significant differences between Council and Parish meetings, but they are often confused, the link below has useful information on the differences and who can speak at the meetings.

[https://askyourcouncil.uk/understanding\\_your\\_council/parish\\_meetings\\_and\\_parish\\_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.](https://askyourcouncil.uk/understanding_your_council/parish_meetings_and_parish_polls/#:~:text=Convening%20a%20Parish%20Meeting%20is,to%20vote%20at%20an%20election.)

Best wishes

[REDACTED]  
[REDACTED]

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Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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**To:** [Chris Funnell](#) [REDACTED]#####  
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**Date:** 02 October 2023 13:44:18  
**Attachments:** [Electorate calling for Parish Meeting letters.pdf](#)

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Will keep you posted.

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[REDACTED]  
[REDACTED]

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**From:** Chris Funnell <[REDACTED]>  
**Sent:** 02 October 2023 13:06

**To:** [REDACTED] Richard Scott <[REDACTED]>  
[REDACTED]#####  
[REDACTED]#####  
[REDACTED]#####

[REDACTED]  
**Subject:** RE: Call for a Parish Meeting

Thanks [REDACTED]

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**From:** [REDACTED] <[REDACTED]>

**Sent:** Monday, October 2, 2023 11:03 AM

**To:** Richard Scott <[REDACTED]> [REDACTED]

<[REDACTED]> Chris Funnell <[REDACTED]> [REDACTED]

**Subject:** Call for a Parish Meeting

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Best wishes

[REDACTED]

[REDACTED]

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**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Marlow Film Studios & Marlow Town Council  
**Date:** 02 October 2023 21:57:00  
**Attachments:** [image103.png](#)

---

Dear Mr [REDACTED]

Thank you for contacting your local Councillor, [REDACTED],  
I understand that her reply was not to your satisfaction, but she has made her personal position clear to you.

As you will be aware to avoid confusion, we have now issued a procedural correction to Bucks which has been well publicised, both on the portal and in the local press. There have been extensive public consultations since the application was submitted by the applicant and hopefully you have been able to put forward your views over the last 12 months.

It is not our policy to publish any prospective applications in the Marlovian.  
I'm afraid I cannot comment personally to you and views of members are in the public.  
regards

*Chris Funnell*

**Chris Funnell**  
**Council Leader**

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M: [REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Sunday, September 24, 2023 11:22 AM  
**To:** Chris Funnell <[REDACTED]>  
**Subject:** Marlow Film Studios & Marlow Town Council

Mr Funnell,

I contacted my local councillor with my concerns about the approach taken by Marlow Town Council in respect of the letter of support that it offered for the film studio development.

[REDACTED] however was not able to comment on the submission or the way it was submitted, nor express her views about the pros and cons of the scheme.

Can I therefore ask you, as leader of the council, to respond to my email and include your personal views about the planned development.

Regards,

[REDACTED]

----- Forwarded Message -----

**Subject:**Re: [EXTERNAL] Marlow Film Studios

**Date:**Wed, 20 Sep 2023 09:54:51 +0000

**From:** [REDACTED]

**To:** [REDACTED]

**CC:** [REDACTED] Chris Funnell <[REDACTED]>

Dear [REDACTED]

I am not able to comment on either the content of the submission nor the way in which it was submitted.

I have chosen to take a neutral stance on the planning application from the beginning as it was clear that with such a complex proposal there would be many pros and cons and opposing views from residents, as has proved to be the case.

In my opinion it is not helpful to take sides on a major application such as this, rather it is better to be open to all residents opinions, and to feed these back to the council, which is what I have done.

I have forwarded your comments to MTC to be recorded.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, September 18, 2023 10:00:11 AM

To: [REDACTED]

Subject: [EXTERNAL] Marlow Film Studios

Hi [REDACTED]

I am writing to express my concerns about the approach taken by Marlow Town Council in its consideration of the Marlow Film Studio project.

