

**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** FW: [EXTERNAL] Marlow Studios site visit  
**Date:** 06 October 2021 19:32:43

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fyi

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**From:** [REDACTED]

**Date:** Wednesday, 6 October 2021 at 19:11

**To:** [REDACTED]

**Subject:** RE: [EXTERNAL] Marlow Studios site visit

Hi [REDACTED]

I will obviously leave this for [REDACTED] to respond, however, I am sure he will agree that we should have just one working party and that Marlow Town Council should link in with the [REDACTED] [REDACTED] on this one.

Cllr Jocelyn Towns who will be attending is part of Marlow Town Council anyway as is Cllr Neil Marshall if he is able to attend following your invite.

It seems more productive to me to have everyone working together to ensure consistency of communication but these are of course just my thoughts.

Are you able to confirm the rendezvous place for the meeting please?

I look forward to hearing from you.

**Kind Regards**

[REDACTED]  
[REDACTED]  
[REDACTED]

Office: [REDACTED]

Mobile: [REDACTED]

Buckinghamshire Council, Walton Street Office, Aylesbury, Buckinghamshire. HP20 1UA

Email: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

For information on [REDACTED] please look at :

[REDACTED]

From: [REDACTED]

Sent: 06 October 2021 17:44

To: [REDACTED]

Cc: [REDACTED]

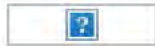
Subject: [EXTERNAL] Marlow Studios site visit

[REDACTED]

I've just been chatting with Chris Funnell. He is keen for the town council to have a site visit as well, and to set up a small group to scrutinise the scheme. To keep things [REDACTED] would you be against some town councillors joining your group?

Thanks

[REDACTED]



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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** RE: Chris Funnell enquiry  
**Date:** 06 October 2021 17:39:01

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Dear Chris,

Many thanks for the email.

Yes, I can confirm that the site visit will give councillors the opportunity to see the Newt Ditch area, what will change and the site dynamics. We will be seeking to host the site visit after holding the online meeting on the 14<sup>th</sup>. This is because a number of councillors have not been introduced to the project before and we wish to set out the context and background to the project ahead of the site visit.

Many thanks

[REDACTED]

---

**From:** Chris Funnell <cfunnell@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 15:00  
**To:** [REDACTED]  
**Subject:** [EXTERNAL] Re: Chris Funnell enquiry

[REDACTED]

Part of the process was that Cllr's get a clear understanding of the proposals and it is difficult to do that without a consolidated review on what is going to change and the site dynamics of how that is going to change .

Please can we arrange this for a walkthrough by all concerned at the same time with a follow up meeting.

Thanks

Chris funnell

[REDACTED]

On 4 Oct 2021, at 14:30, [REDACTED] > wrote:

Dear Chris Funnell

May I apologise for the delay in responding to your email. We will be seeking to arrange a walkthrough on site for councillors after the Councillor update presentation on the project to be held on the 14 October.

Kind regards

[REDACTED]

[REDACTED]

M: [REDACTED]

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Environment Survey  
**Date:** 06 October 2021 17:05:55  
**Attachments:** [06.07.2021 - Minutes.pdf](#)  
[TC Minutes 27.07.21 V3.pdf](#)  
[06.07.2021 Appendix A - Proposal for a TC community engagement programme.pdf](#)

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Hi Jocelyn

Our Environment and Sustainability [REDACTED] [REDACTED] briefed members informally ahead of TC on April 27th of the proposal for a survey and it was agreed to go ahead with this to form the basis of the engagement programme and give the Council valid data on what the average resident in Marlow believes are the [REDACTED] issues on the environment and sustainability.

The minutes of the July 7th agreed the Community engagement programme including the survey and it was recommended to Council.

The minutes of the July 27th Town Council meeting agreed the recommendation including the survey.

Thanks

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** Jocelyn Towns [REDACTED]

**Sent:** 06 October 2021 14:49

**To:** [REDACTED]

**Subject:** FW: Environment Survey

Here it is

Jocelyn

Jocelyn Towns

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

---

**From:** chris Funnell [REDACTED]

**Sent:** 06 October 2021 14:00

**To:** Jocelyn Towns [REDACTED]

**Subject:** RE: Environment Survey

Jocelyn

Thanks for the further detail I have given this some more thought.

I know people are putting in the time and energy to make things happen so that is a great thing and after all that has to be how we must let us operate in the future ,we have to let folk run with projects.

The validity of what we are trying to do here is more my question and if we feel comfortable that we are we able to demonstrate the robustness of the process we are following ie

-can we define clearly what the objective is of doing this survey and the expected outcomes and have we followed a survey design process of any sort or consulted professionally?

-for [REDACTED] do we know do we know if 750 is statistically significant i.e. if only 10% reply is that representative of a successful survey and what tests that it has been successful? does someone know that and can answer that question ?

-do we know how to randomly select who this goes to ?

-will we test the survey ?

-is it a survey or questionnaire because those are different ?

-have we thought about expanding this to survey more [REDACTED] for other items in the community so we hit the public just once on a number of topics for all the things we want to ask them ?

Etc etc

The questions are not exhaustive because I'm certainly not a survey expert and this is not about effort of individuals it is about the process we are following.

I think all of us would rather spend the time getting it right rather than just feeling we have ticked a box to say we have done it .

Who is best placed to answer the questions on process ..should we sit down with [REDACTED] to do that

or maybe [REDACTED] and the professional ? ,happy to make time for that .  
Your thoughts ?

Thanks

chris

---

**From:** Jocelyn Towns [REDACTED]  
**Sent:** 04 October 2021 13:44  
**To:** chris Funnell [REDACTED]  
**Subject:** RE: Environment Survey

Hi Chris,

Thanks for the below.

I would just mention that [REDACTED] has been in touch with a professional, who has offered to analyse the data and score it for us. Also, the distribution is to 750 Marlow residents by post, selected randomly, with the town split into four areas.

Colleen met with [REDACTED] after the first draft and changed much of it, so quite dramatically different. [REDACTED] and I are meeting with [REDACTED] tomorrow to go through the questions and remove some and re-write others. Great that Colleen wanted to be involved, but not sure she fully understands the political [REDACTED]

We have started the signposting, by starting with the Eco Schools conference, getting the message out to children will bring the message home to parents. We have a follow up with the schools, and looking to take this to the next stage after the successful outcome of the first conference. Awaiting feedback from [REDACTED] from his latest meeting with head teachers.

Thanks

Jocelyn

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

---

**From:** chris Funnell [REDACTED]  
**Sent:** 04 October 2021 12:48  
**To:** Richard's BT Emails [REDACTED] Jocelyn Towns  
[REDACTED]  
**Subject:** FW: Environment Survey

Both

I appreciate I'm coming in late on this but I really don't think we have the right approach and it echoes my comments from the meeting back in the summer that we have to stop trying to produce in house

██████████ to carry out work where we clearly do not have the skillsets to do it professionally .  
At best we will get some data from this but we will not understand its significance or if it is truly representative or distorted ,at worst it will look exactly as it is ,a lame ██████████ to pretend we are interested

and will feed extremists with fuel to ██████████ on board and hijack the whole agenda and potentially force us into declaring a climate emergency through the leading questions .

I think we have only a couple of real choices ..don't do it or start with a proper objective and engage professionals .

Personally I think briefing to our consultant to come up with a series of quick wins to signpost and educate residents on how to do their bit towards the environment is far more useful and within a scope we can deliver .

Happy to discuss a clear aligned objective .



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns; [REDACTED]  
**Subject:** RE: xmas lights  
**Date:** 06 October 2021 16:57:38

---

Thanks [REDACTED] that's great.

All the best,

[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 06 October 2021 16:34  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED]  
**Subject:** Re: xmas lights

Hello [REDACTED]

Thank you for contacting us here at the Town Council. I have pleasure in confirming that [REDACTED] [REDACTED] have come on board again this year and have already paid sponsorship in the sum £1,500! An extremely generous donation - thank you.

I've been in contact with [REDACTED] [REDACTED] to say that I'll be in touch a little nearer the date with details of the event and the VIP reception, to which you'll be receiving 4 VIP passes.

Unti then, kindest regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** 06 October 2021 16:20  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Subject:** Re: xmas lights

Dear [REDACTED]

Many thanks for sponsoring the lights again. The date this year for the Switch On is November 25th. The event is managed by my colleague [REDACTED] who I have copied in who will be in touch with you.

Very best wishes

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]

**Sent:** 06 October 2021 16:16

**To:** [REDACTED]

**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** RE: xmas lights

No problem at all [REDACTED] will do.

[REDACTED] what is the date for this, this year? – do you know if we have already paid/committed to this or not and how many tickets for the evening are available?

Many thanks

[REDACTED]

---

**From:** [REDACTED]

**Sent:** 06 October 2021 14:39

**To:** [REDACTED]

**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** Re: xmas lights

Hi [REDACTED]

Yes that would be great !

I hope that both you and [REDACTED] give again

As I have retired from the council I am passing your email to [REDACTED] our wonderful [REDACTED] so she can follow up with you both.....

See you soon

Big hugs

[REDACTED] x

On 6 Oct 2021, at 10:55, [REDACTED] wrote:

Hi [REDACTED] I hope you are well?

[REDACTED] from [REDACTED] just emailed me to ask if we are still sponsoring the Christmas lights - he only asked I think as he mentioned that he noticed you may not be organising it anymore and so he wasn't sure if he should or shouldn't.

I am sure our [REDACTED] is that we are, however we're happy to follow whatever you suggest - and Ill advise [REDACTED] likewise.

All the very best,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

<image001.jpg>

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[<image002.png>](#)

[<image003.png>](#)

[<image004.png>](#)

[<image005.png>](#)

[<image006.png>](#)

[<image007.png>](#)

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[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED] [Jocelyn Towns](#)  
**Subject:** "Marlow Sustainability Challenge"  
**Date:** 06 October 2021 16:54:42

---

Hi.

As promised when we met on Tuesday, here is a link to a Google doc with more details on the proposed Marlow Sustainability Challenge.

Rather than a long technical plan I've drafted what could become the actual TC web page on the Challenge, plus a press release. I think these give you the clearest and briefest picture of what the initiative could look and feel like. I'm sure we can [REDACTED] on it.



I hope to get your feedback at our next catch-up meeting.

I've not added to my ideas for ongoing communications about the challenge that I mentioned on Tuesday.

However, for information, here is a link to the very interesting [REDACTED] [REDACTED] [REDACTED] held last month. I think it would be great to have something similar in Marlow, perhaps using the Old Brewery Courtyard...



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns; [REDACTED]  
**Subject:** Re: xmas lights  
**Date:** 06 October 2021 16:33:31

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Hello [REDACTED]

Thank you for contacting us here at the Town Council. I have pleasure in confirming that [REDACTED] [REDACTED] have come on board again this year and have already paid sponsorship in the sum £1,500! An extremely generous donation - thank you.

I've been in contact with [REDACTED] [REDACTED] to say that I'll be in touch a little nearer the date with details of the event and the VIP reception, to which you'll be receiving 4 VIP passes.

Unti then, kindest regards

[REDACTED]  
[REDACTED] | [REDACTED]

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**From:** [REDACTED]  
**Sent:** 06 October 2021 16:20  
**To:** [REDACTED] [REDACTED] [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Subject:** Re: xmas lights

Dear [REDACTED]

Many thanks for sponsoring the lights again. The date this year for the Switch On is November 25th. The event is managed by my colleague [REDACTED] who I have copied in who will be in touch with you.

Very best wishes

[REDACTED]

[REDACTED]  
[REDACTED]

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Bucks SL7 2AG

01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 06 October 2021 16:16  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** RE: xmas lights

No problem at all [REDACTED] will do.

[REDACTED] what is the date for this, this year? – do you know if we have already paid/committed to this or not and how many tickets for the evening are available?

Many thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 14:39  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Re: xmas lights

Hi [REDACTED]  
Yes that would be great !  
I hope that both you and [REDACTED] give again  
As I have retired from the council I am passing your email to [REDACTED] our wonderful [REDACTED] so she can follow up with you both.....  
See you soon  
Big hugs  
[REDACTED] x

On 6 Oct 2021, at 10:55, [REDACTED] <[REDACTED]> wrote:

Hi [REDACTED] I hope you are well?

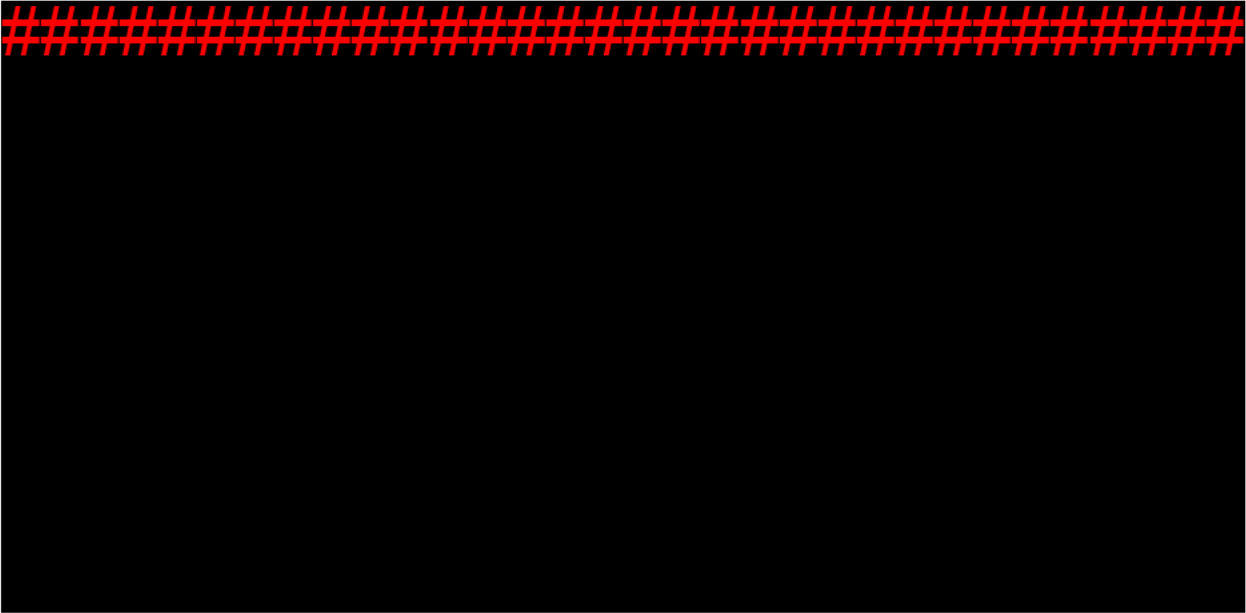
[REDACTED] from [REDACTED] just emailed me to ask if we are still sponsoring the Christmas lights - he only asked I think as he mentioned that he noticed you may not be organising it anymore and so he wasn't sure if he should or shouldn't.

I am sure our [REDACTED] is that we are, however we're happy to follow whatever you suggest - and Ill advise [REDACTED] likewise.

All the very best,

[REDACTED]





**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns; [REDACTED]  
**Subject:** Re: xmas lights  
**Date:** 06 October 2021 16:20:46

---

Dear [REDACTED]

Many thanks for sponsoring the lights again. The date this year for the Switch On is November 25th. The event is managed by my colleague [REDACTED] who I have copied in who will be in touch with you.

Very best wishes

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 06 October 2021 16:16  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** RE: xmas lights

No problem at all [REDACTED] will do.

[REDACTED] what is the date for this, this year? – do you know if we have already paid/committed to this or not and how many tickets for the evening are available?

Many thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 14:39  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Re: xmas lights

Hi [REDACTED]



Yes that would be great !

I hope that both you and [REDACTED] give again

As I have retired from the council I am passing your email to [REDACTED] our wonderful [REDACTED] so she can follow up with you both.....

See you soon

Big hugs

[REDACTED] x

On 6 Oct 2021, at 10:55, [REDACTED] > wrote:

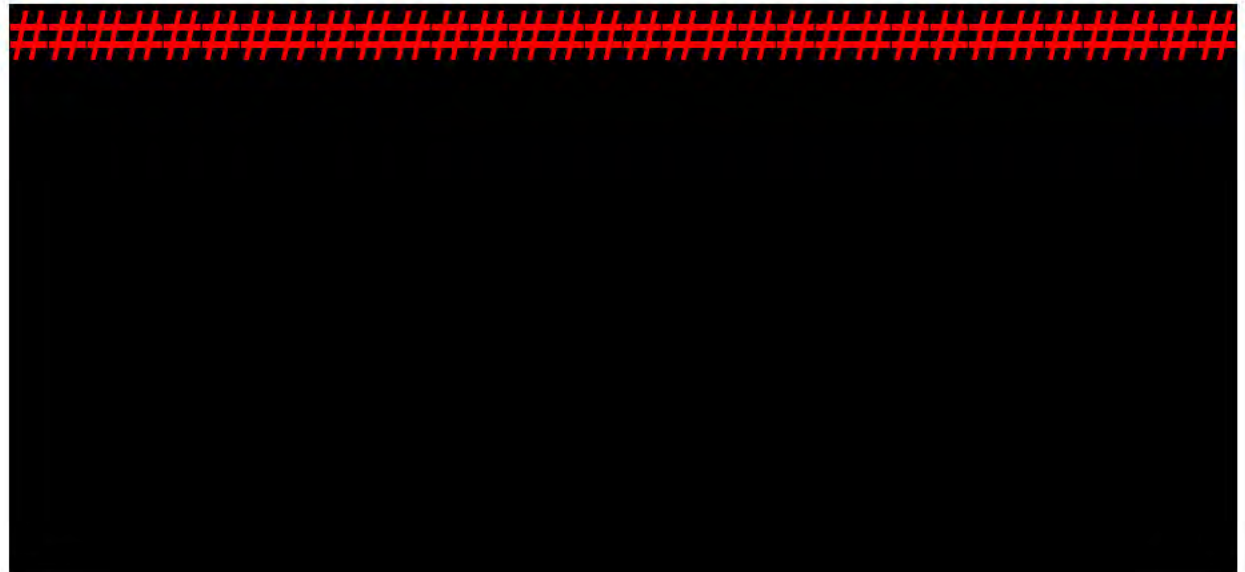
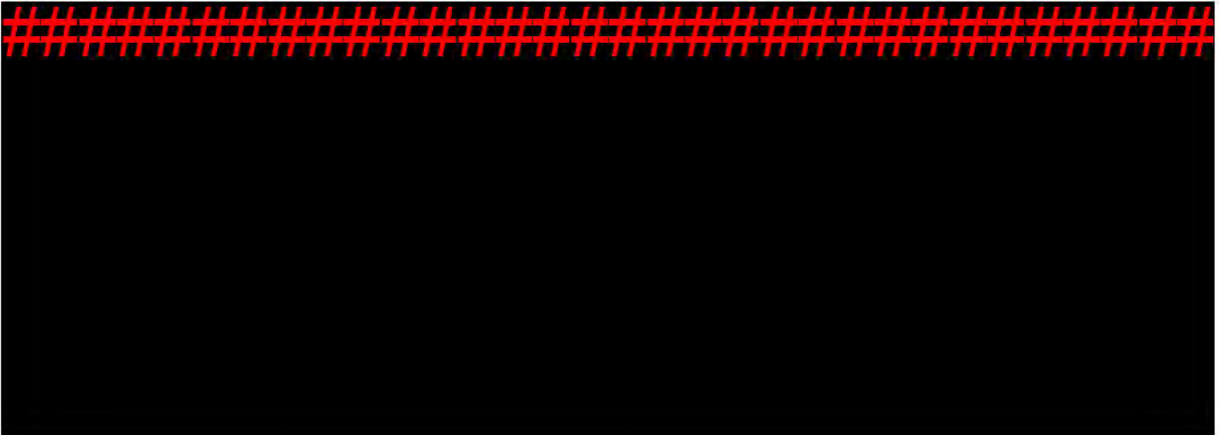
Hi [REDACTED] I hope you are well?

[REDACTED] from [REDACTED] just emailed me to ask if we are still sponsoring the Christmas lights - he only asked I think as he mentioned that he noticed you may not be organising it anymore and so he wasn't sure if he should or shouldn't.

I am sure our [REDACTED] is that we are, however we're happy to follow whatever you suggest - and Ill advise [REDACTED] likewise.

All the very best,

[REDACTED]



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Happy Christmas (hopefully!) in Marlow  
**Date:** 06 October 2021 15:32:19  
**Attachments:** [REDACTED]

---

Hi [REDACTED]

Attached the logo from [REDACTED] [REDACTED] and below their website address to include.

Thanks

Jocelyn

Jocelyn Towns

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

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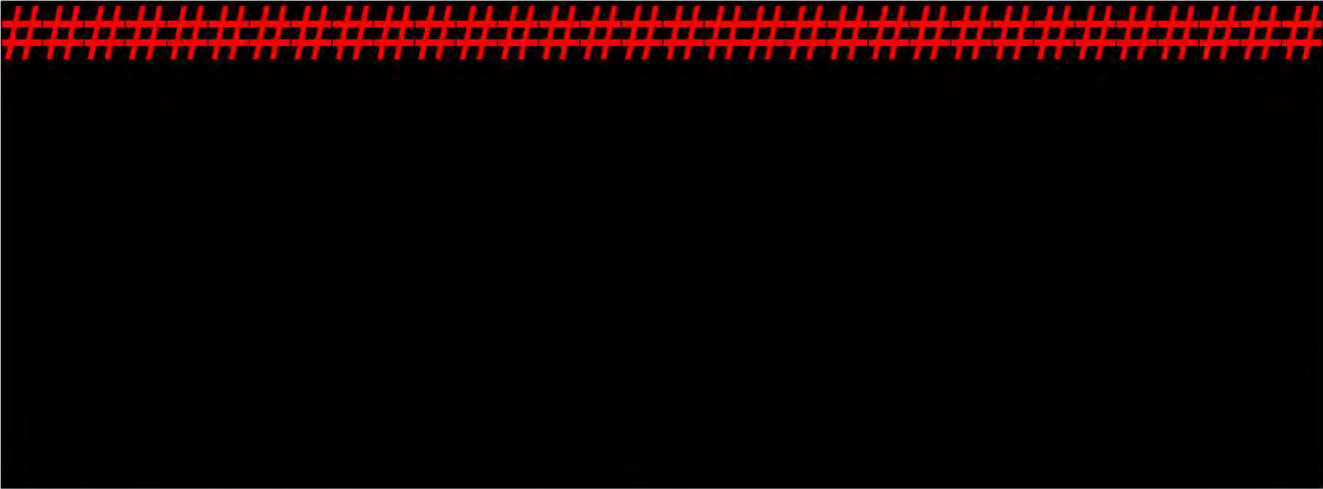
**From:** [REDACTED]  
**Sent:** 06 October 2021 15:31  
**To:** Jocelyn Towns [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Thank you. Would you be able to ensure that this logo is used pleased and if they are able to mention our website [REDACTED] that would be great

Many Thanks

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

[REDACTED]



**From:** Jocelyn Towns [REDACTED] >  
**Sent:** 06 October 2021 15:04  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

That is great news thank you. I will ask [REDACTED] from the office to send you an invoice. Yes your logo will be on the double page spread in the Marlovian, Also your [REDACTED] name will be included in any press releases we issue.

Thank you for your support again this year, it is very much appreciated.

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

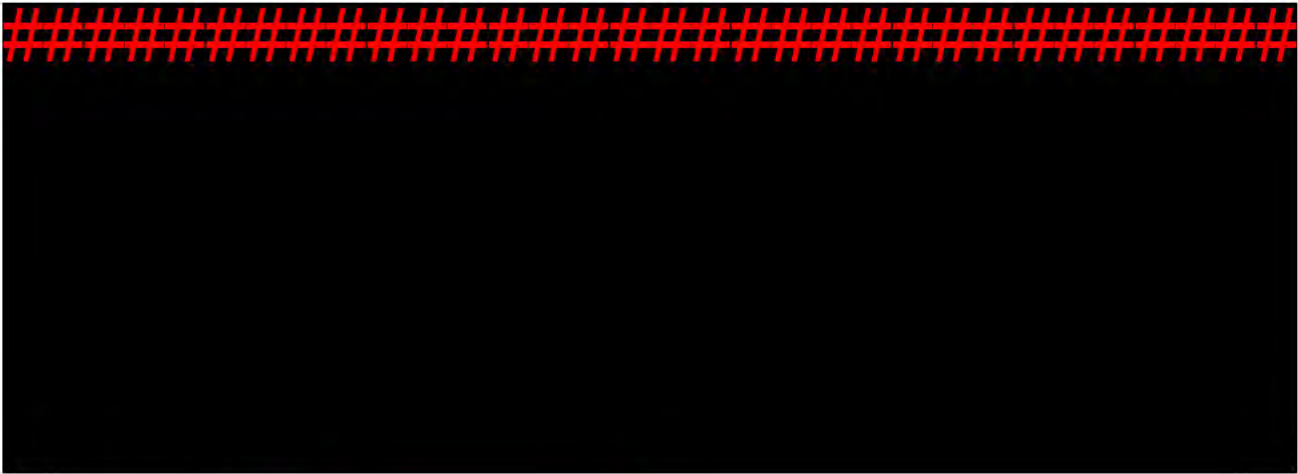
---

**From:** [REDACTED]  
**Sent:** 06 October 2021 12:26  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi Jocelyn

Yes that is fine. Please send me the invoice across before November if possible. Can you remind me what coverage we get? Is our logo put in the programme?

Many thanks  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



**From:** Jocelyn Towns [REDACTED]  
**Sent:** 04 October 2021 20:03  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

Sorry I am a bit later contacting you this year. I do hope all is well with you, and that you still have us in your budget for our Christmas Lights? It would be great if you were able to sponsor us again this year?

Many thanks

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 17 September 2020 09:26  
**To:** 'Jocelyn Towns' [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

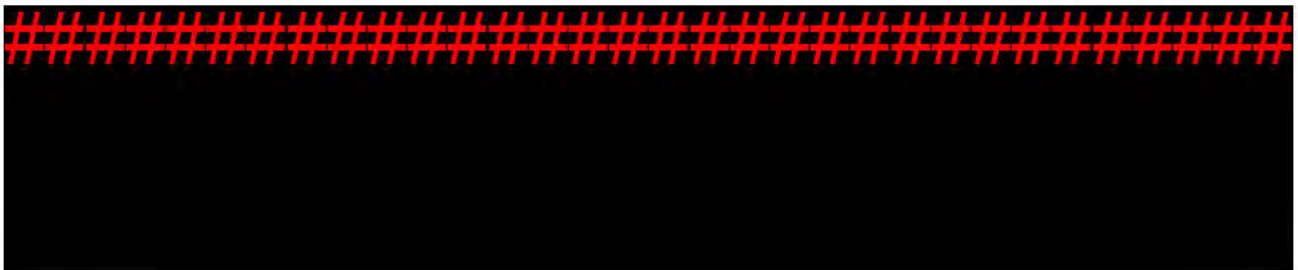
Hi Jocelyn

An invoice would be good if possible

I also sent you the wrong format for the logo yesterday.

This is the one you need

Many thanks  
[REDACTED]





**From:** Jocelyn Towns [REDACTED]  
**Sent:** 16 September 2020 18:03  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

Thank you for supporting us each year we really appreciate it. Would you like this invoiced, which will include VAT, or will you send as a donation?

Thanks

Jocelyn

Jocelyn Towns

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

---

**From:** [REDACTED]  
**Sent:** 16 September 2020 15:55  
**To:** 'Jocelyn Towns' [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi Jocelyn

Thank you we are well although it is indeed strange times.

I have £100 set aside in my budget for the Christmas Lights so we would be delighted to support you again this year. Please just let me know when you need the funds and we will send them across.

Can you please use this logo if possible which highlights our key services. I'm just copying in [REDACTED] our designer with regards to our logo. [REDACTED] the logo shows a pale grey line underneath? If Jocelyn uses it that won't show will it?

Lots of luck with it all

Many thanks

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



**From:** Jocelyn Towns [REDACTED]

**Sent:** 16 September 2020 15:09

**To** [REDACTED]

**Subject:** Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

I do hope that you and yours have kept well through these very strange times?

It is that time of year again when we thank you from the bottom of our hearts for your generous contribution to last year's Christmas Lights and ask if you will be able to help us again with a similar contribution this year..... or could it possibly be for a little more as so many of our lovely hospitality sponsors have had to drop out.....

We will be showcasing our brand new display with even greater lights covering more of the town centre as well as the High Street.

As you will be aware, we are sadly unable to have an orchestrated 'Switch On' event with a celebrity (though we will do something virtually) but we are still asking our lovely sponsors if they will help us as now, more than ever, at a time when the businesses in Marlow really need it.

This year sponsorship will give you:

- Coverage in our 'Marlovian' Magazine that is delivered to every home in Marlow
- Inclusion in our Town media [REDACTED]
- A special 'thank you' on our new web site
- And a 'Thank You' Certificate for your reception area

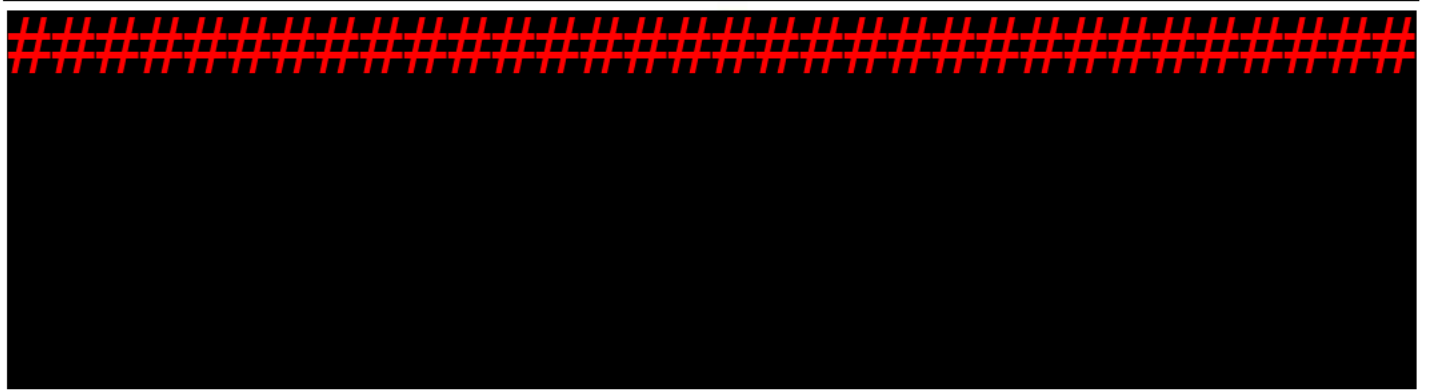
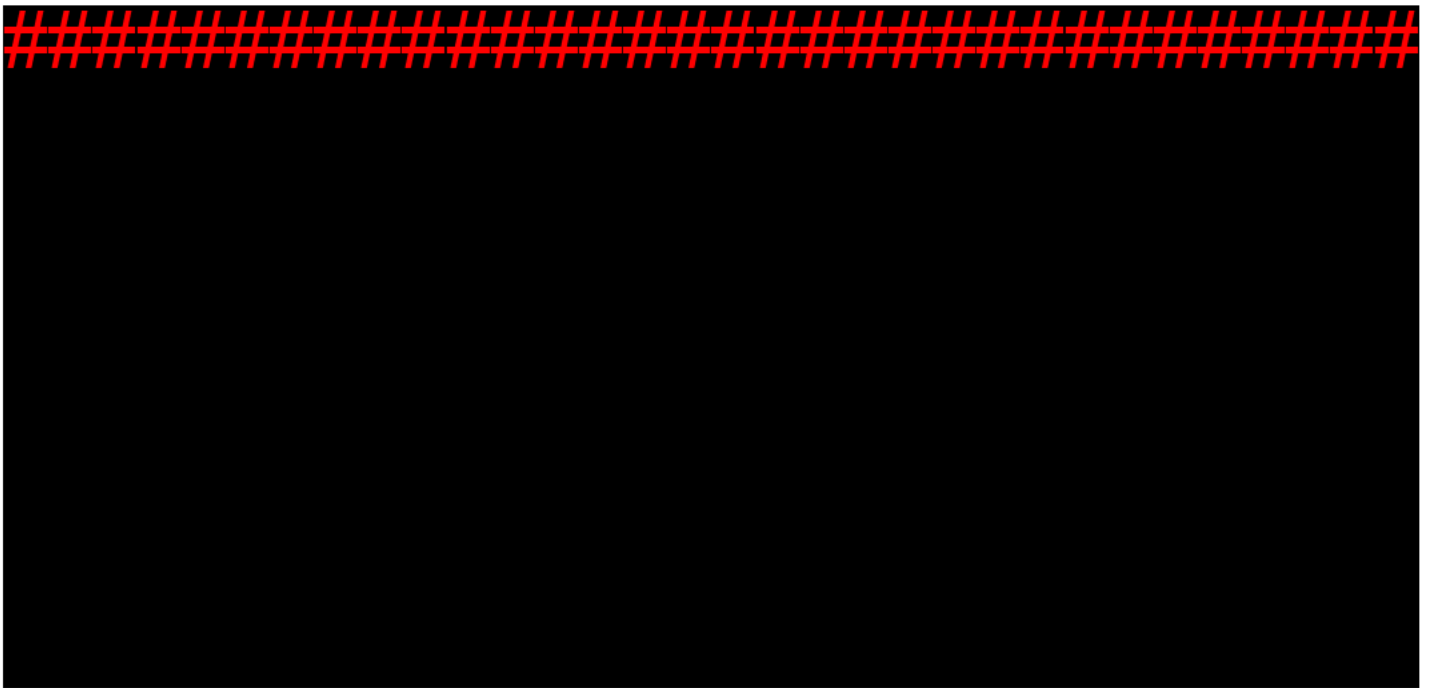
As you know we rely on our generous sponsors to help us put on a lovely Christmas display that brings so much joy to so many people and we are extremely grateful for your continued support this year.

Thanks and I look forward to hearing from you.

Jocelyn

Jocelyn Towns

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



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Christmas Street Presence  
**Date:** 06 October 2021 15:27:00

---

Thanks [REDACTED]

The [REDACTED] event will take place on Thursday December 2.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 6 Oct 2021, at 15:22, [REDACTED] > wrote:

Hi Richard,

That's amazing, thank you so much for your help.

I look forward to hearing with regards to the Switch On Event.

Please can you kindly confirm what date the late-night shopping evening is taking place this year as well?

Many thanks in advance,  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>



**Sent:** 04 October 2021 17:18

**To:** [REDACTED]

**Cc:** [REDACTED]

**<** [REDACTED]

**Subject:** Re: Marlow Christmas Street Presence

Dear [REDACTED]

Many thanks for your email. I have copied your email to Marlow Town Council officers for them to contact you about your possible participation in our Switch On event on 25 November, particularly as regards banners and a High Street presence.

I have attached our sponsorship benefits and if you wish to sponsor in any way, the officers copied above will be pleased to help you.

Thank you for your interest in the Town Council Switch On evening.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 30 Sep 2021, at 13:01, [REDACTED] > wrote:

Dear Richard,

I hope this email finds you well.

I wanted to reach out on behalf of [REDACTED] and discuss the potential opportunity for us to have a presence this Christmas in the Marlow Highstreet.

I know [REDACTED] previously had a hanging banner on the Highstreet. I'm sure these are super popular around Christmas, so appreciate we may be too late? If you do by any chance have any space left, we would love to do this again.

I also note that Marlow have their Christmas light switch on taking place on 25<sup>th</sup> November 2021. With our office not having a high street front ([REDACTED]) we wanted to see if we could have a street presence on the evening? Handing out

balloons and goodies?

It would also be great to hear any sponsorship you guys need for the evening or Christmas period that we could potentially support.

If you have any queries or require any further information, please do not hesitate to reach out!

I look forward to hearing from you soon.

Kindest regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**From:** [REDACTED]  
**To:** [R Scott](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Marlow Christmas Street Presence  
**Date:** 06 October 2021 15:22:45  
**Attachments:** [REDACTED]

---

Hi Richard,

That's amazing, thank you so much for your help.