For a matter of such importance can you please help me understand why:

1. The matter was discussed at a members-only meeting, not a formal meeting of the council with a clerk present?
2. The comment was submitted by, Richard Scott, classifying as a "member of the public" although then putting in the text that it was relaying the views of Marlow Town Council. Perhaps it would have been better submitted by the leader of the council under "Other Interested Parties"

The comments made on behalf of the council do not mention any concerns or possible negative impacts of the scheme on the town. Were none really raised at the meeting? Also Mr Scott mentions the 2:1 support for the scheme based on submissions to the Buckinghamshire Council website which it is stated aligns with the messaging from Marlow residents. Can you advise please what data the 2:1 support from Marlow residents is based on?

As my local councillor I'd be interested to understand more about your own views. I see that you declared yourself to be neutral on the matter. I assume that this is not due to any conflict with your role on Buckinghamshire Council, but is because given the balance of the arguments you are not persuaded either way? If so can you tell me what you see as the likely positive impacts and the likely negative impacts if the development were to go ahead?

My personal view is that the studio plan should be rejected. I think that the prime objective of the proposers is their own financial gain (via their Guernsey based company), with very little commercial likely benefit likely for the town but with traffic congestion increasing and air quality decreasing - in addition to the loss of green belt land.

Also, given its importance I couldn't find any mention of the film studios in recent edition of the Marlovian. The top item in the town council news being new litter bins in the High Street; surely the studio application is of greater significance to residents?

Can I suggest that the council convenes a public meeting to fully explain its position and to get input from local residents. It could then follow this with a formal council meeting, providing the opportunity to reconsider its position in light of the debate.

I'd be interested in your views.

--

Regards,

[REDACTED]

[Helping Hands Banner linking to buckinghamshire.gov.uk/cost-of-living](https://www.buckinghamshire.gov.uk/cost-of-living)



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**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]; [Richard Scott](#); [REDACTED]  
**Subject:** RE: Marlow Town Council official supp. ~~How Film Studies Planning Application~~  
**Date:** 18 October 2023 21:45:39  
**Attachments:** [image002.png](#)

---

[REDACTED]

Thank you for sharing this request .  
There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed

or direct them to a link where these can be accessed, **most important is our publication scheme .**

Please obtain a written quote from [REDACTED] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [REDACTED] and seek clarification on the following –

Is the request on behalf of [REDACTED] and in his position as a director, or is it a resolution by all named [REDACTED] directors ?

Could he please confirm the name and contact details of the Managing director of [REDACTED] [REDACTED]

Could he please send us a copy of [REDACTED] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [REDACTED] [REDACTED]

I will pass by the office tomorrow to discuss ,please let me know when you are around .  
Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
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25

**Chris Funnell**  
**Council Leader**

**MARLOWTOWNCOUNCIL**

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**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM  
**To:** Richard Scott <[REDACTED]> Chris Funnell <[REDACTED]>

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**  
[REDACTED]

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To:  
Cc:

[REDACTED]  
[REDACTED]  
Richard Scott

Subject: RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
Date: 18 October 2023 21:44:47  
Attachments: [image002.png](#)

---

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Thank you for sharing this request .

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**Chris Funnell  
Council Leader**

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**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45 PM

**To:** Richard Scott <[REDACTED]> Chris Funnell <[REDACTED]> R

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

Dear members

Please see below the Freedom of Information request received today. I have replied confirming that it will be responded to within the prescribed timeframe.

With regard to the retrieval of emails, members need not take any action as [REDACTED] will provide these.

Richard and Chris, with regard to text messages / WhatsApp messages, you can undertake your own search and forward any results to [REDACTED]

All information will be subject to the redaction of personal data where applicable.

**Kind regards**

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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*Every reasonable precaution has been taken to minimise the risk of computer software viruses but liability cannot be accepted for any damage you may sustain as a result of such viruses. You should carry out your*

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
**Date:** 18 October 2023 16:44:53

---

Thank you [REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Wednesday, October 18, 2023 3:45:06 PM  
**To:** Richard Scott <[REDACTED]> Chris Funnell <[REDACTED]>

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

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**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane