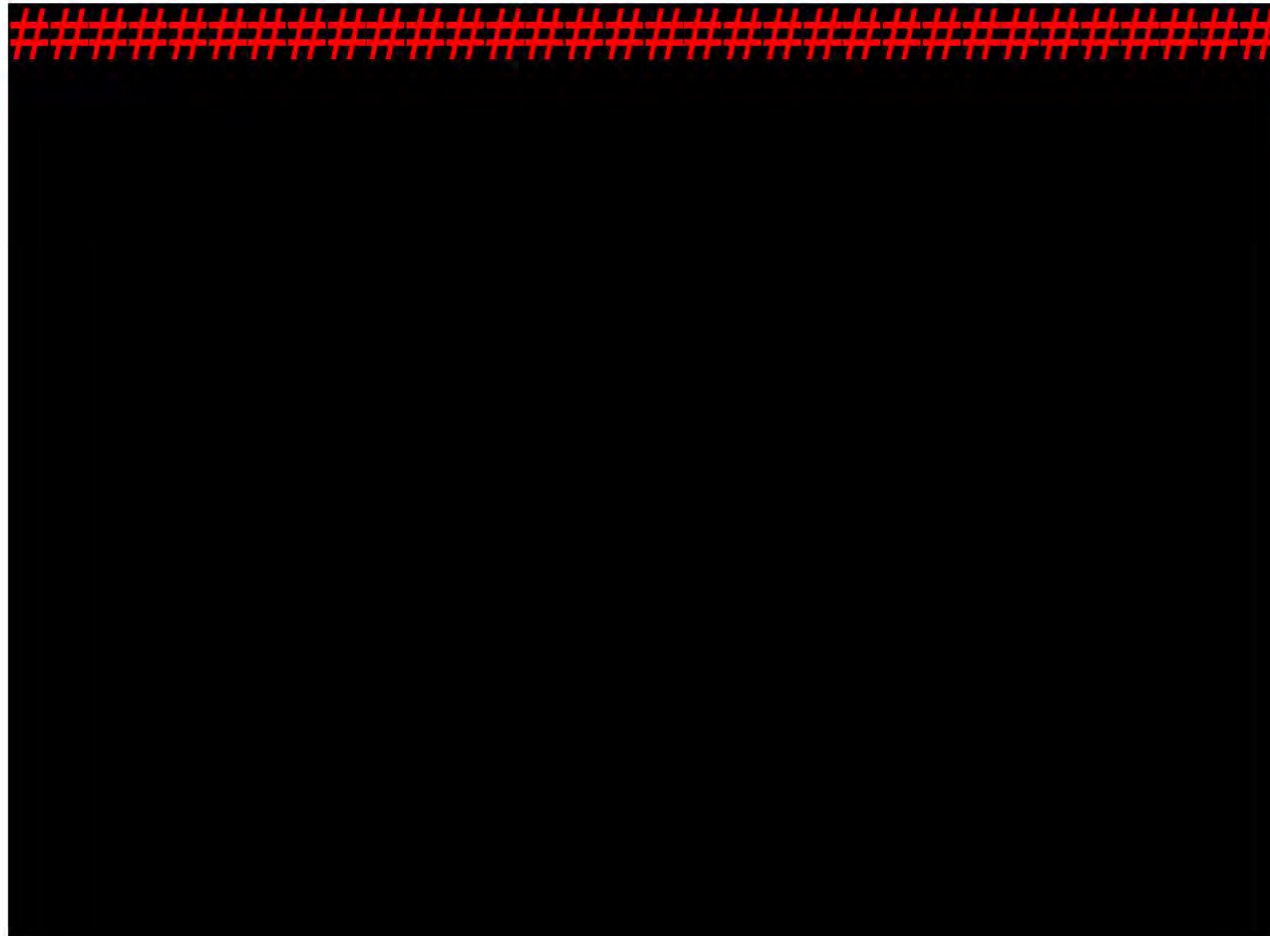
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Many thanks in advance,

[REDACTED]

[REDACTED]



**From:** R Scott <rscott@marlow-tc.gov.uk>

**Sent:** 04 October 2021 17:18

**To:** [REDACTED]

**Cc:** [REDACTED] <[REDACTED]@marlow-tc.gov.uk>

**Subject:** Re: Marlow Christmas Street Presence

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If you have any queries or require any further information, please do not hesitate to reach out!

I look forward to hearing from you soon.

Kindest regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**From:** [REDACTED]  
**To:** [R Scott](#)  
**Cc:** [REDACTED]  
**Subject:** RE: Marlow Christmas Street Presence  
**Date:** 06 October 2021 15:22:45  
**Attachments:** [REDACTED]

---

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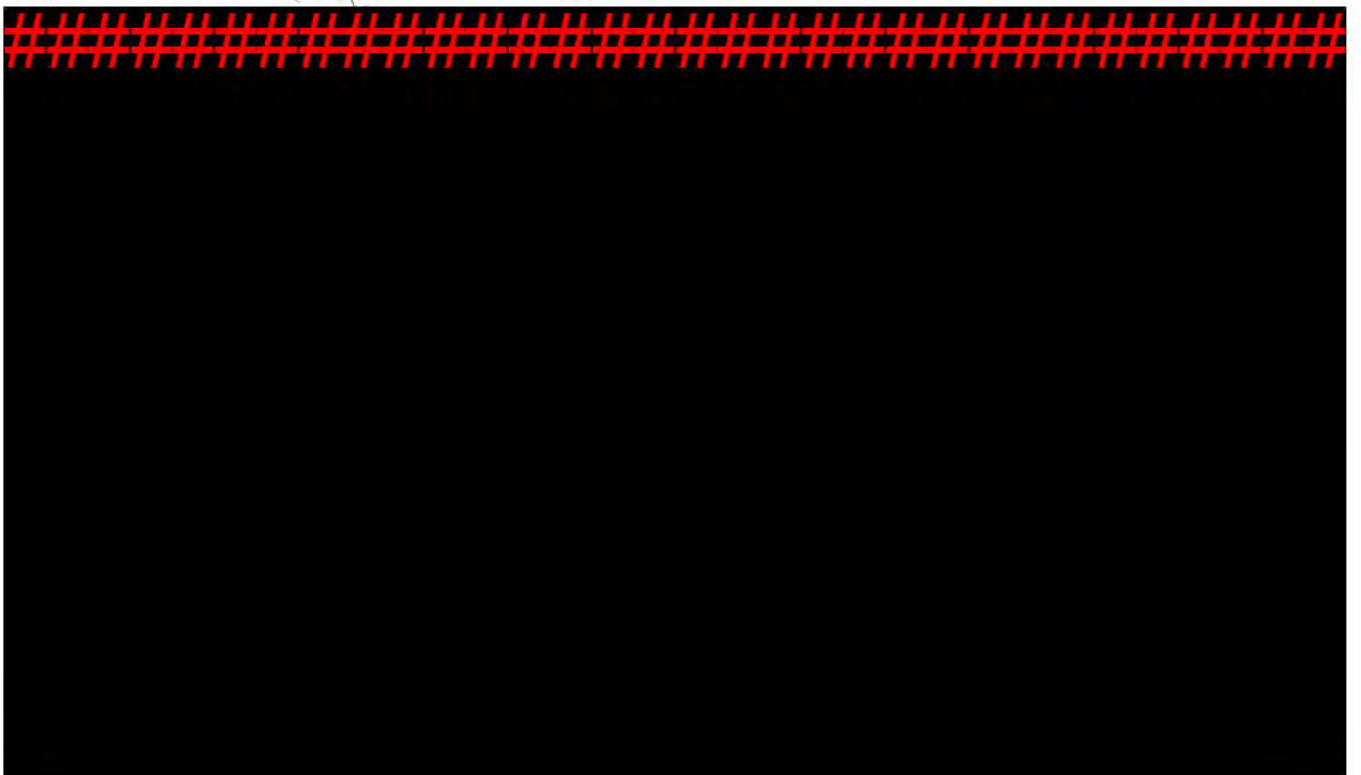
Many thanks in advance,

[REDACTED]

[REDACTED]



[REDACTED]



**From:** R Scott <rscott@marlow-tc.gov.uk>

**Sent:** 04 October 2021 17:18

**To:** [REDACTED]

**Cc:** [REDACTED] <[REDACTED]@marlow-tc.gov.uk>

**Subject:** Re: Marlow Christmas Street Presence

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It would also be great to hear any sponsorship you guys need for the evening or Christmas period that we could potentially support.

If you have any queries or require any further information, please do not hesitate to reach out!

I look forward to hearing from you soon.

Kindest regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** amended accounts Jul21  
**Date:** 06 October 2021 15:12:26  
**Attachments:** [REDACTED]

---

Hi [REDACTED]

Please find amended accounts as requested

Will be starting on August shortly

[REDACTED]

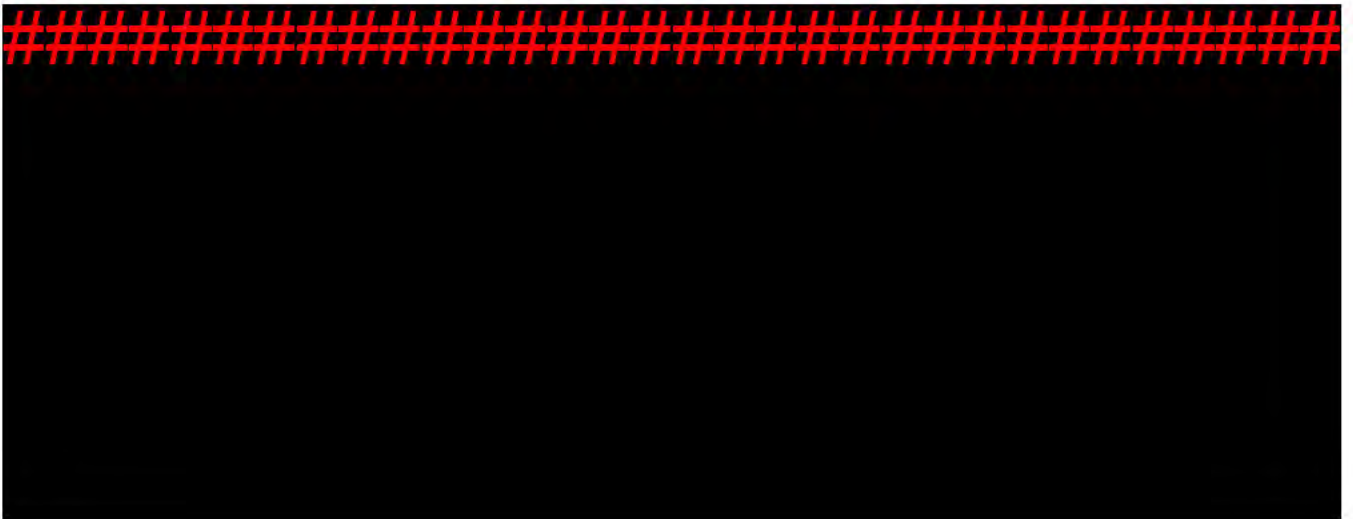
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Happy Christmas (hopefully!) in Marlow  
**Date:** 06 October 2021 15:04:56  
**Attachments:** [REDACTED]

---

Hi [REDACTED]

See below from [REDACTED]

Thanks

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

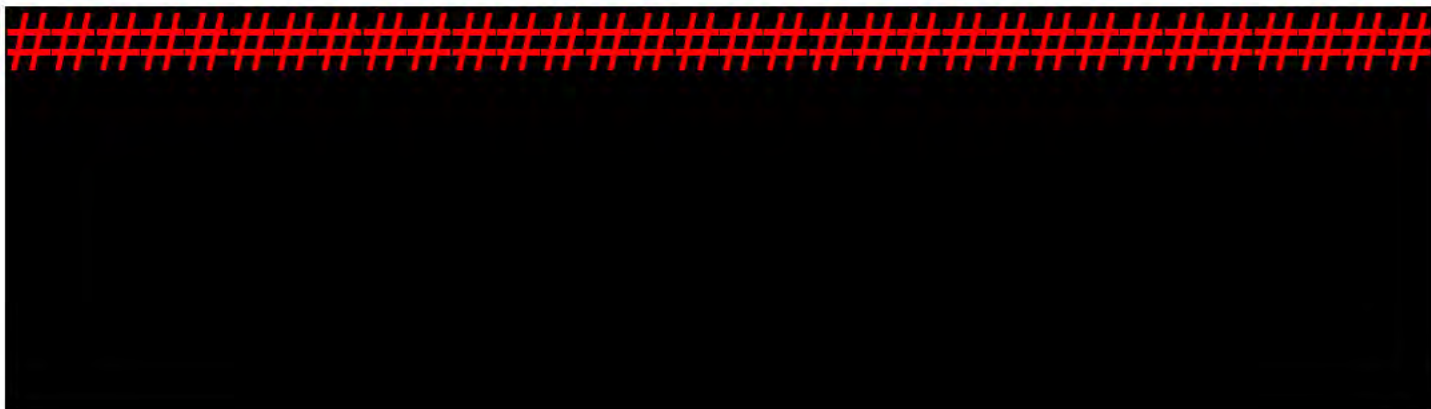
**From:** [REDACTED]  
**Sent:** 06 October 2021 12:26  
**To:** Jocelyn Towns [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi Jocelyn

Yes that is fine. Please send me the invoice across before November if possible. Can you remind me what coverage we get? Is our logo put in the programme?

Many thanks

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



**From:** Jocelyn Towns <[REDACTED]>

**Sent:** 04 October 2021 20:03

**To:** [REDACTED]

**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

Sorry I am a bit later contacting you this year. I do hope all is well with you, and that you still have us in your budget for our Christmas Lights? It would be great if you were able to sponsor us again this year?

Many thanks

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED]

**Sent:** 17 September 2020 09:26

**To:** 'Jocelyn Towns' <[REDACTED]>

**Subject:** RE: Happy Christmas (hopefully!) in Marlow


Hi Jocelyn

An invoice would be good if possible

I also sent you the wrong format for the logo yesterday.

This is the one you need

Many thanks  
[REDACTED]





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**Sent:** 16 September 2020 18:03  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

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Jocelyn

Jocelyn Towns

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

---

**From:** [REDACTED]  
**Sent:** 16 September 2020 15:55  
**To:** 'Jocelyn Towns' [REDACTED]  
**Cc:** [REDACTED] >  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi Jocelyn

Thank you we are well although it is indeed strange times.

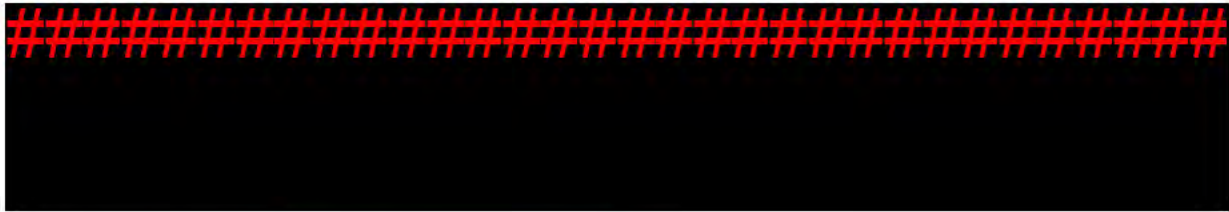
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Can you please use this logo if possible which highlights our key services. I'm just copying in [REDACTED] our designer with regards to our logo. [REDACTED] the logo shows a pale grey line underneath? If Jocelyn uses it that won't show will it?

Lots of luck with it all

Many thanks

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



**From:** Jocelyn Towns <[REDACTED]>  
**Sent:** 16 September 2020 15:09  
**To:** [REDACTED]  
**Subject:** Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

I do hope that you and yours have kept well through these very strange times?

It is that time of year again when we thank you from the bottom of our hearts for your generous contribution to last year's Christmas Lights and ask if you will be able to help us again with a similar contribution this year..... or could it possibly be for a little more as so many of our lovely hospitality sponsors have had to drop out.....

We will be showcasing our brand new display with even greater lights covering more of the town centre as well as the High Street.

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This year sponsorship will give you:

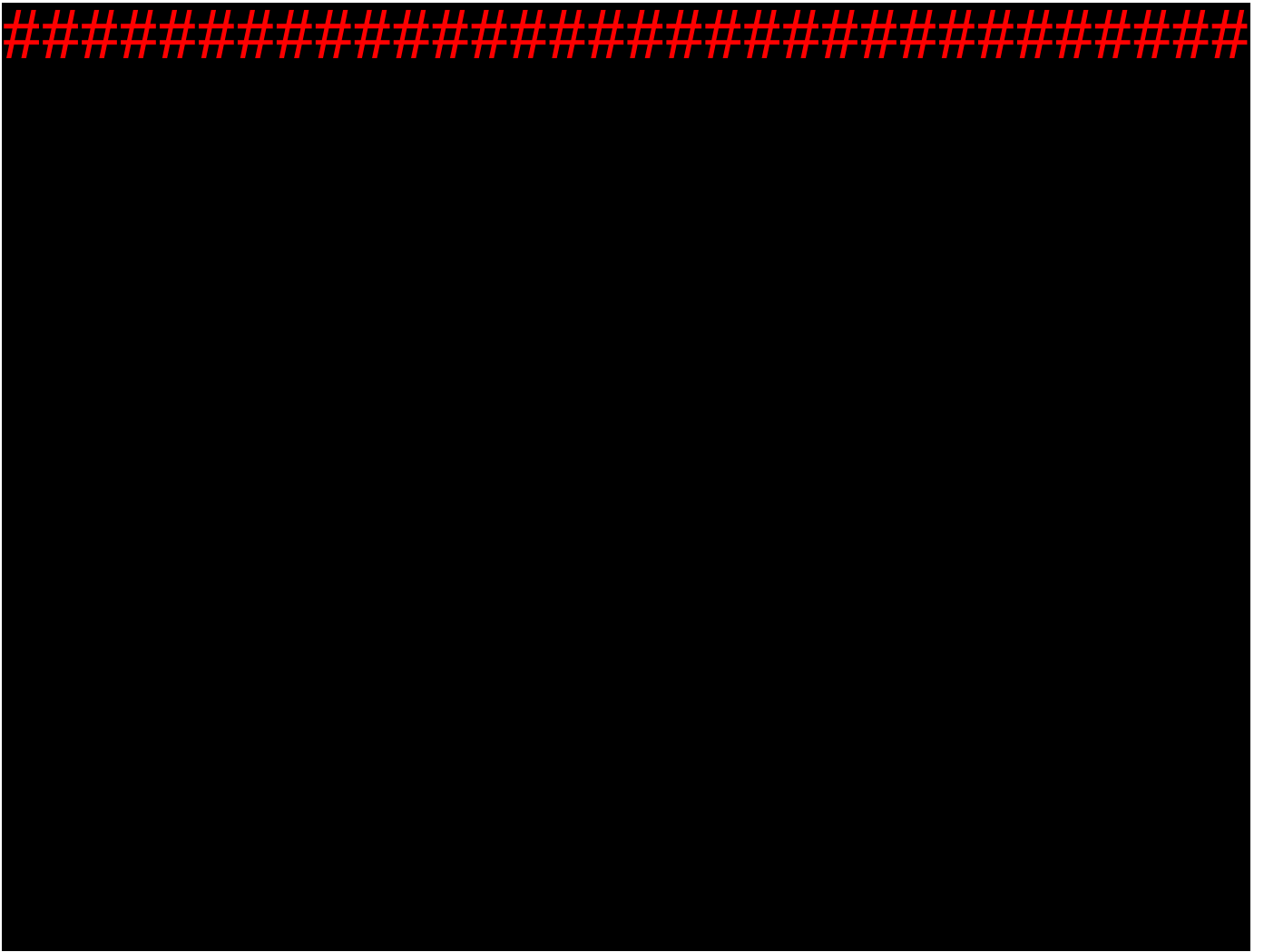
- Coverage in our 'Marlovian' Magazine that is delivered to every home in Marlow
- Inclusion in our Town media [REDACTED]
- A special 'thank you' on our new web site
- And a 'Thank You' Certificate for your reception area

As you know we rely on our generous sponsors to help us put on a lovely Christmas display that brings so much joy to so many people and we are extremely grateful for your continued support this year.

Thanks and I look forward to hearing from you.

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



From:

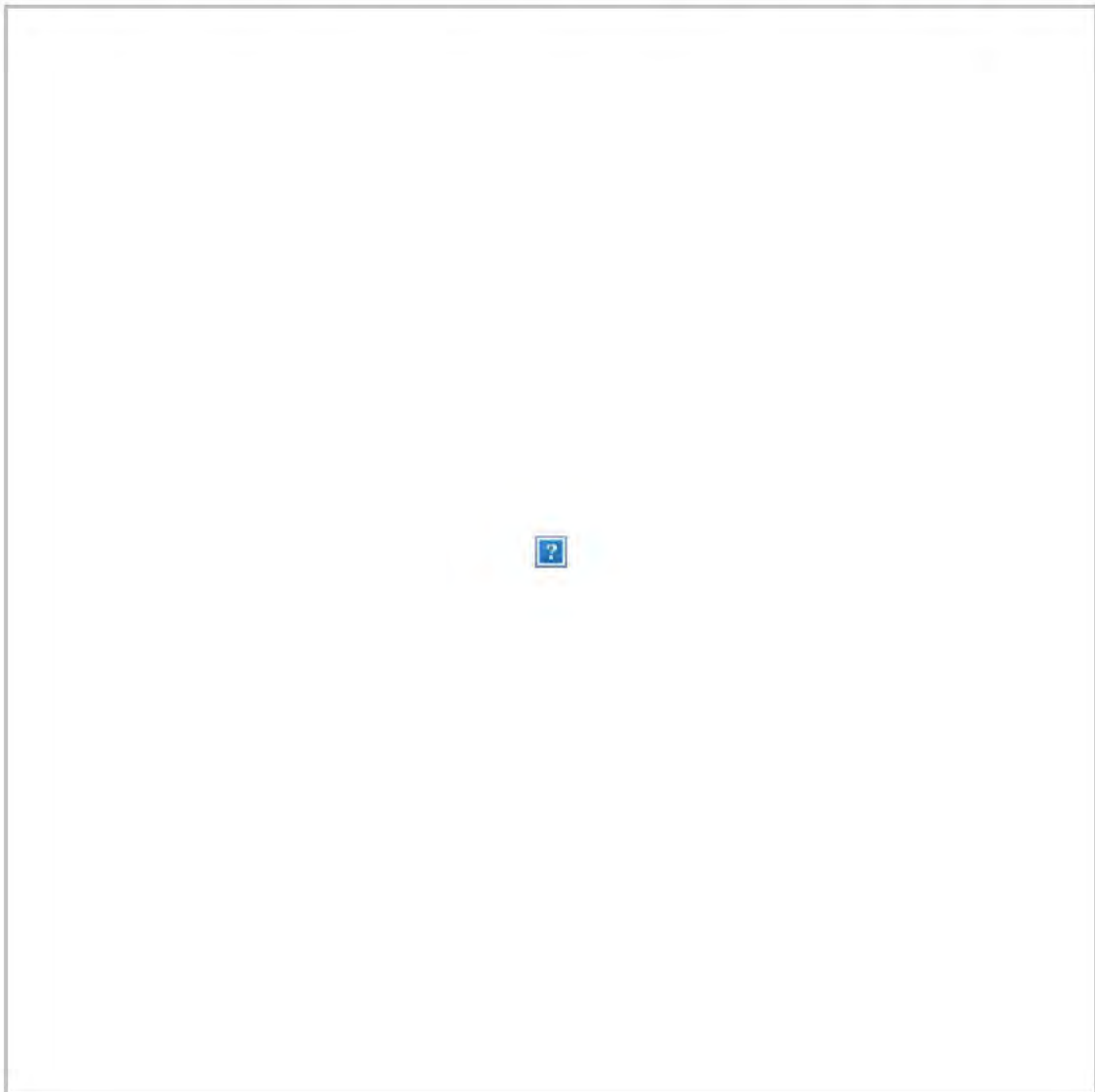
Subject:  
Date:

NALC STAR COUNCIL AWARDS 2021  
06 October 2021 15:00:36

---



# How to join us for the Star Council Awards ceremony



NALC's Star Council Awards ceremony will be taking place on 8 October 2021 at Noon.

To watch it, you can either set an early reminder to tell you when the ceremony is about to start or just watch on the day. You can do both of these on [YouTube](#).

On the day, there will be a countdown before the video starts.

The ceremony is open to everyone in the sector and beyond to watch and celebrate all the winners' hard work. So please pass this email to anyone you believe will be interested.

Good luck to all the finalists.

The awards are sponsored by BHIB Councils Insurance, Blachere Illumination, Breakthrough Communications, CCLA, DCK Accounting Solutions and Vision ICT.

P.S If you can't watch the ceremony on YouTube, follow it on Twitter at [@NALC](#).



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You are receiving this email because you have signed up or have requested to be added to the mailing list, or have attended a NALC event, or as a NALC member are obliged to be kept up-to-date on NALC matters.

**Our mailing address is:**

National Association of Local Councils  
109 Great Russell Street  
London, WC1B 3LD  
United Kingdom

**Add us to your address book**

Want to change how you receive these emails?

You can **update your preferences** or **unsubscribe from this list**.





From: [REDACTED]  
To: [REDACTED]  
Subject: Re: xmas lights  
Date: 06 October 2021 14:41:09

Hi [REDACTED]

Christmas lights lead below from [REDACTED]

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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

01628 484024

[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data we will not pass on your data to any third party without your consent.

This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited. Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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]

Sent: 06 October 2021 14:39

To: [REDACTED]

Cc: Jocelyn Towns [REDACTED]

Subject: Re: xmas lights

Hi [REDACTED]

Yes that would be great!

I hope that both you and [REDACTED] give again

As I have retired from the council I am passing your email to [REDACTED] our wonderful [REDACTED] so she can follow up with you both

See you soon

Big hugs

[REDACTED] x

On 6 Oct 2021, at 10:55, [REDACTED] wrote:

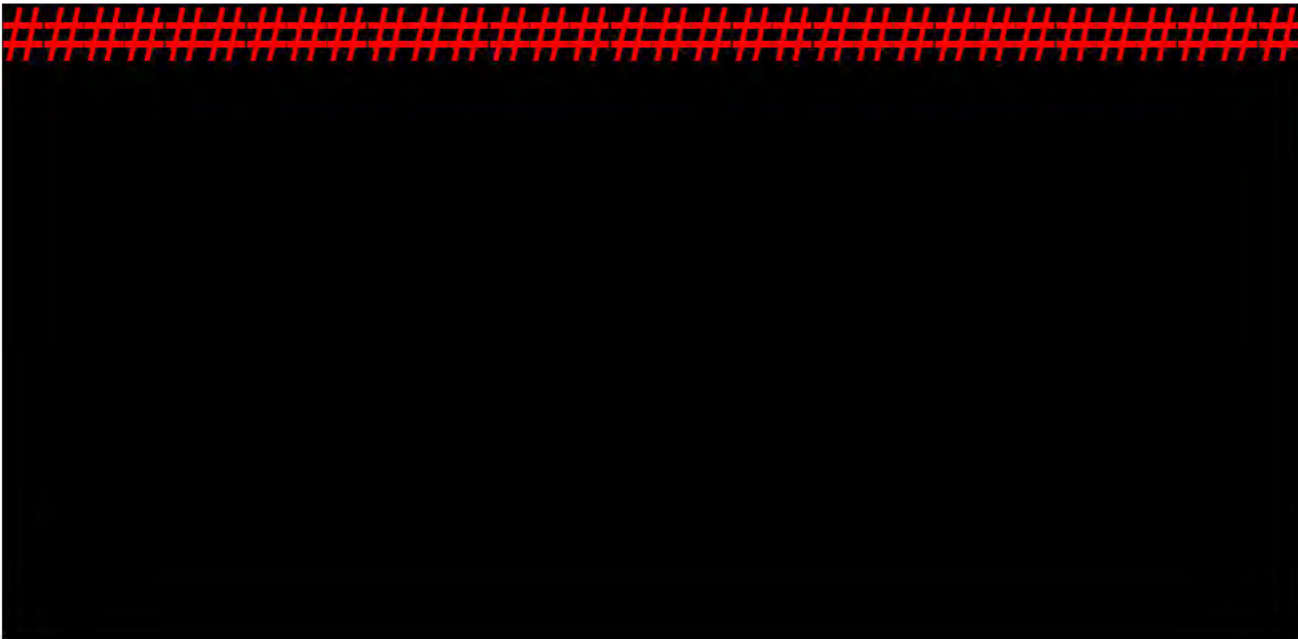
Hi Kathy I hope you are well?

[REDACTED] from [REDACTED] just emailed me to ask if we are still sponsoring the Christmas lights - he only asked I think as he mentioned that he noticed you may not be organising it anymore and so he wasn't sure if he should or shouldn't.

I am sure our [REDACTED] is that we are however we're happy to follow whatever you suggest - and I'll advise [REDACTED] likewise.

All the very best

[REDACTED]



**From:** [chris Funnell](#)  
**To:** [Jocelyn Towns](#); [REDACTED]  
**Subject:** RE: Environment Survey  
**Date:** 06 October 2021 14:00:02

---

Jocelyn

Thanks for the further detail I have given this some more thought.

I know people are putting in the time and energy to make things happen so that is a great thing and after all that has to be how we must let us operate in the future ,we have to let folk run with projects.

The validity of what we are trying to do here is more my question and if we feel comfortable that we are we able to demonstrate the robustness of the process we are following ie

-can we define clearly what the objective is of doing this survey and the expected outcomes and have we followed a survey design process of any sort or consulted professionally?

-for [REDACTED] do we know do we know if 750 is statistically significant i.e. if only 10% reply is that representative of a successful survey and what tests that it has been successful? does someone know that and can answer that question ?

-do we know how to randomly select who this goes to ?

-will we test the survey ?

-is it a survey or questionnaire because those are different ?

-have we thought about expanding this to survey more [REDACTED] for other items in the community so we hit the public just once on a number of topics for all the things we want to ask them ?

Etc etc

The questions are not exhaustive because I'm certainly not a survey expert and this is not about effort of individuals it is about the process we are following.

I think all of us would rather spend the time getting it right rather than just feeling we have ticked a box to say we have done it .

Who is best placed to answer the questions on process ..should we sit down with [REDACTED] to do that or maybe [REDACTED] and the professional ? ,happy to make time for that .

Your thoughts ?

Thanks

chris

---

**From:** Jocelyn Towns [REDACTED] >  
**Sent:** 04 October 2021 13:44  
**To:** chris Funnell [REDACTED]; [REDACTED]  
**Subject:** RE: Environment Survey

Hi Chris,

Thanks for the below.

I would just mention that [REDACTED] has been in touch with a professional, who has offered to analyse the data and score it for us. Also, the distribution is to 750 Marlow residents by post, selected randomly, with the town split into four areas.

Colleen met with [REDACTED] after the first draft and changed much of it, so quite dramatically different. [REDACTED] and I are meeting with [REDACTED] tomorrow to go through the questions and remove some and re-write others. Great that Colleen wanted to be involved, but not sure she fully understands the political [REDACTED]

We have started the signposting, by starting with the Eco Schools conference, getting the message out to children will bring the message home to parents. We have a follow up with the schools, and looking to take this to the next stage after the successful outcome of the first conference. Awaiting feedback from [REDACTED] [REDACTED] from his latest meeting with [REDACTED] [REDACTED]

Thanks

Jocelyn

Jocelyn Towns

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

---

**From:** chris Funnell [REDACTED] [k]  
**Sent:** 04 October 2021 12:48  
**To:** Richard's [REDACTED] Jocelyn Towns  
[REDACTED]  
**Subject:** FW: Environment Survey

Both

I appreciate I'm coming in late on this but I really don't think we have the right approach and it echoes my comments from the meeting back in the summer that we have to stop trying to produce in house

[REDACTED] to carry out work where we clearly do not have the skillsets to do it professionally .  
At best we will get some data from this but we will not understand its significance or if it is truly representative or distorted ,at worst it will look exactly as it is ,a lame [REDACTED] to pretend we are interested

and will feed extremists with fuel to [REDACTED] on board and hijack the whole agenda and potentially force us into declaring a climate emergency through the leading questions .  
I think we have only a couple of real choices ..don't do it or start with a proper objective and engage professionals .

Personally I think briefing to our consultant to come up with a series of quick wins to signpost and educate residents on how to do their bit towards the environment is far more useful and within a scope we can deliver .

**From:** [chris Funnell](#)  
**To:** [Jocelyn Towns](#); [REDACTED]  
**Subject:** RE: Environment Survey  
**Date:** 06 October 2021 13:59:59

---

Jocelyn

Thanks for the further detail I have given this some more thought.

I know people are putting in the time and energy to make things happen so that is a great thing and after all that has to be how we must let us operate in the future ,we have to let folk run with projects.

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Etc etc

The questions are not exhaustive because I'm certainly not a survey expert and this is not about effort of individuals it is about the process we are following.

I think all of us would rather spend the time getting it right rather than just feeling we have ticked a box to say we have done it .

Who is best placed to answer the questions on process ..should we sit down with [REDACTED] to do that or maybe [REDACTED] and the professional ? ,happy to make time for that .

Your thoughts ?

Thanks

chris

---

**From:** Jocelyn Towns [REDACTED]  
**Sent:** 04 October 2021 13:44  
**To:** chris Funnell [REDACTED]  
**Subject:** RE: Environment Survey

Hi Chris,

Thanks for the below.

I would just mention that [REDACTED] has been in touch with a professional, who has offered to analyse the data and score it for us. Also, the distribution is to 750 Marlow residents by post, selected randomly, with the town split into four areas.

Colleen met with [REDACTED] after the first draft and changed much of it, so quite dramatically different. [REDACTED] and I are meeting with [REDACTED] tomorrow to go through the questions and remove some and re-write others. Great that Colleen wanted to be involved, but not sure she fully understands the political [REDACTED]

We have started the signposting, by starting with the Eco Schools conference, getting the message out to children will bring the message home to parents. We have a follow up with the schools, and looking to take this to the next stage after the successful outcome of the first conference. Awaiting feedback from [REDACTED] [REDACTED] from his latest meeting with [REDACTED] [REDACTED]

Thanks

Jocelyn

Jocelyn Towns

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

---

**From:** chris Funnell [REDACTED]  
**Sent:** 04 October 2021 12:48  
**To:** Richard's [REDACTED]; Jocelyn Towns [REDACTED]  
**Subject:** FW: Environment Survey

Both

I appreciate I'm coming in late on this but I really don't think we have the right approach and it echoes my comments from the meeting back in the summer that we have to stop trying to produce in house

[REDACTED] to carry out work where we clearly do not have the skillsets to do it professionally .  
At best we will get some data from this but we will not understand its significance or if it is truly representative or distorted ,at worst it will look exactly as it is ,a lame [REDACTED] to pretend we are interested

and will feed extremists with fuel to [REDACTED] on board and hijack the whole agenda and potentially force us into declaring a climate emergency through the leading questions .  
I think we have only a couple of real choices ..don't do it or start with a proper objective and engage professionals .

Personally I think briefing to our consultant to come up with a series of quick wins to signpost and educate residents on how to do their bit towards the environment is far more useful and within a scope we can deliver .

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Cc:** [REDACTED] [Colleen Stapley](#)  
**Subject:** Re: Amends to residents survey  
**Date:** 06 October 2021 13:15:43  
**Attachments:** [Amends to residents survey V2.docx](#)

---

Thanks Jocelyn,  
My responses are in the new "V2" document in green.

On Wed, 6 Oct 2021 at 11:29, Jocelyn Towns <[Jocelyn\\_Towns](#) [REDACTED]> wrote:

Hi [REDACTED]

Thanks for your time yesterday and , many thanks for the attachment, I have made a few further suggestions in red. Let me have your thoughts.

Many thanks

Jocelyn

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Your daily briefing  
**Date:** 06 October 2021 12:58:05  
**Attachments:** [REDACTED]

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### Commitments and follow-ups

#### From your messages



RE: [EXTERNAL] FW: [REDACTED] zones - scoping and design project

Yesterday you said, "I'll let you know the feedback from TTM when I have it."





RE: Station Road

Yesterday you said, "I will try and find out from TFB when these might be done."



Carol Heap (Cllr)

FW: [EXTERNAL] FW: Footpath resurfacing



2 days ago they asked, "Could you ask [REDACTED] to upload the defects and photos to Fixmystreet.com in the roads and pavements category as that is the official log."

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Mississauga, ON L5N 8L9 Canada



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Events working group meeting  
**Date:** 06 October 2021 12:55:24

---

Noted

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 6 Oct 2021, at 12:45, [REDACTED] <[REDACTED]>  
wrote:

Roger has tendered his apologies for tomorrow.

[REDACTED] | [REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Events working group meeting  
**Date:** 06 October 2021 12:55:24

---

Noted

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 6 Oct 2021, at 12:45, [REDACTED] <[REDACTED]>  
wrote:

Roger has tendered his apologies for tomorrow.

[REDACTED] | [REDACTED]

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To:  
Date:

[REDACTED] [REDACTED]  
06 October 2021 12:51:11

---

[REDACTED] | [REDACTED]  
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**From:** [REDACTED]  
**To:** R.Scott; [REDACTED]  
**Subject:** Events working group meeting  
**Date:** 06 October 2021 12:45:51

---

Roger has tendered his apologies for tomorrow.



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**From:** [REDACTED]  
**To:** R.Scott; [REDACTED]  
**Subject:** Events working group meeting  
**Date:** 06 October 2021 12:45:51

---

Roger has tendered his apologies for tomorrow.



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**From:** [Roger Wilson](#)  
**To:** [REDACTED]  
**Subject:** Declined: Events Working Group Meeting

---

**From:** [Roger Wilson](#)  
**To:** [REDACTED]  
**Subject:** Declined: Events Working Group Meeting

---

**From:** [REDACTED]  
**To:** [REDACTED]  
**Date:** 06 October 2021 12:40:19  
**Attachments:** [REDACTED]

---

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [R.Scott](#)  
**Subject:** Sponsor Schedule  
**Date:** 06 October 2021 12:35:20  
**Attachments:** [Sponsor Schedule 2021.xlsx](#)

---

Hello Richard and Jocelyn

Please find attached the updated sponsor schedule. Going forward, the schedule will be updated every Friday, and if requested, invoices will also be raised and sent every Friday.

I'll send you both a copy of the updated schedule unless there are no changes from the previous week.

Many thanks

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>

**Sent:** 06 October 2021 11:42

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

**Cc:** [REDACTED]

**Subject:** Christmas Lights

Hi [REDACTED]

Just a quick recap and update on Christmas Lights funding. [REDACTED] have just confirmed £1,500.00 and asked for an invoice, they will pay it on receipt. I have a few more that I am waiting to hear from. I will keep you posted.

[REDACTED]	£2,000	Invoice requested
[REDACTED]	£1,000	invoice requested

[REDACTED]	£1,500	invoice requested, just confirmed
[REDACTED]	£ 750	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 600	Confirmed they will let me know if they need an invoice
[REDACTED]	£ 250	Confirmed and money already paid into the TC account
[REDACTED]	£ 100	Confirmed they will let me know if they need an invoice
<b>Total</b>	<b>£6,950</b>	

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [R.Scott](#)  
**Subject:** Sponsor Schedule  
**Date:** 06 October 2021 12:35:18  
**Attachments:** [REDACTED]

---

Hello Richard and Jocelyn

Please find attached the updated sponsor schedule. Going forward, the schedule will be updated every Friday, and if requested, invoices will also be raised and sent every Friday.

I'll send you both a copy of the updated schedule unless there are no changes from the previous week.

Many thanks  
Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 06 October 2021 11:42  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** [REDACTED] >  
**Subject:** Christmas Lights

Hi [REDACTED]

Just a quick recap and update on Christmas Lights funding. [REDACTED] have just confirmed £1,500.00 and asked for an invoice, they will pay it on receipt. I have a few more that I am waiting to hear from. I will keep you posted.

[REDACTED]	£2,000	Invoice requested
[REDACTED]	£1,000	invoice requested

[REDACTED]	£1,500	invoice requested, just confirmed
[REDACTED]	£ 750	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 600	Confirmed they will let me know if they need an invoice
[REDACTED]	£ 250	Confirmed and money already paid into the TC account
[REDACTED]	£ 100	Confirmed they will let me know if they need an invoice
<b>Total</b>	<b>£6,950</b>	

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [Microsoft Viva](#)  
**To:** [Chris Funnell](#)  
**Subject:** Your daily briefing  
**Date:** 06 October 2021 12:23:35  
**Attachments:** [pyd\\_header\\_wednesday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px 2x.png](#)  
[ProfileImage\\_128\\_860727CF646B7F90D85BDC98802C305D.png](#)  
[new\\_window 2x.png](#)  
[small\\_green\\_checkmark\\_in\\_circle 2x.png](#)  
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Hi Chris Funnell,  
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Commitments and follow-ups

From your messages



[Marlow Studio Project: CLG Meeting 3](#)



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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Remembrance Parade & Service  
**Date:** 06 October 2021 12:19:20

---

Thanks Jocelyn

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 06 October 2021 11:46 AM  
**To:** [REDACTED]  
**Subject:** RE: Remembrance Parade & Service

Hi [REDACTED]

Thanks for the below [REDACTED] and I will be there.

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 06 October 2021 11:40

**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; Chris Funnell <cfunnell@marlow-tc.gov.uk>; Chris Hoyle <choyle@marlow-tc.gov.uk>; N Marshall <nmarshall@marlow-tc.gov.uk>; Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>; Carol Heap <CarolHeap@marlow-tc.gov.uk>; R Cadman <rcadman@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; David Brown <dbrown@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; T Avery <tavery@marlow-tc.gov.uk>

**Cc:** R Scott <rscott@marlow-tc.gov.uk>; [REDACTED]

**Subject:** Remembrance Parade & Service

Dear All

You and your partner are invited to attend the above to be held on 14th November at the War Memorial on the Causeway. This is a Civic Event and your presence is required wherever possible.

Please be at the War Memorial at 10.30am latest in order for Officers to place you in the correct position.

I will send out more detailed information nearer the time, particularly for new Councillors but also as a general reminder to other Councillors as well.

You are also invited to the Royal British Legion Club in Station Approach for refreshments afterwards.

If you have any queries in the meantime, please do not hesitate to get in touch with me.

Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]



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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Cc:** [REDACTED]  
**Subject:** FW: Film studio feedback  
**Date:** 06 October 2021 12:07:31

---

Chris

Just to answer your questions in your email to [REDACTED] [REDACTED] and [REDACTED] (below) on [REDACTED] involvement with the site visit etc.

We approached [REDACTED] [REDACTED] as [REDACTED] of the [REDACTED] [REDACTED] back in the summer, and he advised that the [REDACTED] [REDACTED] [REDACTED] would be looking at the proposal, which is chaired by [REDACTED]

[REDACTED] has put a sub-group together, which is the following people:

[REDACTED]

Clr Jocelyn Towns  
[REDACTED]

In discussion and agreement with [REDACTED] and [REDACTED] I have approached Neil Marshall, [REDACTED] [REDACTED] and [REDACTED] [REDACTED] to join the site visit on 15th. I understood that they were the chairs of the other action groups – given that the studio project ‘cross cuts’ the action group topic areas.

[REDACTED] has confirmed his attendance. Neil is still in Greece (back any day) and we wait to hear. [REDACTED] says he is not a chair of one of the action groups, and is claiming conflict with his role on planning (I am in the middle of an email exchange with him). Neil may take the same view on planning as he is chair of West area committee.

On the planning committee conflict, [REDACTED] [REDACTED] the [REDACTED] [REDACTED] [REDACTED] [REDACTED] at Bucks Council, has confirmed that the constitution indicates the application would go to strategic not a local committee, so there is no automatic conflict with being on the West area committee and engaging.

If you feel you or other town councillors would like to join the visit, I'll go back to [REDACTED] and [REDACTED] and check out that they are happy. I don't see that it would be a problem, but I would not want [REDACTED] to feel bounced.

As you know site visit on 15<sup>th</sup>, and then I am assuming – but need to pin this down more with [REDACTED] and [REDACTED] – that there will be some follow up discussion/scrutiny of the proposal by the group at a later date.

Hope this helps. By all means give me a call to discuss.

[REDACTED]

[REDACTED]

**From:** chris Funnell [REDACTED] >

**Date:** 5 October 2021 at 22:00:36 BST

**To:** [REDACTED]

**Cc:** Colleen Stapley [REDACTED] >, [REDACTED]  
[REDACTED]

**Subject:** RE: Film studio feedback

[REDACTED]

Thanks ,I probably need to understand your point more clearly on this as I have a couple of concerns and I'm not sure I follow entirely your thoughts here , apologies for not understanding but I can see a couple of issues here .

-I don't know what [REDACTED] [REDACTED] has arranged here and I'm puzzled by his involvement given he doesn't hold portfolio or authority to conduct any meetings to discuss planning matters .More [REDACTED] [REDACTED] is likely to be an opposer supporting [REDACTED] and her group and [REDACTED] is [REDACTED] at [REDACTED] so also not sure why he is involved??

[REDACTED] does not even chair the community board ??

Neil Marshall is a fellow colleague of ours at MTC and chairs west authority for planning .

Given that you rightly say you will end up with the strategic committee then you may need some insight there .

Do you want to give me a call between 10-12tomorrow if you are free when I'm back in my office and I can talk you through .

Kind regards

Chris

---

**From:** [REDACTED]

**Sent:** 05 October 2021 20:12

**To:** chris Funnell [REDACTED] >

**Cc:** Colleen Stapley [REDACTED]; [REDACTED];  
[REDACTED]

**Subject:** Re: Film studio feedback

Chris - thanks for taking my call earlier

To follow-up (see below confirmation of the Bucks's council's constitution) - our project is an [REDACTED] scheme of more than 2 hectares, so anyone who sits on the area committees for Marlow as set out here:

<https://buckinghamshire.moderngov.co.uk/mgCommitteeDetails.aspx?ID=849>

could attend the site visit on the 15th (which has been set for the [REDACTED] [REDACTED] process, with [REDACTED] [REDACTED] and his colleague [REDACTED] [REDACTED]. This is not in conflict with their duties on the local committee.

The list of people who are on the strategic sites committee, which doesn't include any local councillors I believe is here

<https://buckinghamshire.moderngov.co.uk/mgCommitteeDetails.aspx?ID=362>

It would obviously be helpful if we can get an on the ground understanding of the issues at this stage with as many councillors as we can, so we'd like to encourage everyone who can attend.

I appreciate this is a [REDACTED] issue, but we're really looking to hear from the elected representatives about what their concerns might be for the process and what we eventually bring forward.

Early engagement with many voices will I believe deliver a better outcome for the wards/constituencies that all involved represent.

Many thanks

[REDACTED]

---

**From:** [REDACTED]

**Date:** Tuesday, 5 October 2021 at 11:35

**To:** [REDACTED]

**Subject:** RE: [EXTERNAL] Marlow Studio - Follow up on PPA Meeting

[REDACTED]

Our constitution sets out the type of case that would be reported to the strategic committee. Its sets this out as follows:

*“Responsibility for:*

- a. wider strategic development;*
- b. sites which have a significant [REDACTED] beyond the specific local area; or*
- c. sites fundamental to the [REDACTED] of an adopted or emerging Local Plan.*

*By way of [REDACTED] this will include but is not limited to:*

- i Major infrastructure;*
- ii Large Scale Major Development [REDACTED]*
  - Housing (approx. 400 dwellings or more)*
  - [REDACTED] (approx. 10,000 sq m or 2 hectares or more)*
  - Retail (approx. 10,000 sq m or 2 hectares or more)*

I haven't seen your proposal to judge it against these criteria but I expect it falls into the category [REDACTED] (approx. 10,000 sq m or 2 hectares or more) in which case it would be a strategic case. If Parish /Town Councils are asking you this question please say it's the Councils decision but their constitution indicates that...

[REDACTED]

#####

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

#####

[REDACTED]  
[REDACTED]

*Our planning team is currently experiencing high volumes of work due to the unprecedented number of planning applications and enquiries being submitted. Coupled with the [REDACTED] of the pandemic on our resources over the last year, this means there are currently delays in processing applications and responding to requests across our services.  
It would be appreciated if applicants and agents can be patient with officers and reduce contact by email or phone. Where necessary, officers will contact you or your agents directly. Please be assured that we are making every effort to address these issues and minimise delays. We appreciate your patience as we work to restore our usual service.*

On 5 Oct 2021, at 09:27, chris Funnell <#####> wrote:

Chris funnell

On 4 Oct 2021, at 19:20, Colleen Stapley

<[REDACTED]> wrote:

Hi [REDACTED]

Sure I am not working this week and am available to have a phone chat or if you'd like to meet up.

[REDACTED]  
Cheers,  
Colleen

On Oct 4, 2021, at 6:57 PM, [REDACTED] [REDACTED]

<[REDACTED]> wrote:

Evening Colleen and Chris

I was wondering if we could exchange numbers - mine is [REDACTED] It would be great to discuss a couple of things ahead of the next engagement process. thanks

On 17 Sep 2021, at 10:47, Colleen Stapley

<[REDACTED]> wrote:

Hi [REDACTED]

So nice to have met you in person last night.

Here is the information I put together last weekend and mentioned last night. Do pls let me know if there is anything else I can help with or clarify.

I spoke to more residents and members of the CLG this past weekend and wanted to pass on some feedback

regarding what I have heard and what I feel is still missing in regards to information necessary to make an informed opinion.

What I heard:

- All developers are the same.
- How do we even know [REDACTED] is a filmmaker?
- There is no case for how many local people will be [REDACTED]
- There is no way to enforce legally that they hire local people or work with local schools.
- Parking will be an issue on site.
- How many of the 5,000 workers will be [REDACTED] from Marlow? And how many of those will be travelling to work daily?
- How will the Country Park be integrated into the Film Studio? What are they proposing it will look like/do?
- How much money will we locally receive during the build phase and an on an on-going basis?

In my opinion the problem is that there isn't enough solid speculative information/business plan for people to fully understand why, what and how for this project.

On this basis of clearer understanding needed from all of us on the CLG and residents I would recommend the following:


- Short few sentences on [REDACTED] filmmaking credentials and what his role with the studio and the other two associates will be after the site is built.
- Purpose, Vision, Mission and Values for the Film studio so people can understand what you are actually trying to [REDACTED] e.g.
  - Purpose To create a studio where people and the planet come first to

produce world class HETV  
and films to touch the lives  
of people across the world

- Vision To build the most planet and people friendly film studio in the world and set the standard for the rest of the industry to follow
- Mission By developing a place that feels alive with nature and creativity, beautifully blending and enhancing the natural landscape and providing spaces that foster creativity and wellbeing
- Business Case Study
  - Ideal world across a year what does capacity look like?
  - If you are at full capacity on site what does that look like?
    - Staff
      - How many staff would be on site on an average day?
        - % of total would travel in locally?
        - % of total travel in from afar?
          - % of that from within at every points to



Ma  
rlo  
w?

- % of total staff that would be non-movie workers e.g. cleaners, restaurant, security etc.
  - How many new jobs would be created at full capacity once open?
  - What days per week and year would they work?
  - What hours during the day? (to understand if peak travel time)
  - What is an average salary?
  - Who would be their  ?
  - Would it be a full-time year

round job  
or only  
when the  
studio is  
at a  
certain  
capacity?

- How can you guarantee they are local to the area e.g. Marlow, Bourne End, Maidenhead, High Wycombe?
- % of total staff that would work permanently on site in the office space?
  - What hours do they work?
  - What opportunities are there to integrate with students?
  - How can you guarantee so many students/classes/apprentices per year will benefit

from the  
studio?

- % of total staff  
that are part of  
the film  
industry?
  - What  
days per  
week  
would  
they  
usually  
work?
  - What  
hours  
during  
the day?  
(to  
understa  
nd if  
peak  
travel  
time)
  - What is  
an  
average  
salary  
per  
movie/H  
ETV  
show and  
for how  
long?  
E.g. mid-  
weight  
jobs like  
key grips,  
copywrite  
rs, make-  
up artist,  
costume  
designer  
s
  - Photo  
and  
quote  
from  
someone

above  
about the  
opportuni  
ty the  
Marlow  
Film  
Studio  
brings  
them  
personall  
y and the  
industry  
at large

- % of total staff that work alongside the film industry but not exclusively with?
  - What days per week would they usually work?
  - What hours during the day? (to understand if peak travel time)
  - What is an average salary per movie/H ETV show and for how long? E.g. florist etc.

- Photo and quote from someone like a florist preferably in Marlow who already has connections to the industry about the opportunity the Marlow Film Studio brings them personally and the industry at large

- Revenue


- What percentage of capacity do you need to reach a year to break even?
- What is your forecasting for the first five years regarding occupancy and revenue?
- What additional revenue would Marlow be forecasted to benefit from per year if at full capacity?

(I'm not sure if any as far as I'm aware most people would stay on the lot all day and have no reason to travel into Marlow for food, lodging etc?)

- Interactions
  - What are the opportunities for locals to be extras?
  - How close will locals be to the studio when using the adjoining land? E.g. will there be big fences up to obstruct views or will it be seamlessly integrated?
- Space
  - Will there be other areas on site to bring in additional revenue/bring in people e.g. exhibition/rental space for traveling art, conference or even a wedding?
  - Will you offer an on-site hostel or house to allow staff who film really late to not travel home to XXXXXXXXXXXX their

wellbeing/safety and reduce cars/emissions in Marlow?

- Will you work with any local artists to potentially create outdoor sculptures and/or instagrammable wall murals/graffiti on the sides of the buildings?
- Will you offer any tour days per week/month for people to buy tickets to come see the studio for the day?
  - Lunch at the café
  - Electric golf cart/walking tour around the lot

- Country Park
  - % of the total 'Country park' will be taken up with occupied film studio space?
  - What does an  Country Park look like for residents? E.g. will this be a more wellbeing and

reflective/quiet  
sanctuary with  
sculptures and  
running water  
as opposed to  
activities, BBQ  
areas and  
playground  
equipment? (I  
envision  
something like  
outside the  
new US  
Embassy)

- How will the walking and biking paths interconnect in this space? Will they connect through the film studio?

Cheers,  
Colleen





**From:** [REDACTED]  
**Cc:** [WaterwaysThames](#)  
**Subject:** [REDACTED] notice  
**Date:** 06 October 2021 11:47:47  
**Attachments:** [image003.png](#)

---

Dear boater

Please find attached an [REDACTED] notice for the following river restriction:

**River restriction:**

**When:** Thursday 21 October and Friday 22 October 2021, 9am to 5pm.

**Where:** Bray reach – Maidenhead A4 Road Bridge.

**What's happening:** Repair of Maidenhead Gauging Station – during these dates the left central arch of Maidenhead A4 Road Bridge will be closed from 9am to 5pm. The navigation channel will be through the right central arch of the bridge.

Many thanks

**River Thames Waterways Team**

Visit the GOV.UK website to see a full list of [closures and restrictions](#). If you want to [unsubscribe](#), please email [riverthames@environment-agency.gov.uk](mailto:riverthames@environment-agency.gov.uk) with the subject heading 'Unsubscribe from Harbour Master's notices'. The River Thames mailing list [privacy notice](#) explains how we use your personal information.



*To register a boat on the river please contact our BoatReg Team on 03708 506506, or visit [Boat registration on the River Thames](#)*



*The speed limit on the non-tidal Thames is 8 km/h, 4.9 [REDACTED] 4.2 kts, Do not create excessive boat waves at any speed!*



*Environment Agency 24 hour transient moorings are free for 24 hours only. Please respect all landowner consents & conditions for mooring.*

<b>CORONAVIRUS</b> <b>PROTECT YOURSELF &amp; OTHERS</b>	For the latest guidance:  Environment Agency - <a href="#">INTRANET.EA.GOV</a> - <a href="#">NHS.UK/coronavirus</a> - <a href="#">GOV.UK/coronavirus</a>
--	--

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and may be legally privileged. If you have received this message by mistake, please notify the sender immediately, delete it and do not copy it to anyone else. We have checked this email and its attachments for viruses. But you should still check any attachment before opening it. We may have to make this message and any reply to it public if asked to under the Freedom of Information Act, Data Protection Act or for litigation. Email messages and attachments sent to or from any Environment Agency address may also be accessed by someone other than the sender or recipient, for business purposes.

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Remembrance Parade & Service  
**Date:** 06 October 2021 11:46:00

---

Below for the diary.

J

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 11:40  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; Chris Funnell <cfunnell@marlow-tc.gov.uk>; Chris Hoyle <choyle@marlow-tc.gov.uk>; N Marshall <nmarshall@marlow-tc.gov.uk>; Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>; Carol Heap <CarolHeap@marlow-tc.gov.uk>; R Cadman <rcadman@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; David Brown <dbrown@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; T Avery <tavery@marlow-tc.gov.uk>  
**Cc:** R Scott <rscott@marlow-tc.gov.uk>; [REDACTED]  
**Subject:** Remembrance Parade & Service

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If you have any queries in the meantime, please do not hesitate to get in touch with me.

Kind regards

[REDACTED]

[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Remembrance Parade & Service  
**Date:** 06 October 2021 11:46:00

---

Hi [REDACTED]

Thanks for the below [REDACTED] and I will be there.

Jocelyn

*Cllr Jocelyn Towns*

**MARLOW TOWN COUNCIL**

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Marlow  
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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Christmas Lights  
**Date:** 06 October 2021 11:42:28

---

Hi [REDACTED]

Just a quick recap and update on Christmas Lights funding. [REDACTED] have just confirmed £1,500.00 and asked for an invoice, they will pay it on receipt. I have a few more that I am waiting to hear from. I will keep you posted.

[REDACTED]	£2,000	Invoice requested
[REDACTED]	£1,000	invoice requested
[REDACTED]	£1,500	invoice requested, just confirmed
[REDACTED]	£ 750	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 250	invoice requested
[REDACTED]	£ 600	Confirmed they will let me know if they need an invoice
[REDACTED]	£ 250	Confirmed and money already paid into the TC account
[REDACTED]	£ 100	Confirmed they will let me know if they need an invoice

**Total**            **£6,950**

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOW TOWN COUNCIL**

Court Garden  
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Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

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**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Christmas Lights  
**Date:** 06 October 2021 11:42:00

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**Total**            **£6,950**

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)



**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [Chris Funnell](#); [Chris Hoyle](#); [N Marshall](#); [Natalia Mityaeva](#); [Carol Heap](#); [R Cadman](#); [Roger Wilson](#); [David Brown](#); [Colleen Stapley - Marlow Town Council](#); [T Avery](#)  
**Cc:** [R Scott](#); [REDACTED]  
**Subject:** Remembrance Parade & Service  
**Date:** 06 October 2021 11:39:47

---

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Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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**Cc:** [R Scott](#); [REDACTED]  
**Subject:** Remembrance Parade & Service  
**Date:** 06 October 2021 11:39:46

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[REDACTED]

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**Cc:** [R Scott](#); [REDACTED]  
**Subject:** Remembrance Parade & Service  
**Date:** 06 October 2021 11:39:46

---

Dear All

You and your partner are invited to attend the above to be held on 14th November at the War Memorial on the Causeway. This is a Civic Event and your presence is required wherever possible.

Please be at the War Memorial at 10.30am latest in order for Officers to place you in the correct position.

I will send out more detailed information nearer the time, particularly for new Councillors but also as a general reminder to other Councillors as well.

You are also invited to the Royal British Legion Club in Station Approach for refreshments afterwards.

If you have any queries in the meantime, please do not hesitate to get in touch with me.

Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Jocelyn Towns](#); [Chris Funnell](#); [Chris Hoyle](#); [N Marshall](#); [Natalia Mityaeva](#); [Carol Heap](#); [R Cadman](#); [Roger Wilson](#); [David Brown](#); [Colleen Stapley - Marlow Town Council](#); [T Avery](#)  
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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Writing A Strategy - Bursary Available!  
**Date:** 06 October 2021 11:26:04  
**Attachments:** [Writing a Strategy - ILM Approved.docx](#)



# The Institute of Leadership & Management

## Writing a Strategy Virtual Workshop

### Bursary Available

Government Exchange (GE) wishes to advise you that the next "virtual" open Course Workshop on [Writing A Strategy](#) will be delivered by our trainers, directly to your Home Office PC, Laptop or tablet on **Tuesday 19th October 2021**.

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. Our solutions are underpinned by the internationally recognised *Institute of Leadership and Management (ILM)*. Each course we deliver comes with a GE certificate of [REDACTED]

Government Exchange offers a wide range of highly informative interactive training events and certificated courses, providing insights into the workings of Parliament, Government and policymaking.

**GE Trainers:** All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Each trainer that works with us also has personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the course subject matter.

**WRITING A STRATEGY:** <https://www.governmentexchange.co.uk/courses/policy-strategy-skills/WAS.php>

The objective of this course is to learn how to create professionally-written strategic documents in a business context, including a business case, communications strategy or decision-making document.

**Learning outcomes**

- Understand what factors help to create a successful strategy
- Learn the skills to develop a logical, convincing business case, comms strategy or decision-making document
- Discover useful [REDACTED] and frameworks for developing strategies
- Learn how to communicate information in a logical and clear manner

The successful transmission to our "virtual" platform means that GE can now pass on some of the savings, to our learners, having [REDACTED] the new technology for all our courses. We can now offer all learners registering for the "virtual" workshops a special offer of **£570+ VAT**

## Group Bursary

**4 learners** - 10% bursary = £515 + VAT (per learner)

**6 learners** - 15% bursary = £485 + VAT (per learner)

**10 + learners** – 20% bursary = £456 + VAT (per learner)

For more information on our special prices and **Group Bursary**, please contact us by phone on **020 3137 8654**, or respond back via our contact email.

## The Institute of Leadership and Management (TILM)

After the [REDACTED] of the Writing a Strategy "virtual" workshop training you would benefit from:

- Being eligible for membership of The Institute of Leadership and Management and will receive a GE/TILM joint Certificate of achievement for the course
- Learners will have access to a raft of resources to help them with their continuing professional development, including an award-winning library of e-learning content
- Access to a community of over 30,000 members worldwide enabling them to collaborate and grow knowledge and skills
- Receipt of weekly news updates, podcasts and cutting-edge research and a monthly published journal and invitations to topical webinars
- Authorisation to use approved letters AMInstLM (Associate Member of The Institute of Leadership and Management) after your name for business correspondence

### **4th Quarter virtual workshops in 2021:**

[Policy \(1\) & Policy \(2\) - 13/10/2021 - 14/10/2021](#)

[A Guide to Strategic Thinking - 13/10/2021](#)

[Essential Writing Skills For The Public Sector - 20/10/2021](#)

[Civil Servants Guide to Finance - 21/10/2021](#)

[Submissions & Briefings - 27/10/2021](#)

[Policy MASTERCLASS - 27/10/2021 - 28/10/2021](#)

[Leadership Skills Development Programme - 04/11/2021](#)

[Parliamentary Questions Workshop - 11/11/2021](#)

## **THE GOVERNMENT EXCHANGE TEAM**

[REDACTED]

[REDACTED]

If you do not wish to receive further information regarding GE events then please [click here](#)

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** Re: Sunday Market on the Causeway  
**Date:** 06 October 2021 11:01:48

---

Thanks, I thought it was just couldn't remember, but I think [REDACTED] is still pushing for it, and of course he doesn't share info.

Jocelyn

Sent from my iPhone

On 6 Oct 2021, at 10:57, [REDACTED] wrote:

Hi Jocelyn

Yes, we discussed this at the last management meeting and the agreed feedback on applying for a grant and that Sunday was not a good idea was fed back to [REDACTED]

Thanks

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
[REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>

**Sent:** 06 October 2021 10:55

**To:** [REDACTED]

**Subject:** Sunday Market on the Causeway

Hi [REDACTED]

I meant to mention this to you yesterday. [REDACTED] has put a proposal forward for [REDACTED] to hold a Sunday market in October, this came to [REDACTED] I said I didn't think it appropriate as Sunday is a busy day for [REDACTED] with many attendees either parking or being dropped off, on the Causeway slip road. [REDACTED] said the same, and since then I have heard nothing. We also said this should be discussed with the Town Council, I just wondered if you had heard anything about it?

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [REDACTED]  
**Cc:** [REDACTED] [Jocelyn Towns; Colleen Stapley - Marlow Town Council](#)  
**Subject:** Re: Environment Survey  
**Date:** 06 October 2021 10:58:34  
**Attachments:** [Amends to residents survey.docx](#)

---

Hi [REDACTED]

Please see suggested amendments to the residents survey following comments by [REDACTED] Jocelyn and Colleen. I've copied all in for their information.

Each change is [REDACTED] by a note explaining the reason.

[REDACTED]

On Mon, 4 Oct 2021 at 10:56, [REDACTED] wrote:

Hi [REDACTED]

Please see comments regarding the survey from Colleen.

Kind Regards

[REDACTED]  
[REDACTED]  
CrestMARLOWTOWNCOUNCIL  
Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG  
T: 01628 484024

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**From:** [REDACTED]  
**Sent:** Monday, October 4, 2021 10:55:08 AM  
**To:** Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>  
**Cc:** Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>  
**Subject:** Re: Environment Survey

Hi Colleen

Thank you for the feedback, I will pass this onto [REDACTED]

Kind Regards

[REDACTED]  
[REDACTED]

CrestMARLOWTOWNCOUNCIL

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**From:** Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>

**Sent:** Monday, October 4, 2021 10:47:51 AM

**To:** [REDACTED]

**Cc:** Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>

**Subject:** Re: Environment Survey

Hi [REDACTED]

Here are my comment:

### Homepage

Can we reword the first message slightly? Maybe something like. . .

Hello Marlow Resident

You have been selected at random to [REDACTED] this [REDACTED] survey regarding our town.

Your answers will help us as a council, understand what Marlow residents are

thinking and what we as a council can focus our efforts on.

The survey will take approximately 5 minutes to 

Thanks so much for your time.

Your Marlow Town Council

**Q10**

reads a little clunky

Could we reword to something like –

“What priority would you like your local councils (Marlow and Bucks) to give each of these environmental issues?”

**Q11**

Box 3 could we reword to

“Eat less/no meat or dairy”

Boxes regarding vehicles I would place them next to each other to avoid people selecting hybrid when they have a full electric

**Q12**

Do we need to put commas in a different place?

“If support or advice were available would you like to try, or increase, any of the following sustainable behaviours/actions in the future?”

There are some things listed here like ‘adopting an electricity tariff’ and ‘fitting loft insulation’ etc. that are not available to select on Q11 where you state what your current behaviours are. Shouldn’t these lists be almost identical?

4<sup>th</sup> box from the bottom there is an extra space in ‘more’

General

Overall it seems a lot shorter than the previous version?

We did discuss adding in a question about whether or not residents had the ability to install an electric charge point at the residence – not sure if we have covered that because some people could have off street parking not near a building.

Also do we want to ask if they currently have access to an electric charge point near them? Or similar?

I think these questions and anything else we may want data for to take to [REDACTED] or [REDACTED] for funding we should ask now.

Cheers,

Colleen

---

**From:** [REDACTED]  
**Date:** Friday, 1 October 2021 at 5:12 pm  
**To:** Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>  
**Subject:** Environment Survey

Dear member

Please may I ask you to [REDACTED] the latest version of the Environment survey that we would like to send out to residents.

<https://mtc-sustainability-2021.onlinesurveys.ac.uk/marlow-town-council-survey-october-2021-test>

[REDACTED]

[REDACTED]

[REDACTED]

Kind Regards



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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Sunday Market on the Causeway  
**Date:** 06 October 2021 10:57:56

---

Hi Jocelyn

Yes, we discussed this at the last management meeting and the agreed feedback on applying for a grant and that Sunday was not a good idea was fed back to [REDACTED]

Thanks

[REDACTED]

[REDACTED]

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01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** Sunday Market on the Causeway  
**Date:** 06 October 2021 10:54:00

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Resources Minutes  
**Date:** 06 October 2021 10:45:56

---

Hi Natalia

Yes, they'll be presented at the next meeting for your to sign.

Many thanks

[REDACTED]

[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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---

**From:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 22:02  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Resources Minutes

Hi [REDACTED]

Many thanks. Do I sign these at the next meeting?

---

**From:** [REDACTED] <[REDACTED]>  
**Date:** Tuesday, 5 October 2021 at 11:33  
**To:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Subject:** Resources Minutes

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Resources Minutes  
**Date:** 06 October 2021 10:45:55

---

Hi Natalia

Yes, they'll be presented at the next meeting for your to sign.

Many thanks

[REDACTED]

[REDACTED] | [REDACTED]

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---

**From:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 22:02  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Resources Minutes

Hi [REDACTED]

Many thanks. Do I sign these at the next meeting?

---

**From:** [REDACTED] <[REDACTED]>  
**Date:** Tuesday, 5 October 2021 at 11:33  
**To:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Subject:** Resources Minutes

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Calendar Invites  
**Date:** 06 October 2021 10:45:51

---

Hi [REDACTED] and [REDACTED]

Please can you send out calendar invites to members for the meetings in the calendar up to and including May 2022. [REDACTED] can you do Environment, PT and Planning and [REDACTED] please can you do TC and Resources.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Marlow Studio Project: [REDACTED]  
**Date:** 06 October 2021 10:45:17  
**Attachments:** [REDACTED]

---

Dear Cllr Funnell,

I hope this email finds you well.

We understand that some members of the [REDACTED] have not been receiving our emails due to issues with a Microsoft server, so please accept our apologies if you did not receive earlier emails with information and an invitation for the [REDACTED] meeting this evening.

Attached are the minutes from [REDACTED] Meeting 2 that took place on 08/09/21. Please do review these ahead of the meeting tonight and get in touch with any questions or queries regarding them.

The agenda for this evening's meeting is the following:

Agenda:

**6.00pm:** *Introductions: team; new members; purpose and focus;* [REDACTED] 2 Minutes

**6.10pm:** *Agenda*

**6.15pm:** *Life in Film*

**6.25pm:** *A Kit of Parts:* [REDACTED]

**6.35pm:** *Breakout Room and Structure Introduction*

**6.40pm:** *Breakout1: 'Architectural Parts' (15 mins); Group Reports; Discussion*

**6.55pm:** *Breakout 2: 'Working Landscapes' (15 mins); Group Reports; Discussion*

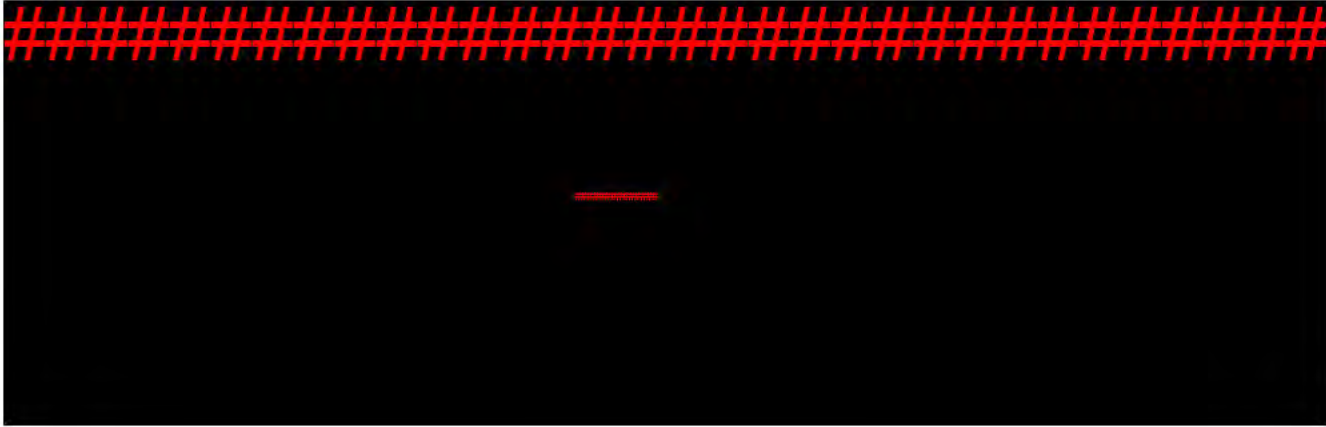
**7.10pm:** *Breakout 3: 'A Country Park' (15 mins); Group Reports; Discussion*

**7.25pm:** *Next Steps and Close*

The zoom link is below:

[REDACTED]

[REDACTED]



Please confirm receipt of this email and your attendance tonight.

I hope to see you later.

Kind regards,

[REDACTED]

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

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

[Redacted]

[Redacted]



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Butt Bin  
**Date:** 06 October 2021 10:39:00

---

Brilliant news thanks [REDACTED] for sharing. And so good that they were able to do it so quickly.  
Jocelyn

*Cllr Jocelyn Towns*

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01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 10:34  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
**Subject:** Butt Bin

Dear Jocelyn and [REDACTED]

The bin has installed as promised this morning. Will get sharing the comms as soon as it comes in from Bucks.

Best wishes

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [REDACTED]  
**Subject:** Butt Bin  
**Date:** 06 October 2021 10:34:04  
**Attachments:** [REDACTED]

---

Dear Jocelyn and [REDACTED]

The bin has installed as promised this morning. Will get sharing the comms as soon as it comes in from Bucks.