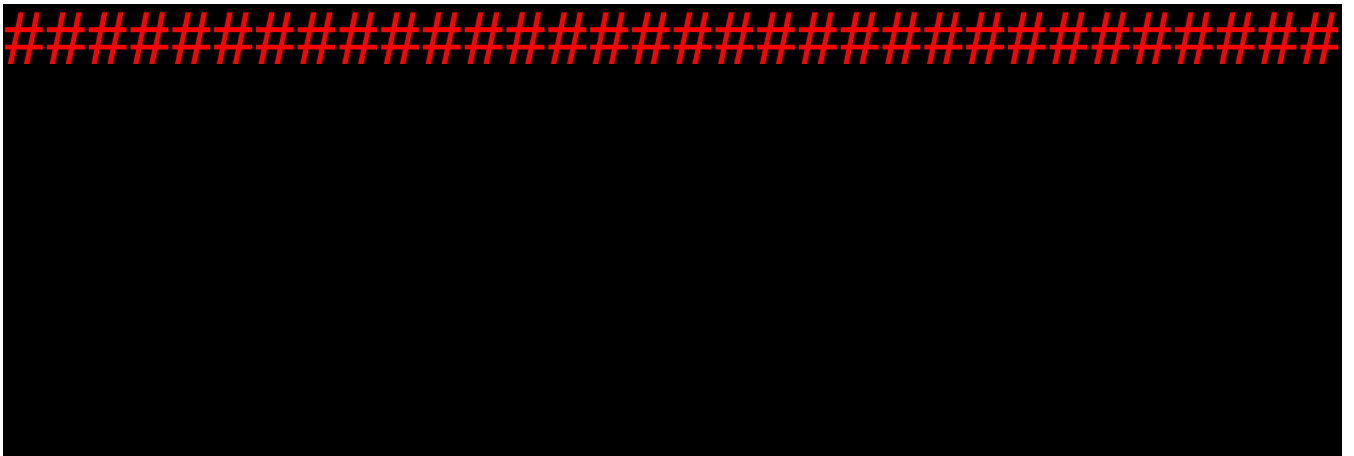
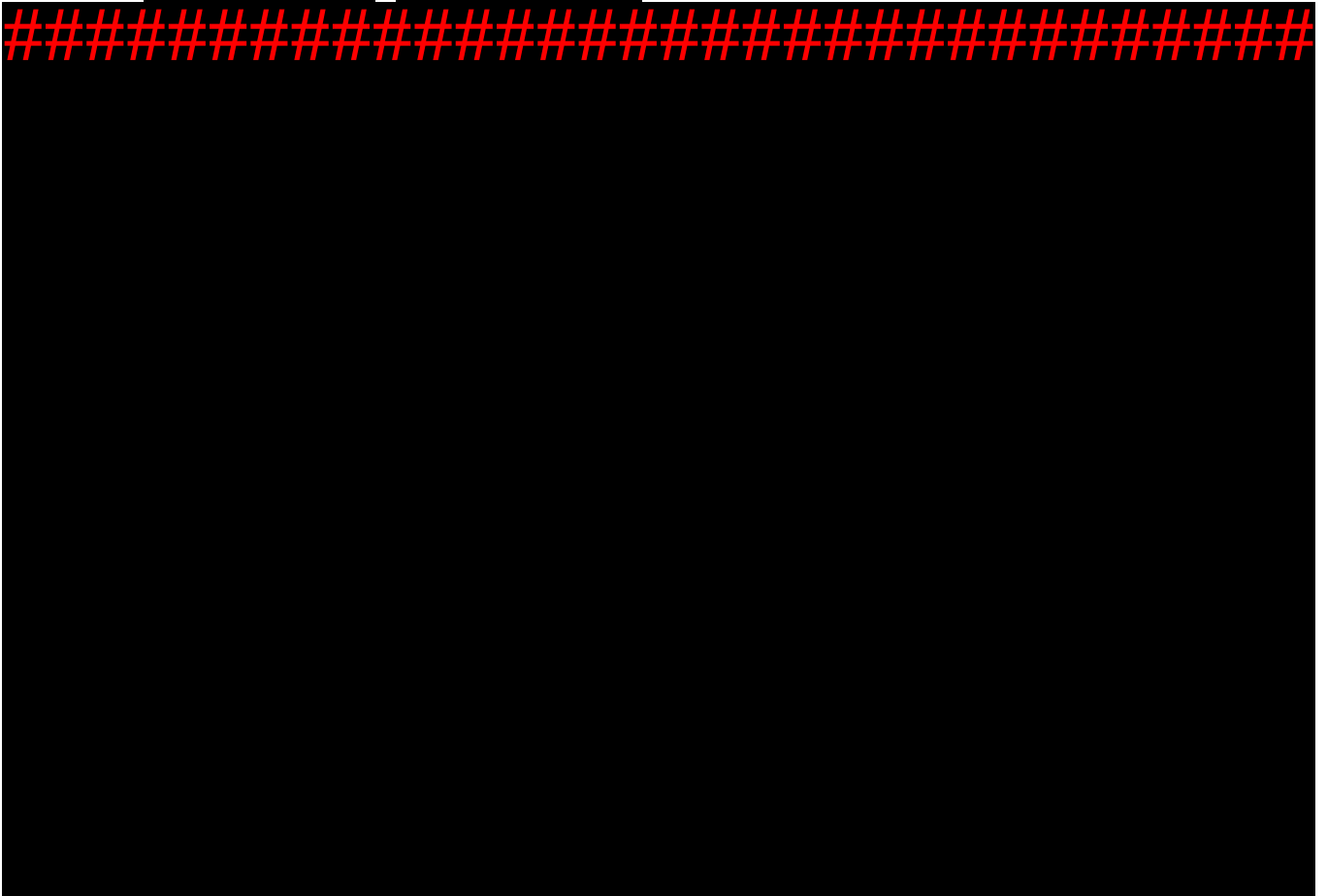
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To: [REDACTED]  
Cc: [REDACTED]; [Richard Scott](#); [REDACTED]  
Subject: RE: Marlow Town Council official support of Marlow Film Studios Planning Application  
Date: 18 October 2023 16:31:07

---

Hi [REDACTED]

*Chris Funnell*  
**Chris Funnell**  
**Council Leader**

**MARLOW TOWN COUNCIL**  
Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
M: [REDACTED]

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---

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**Sent:** Wednesday, October 18, 2023 3:45 PM  
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[REDACTED]

**Subject:** FW: Marlow Town Council official support of Marlow Film Studios Planning Application

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**Kind regards**

[REDACTED]

**MARLOWTOWNCOUNCIL**

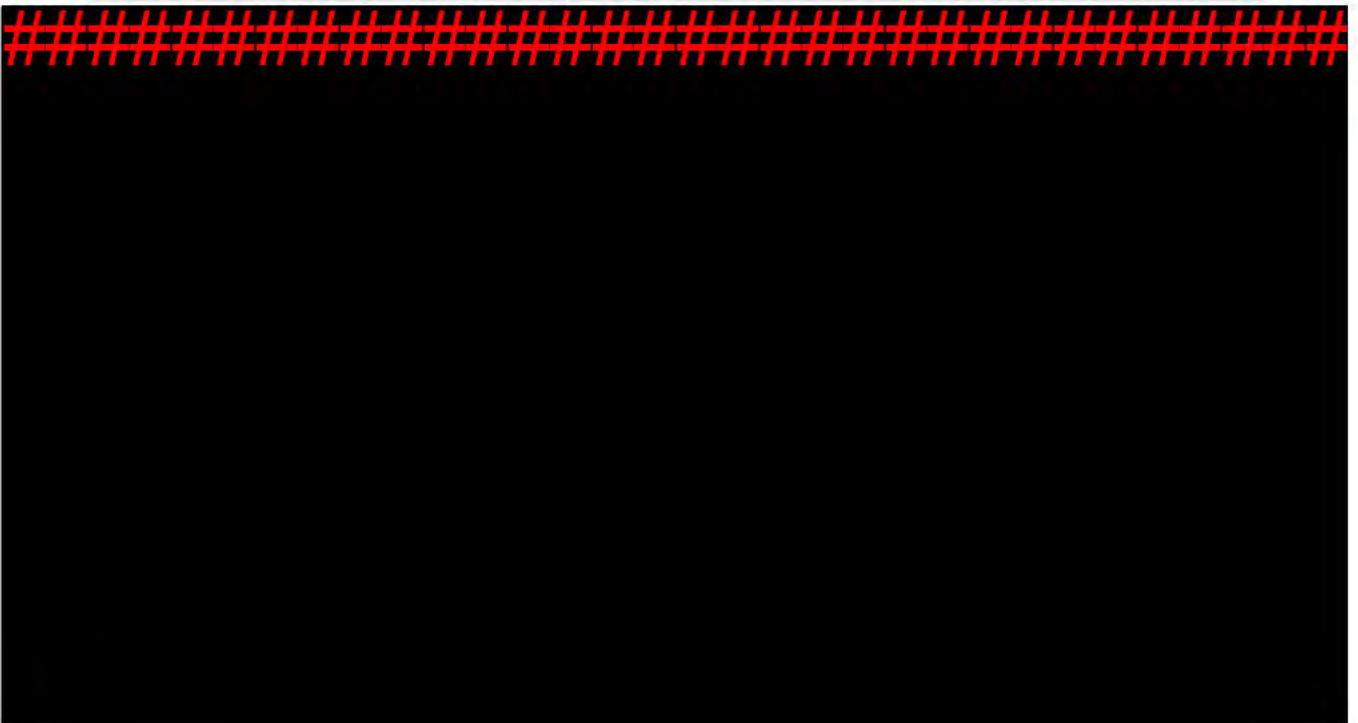
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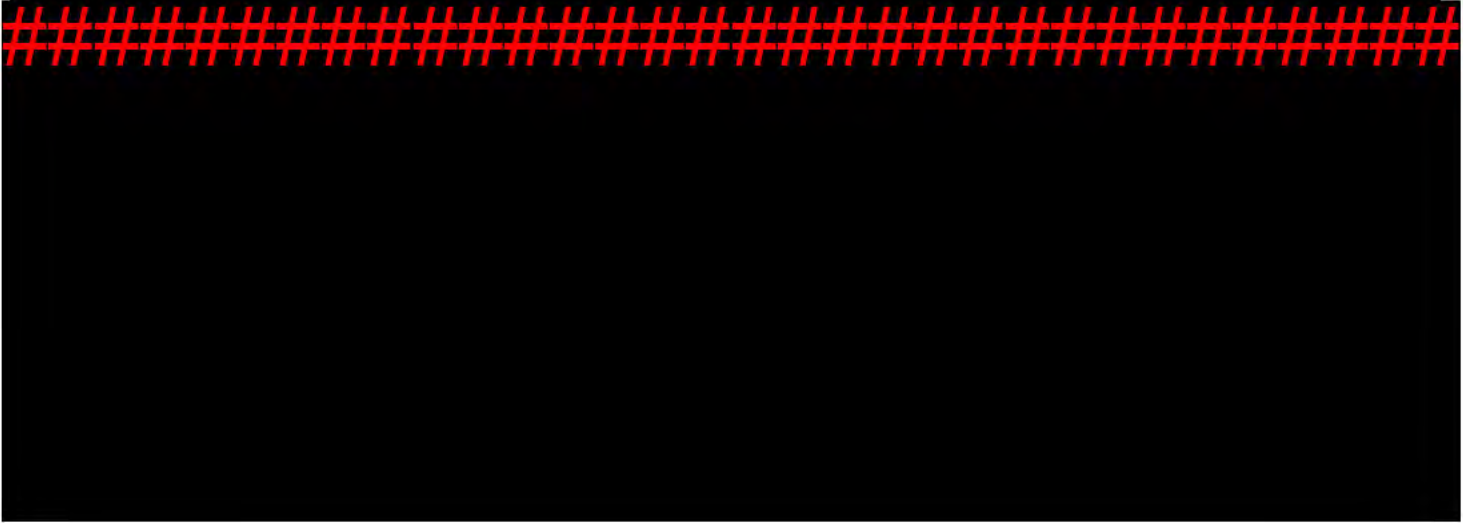
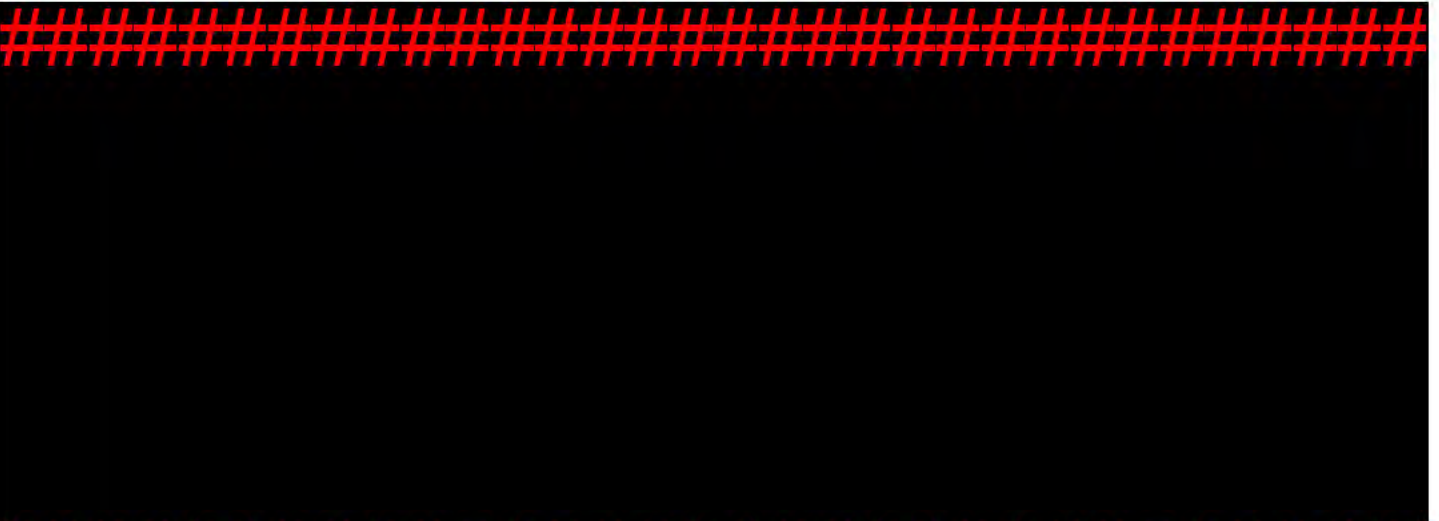
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**From:** Chris Funnell  
**To:** [redacted]  
**Cc:** [redacted]; Richard Scott; [redacted]  
**Subject:** RE: Marlow Town Council official supp. [redacted] How Film Studies Planning Application  
**Date:** 18 October 2023 21:45:39  
**Attachments:** [image002.png](#)