Best wishes

[REDACTED]

[REDACTED]  
[REDACTED]

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Christmas Lights sponsorship  
**Date:** 06 October 2021 10:17:00

---

Great thanks [REDACTED] is this the same contribution as last year? Would you like an invoice? And good luck with [REDACTED] they so should put their hand in their pocket!  
Thanks again, very much appreciated.  
Jocelyn

*Clr Jocelyn Towns*

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 21:48  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** RE: Christmas Lights sponsorship

Hi Jocelyn,  
Deafened by the silence!  
I'll give him another tweak...  
Yes fine for a contribution. Going to send a bit of an updated logo if that's ok?  
See you on the ice!  
Best.. [REDACTED]

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

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

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Sent:** 04 October 2021 12:24  
**To:** [REDACTED]

**Subject:** RE: Christmas Lights sponsorship

Hi [REDACTED]

I assume your begging letter to [REDACTED] last year didn't elicit any response?

I wondered if we might be able to count on your support again this year?

Many thanks

Jocelyn

***Cllr Jocelyn Towns***

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Bucks SL7 2AG

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 25 September 2020 16:47  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** RE: Christmas Lights sponsorship

Hi Jocelyn,  
Yes please send me an invoice and I'll pay up!  
Just sent this chap a begging letter – we'll see if he has any contacts.

[REDACTED]

Best... [REDACTED]

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

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Sent:** 25 September 2020 08:46

**To:** [REDACTED]

**Subject:** RE: Christmas Lights sponsorship

Hi [REDACTED]

Thank you so much, it is so appreciated. I assume you would like this invoiced?

Sadly getting the big [REDACTED] to contribute is very hard, they don't have local budget, and getting any response from their head office has proved in the past to take a lot of effort to get nowhere, but I will try again, as I think you are right and they should do something locally.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 24 September 2020 20:56

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** RE: Christmas Lights sponsorship

Hi Jocelyn,

The Marlow lights are indeed a symbol of Christmas cheer and hope and we all need that. Put me down for the same as last year.

The big [REDACTED] have done well out of Covid – perhaps they could dig a big deeper to offset the shortfall...?

Take care.

Best.. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** 24 September 2020 12:37

**To:** #####

**Subject:** Christmas Lights sponsorship

Hi #####

A quick note to see if we can count on your support again this year for the Marlow Christmas Lights. I know this has been a bad year for some, for ##### we have lost all our hospitality sponsors as they have had such a tough year.

We in fact agreed new lights this year, and more extensive, the same tasteful design but more of them, we agreed the contract pre-pandemic, but when was there a year when they would be more needed to cheer up our town.

We can't hold our normal 'Switch On' event, but we will do something virtually, just not sure what at the moment, but will keep you posted.

Let me know you think.

Thanks

Jocelyn

***Cllr Jocelyn Towns***

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Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Thames Path  
**Date:** 06 October 2021 10:16:00

---

Thanks [REDACTED] assume she is one of the officers at [REDACTED] I'll try and find out which Cabinet Member she comes under.

Jocelyn

*Cllr Jocelyn Towns*

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Bucks SL7 2AG

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 10:04  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Thames Path

Hi Jocelyn

I have done some checking on the Thames Path responsibility and we believe that is now comes under [REDACTED] [REDACTED]

Thanks

[REDACTED]

[REDACTED]

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[REDACTED]



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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Marlow DMMO - Liston Court  
**Date:** 06 October 2021 10:15:00

---

Ok good that they are in touch and I will just say thank you, though remain frustrated! I just wasn't sure if the two ROW's should be viewed one, as the MS path is different to ours?  
Jocelyn

*Cllr Jocelyn Towns*

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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 06 October 2021 09:26  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Re: Marlow DMMO - Liston Court

Hi Jocelyn

I think escalating this to the cabinet member was the correct thing to do. Unfortunately, there is nothing to prevent [REDACTED] [REDACTED] submitting their own application, so we do just have to wait. Frustrating as it is! I suspect that the work [REDACTED] [REDACTED] is doing with [REDACTED] to [REDACTED] the area will help this along and [REDACTED] and [REDACTED] are now in touch.

Thanks

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** 05 October 2021 16:32

**To:** [REDACTED]

**Subject:** RE: Marlow DMMO - Liston Court

Hi [REDACTED]

Just wondered what your thoughts were on this? Sorry another one I meant to talk about today.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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Pound Lane  
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[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** Jocelyn Towns

**Sent:** 01 October 2021 12:52

**To:** [REDACTED]

**Subject:** FW: Marlow DMMO - Liston Court

Hi [REDACTED]

What do you think? I am not sure we want our application joined to that of the [REDACTED] as theirs is different to ours, they want to keep the diagonal path across the garden, and they want to keep the exit to Liston Road where it is currently. Plus this could mean waiting another 5 years! Let's chat about this before going back to [REDACTED]

Thanks





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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Thames Path  
**Date:** 06 October 2021 10:04:00

---

Hi Jocelyn

I have done some checking on the Thames Path responsibility and we believe that is now comes under [REDACTED] [REDACTED]

Thanks

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Footpath resurfacing  
**Date:** 06 October 2021 09:51:13

---

Hi Jocelyn,

I have an old Fix My Street reference for the alleyway at Oxford Road from 2018. I've put another one in today.

Oak Tree Road alleyway I have reported today.

I went to take some fresh photos of the woodland close alleyway and it has been fixed! Bucks must have done it . I did report it on FixmyStreet months ago.

Regards

[REDACTED]

[REDACTED] [REDACTED]

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Marlow, Bucks  
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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** Monday, October 4, 2021 17:46  
**To:** [REDACTED]  
**Subject:** RE: Footpath resurfacing

Hi [REDACTED]

I assume we have also put these on fix my street, so at least they are logged?

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 21 September 2021 14:29  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Footpath resurfacing

Hi Jocelyn,

I understand there may be some opportunity for footpath resurfacing.

1. The alleyway between Oxford road and Quoitings Drive floods every winter and is [REDACTED] at one point. Literally [REDACTED] the alleyway is not usable when it rains heavily because you cannot avoid walking through the dip full of water or you have to turn back and go around the roads. I have contacted BC in the past and they have said that they won't resurface. It's a dip in the path that it too long to [REDACTED] over and so wide that the rain water covers one side to the other. You have to turn around and go back. I could get Four Seasons to give us an independent assessment and quote. I can also get photos although it's hard to see in the photos, and a map.

Approximate size 2 meters long by 2 meters wide.

2. The alleyway from Wethered Road through to Oak Tree Road is [REDACTED] some minor trip hazards. Mainly on a short section a few feet long. Again approx 2m by 2m.

3. We recently had a [REDACTED] about a tiny hole in an alleyway off Oak Tree Road. The hole is maybe 10cm by 10cm and off to the right of the alleyway so not a trip hazard particularly but it could do with a repair.

I haven't measured these, I'm just giving you an approximate indication.

Some good news - I've attached a photo of the new fence that the facilities management team have put in by the alleyway from the cemetery through to Oak Tree Road.

There is also a photo of each of the 3 places I mentioned above. It is quite tricky to see the [REDACTED] and dips in a photo, but I can get some more as needed.

[REDACTED]





From: R Scott  
To: [REDACTED]  
Subject: [REDACTED] - Christmas lights  
Date: 06 October 2021 09:48:25

---

Excellent, thank you

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 6 Oct 2021, at 09:40, [REDACTED] wrote:

Dear Richard

I have heard back from [REDACTED] and she has asked for an application form to be [REDACTED] which I have tasked [REDACTED] to [REDACTED]

Thanks

[REDACTED]

[REDACTED]

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

01628 484024  
[REDACTED]

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---

From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Sent: 04 October 2021 09:19  
To: [REDACTED]  
Subject: [REDACTED] - Christmas lights

[REDACTED]

I am told that the [REDACTED] might support Christmas light funding. Could you please make enquires of [REDACTED] We can easily match fund!

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: [REDACTED] - Christmas lights  
**Date:** 06 October 2021 09:40:23

---

Dear Richard

I have heard back from [REDACTED] and she has asked for an application form to be [REDACTED] which I have tasked [REDACTED] to [REDACTED]

Thanks

[REDACTED]

[REDACTED]

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Bucks SL7 2AG

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---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 09:19  
**To:** [REDACTED] # [REDACTED]  
**Subject:** [REDACTED] - Christmas lights

[REDACTED]

I am told that the [REDACTED] [REDACTED] might support Christmas light funding. Could you please make enquires of [REDACTED] We can easily match fund!

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: The Queen's Green Canopy - getting involved  
**Date:** 06 October 2021 09:29:33

---

Hi Ladies

Another one for the events meeting tomorrow for Queens' Jubilee.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 05 October 2021 16:48  
**To:** [REDACTED]  
**Subject:** The Queen's Green Canopy - getting involved



## Press Release from Buckinghamshire Council

05 October 2021

### The Queen's Green Canopy - getting involved

The Queen will be celebrating her Platinum Jubilee as our Monarch on the 2 June 2022. This occasion marks 70 years on the throne and offers up exciting opportunities for the residents of Buckinghamshire to celebrate both in the extended bank holiday (2-5 June 2022) and in the run up to it.

Buckinghamshire Council is working towards a number of projects that we hope will enable the public and community groups to celebrate the Platinum Jubilee and provide a legacy for future generations, in particular focusing on supporting the 'Plant a tree for the Jubilee' national initiative.

Launched this month is The Queen's Green Canopy [REDACTED] - <https://queensgreencanopy.org/> - which is a tree planting

initiative created to mark Her Majesty's Platinum Jubilee in 2022. Everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022.

Peter Strachan, Cabinet Member for Climate Change and Environment said:

"In Buckinghamshire we are already leading on a major programme of woodland planting and the Queen's Green Canopy will create a further network of individual trees, avenues, copses and whole woodlands in honour of The Queen's service and the legacy she has built. This will create a green legacy of its own, with every tree planted bringing benefits for people, wildlife and climate, now and for the future. We are also urging residents of Bucks to plant their own trees so if you want to get involved in Buckinghamshire and 'Plant a tree for the Jubilee' – check out our website for details – <https://www.buckinghamshire.gov.uk/community-and-safety/the-queens-platinum-jubilee/>

And don't forget , you can now add your Jubilee tree to the Queen's Green Canopy map here: <https://queensgreencanopy.org/map-education-hub/qgc-map/#/> "

ENDS.../

#### **Notes to Editor**

**Contact us at [communications@buckinghamshire.gov.uk](mailto:communications@buckinghamshire.gov.uk) (monitored during office hours). For urgent Out Of Hours enquiries call 07825 430 978**

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Buckinghamshire Council, The Gateway, Gatehouse Road, Buckinghamshire, Aylesbury, HP19 8FF, United Kingdom

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Marlow DMMO - Liston Court  
**Date:** 06 October 2021 09:26:28

---

Hi Jocelyn

I think escalating this to the cabinet member was the correct thing to do. Unfortunately, there is nothing to prevent [REDACTED] [REDACTED] submitting their own application, so we do just have to wait. Frustrating as it is! I suspect that the work [REDACTED] [REDACTED] is doing with [REDACTED] to [REDACTED] the area will help this along and [REDACTED] and [REDACTED] are now in touch.

Thanks

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 16:32  
**To:** [REDACTED] # [REDACTED]  
**Subject:** RE: Marlow DMMO - Liston Court

Hi [REDACTED]

Just wondered what your thoughts were on this? Sorry another one I meant to talk about today.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** Jocelyn Towns

**Sent:** 01 October 2021 12:52

**To:** [REDACTED]

**Subject:** FW: Marlow DMMO - Liston Court

Hi [REDACTED]

What do you think? I am not sure we want our application joined to that of the [REDACTED] as theirs is different to ours, they want to keep the diagonal path across the garden, and they want to keep the exit to Liston Road where it is currently. Plus this could mean waiting another 5 years! Let's chat about this before going back to [REDACTED]

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 01 October 2021 12:32

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Cc:** [REDACTED]

**Subject:** Marlow DMMO - Liston Court

Dear Jocelyn,



I wanted to give you an update regarding the DMMO in Marlow that the Town Council made at Liston Court. As you know a lot of the previous work carried out on the application was lost due to the PDFs becoming corrupted. We are working to redo this lost work. The application is supported by a large number of witnesses so this will be a time consuming process. We have also been in discussions with [REDACTED] [REDACTED] who is working on behalf of the [REDACTED] of Liston Court. The [REDACTED] [REDACTED] have also submitted a smaller application similar to the Town Council one so the two will be considered together.

I have a member of the team with some spare resource so I'm planning to direct it to this application to try and get it moving along again.

Please let me know if you have any questions.

Kind regards

[REDACTED]

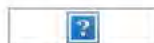
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [Cortana](#)  
**To:** [Roger Wilson](#)  
**Subject:** Your daily briefing  
**Date:** 06 October 2021 04:29:14  
**Attachments:** [pyd\\_header\\_wednesday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[ProfileImage\\_128\\_660D58D01D4C205733C78EC2491AC03D.png](#)  
[new\\_window 2x.png](#)  
[small\\_green\\_checkmark\\_in\\_circle 2x.png](#)  
[green\\_filled\\_checkmark\\_circle 2x.png](#)  
[red\\_x\\_in\\_circle.png](#)  
[red\\_filled\\_dismiss\\_circle 2x.png](#)  
[theme-agnostic-todo.png](#)  
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[transparent\\_square.png](#)

Hi Roger Wilson,  
It's a new day!



 Changes are coming

Your daily briefing will soon become part of Microsoft Viva - the integrated [REDACTED] experience platform that brings together communications, knowledge, learning, resources, and insights. You'll continue to receive [REDACTED] reminders from Cortana along with new [REDACTED] insights to balance productivity and wellbeing in an email addressed from Microsoft Viva.

[Learn more](#)



Commitments and follow-ups



[RE: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors 2 days ago they asked](#), "• Press the slider buttons in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and

your microphone on or muted."

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Microsoft Canada Inc.  
1950 Meadowvale Blvd.  
Mississauga, ON L5N 8L9 Canada

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Bid Writing, Fundraising and Volunteering Workshops plus Trusts Database  
**Date:** 05 October 2021 22:51:17

# NFP WORKSHOPS

## Affordable Training Courses

### Bid Writing

Do you know the most common reasons for rejection? Are you gathering the right evidence? Are you making the right arguments? Are you using the right terminology? Are your numbers right? Are you learning from rejections?

Are you assembling the right documents? Do you know how to create a clear and concise standard funding bid? Are you communicating with people or just excluding them? Do you know your own organisation well enough?

Are you thinking through your projects carefully enough? Do you know enough about your [REDACTED] Are you answering the questions funders will ask themselves about your application? Are you submitting applications correctly?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**MON 18 OCT 2021**

**MON 01 NOV 2021**

**MON 15 NOV 2021**

**MON 29 NOV 2021**

**MON 13 DEC 2021**

### Trust Fundraising

Are you applying to the right trusts? Are you applying to enough trusts? Are you asking for

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

the right amount of money? Are you applying in the right ways? Are your projects the most fundable projects?

Are you carrying out trust fundraising in a professional way? Are you delegating enough work? Are you highly productive or just very busy? Are you looking for trusts in all the right places?

How do you [REDACTED] with your [REDACTED] for funding? Is the rest of your fundraising [REDACTED] your bids to trusts? Do you understand what trusts are ideally looking for?

**CLICK ON DATE TO BOOK YOUR PLACE**

**TUE 19 OCT 2021**

**TUE 16 NOV 2021**

**TUE 14 DEC 2021**

## GrantMakingTrusts.co.uk

Our online database has details of more than 34,000 trusts, foundations and charities that make grants to organisations. The site allows users to quickly find a wide range of new potential funders including regional, lower profile and newer trusts plus charities that make grants to organisations as well as running activities themselves. A 1 year subscription costs £95.00 per user.

**[VIEW MORE DETAILS & SUBSCRIBE](#)**

## Corporate Fundraising

Who are these [REDACTED] Why do they get involved? What do they like? What can you get from them? What can you offer them? What are the differences between donations, sponsorship, advertising and cause related marketing?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO BOOK YOUR PLACE**

**WED 20 OCT 2021**

WED 15 DEC 2021

Are [REDACTED] just like trusts? How do you find these [REDACTED] How do you research them? How do you contact them? How do you pitch to them? How do you negotiate with them?

When should you say no? How do you draft contracts? How do you manage the relationships? What could go wrong? What are the tax issues? What are the other considerations?

## Recruiting and Managing Volunteers

Where do you find volunteers? How do you find the right volunteers? How do you attract volunteers? How do you run volunteer recruitment events? How do you interview volunteers?

How do you train volunteers? How do you motivate volunteers? How do you involve volunteers? How do you recognise volunteers? How do you recognise problems with volunteers? How do you learn from volunteer problems?

How do you retain volunteers? How do you manage volunteers? What about volunteers and your own staff? What about younger, older and [REDACTED] volunteers?

ONLINE VIA ZOOM

10.00 TO 12.30

COST £95.00

CLICK ON DATE TO BOOK YOUR PLACE

WED 03 NOV 2021

## Legacy Fundraising

ONLINE VIA ZOOM

Why do people make legacy gifts? What are the ethical issues? What are the regulations? What are the tax issues? What are the statistics? What are the trends? How can we integrate legacy fundraising into our other fundraising?

What are the sources for research? How should we set a budget? How should we evaluate our results? How should we forecast likely income? Should we use consultants? How should we build a case for support?

What media and marketing channels should we use? What about in memory giving? How should we setup our admin systems? What are the common problems & pitfalls?

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 17 NOV 2021**

## **Major Donor Fundraising**

Major Donor Characteristics, Motivations and Requirements. Researching and Screening Major Donors. Encouraging, Involving and Retaining Major Donors.

Building Relationships with Major Donors. Major Donor Events and Activities. Setting Up Major Donor Clubs. Asking For Major Gifts. Looking After and Reporting Back to Major Donors.

Delivering on Major Donor Expectations. Showing Your Appreciation to Major Donors. Fundraising Budgets and Committees.

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 01 DEC 2021**

## **Feedback From Past Attendees**



I must say I was really [REDACTED] with the course and the content. My knowledge and confidence has increased hugely.

I got a lot from your course and a lot of pointers!

I can say after years of fundraising I learnt so much from your bid writing course.

It was a very informative day and for someone who has not written bids before I am definitely more confident to get involved with them.

I found the workshops very helpful. It is a whole new area for me but the information you [REDACTED] has given me a lot of confidence with the direction I need to take and for that I am very grateful.

I found the day very informative and it gave me confidence to take on this aspect of work that I had been apprehensive of.

I enjoyed the session and found it valuable.

So much relevant, practical information all passed on in a way which I was able to follow. All greatly enhanced by your sense of humour.

It was a useful course and your [REDACTED] real or otherwise helped to make it practical.

Many thanks.  
The morning just flew by - always a good sign!

I enjoyed the course and learnt a lot. I will begin putting this into practice.

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NFP Workshops  
18 Blake Street, York YO1 8QG  
01133 280988

**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: Resources Minutes  
**Date:** 05 October 2021 22:02:53

---

Hi [REDACTED]

Many thanks. Do I sign these at the next meeting?

---

**From:** [REDACTED] <[REDACTED]>  
**Date:** Tuesday, 5 October 2021 at 11:33  
**To:** Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>  
**Subject:** Resources Minutes

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: Resources Minutes  
**Date:** 05 October 2021 22:02:52

---

Hi [REDACTED]

Many thanks. Do I sign these at the next meeting?

---

**From:** [REDACTED] <[REDACTED]>  
**Date:** Tuesday, 5 October 2021 at 11:33  
**To:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Subject:** Resources Minutes

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Thursday 25 November  
**Date:** 05 October 2021 21:43:03

---

Hi [REDACTED]

Do you know if [REDACTED] would be free to join the Marlow Town Council Switch On of its Christmas lights on Thursday 25 November from 5.30 pm onwards. Small reception for sponsors pre and post the Switch On which takes place at about 6.30 pm.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [REDACTED]; [Natalia Mityaeva](#)  
**Subject:** Town Twinning  
**Date:** 05 October 2021 19:33:07  
**Attachments:** [image003.png](#)  
[Autumn Talk 2021 A5 Poster v6.0.docx](#)

---

Date of next [REDACTED] meeting: **Monday 1<sup>st</sup> November at 4.15pm.**  
Venue TBA

I've had a few purchases of tickets for the *Malmaison* talk from the Committee . Hope there will be more ! and please continue to publicise it.



Marlow Marly-Le-Roi  
Town Twinning Association



[www.marlowtowntwinning.co.uk](http://www.marlowtowntwinning.co.uk)

# *Behind the Scenes in Josephine's Malmaison*

Presented by  
**Carole Petipher**  
*(guide /lecturer in France and Arts Society speaker)*



**Friday 29<sup>th</sup> October 2021**

**7.30pm for 8.00pm**

**Liston Hall, Marlow, SL71DD**

**Entry £6.00 (inc. a glass of wine/soft drink)**

Tickets from:

**Marlow Library, Institute Road, SL7 1BL**

This year 2021 marks the 200<sup>th</sup> anniversary of Napoleon's death; but what is it about him that continues to fascinate after all this time and what is it that makes him and Josephine one of the most followed couples in history the world over? We welcome back local Arts Society speaker and French guide Carole Petipher

From: [REDACTED]

Sent: 05 October 2021 11:56

To: [REDACTED]

[REDACTED]  
>; Natalia Mityaeva  
<nimityaeva@marlow-tc.gov.uk>  
**Subject:** Fwd: Jour visit in May

Please find ideas about next year's visit.

[REDACTED] favours [REDACTED] and [REDACTED]

Gift, 50th badge or pen cost to be shared between Marlow and Marly.

Any votes, ideas as they have meeting tomorrow night.

Thanks

For those of you involved with town twinning in earlier years, will remember [REDACTED] [REDACTED] [REDACTED] who helped organise the football exchanges He sadly died early hours of Saturday, not I'll, very sudden.

If anyone wants to know funeral details let me know.

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Tuesday, 5 October 2021, 10:33  
**To:** [REDACTED]  
[REDACTED]  
**Subject:** Jour visit in May

Dear [REDACTED] dear [REDACTED]

We think it rains a lot in England like in France, but we hope you are well;

Tomorrow we have a special meeting for Marlow.

Here are the main points :

1)Choice of the visits for the Friday 13th of May :

- We think about Lyons la Forêt or Jumièges. Perhaps it is too far away from Marly by coach
- an other choice : le château de Bizy (small but very nice to visit) et la ville de Vernon avec les bords de Seine ; it is not far away from Marly
- an other choice : Gaillon : beautiful little old town, but stairs in the old part and a farm ; it is not far away from Marly
- why not Chartres, the last visit with the twinning was in 2004 like le château de Breteuil ; if we choose these places, it will be the same program. But there would be at least 10 people who would repeat the same visits. And I think , as Chartres is not too far away from Marly some of you have visited these places with their host family. Of course it is a nice visit !

A question : perhaps you have special ideas about he Friday 13th of May ?

## 2) the soirée

The theme of the soirée is : "Marlow 50 Marly », something like **this**. Do you have any ideas on how to animate the evening ?

Songs, dances...We think it would be a good idea if we sing together a well known song in English and in French with words about the friendship.

3) A small gift to give to each family for this special occasion

Is it necessary. If yes it would be better to have only one item in common for marlow and Marly

What do you think about this ?

Of course, I'll send you a summary of the meeting about these 3 points

We are looking forward to seeing you in Marly

Kind regards





**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Jour visit in May  
**Date:** 05 October 2021 19:28:14

---

Badge and Pen are probably more useful than a towel, nice though it would be to have one specially designed for the 50<sup>th</sup>.

As for trips while we're over there:

" Not too far away from Marly

" Anywhere will be nice as it will be so good to be back in France again.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 11:56

**To:** [REDACTED]  
[REDACTED]  
[REDACTED];

Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>

**Subject:** Fwd: Jour visit in May

Please find ideas about next year's visit.

[REDACTED] favours [REDACTED] and [REDACTED].

Gift, 50th badge or pen cost to be shared between Marlow and Marly.

Any votes, ideas as they have meeting tomorrow night.

Thanks

For those of you involved with town twinning in earlier years, will remember [REDACTED] [REDACTED] [REDACTED] who helped organise the football exchanges He sadly died early hours of Saturday, not I'll, very sudden.

If anyone wants to know funeral details let me know.

[REDACTED]

Get [Outlook for Android](#)

---

**From:** [REDACTED]  
**Sent:** Tuesday, 5 October 2021, 10:33  
**To:** [REDACTED]

Cc: [REDACTED]

Subject: Jour visit in May

Dear [REDACTED] dear [REDACTED]

We think it rains a lot in England like in France, but we hope you are well;

Tomorrow we have a special meeting for Marlow.

Here are the main points :

1) Choice of the visits for the Friday 13th of May :

- We think about Lyons la Forêt or Jumièges. Perhaps it is too far away from Marly by coach
- an other choice : le château de Bizy (small but very nice to visit) et la ville de Vernon avec les bords de Seine ; it is not far away from Marly
- an other choice : Gaillon : beautiful little old town, but stairs in the old part and a farm ; it is not far away from Marly
- why not Chartres, the last visit with the twinning was in 2004 like le château de Breteuil ; if we choose these places, it will be the same program. But there would be at least 10 people who would repeat the same visits. And I think , as Chartres is not too far away from Marly some of you have visited these places with their host family. Of course it is a nice visit !

A question : perhaps you have special ideas about the Friday 13th of May ?

2) the soirée

The theme of the soirée is : "Marlow 50 Marly », something like **this**. Do you have any ideas on how to animate the evening ?

Songs, dances... We think it would be a good idea if we sing together a well known song in English and in French with words about the friendship.

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What do you think about this ?

Of course, I'll send you a summary of the meeting about these 3 points

We are looking forward to seeing you in Marly

Kind regards



**From:** [R Scott](#)  
**To:** [Carol Heap](#)  
**Subject:** Re: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 18:07:22

---

Great, thanks Carol

See you there.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 14:01, Carol Heap <[CarolHeap@marlow-tc.gov.uk](mailto:CarolHeap@marlow-tc.gov.uk)> wrote:

I am now able to attend.

KR

Carol

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 30 September 2021 11:45  
**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED] [REDACTED]  
**Subject:** Agenda - Events Working Group 07.10.21

Dear all

Please find attached the agenda for next weeks Events Working Group meeting.

Many thanks

Kind regards

[REDACTED]


[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [R Scott](#)  
**To:** [Carol Heap](#)  
**Subject:** Re: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 18:07:22

---

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See you there.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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Carol

Sent from [Mail](#) for Windows

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**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED] [REDACTED]  
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Dear all

Please find attached the agenda for next weeks Events Working Group meeting.

Many thanks

Kind regards

[REDACTED]


[REDACTED] | [REDACTED]

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Doodle Poll  
**Date:** 05 October 2021 17:58:00

---

Do we know when he is back, I thought it wasn't until the following week?  
Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 17:58  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Re: Doodle Poll

Hi Jocelyn

Just waiting for Neil who is still on Holiday but it seems that everyone else can make the Wednesday.

Kind Regards

[REDACTED]  
[REDACTED]  
Marlow Town Council  
01628 484024

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Sent:** Tuesday, October 5, 2021 5:55:18 PM  
**To:** [REDACTED]  
**Subject:** RE: Doodle Poll

Hi [REDACTED]

I have [REDACTED] the poll, I have a meeting in my diary for 7pm on Monday 11<sup>th</sup>, so didn't click on that just in case the meeting goes on, but I trust the date won't be one that I can't make.

Thanks

Jocelyn



*Cllr Jocelyn Towns*

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Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 05 October 2021 10:21

**To:** Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>; Chris Hoyle <[choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk)>;  
Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>; [REDACTED]

#####  
##### Jocelyn Towns  
<[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; N Marshall <[nmarshall@marlow-tc.gov.uk](mailto:nmarshall@marlow-tc.gov.uk)>; R Scott  
<[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

**Subject:** Doodle Poll

Dear members

Please click on the link below and confirm which date would be suitable for you to attend a meeting to discuss the finalisation of the Environment Survey and [REDACTED] "Walking in Marlow" paper.

[https://doodle.com/poll/iira93ia7pfhqm22?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/iira93ia7pfhqm22?utm_source=poll&utm_medium=link)

Kind Regards

[REDACTED]  
#####



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**From:** [REDACTED]  
**To:** [Jocelyn Towns](mailto:Jocelyn.Towns@marlow-tc.gov.uk)  
**Subject:** Re: Doodle Poll  
**Date:** 05 October 2021 17:57:41

---

Hi Jocelyn

Just waiting for Neil who is still on Holiday but it seems that everyone else can make the Wednesday.

Kind Regards

[REDACTED]  
Marlow Town Council  
01628 484024

---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** Tuesday, October 5, 2021 5:55:18 PM  
**To:** [REDACTED]  
**Subject:** RE: Doodle Poll

Hi [REDACTED]

I have [REDACTED] the poll, I have a meeting in my diary for 7pm on Monday 11<sup>th</sup>, so didn't click on that just in case the meeting goes on, but I trust the date won't be one that I can't make.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 10:21  
**To:** Chris Funnell <cfunnell@marlow-tc.gov.uk>; Chris Hoyle <choyle@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]@marlow-tc.gov.uk>; Jocelyn Towns <jtowns@marlow-tc.gov.uk>; N Marshall <nmarshall@marlow-tc.gov.uk>; R Scott <rscott@marlow-tc.gov.uk>  
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Kind Regards

[REDACTED]



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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Doodle Poll  
**Date:** 05 October 2021 17:55:00

---

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*Cllr Jocelyn Towns*

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Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 10:21  
**To:** Chris Funnell <cfunnell@marlow-tc.gov.uk>; Chris Hoyle <choyle@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; [REDACTED]  
[REDACTED] Jocelyn Towns  
<jtowns@marlow-tc.gov.uk>; N Marshall <nmarshall@marlow-tc.gov.uk>; R Scott  
<rscott@marlow-tc.gov.uk>  
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Kind Regards

[REDACTED]

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Marlovian  
**Date:** 05 October 2021 17:50:00

---

Great thanks  
Jocelyn

*Cllr Jocelyn Towns*

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Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 17:49  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Re: Marlovian

Hi Jocelyn

Yes, the printers normally hold for us just to add the Switch on pics.

[REDACTED]

[REDACTED] PSLCC  
[REDACTED]

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01628 484024  
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---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** 05 October 2021 17:33

**To:** [REDACTED]

**Subject:** RE: Marlovian

Thanks [REDACTED] does that allow us to get the Switch On photos in?

Thanks

Jocelyn

*Cllr Jocelyn Towns*

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01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 05 October 2021 16:40

**To:** [REDACTED]; Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** Marlovian

Dear [REDACTED] and Jocelyn,

Marlovian copy date for winter issue is November 12th and drop date is December 6th.

Thanks

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Marlovian  
**Date:** 05 October 2021 17:48:52

---

Hi Jocelyn

Yes, the printers normally hold for us just to add the Switch on pics.

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 17:33  
**To:** [REDACTED] #  
**Subject:** RE: Marlovian

Thanks [REDACTED] does that allow us to get the Switch On photos in?  
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Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

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01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

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**Sent:** 05 October 2021 16:40  
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**Subject:** Marlovian

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Thanks

[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Marlovian  
**Date:** 05 October 2021 17:33:00

---

Thanks [REDACTED] does that allow us to get the Switch On photos in?  
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Jocelyn

*Cllr Jocelyn Towns*

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01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 05 October 2021 16:40  
**To:** [REDACTED] Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
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[REDACTED]

[REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**To:** [REDACTED]; Carol Heap; Chris Funnell; Chris Hoyle; Colleen Stapley - Marlow Town Council; David Brown; [REDACTED]; Jocelyn Towns; [REDACTED]; [REDACTED]; N Marshall; Natalia Mityaeva; [REDACTED]; [REDACTED]; R Cadman; R Scott; Roger Wilson; J Avery  
**Subject:** FW: Devolved Services dedicated customer services line for use by Parish Councils  
**Date:** 05 October 2021 16:40:17

---

# Devolved Services dedicated customer services line for use by Parish Councils

Message sent on behalf of Buckinghamshire Council's Customer Services Team

05 October 2021

**Member and Parish Council customer service VIP line (please note this is not for Resident contact)**

Members and Parish Councils can contact the Customer Service Centre via the current mailboxes:

[REDACTED]

[REDACTED]

[REDACTED]

There is also a dedicated Member and Parish Council customer service VIP phonenumber where you can reach a member of the customer team on [REDACTED] 9am to 5.30pm Monday to Thursday and 9am to 5pm Friday. This number is prioritised.

[Unsubscribe](#)

**From:** [REDACTED]  
**To:** [REDACTED]; [Carol Heap](#); [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [David Brown](#); [REDACTED]; [Jocelyn Towns](#); [REDACTED]; [REDACTED]; [Marshall](#); [Natalia Mityaeva](#); [REDACTED]; [REDACTED]; [R Cadman](#); [R Scott](#); [Roger Wilson](#); [T Avery](#)  
**Subject:** FW: Devolved Services dedicated customer services line for use by Parish Councils  
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05 October 2021

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[REDACTED]

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[REDACTED]

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[Unsubscribe](#)

**From:** [REDACTED]  
**To:** [REDACTED]; Carol Heap; Chris Funnell; Chris Hoyle; Colleen Stapley - Marlow Town Council; David Brown; [REDACTED]; Jocelyn Towns; [REDACTED]; [REDACTED]; N Marshall; Natalia Mityaeva; [REDACTED]; R Cadman; R Scott; Roger Wilson; J Avery  
**Subject:** FW: Devolved Services dedicated customer services line for use by Parish Councils  
**Date:** 05 October 2021 16:40:17

---

# Devolved Services dedicated customer services line for use by Parish Councils

Message sent on behalf of Buckinghamshire Council's Customer Services Team

05 October 2021

**Member and Parish Council customer service VIP line (please note this is not for Resident contact)**

Members and Parish Councils can contact the Customer Service Centre via the current mailboxes:

[REDACTED]

[REDACTED]

[REDACTED]

There is also a dedicated Member and Parish Council customer service VIP phoneline where you can reach a member of the customer team on [REDACTED] 9am to 5.30pm Monday to Thursday and 9am to 5pm Friday. This number is prioritised.

[Unsubscribe](#)



**From:** [REDACTED]  
**To:** [REDACTED] [Jocelyn Towns](#)  
**Subject:** Marlovian  
**Date:** 05 October 2021 16:40:08

---

Dear [REDACTED] and Jocelyn,

Marlovian copy date for winter issue is November 12th and drop date is December 6th.

Thanks

[REDACTED]

[REDACTED]  
[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
[REDACTED]

Please read our privacy policy here <https://www.marlow-tc.gov.uk/Council-Policies.aspx> on how we process your data, we will not pass on your data to any third party without your consent.

*This email (including any attachments) is intended only for the named addressee. It may be confidential and may also contain legally privileged information. If you have received this message in error please notify me by email or telephone and then delete the message and any copies. Unauthorised use, copying or distribution of the message or any information contained in it is prohibited.*

*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Marlow DMMO - Liston Court  
**Date:** 05 October 2021 16:32:00

---

Hi [REDACTED]

Just wondered what your thoughts were on this? Sorry another one I meant to talk about today.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** Jocelyn Towns  
**Sent:** 01 October 2021 12:52  
**To:** [REDACTED] # [REDACTED]  
**Subject:** FW: Marlow DMMO - Liston Court

Hi [REDACTED]

What do you think? I am not sure we want our application joined to that of the [REDACTED] [REDACTED] as theirs is different to ours, they want to keep the diagonal path across the garden, and they want to keep the exit to Liston Road where it is currently. Plus this could mean waiting another 5 years! Let's chat about this before going back to [REDACTED]

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 01 October 2021 12:32  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Cc:** [REDACTED]  
**Subject:** Marlow DMMO - Liston Court

Dear Jocelyn,

I wanted to give you an update regarding the DMMO in Marlow that the Town Council made at Liston Court. As you know a lot of the previous work carried out on the application was lost due to the PDFs becoming corrupted. We are working to redo this lost work. The application is supported by a large number of witnesses so this will be a time consuming process. We have also been in discussions with [REDACTED] [REDACTED] who is working on behalf of the [REDACTED] of Liston Court. The [REDACTED] [REDACTED] have also submitted a smaller application similar to the Town Council one so the two will be considered together.

I have a member of the team with some spare resource so I'm planning to direct it to this application to try and get it moving along again.

Please let me know if you have any questions.

Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]



[REDACTED] BUCKINGHAMSHIRE COUNCIL

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**From:** [R Scott](#)  
**To:** [Chris Hoyle](#)  
**Subject:** Christmas lights sponsorship  
**Date:** 05 October 2021 16:28:23

---

Hi Chris

Any joy with the [REDACTED] [REDACTED] sponsorship this year, bearing in mind Covid?

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [R Scott](#)  
**To:** [Chris Hoyle](#)  
**Subject:** Christmas lights sponsorship  
**Date:** 05 October 2021 16:28:21

---

Hi Chris

Any joy with the [REDACTED] [REDACTED] sponsorship this year, bearing in mind Covid?

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**Subject:** Environment Agency Harbour Master notice  
**Date:** 05 October 2021 16:08:40  
**Attachments:** [REDACTED]

---

Dear boater

Please find attached an Environment Agency Harbour Master's notice for the following river restriction:

**River restriction:**

**When:** Tuesday 12 October to Thursday 14 October 2021, 8am to 6pm.

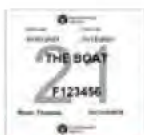
**Where:** Romney reach – Windsor Railway Bridge at Baths Island, approx. 500 metres downstream of A332 road bridge.

**What's happening:** Survey works to Windsor Railway Bridge involving obstruction in the channel.

Many thanks

**River Thames Waterways Team**

Visit the GOV.UK website to see a full list of [closures and restrictions](#). If you want to [unsubscribe](#), please email [riverthames@environment-agency.gov.uk](mailto:riverthames@environment-agency.gov.uk) with the subject heading 'Unsubscribe from Harbour Master's notices'. The River Thames mailing list [privacy notice](#) explains how we use your personal information.



To register a boat on the river please contact our BoatReg Team on 03708 506506, or visit [Boat registration on the River Thames](#)



The speed limit on the non-tidal Thames is 8 km/h, 4.9 [REDACTED] 4.2 kts. Do not create excessive boat waves at any speed!



Environment Agency 24 hour transient moorings are free for 24 hours only. Please respect all landowner consents & conditions for mooring.

**CORONAVIRUS**  
PROTECT YOURSELF & OTHERS

For the latest guidance:

- [INTRANET.EA.GOV](http://INTRANET.EA.GOV)
- [NHS.UK/coronavirus](http://NHS.UK/coronavirus)
- [GOV.UK/coronavirus](http://GOV.UK/coronavirus)



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email and its attachments for viruses. But you should still check any attachment before opening it. We may have to make this message and any reply to it public if asked to under the Freedom of Information Act, Data Protection Act or for litigation. Email messages and attachments sent to or from any Environment Agency address may also be accessed by someone other than the sender or recipient, for business purposes.



**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Remembrance Parade & Service  
**Date:** 05 October 2021 16:06:11

---

Richard

Yes it was [REDACTED] [REDACTED] at the virtual service.

Thanks also for information and contact details re [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 3:59 PM  
**To:** [REDACTED]  
[REDACTED] & Service

Will do and let you know who it will be. Do you recall if it was [REDACTED] [REDACTED] last year?

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22

Town Councillor for Marlow South Ward

On 5 Oct 2021, at 15:52, [REDACTED] wrote:

Richard

Sorry to trouble you again. Are you still Chairman of the MCA? If so I have attached an invitation to lay a wreath at the above. Obviously this will be delegated so would be grateful if you could forward on to the person who will do this please.

Many thanks

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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<Invitation to Marlow Remembrance Parade & Service.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Remembrance Parade & Service  
**Date:** 05 October 2021 15:59:25

---

Will do and let you know who it will be. Do you recall if it was [REDACTED] [REDACTED] last year?

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 15:52, [REDACTED] wrote:

Richard

Sorry to trouble you again. Are you still Chairman of the MCA? If so I have attached an invitation to lay a wreath at the above. Obviously this will be delegated so would be grateful if you could forward on to the person who will do this please.

Many thanks

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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: [R Scott](#)  
To: [REDACTED]  
Subject: Re: [REDACTED]  
Date: 05 October 2021 15:58:02

---

[REDACTED]

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 15:46, [REDACTED] wrote:

Richard

Do you know who is the Chairman of the [REDACTED] this year please?

Many thanks

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Chris Funnell](#)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 15:53:55  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

[REDACTED]

Many thanks for your quick response and fantastic support. By copy of this email to [REDACTED] at the Town Council, I will ask her to confirm all the details to you. I look forward to seeing you or one of the team on 25 November.

As regards a celebrity to switch on the lights, we currently have an invitation out to someone. If we haven't heard from this person by Thursday, I will come back to you very [REDACTED]

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

On 5 Oct 2021, at 13:50, [REDACTED] <[REDACTED]> wrote:

Dear Richard,

I am sorry not to have replied immediately on this as we would be delighted to sponsor £1,000 towards this year's Marlow Christmas Lights. We also wonder whether you would like us to see if we could get someone from the film industry to switch the lights on? I can't promise who we might get but we could try to help.

We would also very much like to catch up over a coffee as you suggest.

With best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

On 5 Oct 2021, at 08:12, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

wrote:

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 15:58, R Scott <[rscott@marlow-  
tc.gov.uk](mailto:rscott@marlow-<br/>tc.gov.uk)> wrote:

Dear [REDACTED]

Good to meet you at a great evening in the Marlow calendar and chat about mutual matters. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.


Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
  
<Sponsor Benefits 2021.pdf>

<Christmas lights sponsor Benefits 2021 V2.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Chris Funnell](#)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 15:53:54  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

[REDACTED]

Many thanks for your quick response and fantastic support. By copy of this email to [REDACTED] at the Town Council, I will ask her to confirm all the details to you. I look forward to seeing you or one of the team on 25 November.

As regards a celebrity to switch on the lights, we currently have an invitation out to someone. If we haven't heard from this person by Thursday, I will come back to you very [REDACTED]

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

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Dear Richard,

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We would also very much like to catch up over a coffee as you suggest.

With best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

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wrote:

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I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

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We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.


I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

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Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

  
<Sponsor Benefits 2021.pdf>

<Christmas lights sponsor Benefits 2021 V2.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED] [Chris Funnell](#)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 15:53:54  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

[REDACTED]

Many thanks for your quick response and fantastic support. By copy of this email to [REDACTED] at the Town Council, I will ask her to confirm all the details to you. I look forward to seeing you or one of the team on 25 November.

As regards a celebrity to switch on the lights, we currently have an invitation out to someone. If we haven't heard from this person by Thursday, I will come back to you very [REDACTED]

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

On 5 Oct 2021, at 13:50, [REDACTED] wrote:

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We would also very much like to catch up over a coffee as you suggest.

With best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

On 5 Oct 2021, at 08:12, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

wrote:

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

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Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.


Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
  
<Sponsor Benefits 2021.pdf>

<Christmas lights sponsor Benefits 2021 V2.pdf>

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Remembrance Parade & Service  
**Date:** 05 October 2021 15:52:31  
**Attachments:** [Invitation to Marlow Remembrance Parade & Service.pdf](#)

---

Richard

Sorry to trouble you again. Are you still Chairman of the MCA? If so I have attached an invitation to lay a wreath at the above. Obviously this will be delegated so would be grateful if you could forward on to the person who will do this please.

Many thanks

[REDACTED]

[REDACTED]

[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Jocelyn Towns](#)  
**To:**   
**Subject:** Accepted: Marlovian Working Group

---

From: R Scott  
To: [REDACTED]  
Date: 05 October 2021 15:48:55  
Re: Marlow Town Council Christmas lights sponsorship

---

Hi [REDACTED]

Very many thanks for your [REDACTED] reply and fully understand. Delighted to keep you on the mailing list for next year.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 13:50, [REDACTED] > wrote:

Hi Richard

Sadly with the hit to the business this year with covid we do not have the funds at this time.

Please could you leave us on the mailing list though for next year?

Many thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Date: Tuesday, 5 October 2021 at 08:07  
To: [REDACTED] >  
Subject: Re: Marlow Town Council Christmas lights sponsorship

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. [REDACTED] was minded to support. I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021 at 17:44 R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote

Dear [REDACTED]

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could be one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. We'll check-in on you in a week, in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]



**From:** [REDACTED]  
**To:** [R Cadman](#)  
**Subject:** Marlow Remembrance Parade & Service  
**Date:** 05 October 2021 15:25:12  
**Attachments:** [Invitation to Marlow Remembrance Parade & Service.pdf](#)

---

Hi [REDACTED]

In your capacity as Chairman of the [REDACTED] please find attached an invitation to lay a wreath with instructions.

Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Carol Heap](#)  
**Subject:** Re: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 14:11:18

---

Thanks Carol.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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---

**From:** Carol Heap <CarolHeap@marlow-tc.gov.uk>

**Sent:** 05 October 2021 2:01 PM

**To:** [REDACTED] <[REDACTED]> R Scott <rscott@marlow-tc.gov.uk>; Chris Funnell <cfunnell@marlow-tc.gov.uk>; Jocelyn Towns <jtowns@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council < cstapley@marlow-tc.gov.uk>; Chris Hoyle <choyle@marlow-tc.gov.uk>; [REDACTED]

**Subject:** RE: Agenda - Events Working Group 07.10.21

I am now able to attend.

KR

Carol

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 30 September 2021 11:45  
**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#) [REDACTED]  
**Subject:** Agenda - Events Working Group 07.10.21

Dear all

Please find attached the agenda for next weeks Events Working Group meeting.

Many thanks

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [Carol Heap](#)  
**To:** [REDACTED]; [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
**Subject:** RE: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 14:02:02

---

I am now able to attend.

KR

Carol

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 30 September 2021 11:45  
**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
**Subject:** Agenda - Events Working Group 07.10.21

Dear all

Please find attached the agenda for next weeks Events Working Group meeting.

Many thanks

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [Carol Heap](#)  
**To:** [REDACTED]; [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
**Subject:** RE: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 14:02:01

---

I am now able to attend.

KR

Carol

Sent from [Mail](#) for Windows

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**From:** [REDACTED]  
**Sent:** 30 September 2021 11:45  
**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
**Subject:** Agenda - Events Working Group 07.10.21

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Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**To:** [REDACTED]; [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
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**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
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Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**To:** [REDACTED]; [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
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[REDACTED] | [REDACTED]

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[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [Carol Heap](#)  
**To:** [REDACTED]; [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
**Subject:** RE: Agenda - Events Working Group 07.10.21  
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**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
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Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**Subject:** RE: Agenda - Events Working Group 07.10.21  
**Date:** 05 October 2021 14:02:00

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KR

Carol

Sent from [Mail](#) for Windows

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**From:** [REDACTED]  
**Sent:** 30 September 2021 11:45  
**To:** [R Scott](#); [Chris Funnell](#); [Jocelyn Towns](#); [Roger Wilson](#); [Carol Heap](#); [Colleen Stapley - Marlow Town Council](#); [Chris Hoyle](#); [REDACTED]  
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Dear all

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Many thanks

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [REDACTED]  
**To:** [R.Scott](mailto:R.Scott)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 13:50:45  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear Richard,

I am sorry not to have replied immediately on this as we would be delighted to sponsor £1,000 towards this year's Marlow Christmas Lights. We also wonder whether you would like us to see if we could get someone from the film industry to switch the lights on? I can't promise who we might get but we could try to help.

We would also very much like to catch up over a coffee as you suggest.

With best wishes,

[REDACTED]

[REDACTED]

[REDACTED]

On 5 Oct 2021, at 08:12, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 15:58, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

wrote:

Dear [REDACTED]

Good to meet you at a great evening in the Marlow calendar and chat about mutual matters. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [REDACTED]  
**To:** [K Scott](#)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 13:50:38  
**Attachments:** [image001.png](#)

---

Hi Richard

Sadly with the hit to the business this year with covid we do not have the funds at this time.

Please could you leave us on the mailing list though for next year?

Many thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Date:** Tuesday, 5 October 2021 at 08:07  
**To:** [REDACTED] >  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22

Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:44, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council, and our councillors, are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could be one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. We'll check-in on you in a week, in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

**From:** R Scott  
**Sent:** 05 October 2021 13:34  
**To:** [REDACTED]  
**Subject:** Accepted: Marlovian Working Group

**From:** [REDACTED]  
**Subject:** Jocelyn Towns  
**Date:** Re: Station Road  
05 October 2021 13:01:54

---

Hi Jocelyn  
That is great news, thank you for updating me.

Sent from my iPhone

On 5 Oct 2021, at 13:04, Jocelyn Towns <jtowns@marlow-tc.gov.uk> wrote:

Hi [REDACTED]

I heard back from our [REDACTED] and she confirms that there is a current request with Bucks Council for yellow lines to be re-instated on this strip of road. I will try and find out from TfB when these might be done.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 24 September 2021 09:56  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Station Road

Morning Jocelyn

Hope all is good with you.

I hope you don't mind me contacting you like this, [REDACTED] passed me your details.



Not sure if your [REDACTED] [REDACTED] has mentioned the issue with parking outside [REDACTED] but there used to be double yellow lines and at some stage they were erased or never re instated after some work on the road/pavement.....not sure which. Now cars are parking outside those houses and with the ones parked on the other side it makes it very difficult to get through. At times, no emergency vehicle or refuge lorry would get through and cars are having to mount the pavement to pass each other where possible.

[REDACTED] advised me to register it with Fix my Street, which I duly did, but within 12 hours they came back and told me basically it was not an option and the case was closed. I have attached the two responses that I received.

Just wondered if you had any thoughts on the situation and if there was any other option I could pursue please?

Many thanks

[REDACTED]

[REDACTED]

**From:** [Microsoft Viva](#)  
**To:** [Jocelyn Towns](#)  
**Subject:** Your daily briefing  
**Date:** 05 October 2021 12:54:36  
**Attachments:** [pyd\\_header\\_tuesday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px 2x.png](#)  
[ProfileImage\\_128\\_79A9D88D0300DF51D240A3C55FA8B13C.png](#)  
[new\\_window 2x.png](#)  
[small\\_green\\_checkmark\\_in\\_circle 2x.png](#)  
[green\\_filled\\_checkmark\\_circle 2x.png](#)  
[red\\_x\\_in\\_circle.png](#)  
[red\\_filled\\_dismiss\\_circle 2x.png](#)  
[theme-agnostic-todo.png](#)  
[theme-agnostic-arrow-right.png](#)  
[theme-agnostic-chevron-right.png](#)  
[theme-agnostic-calendar.png](#)  
[theme\\_agnostic\\_calendar\\_todo 2x.png](#)  
[theme\\_agnostic\\_arrow\\_circle 2x.png](#)  
[theme\\_agnostic\\_calendar\\_date 2x.png](#)  
[ProfileImage\\_128\\_C26DB7B59AFE292884C7955E2AB0D1D9.png](#)  
[ProfileImage\\_128\\_4F96A9442569C0D1BD94A2C0C6E0088C.png](#)  
[thumbs\\_up\\_like 2x.png](#)  
[thumbs\\_down\\_dislike 2x.png](#)  
[Microsoft-logo\\_rgb\\_c-gray@2x.png](#)  
[BookFocusTime40pxIcon2x.png](#)  
[transparent\\_square.png](#)

Hi Jocelyn Towns,  
Make today count!




 New! Viva daily email

Your daily briefing now comes from Microsoft Viva. You'll continue to receive [REDACTED] reminders from Cortana, your personal productivity assistant, and you'll get new [REDACTED] insights to [REDACTED] your wellbeing and [REDACTED] experience.

[Learn more](#)

Commitments and follow-ups

From your messages

 Carol Heap (Cllr)

[FW: \[EXTERNAL\] FW: Footpath resurfacing](#)



Yesterday they asked, "Could you ask [REDACTED] to upload the defects and photos to Fixmystreet.com in the roads and pavements category as that is the official log."



[Redacted]



FW: Marlow DMMO - Liston Court

4 days ago you asked, "What do you think?"



[Redacted]



Christmas Lighting Projectors

4 days ago you asked, "I know we have looked at these in the past, so thought I would find out more and put our name down for one, are you ok with that?"



[Redacted]



R [Redacted]

6 days ago you asked, "So maybe we highlight that there seem to be discrepancies with the plans submitted re actual measurements and siting of windows, could the planners please review these and re-submit for our comment?"

Surfaced by Cortana

Did you find this email helpful? [Send feedback](#)



Microsoft Corporation

One Microsoft Way, Redmond, WA 98052, USA

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This email is intended for [jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

For people in Canada

This is a mandatory service communication. To set your contact preferences for other communications, visit the [Promotional Communications Manager](#).

Microsoft Canada Inc.

1950 Meadowvale Blvd.

Mississauga, ON L5N 8L9 Canada

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Letter from Bucks House  
**Date:** 05 October 2021 12:48:39

---

Excellent. Thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 12:41, [REDACTED] wrote:

Richard

Please find a scan of letter received today from Buckingham Palace

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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<SKM\_C364e21100512570.pdf>

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Letter from Bucks House  
**Date:** 05 October 2021 12:42:00  
**Attachments:** [REDACTED]

---

Richard

Please find a scan of letter received today from Buckingham Palace

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [Jocelyn Towns](#); [David Brown](#); [Carol Heap](#); [REDACTED] [R.Cadman](#)  
**Cc:** [R.Scott](#)  
**Subject:** Marlovian Working Group

---

This is a previously scheduled meeting of the Marlovian Working Group. Meeting to be held in the TC office.

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [David Brown](#); [Carol Heap](#); [REDACTED] [R.Cadman](#)  
**Cc:** [R.Scott](#)  
**Subject:** Marlovian Working Group

---

This is a previously scheduled meeting of the Marlovian Working Group. Meeting to be held in the TC office.

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [David Brown](#); [Carol Heap](#); [REDACTED] [R.Cadman](#)  
**Cc:** [R.Scott](#)  
**Subject:** Marlovian Working Group

---

This is a previously scheduled meeting of the Marlovian Working Group. Meeting to be held in the TC office.



**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [David Brown](#); [Carol Heap](#); [REDACTED] [R.Cadman](#)  
**Cc:** [R.Scott](#)  
**Subject:** Marlovian Working Group

---

This is a previously scheduled meeting of the Marlovian Working Group. Meeting to be held in the TC office.

**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: Jour visit in May  
**Date:** 05 October 2021 12:15:38

---

Hi [REDACTED]

Nice to see that the preparations are under way. Happy to meet to discuss how I can assist – my schedule is best after the 15<sup>th</sup> October.

Some of my ideas for small gifts – Marlow themed or 50<sup>th</sup> anniversary themed tea towel/key ring/or coasters

Speak soon

Natalia

---

**From:** [REDACTED]  
**Date:** Tuesday, 5 October 2021 at 11:55  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>

**Subject:** Fwd: Jour visit in May

Please find ideas about next year's visit.

[REDACTED] favours [REDACTED] and [REDACTED]

Gift, 50th badge or pen cost to be shared between Marlow and Marly.

Any votes, ideas as they have meeting tomorrow night.

Thanks

For those of you involved with town twinning in earlier years, will remember [REDACTED] who helped organise the football exchanges He sadly died early hours of Saturday, not I'll, very sudden.

If anyone wants to know funeral details let me know.

[REDACTED]

Get [Outlook for Android](#)

---

**From:** #####

**Sent:** Tuesday, 5 October 2021, 10:33

**To:** #####

**Cc:** #####

**Subject:** Jour visit in May

Dear ##### dear #####

We think it rains a lot in England like in France, but we hope you are well;

Tomorrow we have a special meeting for Marlow.

Here are the main points :

1)Choice of the visits for the Friday 13th of May :

- We think about Lyons la Forêt or Jumièges. Perhaps it is too far away from Marly by coach

- an other choice : le château de Bizy (small but very nice to visit) et la ville de Vernon avec les bords de Seine ; it is not far away from Marly

- an other choice : Gaillon : beautiful little old town, but stairs in the old part and a farm ; it is not far away from Marly

- why not Chartres, the last visit with the twinning was in 2004 like le château de Breteuil ; if we choose these places, it will be the same program. But there would be at least 10 people who would repeat the same visits. And I think , as Chartres is not too far away from Marly some of you have visited these places with their host family. Of course it is a nice visit !

A question : perhaps you have special ideas about the Friday 13th of May ?

2) the soirée

The theme of the soirée is : "Marlow 50 Marly », something like **this**. Do you have any ideas on how to animate the evening ?

Songs, dances...We think it would be a good idea if we sing together a well known song in English and in French with words about the friendship.

3) A small gift to give to each family for this special occasion

Is it necessary. If yes it would be better to have only one item in common for marlow and Marly

What do you think about this ?

Of course, I'll send you a summary of the meeting about these 3 points

We are looking forward to seeing you in Marly

Kind regards

#####

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: [EXTERNAL] FW: [REDACTED] zones - scoping and design project  
**Date:** 05 October 2021 12:12:00

---

Hi [REDACTED]

Thank you for these, a great help.

I can't believe you have been in that role for over a year, time really does fly by!

I am getting used to being a BC member, but quite a learning curve, as well as getting used to the Deputy Cabinet role, talk about being thrown in at the deep end!

I'll let you know the feedback from [REDACTED] when I have it.

Thanks again.

Jocelyn

***Cllr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 14:56  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** RE: [EXTERNAL] FW: [REDACTED] zones - scoping and design project

Hi Jocelyn

Time flies – I've been in this role for over a year now, but yes enjoying it (mostly!) and certainly no chance to get bored

How are you finding life as a Buckinghamshire Member now?

I've attached a couple of briefing notes that should help as a starter for ten.

All the best

[REDACTED]

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

[Redacted]

[Redacted]  
[Redacted]

[Redacted]

[Redacted]

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Sent:** 01 October 2021 18:38  
**To:** #####  
**Subject:** [EXTERNAL] FW: [Redacted] zones - scoping and design project

Hi [Redacted]

I hope you are well and that you are enjoying your new job?

You will see from the below correspondence that [Redacted] [Redacted] [Redacted] are keen to establish [Redacted] across Marlow. (I am not sure it's needed across the whole town).

Before we hand out any of our tax payers money I would like to understand just what [Redacted] needs, to a) be able to cost this work, and b) to just understand what is involved?

I know if we had advisory signs of [Redacted] we would be able to do this without [Redacted] but that it wouldn't be enforceable, but enforcement comes at a price and how practical would this be?

It would be great to hear back from you if possible before the Thursday CB meeting, when I imagine all [Redacted] [Redacted] will be in attendance?

Thanks I appreciate your help.

Have a great weekend.

Jocelyn

***ClIr Jocelyn Towns***

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 21:59  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** [REDACTED] zones - scoping and design project

Hi Jocelyn

I hope the memorial service went as well as possible. Sorry that my email arrived at a difficult time.

The idea for this proposal isn't a major project with installation of any signs - it's about understanding what could be involved. [REDACTED] time is needed for suggesting and costing options and timescales before anything further could be considered, and this would need paying for. It seems to me that going via the CB system is the best way of unlocking some Bucks Council funding support for this work. CBs don't support things that are the Bucks Highways statutory duty to do - but [REDACTED] zones don't fall under that category and therefore the CB would be a sensible direction to go.

[REDACTED] is enforceable legally - just in the same way as [REDACTED] - provided the relevant signage is in place correctly. Whether there is the will or funding is a separate matter. However, the aim for this [REDACTED] zone project would be to design a culture change that saw speeds at [REDACTED] rather than a requirement to enforce all the time. There are useful suggestions for this on the '20s plenty' website.

Given MTC has earmarked funds for [REDACTED] zones, I think that supporting a scoping project would be something they would be keen on doing.

best wishes

[REDACTED]

On 27/09/2021 10:22, Jocelyn Towns wrote:

Hi [REDACTED]

Thank you for your note below. In haste, as I am just about to leave for Leicestershire for a friends memorial service, back late tomorrow. [REDACTED] is also away on holiday at the moment.

This would be a major project for [REDACTED] with all their associated costs. I think we need to understand from Bucks Council how they would approach such a project,

bearing in mind, preparatory work, public consultation, [REDACTED] and timescales. Also, the CBs do not support schemes that are primarily the responsibility of Bucks Highways.

Of course the TC would look at any proposals, but we all need to understand what is involved here. It is not a [REDACTED] process of erecting signs, which may or may not get the support of the residents. Also [REDACTED] is not currently enforceable.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 07:41  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** [REDACTED]

Dear Jocelyn (cc [REDACTED] in case you are on holiday)

Transition Town Marlow is keen for continued progress in the coming year towards helping active travellers. The end of September is the cut off for getting [REDACTED] funding for Transport and Highways projects for work to be included in the [REDACTED] program for next year. We would like to ask the [REDACTED] through the [REDACTED], to agree a budgetary allocation with TfB to cover their aspect of work towards scoping the feasibility of [REDACTED] zones in Marlow, including roads with main school entrances.

The [REDACTED] work would include a plan of the stages towards any eventual building of a scheme. This would include any requirements for a public consultation on more detailed proposals. The work would not include any [REDACTED] however it would give a much clearer view of what would be needed and give the costs and timescales that would be involved.

We understand that MTC has set aside a sum of £25,000 towards the creation of [REDACTED] zones in the future. Our proposal is that, say, £5,000 be offered in this proposal by Marlow Town Council as contributory funding along with funds from the [REDACTED] so that a budgetary line for the scoping work may be built into the [REDACTED] plan for next year.



We have volunteers prepared to write up a proposal, to submit by the cut-off date of 30th September, enabling more detailed discussion to be had at the next [REDACTED] on 7th October. This would ensure that the work doesn't have to wait a further 12 months. [REDACTED] has said he is happy for this to occur, provided MTC is able to contribute financially to the plan.

Please would you let me know whether and how much MTC contributory funding can be agreed for this enabling proposal to be taken forward in order to unlock CB funding for [REDACTED] zones in Marlow. Our volunteers will start writing the proposal as soon as MTC can let us know of their approval.

Yours sincerely

[REDACTED]

for [REDACTED]



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From: [REDACTED]  
To: R Scott  
Subject: Re: Remembrance Day service  
Date: 05 October 2021 12:06:09

Richard

Will do.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

From: R Scott <rscott@marlow-tc.gov.uk>  
Sent: 05 October 2021 11:41 AM  
To: [REDACTED]  
Subject: Re: Remembrance Day service

Thanks [REDACTED] for the quick response and the update. All noted.

On the [REDACTED] that [REDACTED] (?) arrive at a reasonable time on 13 November, please book a table for 4 for 8:00 pm at the Ivy.

We can finalise all the other arrangements nearer the time.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 11:25, [REDACTED] wrote:

Richard

[REDACTED] and I have already discussed having the [REDACTED] to Marlow involved in the Remembrance Service and he will approach them.

For your information it was agreed at our Pre Meeting that arrangements should stay the same as 2019 as they worked really well. The High Street will be blocked off and I will apply for no parking down the High Street from 08:00hrs - 12:00hrs (or until the event has truly finished).

MTC will be handling the positioning of the wreath layers by numbers as previously which really was more organised and wreath layers appreciated that. We will also be handling the distribution of the Poppy Wreaths from the Office to assist [REDACTED].

Obviously MTC will be setting up the area for the service as always and we will have [REDACTED] from [REDACTED] and also volunteers from [REDACTED].

[REDACTED] will be attending and taking the Salute. I will obviously fully brief her on the arrangements for the day.

The Service will be exactly the same as the 2019 Service. I have asked the Band if they could play the Marseillaise and they are going to come back to me on that. Don't hold your breath!

I will send an official invitation to [REDACTED] to attend and advise him of the hotel arrangements. I will get his flight times and arrange for transport to and from the airport. Will you be wanting to entertain him on the Saturday evening and if so where would you like to go as this needs to be booked now.

Obviously this is just a quick summary for you but I will be working with all the other personnel involved to ensure everything is in place.

If you have any questions do come back to me.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

From: R Scott <rscott@marlow-tc.gov.uk>

Sent: 05 October 2021 10:57 AM

To: [REDACTED]

Subject: Remembrance Day service

[REDACTED]

I have heard that the new parish priest [REDACTED] at [REDACTED] might like to be invited to be one of the clergy present at the Remembrance Day services, not necessarily taking part, but attending. Can you follow up please and discuss when you have your meeting with the organising team.

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Remembrance Commemorations 11 November 2021  
**Date:** 05 October 2021 12:06:04

---

Dear Richard,

Thank you for your email.

We are looking forward to having you in Marly-le-Roi to commemorate November 11th. Do not hesitate to keep me posted with travel details. We will meanwhile book hotel for you for 2 nights. Please also confirm if you will be traveling with a councillor and his/her name.

My mobile number is [REDACTED]

Best regards from Marly, looking forward to hearing from you.

[REDACTED]

[REDACTED]

[REDACTED]

Le 5 oct. 2021 à 12:48, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> a écrit :

Dear [REDACTED]

Greetings from Marlow.

I am hoping to join you for the remembrance commemorations on Thursday 11 November and I may well bring a fellow councillor with me. I am currently booked on British Airways to arrive on 10 November and return on 12 November, but they keep changing the flights. I will advise you of timings in due course, but we may well travel by car instead.

Can you please reserve accommodation at Hotel le Parc as usual.

Do you have your contact mobile phone number please?

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
**Town Mayor 2019 - 22**  
Town Councillor for Marlow South Ward



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Station Road  
**Date:** 05 October 2021 12:04:00

---

Hi [REDACTED]

I heard back from our [REDACTED] and she confirms that there is a current request with Bucks Council for yellow lines to be re-instated on this strip of road. I will try and find out from [REDACTED] when these might be done.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 24 September 2021 09:56  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Station Road

Morning Jocelyn

Hope all is good with you.

I hope you don't mind me contacting you like this, [REDACTED] passed me your details.

Not sure if your [REDACTED] [REDACTED] has mentioned the issue with parking outside [REDACTED] but there used to be double yellow lines and at some stage they were erased or never re instated after some work on the road/pavement.....not sure which. Now cars are parking outside those houses and with the ones parked on the other side it makes it very difficult to get through. At times, no emergency vehicle or refuge lorry would get through and cars are having to mount the pavement to pass each other

where possible.

██████████ advised me to register it with Fix my Street, which I duly did, but within 12 hours they came back and told me basically it was not an option and the case was closed. I have attached the two responses that I received.

Just wondered if you had any thoughts on the situation and if there was any other option I could pursue please?

Many thanks

#####

██████████ ██████████

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Green Challenge  
**Date:** 05 October 2021 11:55:43

---

Thanks. Must have been reading an old email.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 11:53, [REDACTED] wrote:

Hi Richard

No I didn't.

Kind Regards

[REDACTED]

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Marlow  
Bucks SL7 2AG

<image003.j  
pg>

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---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Sent:** 05 October 2021 11:53  
**To:** [REDACTED]  
**Subject:** Re: Green Challenge



Being a bit dim this morning! Did you just re-send this email today?

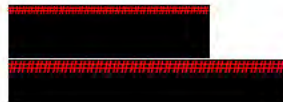
Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 24 Sep 2021, at 09:44, Office <[office@marlow-tc.gov.uk](mailto:office@marlow-tc.gov.uk)> wrote:

Hi Jocelyn & Richard

Not sure if this would be something that would interest the Environment Committee?

Kind Regards




<image003.jpg>MARLOWTOWNCOUNCIL

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Bucks SL7 2AG

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---

From:  >

Sent: 24 September 2021 09:39

To: Office <[office@marlow-tc.gov.uk](mailto:office@marlow-tc.gov.uk)>

Subject: Green Challenge

Hello there,

This is [REDACTED] from [REDACTED], the TV channel inspiring positive change. Hope you are doing well!

I am getting in touch as I wonder if Marlow Mayor's Charity might be interested in the initiative below.

We just launched the [Green Challenge](#), the initiative that will distribute **100,000 free basil seed kits** across the UK to help people grow their own produce, get creative in the kitchen and connect with their community, running a 8-week growing journey fronted by [REDACTED]. Please find the initiative deck [here](#).

We've seen strong demand and currently working with many organisations, charities and community groups – it would be wonderful if you could come on board to include our challenge/giveaway to your audience and/or your staff.

Please let me know, we would be happy to share assets for newsletters/blogs and any other needs.

Many thanks and all the best,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]; [Natalia Mityaeva](#)  
**Subject:** Fwd: Jour visit in May  
**Date:** 05 October 2021 11:55:37

---

Please find ideas about next year's visit.

[REDACTED] favours [REDACTED] and [REDACTED]

Gift, 50th badge or pen cost to be shared between Marlow and Marly.

Any votes, ideas as they have meeting tomorrow night.

Thanks

For those of you involved with town twinning in earlier years, will remember [REDACTED] who helped organise the football exchanges He sadly died early hours of Saturday, not I'll, very sudden.

If anyone wants to know funeral details let me know.

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** Tuesday, 5 October 2021, 10:33  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Jour visit in May

Dear [REDACTED] dear [REDACTED]

We think it rains a lot in England like in France, but we hope you are well;

Tomorrow we have a special meeting for Marlow.

Here are the main points :

1)Choice of the visits for the Friday 13th of May :

- We think about Lyons la Forêt or Jumièges. Perhaps it is too far away from Marly by coach
- an other choice : le château de Bizy (small but very nice to visit) et la ville de Vernon avec les bords de Seine ; it is not far away from Marly
- an other choice : Gaillon : beautiful little old town, but stairs in the old part and a farm ; it is not far away from Marly
- why not Chartres, the last visit with the twinning was in 2004 like le château de Breteuil ; if we choose these places, it will be the same program. But there would be at least 10 people who would repeat the same visits. And I think , as

Chartres is not too far away from Marly some of you have visited these places with their host family. Of course it is a nice visit !

A question : perhaps you have special ideas about the Friday 13th of May ?

2) the soirée

The theme of the soirée is : "Marlow 50 Marly », something like this. Do you have any ideas on how to animate the evening ?

Songs, dances...We think it would be a good idea if we sing together a well known song in English and in French with words about the friendship.

3) A small gift to give to each family for this special occasion

Is it necessary. If yes it would be better to have only one item in common for marlow and Marly

What do you think about this ?

Of course, I'll send you a summary of the meeting about these 3 points

We are looking forward to seeing you in Marly

Kind regards

#####

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** Lights money  
**Date:** 05 October 2021 11:55:33

---

Hi [REDACTED]

[REDACTED] has donated £250.00 and it is already in the TC bank account, he transferred it this morning.

Jocelyn

Jocelyn Towns



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Green Challenge  
**Date:** 05 October 2021 11:52:39

---

Being a bit dim this morning! Did you just re-send this email today?

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 24 Sep 2021, at 09:44, [REDACTED] > wrote:

Hi Jocelyn & Richard

Not sure if this would be something that would interest the Environment Committee?

Kind Regards

[REDACTED]  
[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

<image003.j  
pg>

T: 01628 484024

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---

**From:** [REDACTED]

Sent: 24 September 2021 09:39

To: [REDACTED] >

Subject: Green Challenge

Hello there,

This is [REDACTED] from [REDACTED] [REDACTED] the TV channel inspiring positive change. Hope you are doing well!

I am getting in touch as I wonder if Marlow Mayor'S Charity might be interested in the initiative below.

We just launched the [Green Challenge](#), the initiative that will distribute **100,000 free basil seed kits** across the UK to help people grow their own produce, get creative in the kitchen and connect with their community, running a 8-week growing journey fronted by [REDACTED] [REDACTED] [REDACTED] [REDACTED]. Please find the initiative deck [here](#).

We've seen strong demand and currently working with many organisations, charities and community groups – it would be wonderful if you could come on board to include our challenge/giveaway to your audience and/or your staff.

Please let me know, we would be happy to share assets for newsletters/blogs and any other needs.

Many thanks and all the best,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Remembrance Commemorations 11 November 2021  
**Date:** 05 October 2021 11:48:42

---

Dear [REDACTED]

Greetings from Marlow.

I am hoping to join you for the remembrance commemorations on Thursday 11 November and I may well bring a fellow councillor with me. I am currently booked on British Airways to arrive on 10 November and return on 12 November, but they keep changing the flights. I will advise you of timings in due course, but we may well travel by car instead.

Can you please reserve accommodation at Hotel le Parc as usual.

Do you have your contact mobile phone number please?

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
**Town Mayor 2019 - 22**  
Town Councillor for Marlow South Ward  
[REDACTED]



From: R Scott  
To: [REDACTED]  
Subject: Remembrance Day service  
Date: 05 October 2021 11:41:32

Thank [REDACTED] for the quick response and the update All noted

On the [REDACTED] that [REDACTED] arrive at a reasonable time on 13 November, please book a table for 4 for 8 00 pm at the Ivy

We can finalise all the other arrangements nearer the time

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 11:25, [REDACTED] wrote:

Richard

[REDACTED] and I have already discussed having the [REDACTED] to Marlow involved in the Remembrance Service and he will approach them.

For your information it was agreed at our Pre Meeting that arrangements should stay the same as 2019 as they worked really well.  
The High Street will be blocked off and I will apply for no parking down the High Street from 08.00hrs - 12.00hrs (or until the event has truly finished).

MTC will be handling the positioning of the wreath layers by numbers as previously which really was more organised and wreath layers appreciated that. We will also be handling the distribution of the Poppy Wreaths from the Office to assist [REDACTED]

Obviously MTC will be setting up the area for the service as always and we will have [REDACTED] from [REDACTED] and also volunteers from [REDACTED]

[REDACTED] will be attending and taking the Salute. I will obviously fully brief her on the arrangements for the day.

The Service will be exactly the same as the 2019 Service. I have asked the Band if they could play the Marseillaise and they are going to come back to me on that. Don't hold your breath!

I will send an official invitation to Jean-Yves to attend and advise him of the hotel arrangements. I will get his flight times and arrange for transport to and from the airport. Will you be wanting to entertain him on the Saturday evening and if so where would you like to go as this needs to be booked now.

Obviously this is just a quick summary for you but I will be working with all the other personnel involved to ensure everything is in place.

If you have any questions do come back to me.

[REDACTED]

[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Sent: 05 October 2021 10:57 AM  
To: [REDACTED]  
Subject: Remembrance Day service

I have heard that the new [REDACTED] might like to be invited to be one of the clergy present at the Remembrance Day services, not necessarily taking part, but attending. Can you follow up please and discuss when you have your meeting with the organising team.

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** Resources Minutes  
**Date:** 05 October 2021 11:33:47  
**Attachments:** [Resources Minutes 14.09.21.pdf](#)

---

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** Resources Minutes  
**Date:** 05 October 2021 11:33:46  
**Attachments:** [Resources Minutes 14.09.21.pdf](#)

---

Hi Natalia

Please find attached your advance copy of the minutes of the Resources Committee meeting held on 14.09.21.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Remembrance Day service  
**Date:** 05 October 2021 11:25:38

---

Richard

[REDACTED] and I have already discussed having the [REDACTED] to Marlow involved in the Remembrance Service and he will approach them.

For your information it was agreed at our Pre Meeting, that arrangements should stay the same as 2019 as they worked really well.

The High Street will be blocked off and I will apply for no parking down the High Street from 08.00hrs - 12.00hrs (or until the event has truly finished).

MTC will be handling the positioning of the wreath layers by numbers as previously which really was more organised and wreath layers appreciated that. We will also be handling the distribution of the Poppy Wreaths from the Office to assist [REDACTED]

Obviously MTC will be setting up the area for the service as always and we will have [REDACTED] from [REDACTED] and also volunteers from [REDACTED].

[REDACTED] will be attending and taking the Salute. I will obviously fully brief her on the arrangements for the day.

The Service will be exactly the same as the 2019 Service. I have asked the Band if they could play the Marseillaise and they are going to come back to me on that. Don't hold your breath!

I will send an official invitation to [REDACTED] to attend and advise him of the hotel arrangements. I will get his flight times and arrange for transport to and from the airport. Will you be wanting to entertain him on the Saturday evening and if so where would you like to go as this needs to be booked now.

Obviously this is just a quick summary for you but I will be working with all the other personnel involved to ensure everything is in place.

If you have any questions, do come back to me.

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** R Scott <rscott@marlow-tc.gov.uk>

**Sent:** 05 October 2021 10:57 AM

**To:** [REDACTED]

**Subject:** Remembrance Day service

[REDACTED]

I have heard that the new parish priest [REDACTED] might like to be invited to be one of the clergy present at the Remembrance Day services, not necessarily taking part, but attending. Can you follow up please and discuss when you have your meeting with the organising team.

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 11:01:01  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Hi [REDACTED]

Many thanks for your quick response and fantastic support. By copy of this email to [REDACTED] at the Town Council, I will ask her to confirm all the details to you.

I look forward to seeing one of the team on 25 November.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 10:55, [REDACTED] <[REDACTED]> wrote:

Hi Richard,

I'm so sorry - unsure what happened. I thought I had already confirmed we'd love to support with £250. Neither of us are likely to be around for the lights switching on unfortunately but hopefully one of the team can come instead.

Please do let us know if I need to do anything else to confirm.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

On Tue, Oct 5, 2021 at 8:13 AM R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:  
Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 17:23, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Good to meet you and the team last weekend with our [REDACTED] [REDACTED] and chat about matters of mutual interest. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to

check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity. Btw, the lights are switched on from the top of a double decker bus opposite [REDACTED].

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]

<Sponsor Benefits 2021.pdf>



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 11:01:01  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Hi [REDACTED]

Many thanks for your quick response and fantastic support. By copy of this email to [REDACTED] at the Town Council, I will ask her to confirm all the details to you.

I look forward to seeing one of the team on 25 November.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 10:55, [REDACTED] wrote:

Hi Richard,

I'm so sorry - unsure what happened. I thought I had already confirmed we'd love to support with £250. Neither of us are likely to be around for the lights switching on unfortunately but hopefully one of the team can come instead.

Please do let us know if I need to do anything else to confirm.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Tue, Oct 5, 2021 at 8:13 AM R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:  
Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 17:23, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

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The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to

check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity. Btw, the lights are switched on from the top of a double decker bus opposite [REDACTED]

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Remembrance Day service  
**Date:** 05 October 2021 10:57:01

---

[REDACTED]

I have heard that the new parish priest [REDACTED] might like to be invited to be one of the clergy present at the Remembrance Day services, not necessarily taking part, but attending. Can you follow up please and discuss when you have your meeting with the organising team.

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 10:55:56

---

Hi Richard,

I'm so sorry - unsure what happened. I thought I had already confirmed we'd love to support with £250. Neither of us are likely to be around for the lights switching on unfortunately but hopefully one of the team can come instead.

Please do let us know if I need to do anything else to confirm.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



On Tue, Oct 5, 2021 at 8:13 AM R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 17:23, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Good to meet you and the team last weekend with our [REDACTED] [REDACTED] and chat about matters of mutual interest. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity. Btw, the lights are switched on from the top of a double decker bus opposite [REDACTED]

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Rotary Concert 9 October  
**Date:** 05 October 2021 10:50:40

---

Oh okay. I will keep trying to get hold of [REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

[REDACTED] [read our privacy policy here https://www.marlow-tc.gov.uk/Council-Policies.aspx](https://www.marlow-tc.gov.uk/Council-Policies.aspx) on how we process your data, we will not pass on your data to any third party without your consent.

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 10:43 AM  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Rotary Concert 9 October

Thanks. Yes, I have that. I was thinking about whether it was still going ahead, as I keep hearing mixed messages!

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 10:40, [REDACTED] <[REDACTED]> wrote:

<Event Attendance Information - [REDACTED] [REDACTED] [REDACTED] [REDACTED] 9th October  
2021.docx>



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christ  
**Date:** 05 October 2021 10:45:20

---

Many thanks [REDACTED] for your [REDACTED] reply. Fully understand, but hope that you may be able to help us in future years.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 10:41, [REDACTED] # [REDACTED] wrote:

Dear Richard,

Thank you for your email and apologies for not replying sooner. We have been having issues lately with emails ending up in our junk mail. I have spoken to [REDACTED] and she would like me to thank you for thinking of her but unfortunately we won't be able to sponsor this year.

All the best.

Kind Regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

**Sent:** 05 October 2021 08:25

**To:** #####

**Subject:** Re: Marlow Town Council Christ

Dear #####

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If ##### was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 14:09, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

**ATTENTION OF ##### PLEASE**

Dear #####

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

CLlr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [REDACTED]  
**To:** [R Scott](#); [Jocelyn Towns](#); [T Avery](#); [Roger Wilson](#); [N Marshall](#); [Chris Funnell](#); [R Cadman](#); [Carol Heap](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [David Brown](#); [Natalia Mityaeva](#)  
**Subject:** Services restored  
**Date:** 05 October 2021 10:43:11

---

Dear members

Broadband and phone lines have now been restored to the office. External cabling had failed over the weekend.

Best wishes

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: [REDACTED] Concert 9 October  
**Date:** 05 October 2021 10:43:09

---

Thanks. Yes, I have that. I was thinking about whether it was still going ahead, as I keep hearing mixed messages!

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 10:40, [REDACTED] <[REDACTED]> wrote:

<Event Attendance Information - [REDACTED] [REDACTED] [REDACTED] Concert 9th October 2021.docx>

**From:** [REDACTED] x  
**Subject:** In-Form - Autumn 2021 - quarterly [REDACTED] newsletter  
**Date:** 05 October 2021 10:42:28  
**Attachments:** [In-Form Autumn 2021 - Issue 6.pdf](#)  
High

---

Dear [REDACTED] [REDACTED]

Please find attached the **Autumn 2021 issue of In-Form, your quarterly [REDACTED] [REDACTED] newsletter.**

We would be really interested to find out how you found this issue of In-Form and would therefore be very grateful if you could take five minutes after reading to [REDACTED] [this very short survey.](#)

If you have any questions, please contact [REDACTED]

Kind regards

[REDACTED]

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

[REDACTED]  
[REDACTED]

Walton street offices, Walton street, Aylesbury, Buckinghamshire, HP20 1UD

Manage your pension online – <https://ms.buckinghamshire.gov.uk>

Thank you



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**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** RE: Marlow Town Council Christ  
**Date:** 05 October 2021 10:41:36  
**Attachments:** [image002.png](#)

---

Dear Richard,

Thank you for your email and apologies for not replying sooner. We have been having issues lately with emails ending up in our junk mail. I have spoken to [REDACTED] and she would like me to thank you for thinking of her but unfortunately we won't be able to sponsor this year.

All the best.

Kind Regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Sent:** 05 October 2021 08:25  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christ

Dear [REDACTED]

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 14:09, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

**ATTENTION OF [REDACTED], PLEASE**

Dear [REDACTED]

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: [REDACTED] Concert 9 October  
**Date:** 05 October 2021 10:40:28  
**Attachments:** [REDACTED]

---

Richard

I did send you an Event Form which should have all the information you require on it. Have attached again for you.

I have tried to call [REDACTED] this morning to double check all going ahead but no response. I am sure he would let us know if there were any changes.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 9:57 AM  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** [REDACTED] Concert 9 October

[REDACTED]

I think you gave me advance notice of Mayoral attendance at the [REDACTED] [REDACTED] on Saturday 9 October. I assume this is still on? Can you see if you get more details from [REDACTED] [REDACTED] please?

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: A bandstand in Higginson Park  
**Date:** 05 October 2021 10:35:17

---

Thanks Richard

Kind regards

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED].com

Sent from my iPhone

On 5 Oct 2021, at 09:50, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Many thanks [REDACTED]

I am back from abroad now. We have an informal meeting the Marlow Town Councillors in about 2 weeks time and I will happily put this proposal to them. I will come back to you after that meeting.

I have copied Chris Funnell who is Leader of the Council.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

Dear Richard –

It is now October, and the new councils have been in place for four months. It would be great if we could start the dialogue on whether the Council would support my offer to fund a new bandstand in Higginson Park.

Kind regards

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 22 March 2021 14:41  
**To:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Subject:** Re: A bandstand in Higginson Park

Thanks Richard

[REDACTED]

On 22 Mar 2021, at 11:03, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Thanks [REDACTED]

Will come back to you when we have both new councils in place during May.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 21  
Town Councillor for Marlow South Ward  
Buckinghamshire Council member for Marlow South East Ward  
Chairman, Buckinghamshire Council 2020 - 21

[REDACTED]

Dear Richard -

Thank you for this.

Clearly the erection of a bandstand is not an instant fix. I had imagined that



Higginson Park was owned in some kind of charitable trust, but I didn't know that the Trustee was Buckinghamshire County Council. In stages, therefore, it would seem, is the following necessary conditions:

- (a) Bucks CC thinks this is a good idea, and gets behind it
- (b) Funding is available for the planning, designing & construction. That's where I come in - I am content to finance these elements myself, or be a guarantor for the financing following a public appeal. That latter may garner wider support. I don't need recognition, but I would want a strong voice in the design (and I am thinking very traditional "Victorian or Classical Style").
- (c) Planning permission would have to be obtained.
- (d) There would have to be 'buy-in' from not only a local brass band to ensure regular weekend use, but musical and other entertainers to make sure it is vibrant and fully utilised.
- (e) A local public or charitable entity (not me) would have to commit to maintaining the structure out into the future. I could probably fund a modest pot to help defray expenses like this early on, but to survive through time someone has to 'love' it.

I'm happy for you to bring this up in any forum you think is appropriate.

Kind regards

#####  
[Redacted]

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted].

-----Original Message-----

From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

Sent: 16 March 2021 21:39

To: #####  
[Redacted]

Cc: m [REDACTED]  
<[REDACTED]>  
<[REDACTED]>  
Subject: A bandstand in Higginson Park

Dear [REDACTED]

Your email of 27 February has been forwarded to me and I note your interesting suggestion about the possible provision of a bandstand in Higginson Park. I do know from my time as a councillor with Marlow Town Council that this suggestion has been put forward a number of times over recent years and it has not moved forward for a number of reasons.

The ownership of the land is with a trust, the trustee of which is Buckinghamshire Council (previously Wycombe District Council). Therefore the trust would have to give its approval to any building erected in the park. As the park is utilised for a number of major events during the year using the whole of the park, careful consideration would have to be given to the location of a bandstand. I suspect it would also need planning permission.

Enquiries would have to be made as to the cost of a bandstand and its surrounding landscaping and I suspect that there would have to be public fundraising for the project as it is not currently included in any medium term capital plans of Buckinghamshire Council; and it would probably be outside of the resources available from the town council. In addition, there would be ongoing revenue costs of security and future repairs.

That said, the proposal is worthy of further thought. Both Buckinghamshire Council and Marlow Town Council are just about to enter an election period and new council terms will begin in May. I suggest that I ask the Marlow [REDACTED] to note your suggestion and bring it back to the new

town council to see if it can be taken forward. As I say, the Town Council will first have to have the first conversation with Buckinghamshire Council as the trustees.

I, or my successor as Mayor, will come back to you after the elections in May.

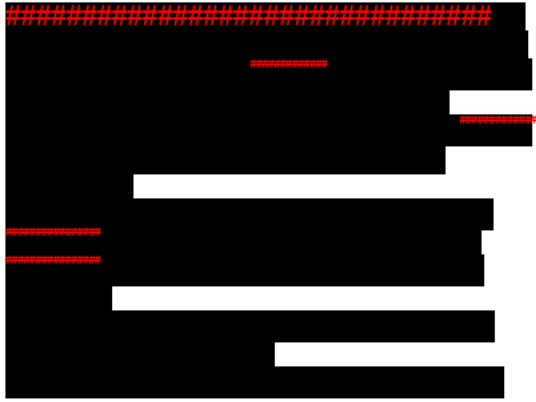
Thank you for contacting me.

Kind regards

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 21  
Town Councillor for Marlow South Ward  
Buckinghamshire Council member for  
Marlow South East Ward Chairman,  
Buckinghamshire Council 2020 - 21

#####

[Redacted content]





**From:** [REDACTED]  
**To:** [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [REDACTED]; [REDACTED] [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)  
**Subject:** Doodle Poll  
**Date:** 05 October 2021 10:20:53

---

Dear members

Please click on the link below and confirm which date would be suitable for you to attend a meeting to discuss the finalisation of the Environment Survey and [REDACTED] "Walking in Marlow" paper.

[https://doodle.com/poll/iira93ia7pfhqm22?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/iira93ia7pfhqm22?utm_source=poll&utm_medium=link)

Kind Regards

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [REDACTED]; [REDACTED] [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)  
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Kind Regards

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**From:** [REDACTED]  
**To:** [Chris Funnell](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [REDACTED]; [REDACTED] [Jocelyn Towns](#); [N Marshall](#); [R Scott](#)  
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Kind Regards

[REDACTED]  
[REDACTED]

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Kind Regards

[REDACTED]  
[REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 10:10:03  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

My apologies [REDACTED] I tried to contact you in early September, but I used an incorrect email address and the email bounced back. I did send an email to Sandy's personal email address, which she may have passed to you.

You will recall that last year [REDACTED] [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know, if possible next Tuesday 12 October, if you would like to sponsor again this year. This will enable us to appropriately mention sponsors in our publicity.

if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  
[REDACTED]

From: [R Scott](#)  
To: [REDACTED]  
Subject: [REDACTED] 9 October  
Date: 05 October 2021 09:57:29

---

[REDACTED]

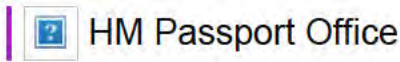
I think you gave me advance notice of Mayoral attendance at the [REDACTED] [REDACTED] on Saturday 9 October. I assume this is still on? Can you see if you get more details from [REDACTED] [REDACTED] please?

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [Chris Hoyle](#)  
**Subject:** Confirm identity for a UK passport  
**Date:** 05 October 2021 09:56:31

---



Dear Chris Hoyle,

Reference: [REDACTED]

Her Majesty's Passport Office needs someone to confirm [REDACTED] identity for a UK passport. They have given us your contact details.

## What you need to do

You need to go online to confirm the applicant's identity. It should take less than 10 minutes.

You need your passport details. Once we've checked who you are, we'll show you a photo of the applicant and ask you how you know them.

Go to [REDACTED]

Please do this as soon as possible – we can't print the applicant's new passport until you do.

Please don't reply to this email – it's an automatic message from an unmonitored account. Find out how to contact us at:

<https://www.passport.service.gov.uk/help>

From: [REDACTED]  
To: [REDACTED]  
Subject: RE: Events Working Group - save the dates  
Date: 05 October 2021 09:55:22

Honestly what's up with him. HE set the dates HE could attend and the most votes won as it always does for a WORKING GROUP!!!

Sorry shouty message over

[REDACTED] | [REDACTED]

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From: [REDACTED]  
Sent: 05 October 2021 09:47  
To: [REDACTED]  
Subject: Fw: Events Working Group - save the dates

How many times do I have to say that this is a working group not a committee!!!

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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From: R Scott <rscott@marlow-tc.gov.uk>  
Sent: 05 October 2021 09:45  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Re: Events Working Group - save the dates

Thank you for that update. As with all other committee meetings, it might have been helpful to have spoken to the Chairman to confirm the date before advising members.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 09:42, [REDACTED] wrote

Hello Richard

You had originally emailed

"With a number of events in the next three months could we please convene an Events committee for the afternoon of 6 October or the morning of 7 or 8 October."

At the time the poll closed, which was after Roger had cast his choices, Thursday 7th had the highest votes and officer availability.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

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From: [REDACTED]  
Sent: 04 October 2021 09:38  
To: R Scott <rscott@marlow-tc.gov.uk>  
Cc: [REDACTED]  
Subject: Re: Events Working Group - save the dates

Dear Richard

Apologies I do not know. The meeting was arranged [REDACTED] I was on leave by doodle poll. I have copied [REDACTED] on who kindly arranged the meeting. I assume it was because the majority could make that date?

Thanks

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From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Sent: 04 October 2021 08:04  
To: [REDACTED]  
Subject: Re: Events Working Group - save the dates

Could I have a response to this email please?

Many thanks

Richard

Richard Scott (Sent from Richard's iPad)

On 28 Sep 2021, at 15:07, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

I asked for Wednesday, why has the invitation now gone out for Thursday?

Richard

Richard Scott (Sent from Richard's iPad)

On 28 Sep 2021, at 14:22, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Let's go for Wednesday.

Richard

Richard Scott (Sent from Richard's iPhone)

Begin forwarded message:

From: Carol Heap <[CarolHeap@marlow-tc.gov.uk](mailto:CarolHeap@marlow-tc.gov.uk)>  
Date: 28 September 2021 at 13:55:57 EEST  
To: [REDACTED], Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>, [REDACTED], Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>, Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>, Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>  
Cc: Chris Hoyle <[choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk)>  
Subject: RE: Events Working Group - save the dates

Apologies I cannot make the Thursday time slot now (medical appt) - Wednesday is still good.

KR

Carol

Sent from Mail for Windows

From: [REDACTED]  
Sent: Thursday, September 23, 2021 11:59 AM  
To: Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>, [REDACTED], Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>, Carol Heap <[CarolHeap@marlow-tc.gov.uk](mailto:CarolHeap@marlow-tc.gov.uk)>, Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>, Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>  
Cc: Chris Hoyle <[choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk)>  
Subject: Events Working Group - save the dates

<image.png>  
Hello all

As it's even numbers for Wed 6th at 2.30pm and Thurs 7th at 11am could I please ask you to hold these dates open (if at all possible) until [REDACTED] returns from leave next week and can confirm her availability?

Many thanks  
Kind regards  
[REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: A bandstand in Higginson Park  
**Date:** 05 October 2021 09:50:16

---

Many thanks [REDACTED]

I am back from abroad now. We have an informal meeting the Marlow Town Councillors in about 2 weeks time and I will happily put this proposal to them. I will come back to you after that meeting.

I have copied Chris Funnell who is Leader of the Council.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

Dear Richard –

It is now October, and the new councils have been in place for four months. It would be great if we could start the dialogue on whether the Council would support my offer to fund a new bandstand in Higginson Park.

Kind regards

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 22 March 2021 14:41  
**To:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Subject:** Re: A bandstand in Higginson Park

Thanks Richard

[REDACTED]

[REDACTED]

[REDACTED]

On 22 Mar 2021, at 11:03, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Thanks [REDACTED]

Will come back to you when we have both new councils in place during May.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 21  
Town Councillor for Marlow South Ward  
Buckinghamshire Council member for Marlow South East Ward  
Chairman, Buckinghamshire Council 2020 - 21

[REDACTED]

Dear Richard -

Thank you for this.

Clearly the erection of a bandstand is not an instant fix. I had imagined that Higginson Park was owned in some kind of charitable trust, but I didn't know that the Trustee was Buckinghamshire County Council. In stages, therefore, it would seem, is the following necessary conditions:

- (a) Bucks CC thinks this is a good idea, and gets behind it
- (b) Funding is available for the planning, designing & construction. That's where I come in - I am content to finance these elements myself, or be a guarantor for the financing following a public appeal. That latter may garner wider support. I don't need recognition, but I would want a strong voice in the design (and I am thinking very traditional "Victorian or Classical Style").
- (c) Planning permission would have to be obtained.
- (d) There would have to be 'buy-in' from not only a local brass band to ensure regular weekend use, but musical and other entertainers to make sure it is vibrant

and fully utilised.

(e) A local public or charitable entity (not me) would have to commit to maintaining the structure out into the future. I could probably fund a modest pot to help defray expenses like this early on, but to survive through time someone has to 'love' it.

I'm happy for you to bring this up in any forum you think is appropriate.

Kind regards

[REDACTED]

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

-----Original Message-----

From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

Sent: 16 March 2021 21:39

To: [REDACTED]

[REDACTED]

<[REDACTED]>

<[REDACTED]>

Subject: A bandstand in Higginson Park

Dear [REDACTED]

Your email of 27 February has been forwarded to me and I note your interesting suggestion about the possible provision of a bandstand in Higginson Park. I do know from my time as a councillor with Marlow Town Council that this suggestion has been put forward a number of times over recent years and it has not moved forward for a number of reasons.

The ownership of the land is with a trust, the trustee of which is Buckinghamshire Council (previously Wycombe District Council). Therefore the trust would have to give its approval to any building erected in the park. As the park is utilised for a number of major events during the year using the whole of the park, careful consideration would have to be given to the location of a bandstand. I suspect it would also need planning permission.

Enquiries would have be made as to the cost of a bandstand and its surrounding landscaping and I suspect that there would have to be public fundraising for the project as it is not currently included in any medium term capital plans of Buckinghamshire Council; and it would probably be outside of the resources available from the town council. In addition, there would be ongoing revenue costs of security and future repairs.

That said, the proposal is worthy of further thought. Both Buckinghamshire Council and Marlow Town Council are just about to enter an election period and new council terms will begin in May. I suggest that I ask the Marlow [REDACTED] to note the your suggestion and bring it back to the new town council to see if it can be taken forward. As I say, the Town Council will first have to have the first conversation with Buckinghamshire Council as the trustees.

I, or my successor as Mayor, will come back to you after the elections in May.

Thank you for contacting me.

Kind regards

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 21  
Town Councillor for Marlow South Ward  
Buckinghamshire Council member for Marlow South East  
Ward Chairman, Buckinghamshire Council 2020 - 21

[REDACTED]

[REDACTED]



From: [REDACTED]  
To: [REDACTED]  
Subject: FW: Events Working Group - save the dates  
Date: 05 October 2021 09:47:38

How many times do I have to say that this is a working group not a committee!!!

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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From: R Scott <rscott@marlow-tc.gov.uk>

Sent: 05 October 2021 09:45

To: [REDACTED]

CC: [REDACTED]

Subject: Re: Events Working Group - save the dates

Thank you for that update. As with all other committee meetings, it might have been helpful to have spoken to the Chairman to confirm the date before advising members.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 09:42, [REDACTED] wrote

Hello Richard

You had originally emailed

"With a number of events in the next three months could we please convene an Events committee for the afternoon of 6 October or the morning of 7 or 8 October."

At the time the poll closed, which was after Roger had cast his choices, Thursday 7th had the highest votes and officer availability.

Kind regards

[REDACTED]

[REDACTED]

**MARLOW TOWN COUNCIL**  
T 01628 484024

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From: [REDACTED]

Sent: 04 October 2021 09:38

To: R Scott <rscott@marlow-tc.gov.uk>

CC: [REDACTED]

Subject: Re: Events Working Group - save the dates

Dear Richard

Apologies I do not know. The meeting was arranged [REDACTED] I was on leave by doodle poll. I have copied [REDACTED] on who kindly arranged the meeting. I assume it was because the majority could make that date?

Thanks

[REDACTED]

[REDACTED]

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

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From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Sent: 04 October 2021 08:04  
To: [REDACTED]  
Subject: Re: Events Working Group - save the dates

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Could I have a response to this email please?

Many thanks

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Cc: Chris Hoyle <[choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk)>  
Subject: RE: Events Working Group - save the dates

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KR  
Carol

Sent from Mail for Windows

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Sent: Thursday, September 23, 2021 11:59:11 AM  
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Cc: Chris Hoyle <[choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk)>  
Subject: Events Working Group - save the dates

<image.png>  
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[REDACTED]

[REDACTED] [REDACTED]  
**MARLOW TOWN COUNCIL**  
T 01628 484024

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From: R Scott  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: RE: EVENTS Working Group - save the dates  
Date: 05 October 2021 09:45:52

Thank you for that update. As with all other committee meetings, it might have been helpful to have spoken to the Chairman to confirm the date before advising members.

Kind regards

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Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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[REDACTED]  
[REDACTED]  
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Subject: Re: Events Working Group - save the dates

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Thanks

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

01628 484024  
[REDACTED]

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Sent: 04 October 2021 08:04  
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Subject: Re: Events Working Group - save the dates

[REDACTED]  
Could I have a response to this email please?

Many thanks

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Begin forwarded message:

From: Carol Heap <Carol.Heap@marlow-tc.gov.uk>  
Date: 28 September 2021 at 13:55:57 EEST  
To: [REDACTED], Jocelyn Towns <jtowns@marlow-tc.gov.uk>, [REDACTED], Chris Funnell <cfunnell@marlow-tc.gov.uk>, Colleen Stapley - Marlow Town Council <colleen.stapley@marlow-tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>, Roger Wilson <rwilson@marlow-tc.gov.uk>, [REDACTED]  
Cc: Chris Hoyle <choyle@marlow-tc.gov.uk>  
Subject: RE: Events Working Group - save the dates

Apologies I cannot make the Thursday time slot now (medical appt) - Wednesday is still good.

KR  
Carol

Sent from Mail for Windows

---

From: [REDACTED]  
Sent: Thursday, September 23, 2021 11:59:11 AM  
To: Jocelyn Towns <jtowns@marlow-tc.gov.uk>, [REDACTED], Chris Funnell <cfunnell@marlow-tc.gov.uk>, Carol Heap <Carol.Heap@marlow-tc.gov.uk>, Colleen Stapley - Marlow Town Council <colleen.stapley@marlow-tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>, Roger Wilson <rwilson@marlow-tc.gov.uk>, [REDACTED]  
Cc: Chris Hoyle <choyle@marlow-tc.gov.uk>  
Subject: Events Working Group - save the dates

<image.png>  
Hello all

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Many thanks  
Kind regards  
[REDACTED]

[REDACTED]  
[REDACTED]  
**MARLOW TOWN COUNCIL**  
T 01628 484024

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**From:** [REDACTED]  
**To:** [REDACTED] [R.Scott](#)  
**Subject:** Re: Events Working Group - save the dates  
**Date:** 05 October 2021 09:42:07  
**Attachments:** [image.png](#)

---

Hello Richard

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At the time the poll closed, which was after Roger had cast his choices, Thursday 7th had the highest votes and officer availability.

Kind regards

[REDACTED]

[REDACTED] | [REDACTED]

**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [REDACTED] <[REDACTED]>  
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**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Events Working Group - save the dates

Dear Richard

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[REDACTED]

[REDACTED]

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Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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**Subject:** Re: Events Working Group - save the dates

[REDACTED]

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**From:** Carol Heap <CarolHeap@marlow-tc.gov.uk>  
**Date:** 28 September 2021 at 13:55:57 EEST  
**To:** [REDACTED] <[REDACTED]>  
Jocelyn Towns <jtowns@marlow-tc.gov.uk>, [REDACTED]  
<[REDACTED]> Chris Funnell  
<cfunnell@marlow-tc.gov.uk>, Colleen Stapley -  
Marlow Town Council <cstapley@marlow-  
tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>,  
Roger Wilson <rwilson@marlow-tc.gov.uk>, [REDACTED]  
<[REDACTED]>  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** RE: Events Working Group - save the  
dates

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KR  
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**Sent:** Thursday, September 23, 2021 11:59:11 AM  
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<CarolHeap@marlow-tc.gov.uk>; Colleen Stapley -  
Marlow Town Council <cstapley@marlow-tc.gov.uk>; R  
Scott <rscott@marlow-tc.gov.uk>; Roger Wilson  
<rwilson@marlow-tc.gov.uk>; [REDACTED]

<[REDACTED]>

**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>

**Subject:** Events Working Group - save the dates

	6	7	8
	WED	THU	FRI
	14:30 15:30	11:00 12:00	11:00 12:00
8 participants	+ ✓6	✓6	✓4
Carol Heap	✓	✓	
Jocelyn	✓		✓
chris f	✓	✓	
Chris Hoyle			
Colleen		✓	✓
Richard	✓	✓	✓
	✓	✓	

[REDACTED]  
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[REDACTED] | [REDACTED]

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**To:** [REDACTED] [R.Scott](#)  
**Subject:** Re: Events Working Group - save the dates  
**Date:** 05 October 2021 09:42:07  
**Attachments:** [image.png](#)

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[REDACTED]

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[01628 484024](tel:01628484024)

[REDACTED]

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<cfunnell@marlow-tc.gov.uk>, Colleen Stapley -  
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tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>,  
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Scott <rscott@marlow-tc.gov.uk>; Roger Wilson  
<rwilson@marlow-tc.gov.uk>; [REDACTED]



<[REDACTED]>

Cc: Chris Hoyle <choyle@marlow-tc.gov.uk>

Subject: Events Working Group - save the dates

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	WED	THU	FRI
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chris f	✓	✓	
Chris Hoyle			
Colleen		✓	✓
Richard	✓	✓	✓
[REDACTED]	✓	✓	

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Christmas Lights sponsorship  
**Date:** 05 October 2021 08:49:11  
**Attachments:** [MTC lights sponsorship.docx](#)

---

Please see my latest summary of sponsorship of this year's Christmas lights for Thursday's meeting. Perhaps we could consolidate this with other sponsorship received. I hope to get a positive response from a number of those I have followed up.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R Scott](#)  
**Subject:** RE: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:45:13

---

Hi Richard,

Yep have been working here for the last 5 yrs.

I did go to senior management to ask but they said no unfortunately.

We tend to do very specific events including sponsorships within our [REDACTED].

But please try again next year in case anything changes.

Regards

[REDACTED]

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 08:35  
**To:** [REDACTED] >  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Many thanks for your [REDACTED] reply, [REDACTED] Didn't know that you were working with [REDACTED]

Fully understand and possibly hope to get support in the future.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 08:27, [REDACTED] wrote:

Hi Richard,

I hope that you are keeping well?

It's been a mad last nearly 2 years.

Thank you for reaching out to us regarding the sponsorship for Marlow's Christmas

lights.

Unfortunately [REDACTED] would not be in a position to take up the offer which you forwarded to us.

Not for this year.

Please do keep in touch and I look forward to seeing you in person in the near future!

Regards

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>

**Sent:** 05 October 2021 08:20

**To:** [REDACTED]

**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Dear Marketing Team

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:33, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

ATTENTION OF THE MARKETING TEAM

Further to our conversation this morning, please see the information

about our Christmas lights sponsorship.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:44:42  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 10 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] [REDACTED] [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 10 Sep 2021, at 14:23, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

I am contacting you in place of [REDACTED] [REDACTED] who is no longer a town councillor.

You will recall that last year [REDACTED] [REDACTED] [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>



**From:** [REDACTED]  
**To:** [Natalia Mityaeva](mailto:Natalia.Mityaeva)  
**Subject:** RE: call re accounts with Marlow TC  
**Date:** 05 October 2021 08:42:54

---

Thanks Natalia  
See you then!

Kind regards

[REDACTED]

[REDACTED]

---

**From:** Natalia Mityaeva [mailto:[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)]  
**Sent:** 04 October 2021 21:25  
**To:** [REDACTED]  
**Subject:** Re: call re accounts with Marlow TC

Hi [REDACTED]

Let's talk at 12:30 Monday the 11<sup>th</sup>.

I will send an invite for Zoom later this week.

Look forward to speaking with you.

Natalia

---

**From:** [REDACTED]  
**Date:** Monday, 4 October 2021 at 10:53  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalie

Sorry, I have just spotted I have something at 10.30am – could we make it between 12

and 3?

Kind regards

[Redacted]

[Redacted]

[Redacted]

---

**From:** [Redacted]

**Sent:** 04 October 2021 09:55

**To:** 'Natalia Mityaeva' <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>

**Subject:** RE: call re accounts with Marlow TC

Hi Natalia

This week is a little crazy (but that's life!) so could we make it next Monday any time between 11am and 3pm?

Fine to do a zoom if you are happy to do the link/invite or whatever it is?

Thanks

Kind regards

[Redacted]

[Redacted]

[Redacted]

**From:** Natalia Mityaeva [<mailto:nmityaeva@marlow-tc.gov.uk>]

**Sent:** 04 October 2021 09:37

**To:** [REDACTED]

**Subject:** call re accounts with Marlow TC

Dear Liz

This is Natalia from Marlow TC. [REDACTED] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:41:37  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Hi again [REDACTED]

Apologies again for using your private email address, but I do not have contact at [REDACTED]

As mentioned in my email of 22 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 22 Sep 2021, at 16:14, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

[REDACTED]

Just following up on my email of 10 September. Were you able to pass my email to the appropriate person in [REDACTED] [REDACTED] or let me have their name, so I can contact them?

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 10 Sep 2021, at 15:08, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

[REDACTED]

Many apologies for emailing your private address, but I tried to

email [REDACTED] and a bounce back stated that she has now left  
[REDACTED]

I would like to write officially from the Town Council seeking a donation for the Town's Christmas lights; perhaps you could let me have the name of the individual whom I should contact.

Many thanks

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:35:30

---

Many thanks for your [REDACTED] reply, [REDACTED] Didn't know that you were working with [REDACTED]

Fully understand and possibly hope to get support in the future.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 08:27, [REDACTED] wrote:

Hi Richard,

I hope that you are keeping well?

It's been a mad last nearly 2 years.

Thank you for reaching out to us regarding the sponsorship for Marlow's Christmas lights.

Unfortunately [REDACTED] would not be in a position to take up the offer which you forwarded to us.

Not for this year.

Please do keep in touch and I look forward to seeing you in person in the near future!

Regards

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Sent:** 05 October 2021 08:20  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Dear Marketing Team

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:33, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

ATTENTION OF THE MARKETING TEAM

Further to our conversation this morning, please see the information about our Christmas lights sponsorship.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

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<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>



**From:** [REDACTED]  
**To:** [R Scott](#)  
**Subject:** RE: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:27:14

---

Hi Richard,

I hope that you are keeping well?

It's been a mad last nearly 2 years.

Thank you for reaching out to us regarding the sponsorship for Marlow's Christmas lights.