---

[redacted]

Thank you for sharing this request .  
There are clear rules under the freedom of information act 2000 and we need to establish firstly if we the request is likely to meet those rules .

Members may not have experienced the process before, and I cannot find any documents referred to in our standing orders details of our publication scheme for freedom of information legislation.

We do refer to documents laid out in our standing orders below so would be grateful if you could send those to us tomorrow .

-In section 20 (a) below can you provide our named data protection officer detailed in 21(a)?

Please provide details of our policies and procedures under 21(a) and copy all members in on this information so they are informed  
or direct them to a link where these can be accessed, **most important is our publication scheme .**

Please obtain a written quote from [redacted] before initiating any requests for information and provide costs of administration in our office to comply with the request .I will in turn gather information on costs that members will incur so we ensure that it meets the threshold which is currently set at £450 .The rate utilised is £25/hour per person .

Please send a note to [redacted] and seek clarification on the following –

Is the request on behalf of [redacted] and in his position as a director, or is it a resolution by all named [redacted] directors ?

Could he please confirm the name and contact details of the Managing director of [redacted] [redacted]

Could he please send us a copy of [redacted] “key commitments Ofcom policy “which they refer to and the relevance to this request as this does not exist on their website ?

Could he also provide a list of the numerous listeners and others questioning the process regarding the public statement made by Cllr Richard Scott” that he refers to?

In the meantime, can you also copy members in on the note you have already sent to [redacted] [redacted]

I will pass by the office tomorrow to discuss ,please let me know when you are around .  
Thanks

Chris

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

25

**Chris Funnell**  
**Council Leader**

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