Unfortunately [REDACTED] would not be in a position to take up the offer which you forwarded to us.

Not for this year.

Please do keep in touch and I look forward to seeing you in person in the near future!

Regards

[REDACTED]

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 08:20  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Dear Marketing Team

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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ATTENTION OF THE MARKETING TEAM

Further to our conversation this morning, please see the information about our Christmas lights sponsorship.

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<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

<Sponsor Benefits 2021.pdf>

From: [REDACTED]  
To: [R.Scott](mailto:R.Scott@marlow-tc.gov.uk)  
Subject: Re: Marlow Town Council Christmas lights sponsorship  
Date: 05 October 2021 08:25:12

---

Thank you for your email, Richard. I will also forward this to the team for you.  
All the best,

[REDACTED]

On Tue, 5 Oct 2021 at 08:18, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If The [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:28, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Further to our conversation this morning, please see the information about our Christmas lights sponsorship.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if The [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>



- [Redacted]
- [Redacted]
- [Redacted]



From: [R Scott](#)  
To: [REDACTED]  
Subject: Re: Marlow Town Council Christ  
Date: 05 October 2021 08:25:09  
Attachments: [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 14:09, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

#####

Dear [REDACTED]

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:19:50  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear Marketing Team

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:33, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

ATTENTION OF THE MARKETING TEAM

Further to our conversation this morning, please see the information about our Christmas lights sponsorship.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

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<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:18:08  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If The [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:28, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Further to our conversation this morning, please see the information about our Christmas lights sponsorship.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if The [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:16:57  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:14, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

**FOR THE KIND ATTENTION OF** [REDACTED] [REDACTED]

Dear [REDACTED]

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.


Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

  
<Sponsor Benefits 2021.pdf>

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** [REDACTED]  
**Date:** 05 October 2021 08:16:10

---

Thanks for your e-mail; we will respond to your request by the end of the next working day.

If you need urgent assistance, please call the [REDACTED]  
[REDACTED]

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:15:49  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear team

As mentioned in my email of 20 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 20 Sep 2021, at 10:45, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

ATTENTION OF THE MARKETING TEAM. **MARLOW UK**

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

<https://www.marlow-tc.gov.uk/switch-on-and-shop/>

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me by email or on the

number below.

Kind regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:13:54  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 17:23, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Good to meet you and the team last weekend with our [REDACTED] and chat about matters of mutual interest. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if [REDACTED] could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.


Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity. Btw, the lights are switched on from the top of a double decker bus opposite [REDACTED]



I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  


<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:12:31  
**Attachments:** [REDACTED]

---

Dear [REDACTED]

As mentioned in my email of 17 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If the [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 17 Sep 2021, at 15:58, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Good to meet you at a great evening in the Marlow calendar and chat about mutual matters. It struck me that [REDACTED] might like to support the Marlow Town Council Christmas lights display, which will be switched on 25 November.

The Town Council and its councillors are very proud of the annual Christmas light display that makes our high street feel magical for the festive season. Our 2020 display was not only stunning, it was also more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and businesses for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could become one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. I just need to check, but I think that for donations in excess of £500, you and a guest would be invited to a pre-switch-on reception to meet other donors and guests and our switch-on celebrity.

I will check-in on you in a week or so; in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Also might be an idea to chat again about the Studio Project over a coffee?

Kind Regards,

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

  
<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:11:04  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:47, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council, and our councillors, are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could again be one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. We'll check-in on you in a week, in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:09:55  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 19:04, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

I am contacting you in place of [REDACTED] [REDACTED] who is no longer a town councillor.

You will recall that last year [REDACTED] [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our

gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:08:45

---

David

Thank you for your [REDACTED] reply and I look forward to seeing you tomorrow evening.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 5 Oct 2021, at 08:05, [REDACTED] > wrote:

Dear Richard,

Thank you for your email. I have put this to the partners already and await a decision. I am seeing them today so hope to have an answer for you tomorrow. Hopefully at the office party.

Kind regards,  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Sent:** 05 October 2021 08:03  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship



Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:58, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

You will recall that last year [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott

Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:07:44  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:44, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council, and our councillors, are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would love if you could be one of our sponsors that helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts. We'll check-in on you in a week, in the meantime if you have any questions please feel free to reply or reach out to me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



**From:** [REDACTED]  
**To:** [R Scott](#)  
**Subject:** RE: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:05:18  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Dear Richard,

Thank you for your email. I have put this to the partners already and await a decision. I am seeing them today so hope to have an answer for you tomorrow. Hopefully at the office party.

Kind regards,

[REDACTED]

[REDACTED]

#####  
[REDACTED]

[REDACTED]

#####

[REDACTED]

[REDACTED]

#####  
[REDACTED]

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 05 October 2021 08:03  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:58, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear [REDACTED]

You will recall that last year [REDACTED] [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

Please let me know if you would like to sponsor again this year and if you have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

[REDACTED]

<Sponsor Benefits 2021.pdf>

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Marlow Town Council Christmas lights sponsorship  
**Date:** 05 October 2021 08:03:22  
**Attachments:** [Christmas lights sponsor Benefits 2021 V2.pdf](#)

---

Dear [REDACTED]

As mentioned in my email of 9 September, I am following up on looking for sponsorship for the Marlow Town Council Christmas lights. If [REDACTED] was minded to support, I do need a response by close of business Tuesday 12 October, so that the appropriate publicity of sponsors can be recognised.

I attach details of sponsorship for reference.

I look forward to hearing from you.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 9 Sep 2021, at 17:58, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

Dear David

You will recall that last year [REDACTED] [REDACTED] kindly sponsored the Marlow Town Council Christmas lights, for which I thank you again.

Autumn is in the air, children are back in school and the busy period begins. Christmas will be here before we know it, but before then we need to turn on our annual beautiful Christmas light display.

The Marlow Town Council and our councillors are very proud of the annual Christmas light display that makes our high street feel magical and festive. Our 2020 display was not only stunning, it also was more environmentally friendly with a new infrastructure and energy efficient lights.

This dazzling display of lights is partially funded through our local council taxes and we look to our local shops and [REDACTED] for additional support in bringing a bit of magic to this wonderful time of year.

We would like you to continue as one of our sponsors who helps deliver the awe and wonder to so many faces. A contribution of any size is welcome.

Please see the attached pdf which illustrates how we are able to show our gratitude for various donation amounts.

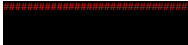
Please let me know if you would like to sponsor again this year and if you



have any questions please feel free to reply or call me on the number below.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward  


<Sponsor Benefits 2021.pdf>

**From:** [Cortana](#)  
**To:** [Roger Wilson](#)  
**Subject:** Your daily briefing  
**Date:** 05 October 2021 05:07:25  
**Attachments:** [pyd\\_header\\_tuesday.png](#)  
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[delete 2x.png](#)  
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[ToDoTasks40pxIcon2x.png](#)  
[BookFocusTime40pxIcon2x.png](#)  
[transparent\\_square.png](#)

Hi Roger Wilson,  
Make today count!



 Changes are coming

Your daily briefing will soon become part of Microsoft Viva - the integrated [REDACTED] experience platform that brings together communications, knowledge, learning, resources, and insights. You'll continue to receive [REDACTED] reminders from Cortana along with new [REDACTED] insights to balance productivity and wellbeing in an email addressed from Microsoft Viva.

[Learn more](#)



Commitments and follow-ups



[\[REDACTED\]](#)  
**RE: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors Yesterday they asked,** "• Press the slider buttons in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and your

microphone on or muted."

Did you find this email helpful? [Send feedback](#)



Microsoft Corporation  
One Microsoft Way, Redmond, WA 98052, USA

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This email is intended for [rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)

For people in Canada

This is a mandatory service communication. To set your contact preferences for other communications, visit the [Promotional Communications Manager](#).

Microsoft Canada Inc.  
1950 Meadowvale Blvd.  
Mississauga, ON L5N 8L9 Canada

Microsoft Canada Inc.  
1950 Meadowvale Blvd.  
Mississauga, ON L5N 8L9 Canada

**From:** [Microsoft Viva](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Your daily briefing  
**Date:** 05 October 2021 04:51:37  
**Attachments:** [pyd\\_header\\_tuesday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px\\_2x.png](#)  
[ProfileImage\\_128\\_D0B2A8A49871D6288C9E3D9107D12324.png](#)  
[new\\_window 2x.png](#)  
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[thumbs\\_down\\_dislike 2x.png](#)  
[Microsoft-logo\\_rgb\\_c-gray@2x.png](#)  
[BookFocusTime40pxIcon2x.png](#)  
[transparent\\_square.png](#)

Hi Natalia Mityaeva,  
Make today count!



New! Viva daily email

Your daily briefing now comes from Microsoft Viva. You'll continue to receive [REDACTED] reminders from Cortana, your personal productivity assistant, and you'll get new [REDACTED] insights to [REDACTED] your wellbeing and [REDACTED] experience.

[Learn more](#)

Commitments and follow-ups

From your messages



[\[REDACTED\]](#)  
Re: call re accounts with Marlow TC



Yesterday you said, "I will send an invite for Zoom later this week."



R Scott



Re: Call with [REDACTED]  
Yesterday you said, "I will offer 12:30 and we can speak at noon."

Surfaced by Cortana

Did you find this email helpful? [Send feedback](#)



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One Microsoft Way, Redmond, WA 98052, USA

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This email is intended for nmyaeva@marlow-tc.gov.uk

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This is a mandatory service communication. To set your contact preferences for other communications, visit the [Promotional Communications Manager](#).

Microsoft Canada Inc.

1950 Meadowvale Blvd.

Mississauga, ON L5N 8L9 Canada

**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: call re accounts with Marlow TC  
**Date:** 04 October 2021 21:24:52

---

Hi [REDACTED]

Let's talk at 12:30 Monday the 11<sup>th</sup>.

I will send an invite for Zoom later this week.

Look forward to speaking with you.

Natalia

---

**From:** [REDACTED] >  
**Date:** Monday, 4 October 2021 at 10:53  
**To:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalie

Sorry, I have just spotted I have something at 10.30am – could we make it between 12 and 3?

Kind regards

[REDACTED]

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 09:55  
**To:** 'Natalia Mityaeva' <nimityaeva@marlow-tc.gov.uk>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalia

This week is a little crazy (but that's life!) so could we make it next Monday any time

between 11am and 3pm?

Fine to do a zoom if you are happy to do the link/invite or whatever it is?

Thanks

Kind regards

[Redacted]

[Redacted]

---

**From:** Natalia Mityaeva [<mailto:nmityaeva@marlow-tc.gov.uk>]

**Sent:** 04 October 2021 09:37

**To:** [Redacted]

**Subject:** call re accounts with Marlow TC

Dear [Redacted]

This is Natalia from Marlow TC. [Redacted] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: FW: Memorial bench  
**Date:** 04 October 2021 19:50:00

---

Hi [REDACTED]

I hope you had some success with the memorial bench?

I just thought I would let you know that at this time of year I fundraise for the Marlow Christmas Lights. They bring such joy to the town, which is much needed, especially after the two years we have just been through! I go out to local businesses and families and I just wondered if [REDACTED] [REDACTED] might like to become one of our sponsors?

Forgive me for asking, but if you don't ask you don't get, as they say!

Our Switch On event each year is very well appreciated, we had to do it virtually last year, but we are planning on a live event this year, fingers crossed. I would be happy to provide more information if you are interested.

Many thanks

Jocelyn

***Cllr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [REDACTED]

**Sent:** 22 September 2021 10:59

**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>

**Subject:** Re: FW: Memorial bench

Dear Jocelyn

Thank you for your email following up on the matter of the memorial bench. Sorry to have disturbed your holiday. I hope you had an enjoyable time though?

I will contact the email address kindly supplied and see where we get to.

With many thanks

Yours

[REDACTED]

[REDACTED]

Managing Director

#####

#####

Email: j.#####

Mobile: #####

This email is confidential and may contain legally privileged information.

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On Wed, 22 Sep 2021, 10:24 Jocelyn Towns, <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)> wrote:

Hi #####

I am sorry this has taken so long, I was trying to find a direct contact for you for the EA, you have probably already heard back from them yourself by now, but if not the below was the information the office received for me.

Do let me know if we can be of any further help.

Many thanks

Jocelyn

***Cllr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [redacted] [mailto:[redacted]]  
**Sent:** 22 September 2021 09:28  
**To:** [redacted] <[redacted]>  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** RE: Memorial bench

Morning [redacted]

If you get in touch with our Estates team they should be able to help. Email address: [redacted]  
[redacted]

Thanks,

[redacted]

---

**From:** [redacted] [mailto:[redacted]]  
**Sent:** 20 September 2021 08:46  
**To:** [redacted]  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Memorial bench

Hi [redacted]

[redacted] [redacted] recently copied you in as a possible contact for some information on how to arrange for a memorial bench along the river in Marlow. We have a member of the public who is interested and it would be great to be able to direct them to the right person.

I appreciate any assistance in this matter.

Regards

[redacted]

[redacted]

Marlow Town Council

Court Garden, Pound Lane

Marlow, Bucks

SL7 2AG

01628 484 024

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Happy Christmas (hopefully!) in Marlow  
**Date:** 04 October 2021 19:26:48  
**Attachments:** [REDACTED]

---

Hi [REDACTED]

Could you please invoice [REDACTED] for £250.00 as last year for Christmas Lights.

Thanks

Jocelyn

Jocelyn Towns  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 17:53  
**To:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi Jocelyn – yes, happy to sponsor again. Can you please put us down for the same level as last year please - £250.

Thank you for the kind words about the [REDACTED] we were happy to be able to help out.

As before, please send me the invoice and I will ensure it gets processed & paid.

Richard

---

**From:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Sent:** 04 October 2021 12:21  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

Hope you have had a good year, although another difficult one for many.

Well done on offering your offices for a [REDACTED] that was such a great move. Just a shame that someone else on the business park hasn't stepped forward. The whole experience at [REDACTED] was really good thank you.

Well it's that time of year again! I hope you saw the lights last year, I thought they were spectacular. We will be doing the same again this year and will be adding some street entertainment to our Switch On event this year (we are planning on holding this live).

I do hope we might count on your support again this year, the sponsorship we receive makes such a difference and is appreciated by all residents, visitors and workers to the town.

I look forward to hearing from you.

Many thanks

Jocelyn

Jocelyn Towns

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 05 October 2020 14:01  
**To:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Yes, that's fine Jocelyn – send the invoice to me and I will ensure it gets processed & paid.

Thanks

[REDACTED]

Regards,

[REDACTED]

[REDACTED]

---

**From:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Sent:** 05 October 2020 13:58  
**To:** [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

Thank you [REDACTED] yes it was £250.00 I will ask the office to send an invoice as before if that is ok? Your support is very much appreciated.  
Jocelyn

[REDACTED]

Mob [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 05 October 2020 13:54  
**To:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Subject:** RE: Happy Christmas (hopefully!) in Marlow

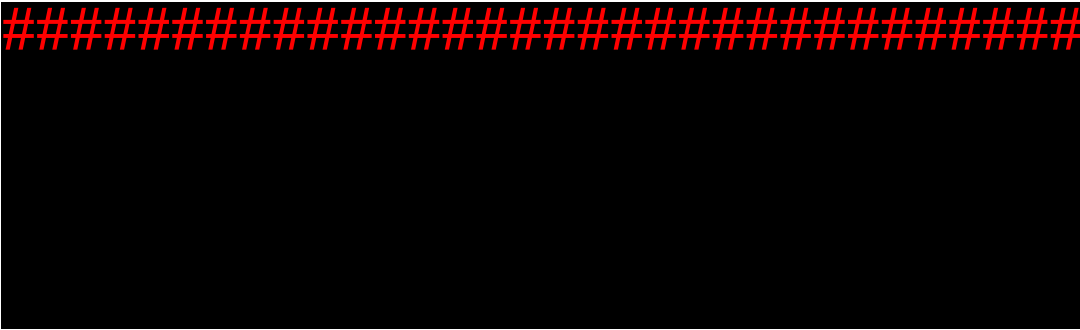
Hi Jocelyn – apologies for the delay in responding....  
[REDACTED] is happy to make the same sponsor contribution as last year – I believe that was £250?

Richard

Regards,

[REDACTED]

[REDACTED]



**From:** Jocelyn Towns <[Jocelyn\\_Towns@hotmail.com](mailto:Jocelyn_Towns@hotmail.com)>  
**Sent:** 05 October 2020 12:42  
**To:** [REDACTED]  
**Subject:** FW: Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

Sorry to chase you but wondered if you had had a chance to review the below?

Thanks

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Mob [REDACTED]

---

**From:** Jocelyn Towns  
**Sent:** 17 September 2020 12:54  
**To:** [REDACTED]>  
**Subject:** Happy Christmas (hopefully!) in Marlow

Hi [REDACTED]

I do hope that you and yours have kept well through these very strange times?

It is that time of year again when we thank you from the bottom of our hearts for your generous contribution to last year's Christmas Lights and ask if you will be able to help us again with a similar contribution this year..... or could it possibly be for a little more as so many of our lovely hospitality sponsors have had to drop out.....

We will be showcasing our brand new display with even greater lights covering more of the town centre as well as the High Street.

As you will be aware, we are sadly unable to have an orchestrated 'Switch On' event with a celebrity (though we will do something virtually) or a lovely drinks do for our sponsors, but we are still asking our lovely sponsors if they will help us as now, more than ever, at a time when the businesses in Marlow really need it.

This year sponsorship will give you:

- Coverage in our 'Marlovian' Magazine that is delivered to every home in Marlow
- Inclusion in our Town media [REDACTED]
- A special 'thank you' on our new web site
- And a 'Thank You' Certificate for your reception

As you know we rely on our generous sponsors to help us put on a lovely Christmas display that brings so much joy to so many people and we are extremely grateful for your continued support this year.

Thanks and I look forward to hearing from you.

Jocelyn

Jocelyn Towns

#####

#####

#####

#####

Mob #####



**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Footpath resurfacing  
**Date:** 04 October 2021 17:46:00

---

Hi [REDACTED]

I assume we have also put these on fix my street, so at least they are logged?

Thanks

Jocelyn

***Cllr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 21 September 2021 14:29  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Footpath resurfacing

Hi Jocelyn,

I understand there may be some opportunity for footpath resurfacing.

1. The alleyway between Oxford road and Quoitings Drive floods every winter and is [REDACTED] at one point. Literally [REDACTED] the alleyway is not usable when it rains heavily because you cannot avoid walking through the dip full of water or you have to turn back and go around the roads. I have contacted BC in the past and they have said that they won't resurface. It's a dip in the path that it too long to [REDACTED] over and so wide that the rain water covers one side to the other. You have to turn around and go back. I could get Four Seasons to give us an independent assessment and quote. I can also get photos although it's hard to see in the photos, and a map.

Approximate size 2 meters long by 2 meters wide.

2. The alleyway from Wethered Road through to Oak Tree Road is [REDACTED] some minor trip hazards. Mainly on a short section a few feet long. Again approx 2m by 2m.

3. We recently had a [REDACTED] about a tiny hole in an alleyway off Oak Tree Road. The

hole is maybe 10cm by 10cm and off to the right of the alleyway so not a trip hazard particularly but it could do with a repair.

I haven't measured these, I'm just giving you an approximate indication.

Some good news - I've attached a photo of the new fence that the facilities management team have put in by the alleyway from the cemetery through to Oak Tree Road.

There is also a photo of each of the 3 places I mentioned above. It is quite tricky to see the [REDACTED] and dips in a photo, but I can get some more as needed.

[REDACTED]

[REDACTED]

Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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]  
**Cc:** [N Marshall](#)  
**Subject:** [REDACTED]  
**Date:** 04 October 2021 17:31:37  
**Attachments:** [REDACTED]  
[Comments for Planning Application 2107494VCDN.msg](#)  
[29 To BC.docx](#)



**The Marlow Society**  
Registered charity number  
262803

[REDACTED]  
[REDACTED] HR

**4 October 2021**

[REDACTED]

[REDACTED]

Dear [REDACTED]

PLANNING APPLICATION 21/07494/VCDN

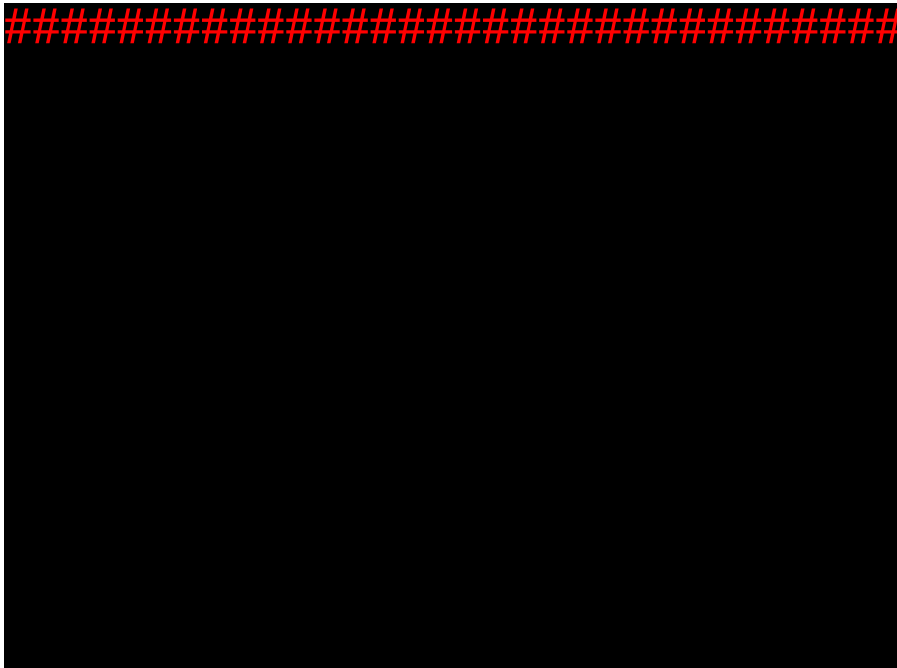
Put [REDACTED] the subject application seeks approval for a construction that differs significantly from that originally approved by 18/08178/FUL. I draw your attention to my response lodged on the planning portal. [Copy attached]

Were this later proposal to be approved it would clearly indicate that the necessity to build to the approved plan in Marlow's conservation area no longer applies. The difference between the approved design and, in particular, the materials used is obvious and unacceptable to all local residents who have discussed the work with me.

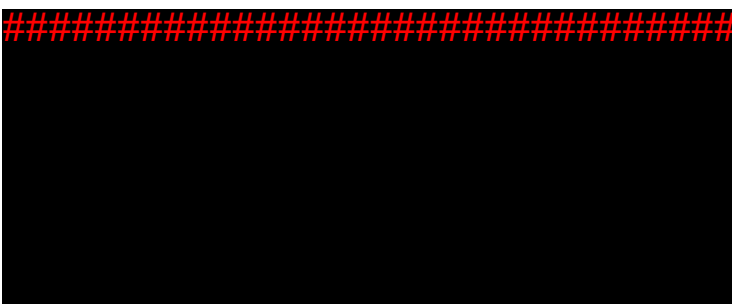
During the construction the owner, the architect, the building inspector and

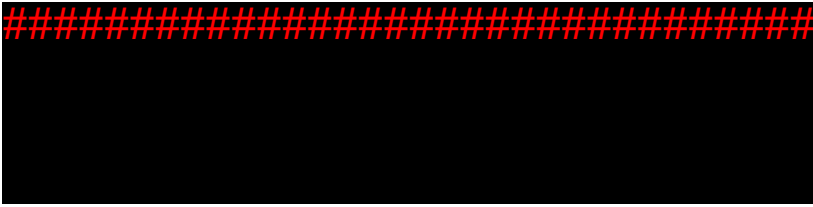
the builder must have known that the work being [REDACTED] was not in accordance with the approved design. Please tell me:

- How can the building inspector be held to account? What sanctions are available to the Bucks Council that can be applied to the building inspector who so clearly has failed to identify the identified discrepancies and who let the building work go to [REDACTED]



Copy to:  
Cllr Neil Marshall





**From:** [REDACTED]  
**Subject:** Environment Agency Harbour Master notice - Emergency lock closure  
**Date:** 04 October 2021 17:25:10  
**Attachments:** [REDACTED]

Please find attached an Environment Agency Harbour Master's notice for the following emergency lock closure:

**When:** Monday 4 October 2020, until further notice.

**Where:** Sunbury Lock.

**What's happening:** Headgate collar strap failure. The lock gate cannot be operated until it is repaired.

Many thanks

#### River Thames Waterways Team

Visit the GOV.UK website to see a full list of [closures and restrictions](#). If you want to [unsubscribe](#), please email [riverthames@environment-agency.gov.uk](mailto:riverthames@environment-agency.gov.uk) with the subject heading 'Unsubscribe from Harbour Master's notices'. The River Thames mailing list [privacy notice](#) explains how we use your personal information.



To register a boat on the river please contact our BoatReg Team on 03708 506506, or visit [Boat registration on the River Thames](#)



The speed limit on the non-tidal Thames is 8 km/h, 4.9 [REDACTED] 4.2 kts, Do not create excessive boat waves at any speed!



Environment Agency 24 hour transient moorings are free for 24 hours only. Please respect all landowner consents & conditions for mooring.

**CORONAVIRUS**  
PROTECT YOURSELF & OTHERS

For the latest guidance:

- INTRANET.EA.GOV
- NHS.UK/coronavirus
- GOV.UK/coronavirus



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someone other than the sender or recipient, for business purposes.

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Marlow Christmas Street Presence  
**Date:** 04 October 2021 17:17:46  
**Attachments:** [Sponsor Benefits 2021.pdf](#)

---

Dear [REDACTED]

Many thanks for your email. I have copied your email to Marlow Town Council officers for them to contact you about your possible participation in our Switch On event on 25 November, particularly as regards banners and a High Street presence.

I have attached our sponsorship benefits and if you wish to sponsor in any way, the officers copied above will be pleased to help you.

Thank you for your interest in the Town Council Switch On evening.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 30 Sep 2021, at 13:01, [REDACTED] wrote:

Dear Richard,

I hope this email finds you well.

I wanted to reach out on behalf of [REDACTED] and discuss the potential opportunity for us to have a presence this Christmas in the Marlow Highstreet.

I know [REDACTED] previously had a hanging banner on the Highstreet. I'm sure these are super popular around Christmas, so appreciate we may be too late? If you do by any chance have any space left, we would love to do this again.

I also note that Marlow have their Christmas light switch on taking place on 25<sup>th</sup> November 2021. With our office not having a high street front (we are on the 1<sup>st</sup> floor above an art gallery) we wanted to see if we could have a street presence on the evening? Handing out balloons and goodies?

It would also be great to hear any sponsorship you guys need for the evening or Christmas period that we could potentially support.

If you have any queries or require any further information, please do not hesitate



to reach out!

I look forward to hearing from you soon.

Kindest regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

---

[Redacted]

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Marlow Christmas Street Presence  
**Date:** 04 October 2021 17:17:46  
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It would also be great to hear any sponsorship you guys need for the evening or Christmas period that we could potentially support.

If you have any queries or require any further information, please do not hesitate

to reach out!

I look forward to hearing from you soon.

Kindest regards,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

---

[Redacted]

**From:** [R Scott](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 16:34:16

---

Yes, fine

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 15:15, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Sure. We'll speak ahead of time to run through the discussion points.  
I will offer 12:30 and we can speak at noon.

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Date:** Monday, 4 October 2021 at 14:56  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

Yes, anytime between those hours/. We probably need a conservation before the call.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 14:08, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

She can do next Monday 12-3? Any good?

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Date:** Monday, 4 October 2021 at 10:27  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:40, Natalia Mityaeva  
<[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

I emailed [REDACTED] to arrange a call  
for us re xero migration.

I will let you know her availability and will set up a Zoom  
invite as soon as she comes back with a proposed time.

Natalia

**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 15:15:19

---

Sure. We'll speak ahead of time to run through the discussion points.  
I will offer 12:30 and we can speak at noon.

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Date:** Monday, 4 October 2021 at 14:56  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

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Richard  
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Cllr Richard Scott  
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Town Councillor for Marlow South Ward

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**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
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Cheers

Richard  
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Cllr Richard Scott  
Town Mayor 2019 - 22  
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Natalia

**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 15:15:18

---

Sure. We'll speak ahead of time to run through the discussion points.  
I will offer 12:30 and we can speak at noon.

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Date:** Monday, 4 October 2021 at 14:56  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

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Richard  
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Cllr Richard Scott  
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**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

Cheers

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Richard Scott  
Cllr Richard Scott  
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Natalia

**From:** [R Scott](#)  
**To:** [Chris Funnell](#); [Jocelyn Towns](#); [Neil Marshall](#); [Roger Wilson](#); [Roy Cadman](#); [Colleen Stapley - Marlow Town Council](#); [Carol Heap](#); [Chris Hoyle](#); [David Brown](#); [Natalia Mityaeva](#); [Tim Avery](#)  
**Cc:** [REDACTED]  
**Subject:** Town Council office communications  
**Date:** 04 October 2021 15:06:45

---

Just to let you know that the BT service to the Town Council office is currently down and unlikely to be restored until tomorrow. Any phone calls to the office are being diverted to officers' private phones. Also, some emails may be responded to using alternative access. [REDACTED] will advise when everything is restored.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [R Scott](#)  
**To:** [Chris Funnell](#); [Jocelyn Towns](#); [Neil Marshall](#); [Roger Wilson](#); [Roy Cadman](#); [Colleen Stapley - Marlow Town Council](#); [Carol Heap](#); [Chris Hoyle](#); [David Brown](#); [Natalia Mityaeva](#); [Tim Avery](#)  
**Cc:** [REDACTED]  
**Subject:** Town Council office communications  
**Date:** 04 October 2021 15:06:45

---

Just to let you know that the BT service to the Town Council office is currently down and unlikely to be restored until tomorrow. Any phone calls to the office are being diverted to officers' private phones. Also, some emails may be responded to using alternative access. [REDACTED] will advise when everything is restored.

Kind regards

Richard  
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Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [R Scott](#)  
**To:** [Chris Funnell](#); [Jocelyn Towns](#); [Neil Marshall](#); [Roger Wilson](#); [Roy Cadman](#); [Colleen Stapley - Marlow Town Council](#); [Carol Heap](#); [Chris Hoyle](#); [David Brown](#); [Natalia Mityaeva](#); [Tim Avery](#)  
**Cc:** [REDACTED]  
**Subject:** Town Council office communications  
**Date:** 04 October 2021 15:06:45

---

Just to let you know that the BT service to the Town Council office is currently down and unlikely to be restored until tomorrow. Any phone calls to the office are being diverted to officers' private phones. Also, some emails may be responded to using alternative access. [REDACTED] will advise when everything is restored.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [R Scott](#)  
**To:** [Chris Funnell](#); [Jocelyn Towns](#); [Neil Marshall](#); [Roger Wilson](#); [Roy Cadman](#); [Colleen Stapley - Marlow Town Council](#); [Carol Heap](#); [Chris Hoyle](#); [David Brown](#); [Natalia Mityaeva](#); [Tim Avery](#)  
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Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



**From:** [R Scott](#)  
**To:** [Chris Funnell](#); [Jocelyn Towns](#); [Neil Marshall](#); [Roger Wilson](#); [Roy Cadman](#); [Colleen Stapley - Marlow Town Council](#); [Carol Heap](#); [Chris Hoyle](#); [David Brown](#); [Natalia Mityaeva](#); [Tim Avery](#)  
**Cc:** [REDACTED]  
**Subject:** Town Council office communications  
**Date:** 04 October 2021 15:06:44

---

Just to let you know that the BT service to the Town Council office is currently down and unlikely to be restored until tomorrow. Any phone calls to the office are being diverted to officers' private phones. Also, some emails may be responded to using alternative access. [REDACTED] will advise when everything is restored.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Subject:** Re: Chris Funnell enquiry  
**Date:** 04 October 2021 15:00:07

---

[REDACTED]  
Part of the process was that Cllr's get a clear understanding of the proposals and it is difficult to do that without a consolidated review on what is going to change and the o site dynamics of how that is going to change .

Please can we arrange this for a walkthrough by all concerned at the same time with a follow up meeting.

Thanks

Chris funnell  
[REDACTED]

On 4 Oct 2021, at 14:30, [REDACTED] wrote:

Dear Chris Funnell

May I apologise for the delay in responding to your email. We will be seeking to arrange a walkthrough on site for councillors after the Councillor update presentation on the project to be held on the 14 October.

Kind regards

[REDACTED]

[REDACTED]

---

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**From:** [R Scott](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 14:56:38

---

Yes, anytime between those hours/. We probably need a conservation before the call.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 14:08, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

She can do next Monday 12-3? Any good?

---

**From:** R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
**Date:** Monday, 4 October 2021 at 10:27  
**To:** Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)>  
**Subject:** Re: Call with [REDACTED]

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:40, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration.

I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [R Scott](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 14:56:37

---

Yes, anytime between those hours/. We probably need a conservation before the call.

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Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

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**Subject:** Re: Call with [REDACTED]

Cheers

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Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration.

I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** RE: [EXTERNAL] FW: [REDACTED] zones - scoping and design project  
**Date:** 04 October 2021 14:55:56  
**Attachments:** [REDACTED] [Briefing Note June 2020.pdf](#)  
[Request to change a speed limit.pdf](#)

---

Hi Jocelyn

Time flies – I've been in this role for over a year now, but yes enjoying it (mostly!) and certainly no chance to get bored

How are you finding life as a Buckinghamshire Member now?

I've attached a couple of briefing notes that should help as a starter for ten.

All the best

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 01 October 2021 18:38  
**To:** [REDACTED]  
**Subject:** [EXTERNAL] FW: [REDACTED] zones - scoping and design project

Hi [REDACTED]

I hope you are well and that you are enjoying your new job?

You will see from the below correspondence that [REDACTED] [REDACTED] [REDACTED] are keen to establish [REDACTED] across Marlow. (I am not sure it's needed across the whole town).

Before we hand out any of our tax payers money I would like to understand just what [REDACTED] needs, to a) be able to cost this work, and b) to just understand what is involved?

I know if we had advisory signs of [REDACTED] we would be able to do this without [REDACTED] but that it wouldn't be enforceable, but enforcement comes at a price and how practical would this be?

It would be great to hear back from you if possible before the Thursday CB meeting, when I imagine all [REDACTED] [REDACTED] will be in attendance?

Thanks I appreciate your help.

Have a great weekend.

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWN**COUNCIL

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 21:59  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** [REDACTED] zones - scoping and design project

Hi Jocelyn

I hope the memorial service went as well as possible. Sorry that my email arrived at a difficult time.

The idea for this proposal isn't a major project with installation of any signs - it's about understanding what could be involved. [REDACTED] time is needed for suggesting and costing options and timescales before anything further could be considered, and this would need paying for. It seems to me that going via the CB system is the best way of unlocking some Bucks Council funding support for this work. CBs don't support things that are the Bucks Highways statutory duty to do - but [REDACTED] zones don't fall under that category and therefore the CB would be a sensible direction to go.

[REDACTED] is enforceable legally - just in the same way as [REDACTED] - provided the relevant signage is in place correctly. Whether there is the will or funding is a separate matter. However, the aim for this [REDACTED] zone project would be to design a culture change that saw speeds at [REDACTED] rather than a requirement to enforce all the time. There are useful suggestions for this on the '20s plenty' website.

Given MTC has earmarked funds for [REDACTED] zones, I think that supporting a scoping project

would be something they would be keen on doing.

best wishes

[REDACTED]

On 27/09/2021 10:22, Jocelyn Towns wrote:

Hi [REDACTED]

Thank you for your note below. In haste, as I am just about to leave for Leicestershire for a friends memorial service, back late tomorrow. [REDACTED] is also away on holiday at the moment.

This would be a major project for [REDACTED] with all their associated costs. I think we need to understand from Bucks Council how they would approach such a project, bearing in mind, preparatory work, public consultation, [REDACTED] and timescales. Also, the CBs do not support schemes that are primarily the responsibility of Bucks Highways.

Of course the TC would look at any proposals, but we all need to understand what is involved here. It is not a [REDACTED] process of erecting signs, which may or may not get the support of the residents. Also [REDACTED] is not currently enforceable.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 07:41  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** [REDACTED]

Dear Jocelyn (cc [REDACTED] in case you are on holiday)

[REDACTED] [REDACTED] [REDACTED] is keen for continued progress in the coming year

towards helping active travellers. The end of September is the cut off for getting [REDACTED] funding for Transport and Highways projects for work to be included in the [REDACTED] program for next year. We would like to ask the [REDACTED] through the Transport & Highways Action Group, to agree a budgetary allocation with [REDACTED] to cover their aspect of work towards scoping the feasibility of [REDACTED] zones in Marlow, including roads with main school entrances.

The [REDACTED] work would include a plan of the stages towards any eventual building of a scheme. This would include any requirements for a public consultation on more detailed proposals. The work would not include any [REDACTED] however it would give a much clearer view of what would be needed and give the costs and timescales that would be involved.

We understand that MTC has set aside a sum of £25,000 towards the creation of [REDACTED] zones in the future. Our proposal is that, say, £5,000 be offered in this proposal by Marlow Town Council as contributory funding along with funds from the Community Board so that a budgetary line for the scoping work may be built into the [REDACTED] plan for next year.

We have volunteers prepared to write up a proposal, to submit by the cut-off date of 30th September, enabling more detailed discussion to be had at the next Transport and Highways Action Group on 7th October. This would ensure that the work doesn't have to wait a further 12 months. [REDACTED] has said he is happy for this to occur, provided MTC is able to contribute financially to the plan.

Please would you let me know whether and how much MTC contributory funding can be agreed for this enabling proposal to be taken forward in order to unlock CB funding for [REDACTED] zones in Marlow. Our volunteers will start writing the proposal as soon as MTC can let us know of their approval.

Yours sincerely

[REDACTED]

for [REDACTED]

Thank you





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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Chris Funnell enquiry  
**Date:** 04 October 2021 14:30:20

---

Dear Chris Funnell

May I apologise for the delay in responding to your email. We will be seeking to arrange a walkthrough on site for councillors after the Councillor update presentation on the project to be held on the 14 October.

Kind regards

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [REDACTED]  
**To:** [Roger Wilson](#)  
**Subject:** RE: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 14:16:50

---

Dear Roger Wilson

Thanks for confirming your attendance at the workshop on the **14 October between 7.30pm – 9pm.**

Please find below the Microsoft Teams invite link and a step-by-step guide for accessing the meeting via Chrome or Edge. You don't need to create an account or download any software.

Please don't hesitate to email or phone if you have any trouble / questions.

The link to the workshop is:

---

## Microsoft Teams meeting

Join on your [REDACTED] or mobile app

[REDACTED]

---

1. Look for the Join Microsoft Teams Meeting link (in red) and click it.
2. A Teams Join conversation web page will open in your web browser:
  - If you are using Microsoft Edge, you can join the meeting by clicking the Join on the web instead button. Look for a "Let teams.microsoft.com use your webcam and microphone?" [REDACTED] at the bottom of the browser window and click Yes
  - If you are using Google Chrome, you can join the meeting by clicking on the Join on the web instead button. Under Chrome's address bar, look for "teams.microsoft.com wants to" use your microphone and use your camera [REDACTED] and click Allow
3. Once you have selected the method of entry and given the website permission to use your camera and microphone, you will be taken to a page where you can configure your audio and video settings and preview your video before joining the meeting. Type your name in the "Enter name" field located inside of the video preview window.
4. To enter the meeting, click the Join now button located inside of the video preview window. Before joining you may optionally configure the following settings:
  - Press the slider buttons in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and your microphone on or muted.
  - Press the Settings cog button in the bottom-right of the video preview to open up a Device settings panel where you can select which audio and video devices to use in the meeting. Use the drop-down menus under Speaker, Microphone, and Camera to select the devices you want to use.

Kind regards,

[REDACTED]

---

**From:** Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>  
**Sent:** 04 October 2021 12:42  
**To:** [REDACTED]

**Subject:** [EXTERNAL] Re: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

Dear [REDACTED]

Would be delighted to attend.

Roger Wilson

---

**From:** [REDACTED] >

**Sent:** 04 October 2021 10:52

**To:** Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>

**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

Dear Roger Wilson

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

[REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED] (working on behalf of Newt Ditch Marlow Flood Alleviation Scheme)

[REDACTED]

---

[REDACTED]

---

[REDACTED]

**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: call re accounts with Marlow TC  
**Date:** 04 October 2021 14:13:17

---

Thanks [REDACTED]

I will check with Richard and come back to you.

I will send a Zoom invite once we all agree.

---

**From:** [REDACTED]  
**Date:** Monday, 4 October 2021 at 10:53  
**To:** Natalia Mityaeva <nimityaeva@marlow-tc.gov.uk>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalie

Sorry, I have just spotted I have something at 10.30am – could we make it between 12 and 3?

Kind regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 09:55  
**To:** 'Natalia Mityaeva' <nimityaeva@marlow-tc.gov.uk>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalia

This week is a little crazy (but that's life!) so could we make it next Monday any time between 11am and 3pm?

Fine to do a zoom if you are happy to do the link/invite or whatever it is?

Thanks

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Natalia Mityaeva [<mailto:nmityaeva@marlow-tc.gov.uk>]

**Sent:** 04 October 2021 09:37

**To:** [REDACTED]

**Subject:** call re accounts with Marlow TC

Dear [REDACTED]

This is Natalia from Marlow TC. [REDACTED] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia

**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** FW: Call with [REDACTED]  
**Date:** 04 October 2021 14:09:00

---

Hi Richard

She can do next Monday 12-3? Any good?

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Date:** Monday, 4 October 2021 at 10:27  
**To:** Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>  
**Subject:** Re: Call with [REDACTED]

Cheers

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Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:40, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

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I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** FW: Call with [REDACTED]  
**Date:** 04 October 2021 14:08:59

---

Hi Richard

She can do next Monday 12-3? Any good?

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Date:** Monday, 4 October 2021 at 10:27  
**To:** Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>  
**Subject:** Re: Call with [REDACTED]

Cheers

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Cllr Richard Scott  
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I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia



**From:** [REDACTED]  
**To:** [Chris Funnell](#); [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting  
**Date:** 04 October 2021 13:58:29

---

[REDACTED] / Chris,

Thank you for the correspondence relating to lighting at Marlow Bridge.

This flurry of correspondence has been [REDACTED] by [REDACTED] maintenance work at the bridge, which started today. We will be on site from October 2021 until early February 2022.

As part of the work during this visit our subcontractor from [REDACTED] surveyed the street lighting / electrical apparatus on the bridge during w/c 27 September 2021. This included the apparatus within the [REDACTED]. They are now preparing proposals to replace the faulty street lighting cabling here and they will also be reviewing the electrical apparatus within the Clubhouse, as modifications will be required below the bridge as well.

The aspiration is to undertake our planned street lighting / electrical work in the [REDACTED] 2022 / February 2022 window. If Marlow Town Council's proposals are ready by then we could incorporate this work into our construction package, as the working area would be under our control and a [REDACTED] electrical contractor would be available to do the work.

If [REDACTED] lighting proposals could be sent to us this would be a good first step.

Regards,

[REDACTED]

---

**From:** Chris Funnell <cfunnell@marlow-tc.gov.uk>

**Sent:** 04 October 2021 12:06

**To:** [REDACTED]

[REDACTED] <[REDACTED]>

**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting

██████████

Thanks for this I have just picked up all the mail trail and surmise that there may be some misunderstanding on the motive of getting together at some point to review this project .

The request was directed from ██████████ who have been commissioned by MTC to do the design for planning on the bridge for a future potential lighting scheme part of which has already been approved by Wycombe previously subject to satisfying conditions ( 19/06030/LBC) and part of which will be re submitted to RBWM as the other planning authority in the next few months .

██████████ were asked by us to ascertain during BCC rewiring of the bridge during the next scheduled closures where the power supplies will come in for the rewiring of the existing lantern lighting and if we would be able to pick up a sub metered supply off of that for any future lighting proposals and avoid duplicate work or more costly work .

It would seem a missed opportunity for ██████████ if a cabinet was placed either end and the incremental cost of future proofing that now for the project once approved may outweigh a future re wire for the project in the future at a far greater cost .

Hope that makes sense and would appreciate your advice if we can collaborate on optimising tax payer spend .

Kind regards

Chris

*Chris Funnell*

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

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024  
██████████

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**From:** [REDACTED]  
**Sent:** 01 October 2021 16:24  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
[REDACTED]; Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>  
**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting

Many thanks [REDACTED] [REDACTED] in particular will need to be kept in the loop

Regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 01 October 2021 16:11  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
[REDACTED]; Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>  
**Subject:** [EXTERNAL] Re: Marlow Bridge - Lighting

Dear [REDACTED]

I have copied in Cllr Chris Funnell who is leading on this project.

This project has been ongoing for some three years now and is for new lighting on the bridge to enhance the structure and make it visible at night. Some ten years ago plus there was festoon lighting on the bridge, but it was vandalised, continually repaired, and eventually removed. We originally liaised with [REDACTED] [REDACTED] at Bucks. The initial proposed supplier is now not available and after issues with planning (WDC approved the planning and RBWM rejected the application), [REDACTED] are now producing some new designs for the Council. We will of course share these as soon as they are available.

Best wishes

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** [REDACTED]

**Sent:** 01 October 2021 15:54

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

**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)> [REDACTED]

[REDACTED]

**Subject:** Marlow Bridge - Lighting

Hi [REDACTED]

I understand the Town Council has some aspirations to change the lighting on the bridge (we have had an approach from [REDACTED] [REDACTED] Please can we see a copy of the brief so that we can: understand what you hope to achieve; advise on any structural and planning matters and; co-ordinate with our own works

Regards

[REDACTED]

[REDACTED]

#####

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Happy Christmas (hopefully!) for Marlow  
**Date:** 04 October 2021 13:44:42  
**Attachments:** [REDACTED]

---

Hi [REDACTED]

See below from [REDACTED], can you invoice him for £250.00 please.

Thanks

Jocelyn

Jocelyn Towns

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 13:13  
**To:** Jocelyn Towns [REDACTED]  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hello Jocelyn,

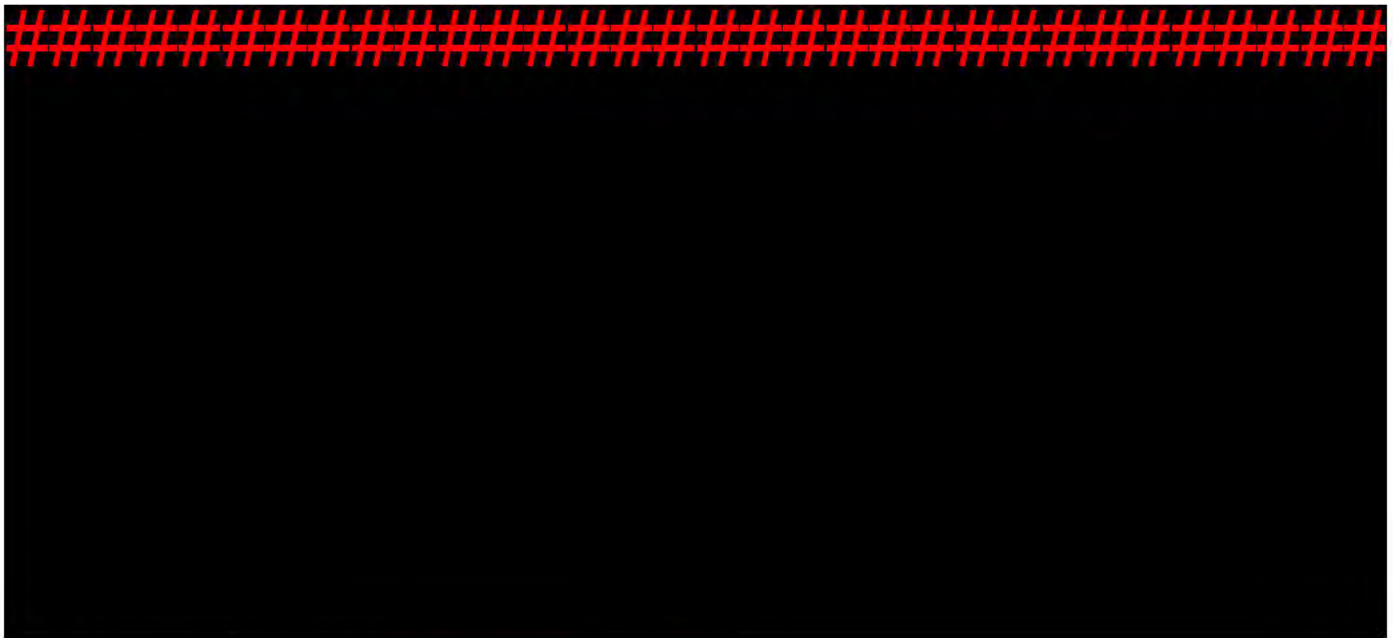
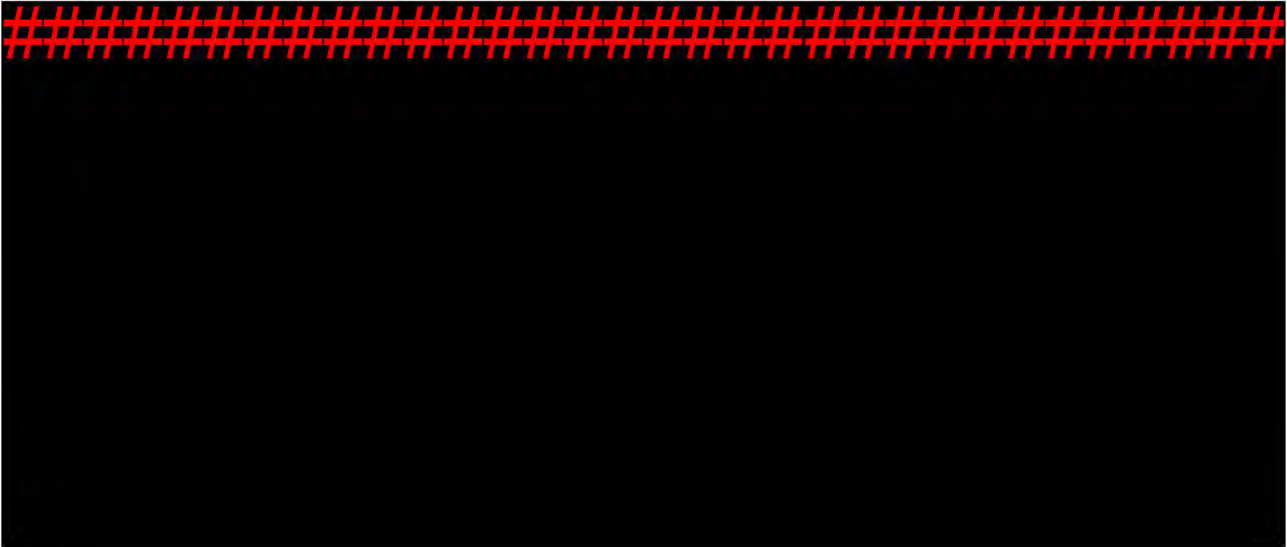
I am happy to increase to the £250 package as before.

Best Regards,

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]



**From:** Jocelyn Towns <[redacted]>  
**Sent:** 04 October 2021 13:11  
**To:** [redacted] >  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hi [redacted]

Last year you reduced to £150.00 as times were hard, prior to that you contributed £250.00. I have provided our sponsorship brochure so you can refresh your mind on the packages available.

Many thanks

Jocelyn

Jocelyn Towns



Mob [REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 13:07  
**To:** Jocelyn Towns <[REDACTED]>  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hello Jocelyn,

All is good here thank you. We would be interested in sponsoring again for 2021.

Can you confirm what the package was before?

Best Regards,

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

#####  
[REDACTED]

#####  
[REDACTED]





**From:** Jocelyn Towns <[redacted]>  
**Sent:** 04 October 2021 12:49  
**To:** [redacted]  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hi [redacted]

I hope all is well with you and that [redacted] has had a better year this year?

I wondered if you might be able to support our Christmas Lights sponsorship again this year? We hope to be able to hold our usual Switch On event this year, fingers crossed. We are also planning some fun on-street attractions as well.

I look forward to hearing from you.

Thanks

Jocelyn

Jocelyn Towns



---

**From:** [redacted]  
**Sent:** 18 September 2020 10:40  
**To:** Jocelyn Towns <[redacted]>  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hello Jocelyn,

Thanks for your response. We will gladly donate £150.00 plus a [redacted] to use a prize for any raffles/auctions etc.

Sorry we cannot do more currently, but it is tough times for everyone.

Best Regards,





**From:** Jocelyn Towns <[redacted]>

**Sent:** 16 September 2020 15:58

**To:** [redacted]

**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hi [redacted]

Thanks for your quick response you donated £250.00 last year, but as much as you can afford would be fantastic.

Thanks

Jocelyn

Jocelyn Towns

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

---

**From:** #####  
**Sent:** 16 September 2020 15:54  
**To:** Jocelyn Towns #####  
**Subject:** RE: Happy Christmas (hopefully!) for Marlow

Hello Jocelyn,

Thank you for your email. We are all well at the [Redacted] [Redacted] thank you.

We would obviously love to help as much as we are able.

What sort of cost is the sponsorship?

Best Regards,

#####  
[Redacted]  
[Redacted]


[Redacted]  
[Redacted]

[Redacted]

#####  
[Redacted]

[Redacted]

[Redacted]  
[Redacted] [Redacted] [Redacted]



**From:** Jocelyn Towns <[REDACTED]>  
**Sent:** 16 September 2020 15:07  
**To:** [REDACTED]  
**Subject:** Happy Christmas (hopefully!) for Marlow

Hi [REDACTED]

I do hope that you and yours have kept well through these very strange times?

It is that time of year again when we thank you from the bottom of our hearts for your generous contribution to last year's Christmas Lights and ask if you will be able to help us again with a similar contribution this year..... or could it possibly be for a little more as so many of our lovely hospitality sponsors have had to drop out.....

We will be showcasing our brand new display with even greater lights covering more of the town centre as well as the High Street.

As you will be aware, we are sadly unable to have an orchestrated 'Switch On' event with a celebrity (though we will do something virtually) or a lovely drinks do for our sponsors, but we are still asking our lovely sponsors if they will help us as now, more than ever, at a time when the businesses in Marlow really need it.

This year sponsorship will give you:

- Coverage in our 'Marlovian' Magazine that is delivered to every home in Marlow
- Inclusion in our Town media [REDACTED]
- A special 'thank you' on our new web site
- And a 'Thank You' Certificate for your reception

As you know we rely on our generous sponsors to help us put on a lovely Christmas display that brings so much joy to so many people and we are extremely grateful for your continued support this year.

Thanks and I look forward to hearing from you.

Jocelyn

Jocelyn Towns

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

**From:** [Jocelyn Towns](#)  
**To:** [chris Funnell](#); [REDACTED]  
**Subject:** RE: Environment Survey  
**Date:** 04 October 2021 13:43:49

---

Hi Chris,

Thanks for the below.

I would just mention that [REDACTED] has been in touch with a professional, who has offered to analyse the data and score it for us. Also, the distribution is to 750 Marlow residents by post, selected randomly, with the town split into four areas.

Colleen met with [REDACTED] after the first draft and changed much of it, so quite dramatically different. [REDACTED] and I are meeting with [REDACTED] tomorrow to go through the questions and remove some and re-write others. Great that Colleen wanted to be involved, but not sure she fully understands the political [REDACTED]

We have started the signposting, by starting with the Eco Schools conference, getting the message out to children will bring the message home to parents. We have a follow up with the schools, and looking to take this to the next stage after the successful outcome of the first conference. Awaiting feedback from [REDACTED] [REDACTED] from his latest meeting with [REDACTED] [REDACTED]

Thanks

Jocelyn

Jocelyn Towns  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** chris Funnell [REDACTED]  
**Sent:** 04 October 2021 12:48  
**To:** Richard's [REDACTED] Jocelyn Towns  
[REDACTED]  
**Subject:** FW: Environment Survey

Both

I appreciate I'm coming in late on this but I really don't think we have the right approach and it echoes my comments from the meeting back in the summer that we have to stop trying to produce in house

[REDACTED] to carry out work where we clearly do not have the skillsets to do it professionally . At best we will get some data from this but we will not understand its significance or if it is truly representative or distorted ,at worst it will look exactly as it is ,a lame [REDACTED] to pretend we are

interested

and will feed extremists with fuel to [REDACTED] on board and hijack the whole agenda and potentially force us into declaring a climate emergency through the leading questions .

I think we have only a couple of real choices ..don't do it or start with a proper objective and engage professionals .

Personally I think briefing to our consultant to come up with a series of quick wins to signpost and educate residents on how to do their bit towards the environment is far more useful and within a scope we can deliver .

Happy to discuss a clear aligned objective .

**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Cc:** [REDACTED]  
**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting  
**Date:** 04 October 2021 13:38:55

---

Chris

Thank you for the clarifying update

[REDACTED]

Please liaise with MTC so that we can help deliver as efficient a set of projects as possible

Thanks

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Chris Funnell <cfunnell@marlow-tc.gov.uk>

**Sent:** 04 October 2021 12:06

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting

[REDACTED]

Thanks for this I have just picked up all the mail trail and surmise that there may be some misunderstanding on the motive of getting together at some point to review this project .

The request was directed from [REDACTED] who have been commissioned by MTC to do the design for planning on the bridge for a future potential lighting scheme part of which has already been approved by Wycombe previously subject to satisfying conditions ( 19/06030/LBC) and part of which will be re submitted to RBWM as the other planning authority in the next few months .

[REDACTED] were asked by us to ascertain during BCC rewiring of the bridge during the next scheduled closures where the power supplies will come in for the rewiring of the existing lantern lighting and if we would be able to pick up a sub metered supply off of that for any future



lighting proposals and avoid duplicate work or more costly work .

It would seem a missed opportunity for [REDACTED] if a cabinet was placed either end and the incremental cost of future proofing that now for the project once approved may outweigh a future re wire for the project in the future at a far greater cost .

Hope that makes sense and would appreciate your advice if we can collaborate on optimising tax payer spend .

Kind regards

Chris

*Chris Funnell*

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

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M [REDACTED]

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---

**From:** [REDACTED]

**Sent:** 01 October 2021 16:24

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

**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]

[REDACTED]; Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>

**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting

Many thanks [REDACTED] [REDACTED] in particular will need to be kept in the loop

Regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 01 October 2021 16:11  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
[REDACTED] Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>  
**Subject:** [EXTERNAL] Re: Marlow Bridge - Lighting

Dear [REDACTED]

I have copied in Cllr Chris Funnell who is leading on this project.

This project has been ongoing for some three years now and is for new lighting on the bridge to enhance the structure and make it visible at night. Some ten years ago plus there was festoon lighting on the bridge, but it was vandalised, continually repaired, and eventually removed. We originally liaised with [REDACTED] [REDACTED] at Bucks. The initial proposed supplier is now not available and after issues with planning (WDC approved the planning and RBWM rejected the application), [REDACTED] are now producing some new designs for the Council. We will of course share these as soon as they are available.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

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Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** [REDACTED]  
[REDACTED] October 2021 15:54  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
[REDACTED]  
**Subject:** Marlow Bridge - Lighting

Hi [REDACTED]

I understand the Town Council has some aspirations to change the lighting on the bridge (we have had an approach from [REDACTED] [REDACTED] Please can we see a copy of the brief so that we can: understand what you hope to achieve; advise on any structural and planning matters and; co-ordinate with our own works

Regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

\_\_\_\_\_

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From: [REDACTED]  
To: [Chris Funnell](#)  
Cc: [REDACTED]  
Subject: Hiya  
Date: 04 October 2021 13:10:44

---

Hiya Chris,

Hope you're well? I just wanted to follow up from our chat a few weeks ago.

I'd like to work together on solving the question you posed to yourself around "how do we get people of Marlow sharing their cars"

We can help in many ways, we can help the council share some of your grey-fleet vehicles, we can help Marlow council create your own car club using electric cars maybe etc etc

I met with [REDACTED] at her home in Oxford, what she is doing is fascinating and a really good way to get local people sharing their own cars, it's been so successful that [REDACTED] is now sharing her own car and using her communities when she needs one - <https://www.wearepossible.org/latest-news/a-new-model-for-car-sharing-in-the-local-community> - this CLOSED LOOP model could also be something we can discuss more.

Anyhow, look forward to hearing from you

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [Microsoft Viva](#)  
**To:** [Jocelyn Towns](#)  
**Subject:** Your daily briefing  
**Date:** 04 October 2021 12:52:43  
**Attachments:** [pyd\\_header\\_monday.png](#)  
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[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px\\_2x.png](#)  
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Hi Jocelyn Towns,  
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Commitments and follow-ups

From your messages



RE: Welcome back



4 days ago you said, "[redacted] will let the Wombles know they can put them up, but that if we have [redacted] we may have to remove them."





FW: Marlow DMMO - Liston Court

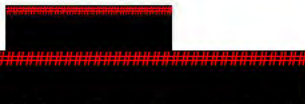
3 days ago you asked, "What do you think?"



Christmas Lighting Projectors



3 days ago you asked, "I know we have looked at these in the past, so thought I would find out more and put our name down for one, are you ok with that?"



5 days ago you asked, "So maybe we highlight that there seem to be discrepancies with the plans submitted re actual measurements and siting of windows, could the planners please review these and re-submit for our comment?"

Surfaced by Cortana

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Mississauga, ON L5N 8L9 Canada

**From:** [Cortana](#)  
**To:** [T Avery](#)  
**Subject:** Your daily briefing  
**Date:** 04 October 2021 12:51:26  
**Attachments:** [pyd\\_header\\_monday.png](#)  
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[delete 2x.png](#)  
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Hope you had time to recharge.



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[Learn more](#)



Commitments and follow-ups

 Chris Funnell

Re: Email to local councils on why Buckland Parish Council, shall not be signing the Parish Charter

4 days ago you said, "Thanks ,I will discuss with group ,please acknowledge you



have passed this on"

Did you find this email helpful? [Send feedback](#)



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1950 Meadowvale Blvd.  
Mississauga, ON L5N 8L9 Canada

**From:** [REDACTED]  
**To:** [R Scott](#)  
**Subject:** RE: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 12:48:36

---

Hi Richard Scott

Thanks for your email. We will share the meeting presentation slides with you following the meeting.

Kind regards

[REDACTED]

---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 10:50  
**To:** [REDACTED]  
**Subject:** [EXTERNAL] Re: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

Thanks. [REDACTED]

I shall be away on that evening. Please accept my apologies.

Kind regards

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 10:46, [REDACTED] wrote:

Dear Richard Scott

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at [REDACTED]** We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

#####

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

---

#####

#####

#####

#####

**From:** [chris Funnell](#)  
**To:** [Richard's \[REDACTED\]](#); [Jocelyn Towns](#)  
**Subject:** FW: Environment Survey  
**Date:** 04 October 2021 12:47:55

---

Both

I appreciate I'm coming in late on this but I really don't think we have the right approach and it echoes my comments from the meeting back in the summer that we have to stop trying to produce in house

[REDACTED] to carry out work where we clearly do not have the skillsets to do it professionally .  
At best we will get some data from this but we will not understand its significance or if it is truly representative or distorted ,at worst it will look exactly as it is ,a lame [REDACTED] to pretend we are interested

and will feed extremists with fuel to [REDACTED] on board and hijack the whole agenda and potentially force us into declaring a climate emergency through the leading questions .

I think we have only a couple of real choices ..don't do it or start with a proper objective and engage professionals .

Personally I think briefing to our consultant to come up with a series of quick wins to signpost and educate residents on how to do their bit towards the environment is far more useful and within a scope we can deliver .

Happy to discuss a clear aligned objective .

**From:** [Roger Wilson](#)  
**To:** [REDACTED]  
**Subject:** Re: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 12:42:28

---

Dear [REDACTED]  
Would be delighted to attend.  
Roger Wilson

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:52  
**To:** Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

Dear Roger Wilson

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at** [REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [Microsoft Viva](#)  
**To:** [Chris Funnell](#)  
**Subject:** Your daily briefing  
**Date:** 04 October 2021 12:29:57  
**Attachments:** [pyd\\_header\\_monday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px\\_2x.png](#)  
[ProfileImage\\_128\\_14B5A0FC903B62E6D65324F0BE18FB9B.png](#)  
[new\\_window\\_2x.png](#)  
[small\\_green\\_checkmark\\_in\\_circle\\_2x.png](#)  
[green\\_filled\\_checkmark\\_circle\\_2x.png](#)  
[red\\_x\\_in\\_circle.png](#)  
[red\\_filled\\_dismiss\\_circle\\_2x.png](#)  
[theme-agnostic-todo.png](#)  
[theme-agnostic-arrow-right.png](#)  
[theme-agnostic-chevron-right.png](#)  
[theme-agnostic-calendar.png](#)  
[theme\\_agnostic\\_calendar\\_todo\\_2x.png](#)  
[theme\\_agnostic\\_arrow\\_circle\\_2x.png](#)  
[theme\\_agnostic\\_calendar\\_date\\_2x.png](#)  
[ProfileImage\\_128\\_A81D42AFB9CD49A4DA6B335EDCC6B9D6.png](#)  
[ProfileImage\\_128\\_E85D52CB9B8EE9E2D4E32689BD20FAD1.png](#)  
[thumbs\\_up\\_like\\_2x.png](#)  
[thumbs\\_down\\_dislike\\_2x.png](#)  
[Microsoft-logo\\_rgb\\_c-gray@2x.png](#)  
[transparent\\_square.png](#)

Hi Chris Funnell,  
Hope you had time to recharge.



 New! Viva daily email

Your daily briefing now comes from Microsoft Viva. You'll continue to receive [redacted] reminders from Cortana, your personal productivity assistant, and you'll get new [redacted] insights to [redacted] your wellbeing and [redacted] experience.

[Learn more](#)

Commitments and follow-ups

From your messages

 R Scott  
 [Re: Consultation on \[redacted\] Zones for residential areas in Buckinghamshire](#)  
4 days ago they asked, "in the meantime can you please respond detailing that you have passed it over to me ."



OF

RE: Email to local councils on why Buckland Parish Council, shall not be signing the Parish Charter



4 days ago you said, "Thanks ,I will discuss with group ,please acknowledge you have passed this on"



DJ



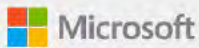
RE: marines open day 2nd October booker



4 days ago you said, "(just to note I will contact office to see if current mayor will be in attendance or representative )"

Surfaced by Cortana

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Microsoft Canada Inc.

1950 Meadowvale Blvd.

Mississauga, ON L5N 8L9 Canada

**From:** [NFP Workshops](#)  
**To:** [Colleen Stapley - Marlow Town Council](#)  
**Subject:** Bid Writing, Fundraising and Volunteering Workshops plus Trusts Database  
**Date:** 04 October 2021 12:24:15

# NFP WORKSHOPS

## Affordable Training Courses

### Bid Writing

Do you know the most common reasons for rejection? Are you gathering the right evidence? Are you making the right arguments? Are you using the right terminology? Are your numbers right? Are you learning from rejections?

Are you assembling the right documents? Do you know how to create a clear and concise standard funding bid? Are you communicating with people or just excluding them? Do you know your own organisation well enough?

Are you thinking through your projects carefully enough? Do you know enough about your [REDACTED] Are you answering the questions funders will ask themselves about your application? Are you submitting applications correctly?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**[MON 18 OCT 2021](#)**

**[MON 01 NOV 2021](#)**

**[MON 15 NOV 2021](#)**

**[MON 29 NOV 2021](#)**

**[MON 13 DEC 2021](#)**

### Trust Fundraising

Are you applying to the right trusts? Are you applying to enough trusts? Are you asking for

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**



the right amount of money? Are you applying in the right ways? Are your projects the most fundable projects?

Are you carrying out trust fundraising in a professional way? Are you delegating enough work? Are you highly productive or just very busy? Are you looking for trusts in all the right places?

How do you [REDACTED] with your [REDACTED] for funding? Is the rest of your fundraising [REDACTED] your bids to trusts? Do you understand what trusts are ideally looking for?

**CLICK ON DATE TO BOOK YOUR PLACE**

**TUE 19 OCT 2021**

**TUE 16 NOV 2021**

**TUE 14 DEC 2021**

## GrantMakingTrusts.co.uk

Our online database has details of more than 34,000 trusts, foundations and charities that make grants to organisations. The site allows users to quickly find a wide range of new potential funders including regional, lower profile and newer trusts plus charities that make grants to organisations as well as running activities themselves. A 1 year subscription costs £95.00 per user.

**[VIEW MORE DETAILS & SUBSCRIBE](#)**

## Corporate Fundraising

Who are these [REDACTED] Why do they get involved? What do they like? What can you get from them? What can you offer them? What are the differences between donations, sponsorship, advertising and cause related marketing?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO BOOK YOUR PLACE**

**WED 20 OCT 2021**

WED 15 DEC 2021

Are [REDACTED] just like trusts? How do you find these [REDACTED] How do you research them? How do you contact them? How do you pitch to them? How do you negotiate with them?

When should you say no? How do you draft contracts? How do you manage the relationships? What could go wrong? What are the tax issues? What are the other considerations?

## Recruiting and Managing Volunteers

Where do you find volunteers? How do you find the right volunteers? How do you attract volunteers? How do you run volunteer recruitment events? How do you interview volunteers?

How do you train volunteers? How do you motivate volunteers? How do you involve volunteers? How do you recognise volunteers? How do you recognise problems with volunteers? How do you learn from volunteer problems?

How do you retain volunteers? How do you manage volunteers? What about volunteers and your own staff? What about younger, older and [REDACTED] volunteers?

ONLINE VIA ZOOM

10.00 TO 12.30

COST £95.00

CLICK ON DATE TO  
BOOK YOUR PLACE

WED 03 NOV 2021

## Legacy Fundraising

ONLINE VIA ZOOM

Why do people make legacy gifts? What are the ethical issues? What are the regulations? What are the tax issues? What are the statistics? What are the trends? How can we integrate legacy fundraising into our other fundraising?

What are the sources for research? How should we set a budget? How should we evaluate our results? How should we forecast likely income? Should we use consultants? How should we build a case for support?

What media and marketing channels should we use? What about in memory giving? How should we setup our admin systems? What are the common problems & pitfalls?

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 17 NOV 2021**

## **Major Donor Fundraising**

Major Donor Characteristics, Motivations and Requirements. Researching and Screening Major Donors. Encouraging, Involving and Retaining Major Donors.

Building Relationships with Major Donors. Major Donor Events and Activities. Setting Up Major Donor Clubs. Asking For Major Gifts. Looking After and Reporting Back to Major Donors.

Delivering on Major Donor Expectations. Showing Your Appreciation to Major Donors. Fundraising Budgets and Committees.

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 01 DEC 2021**

## **Feedback From Past Attendees**

I must say I was really [REDACTED] with the course and the content. My knowledge and confidence has increased hugely.

I got a lot from your course and a lot of pointers!

I can say after years of fundraising I learnt so much from your bid writing course.

It was a very informative day and for someone who has not written bids before I am definitely more confident to get involved with them.

I found the workshops very helpful. It is a whole new area for me but the information you [REDACTED] has given me a lot of confidence with the direction I need to take and for that I am very grateful.

I found the day very informative and it gave me confidence to take on this aspect of work that I had been apprehensive of.

I enjoyed the session and found it valuable.

So much relevant, practical information all passed on in a way which I was able to follow. All greatly enhanced by your sense of humour.

It was a useful course and your [REDACTED] real or otherwise helped to make it practical.

Many thanks.  
The morning just flew by - always a good sign!

I enjoyed the course and learnt a lot. I will begin putting this into practice.

## Unsubscribe

Alternatively send a blank e-mail to [unsubscribe528788@nfpmail1.co.uk](mailto:unsubscribe528788@nfpmail1.co.uk) quoting [cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk) in the subject line.

NFP Workshops  
18 Blake Street, York YO1 8QG  
01133 280988

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Christmas Lights sponsorship  
**Date:** 04 October 2021 12:24:00

---

Hi [REDACTED]

I assume your begging letter to [REDACTED] last year didn't elicit any response?

I wondered if we might be able to count on your support again this year?

Many thanks

Jocelyn

***Cllr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 25 September 2020 16:47  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** RE: Christmas Lights sponsorship

Hi Jocelyn,  
Yes please send me an invoice and I'll pay up!  
Just sent this chap a begging letter – we'll see if he has any contacts.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** 25 September 2020 08:46

**To:** [REDACTED]

**Subject:** RE: Christmas Lights sponsorship

Hi [REDACTED]

Thank you so much, it is so appreciated. I assume you would like this invoiced?

Sadly getting the big supermarkets to contribute is very hard, they don't have local budget, and getting any response from their head office has proved in the past to take a lot of effort to get nowhere, but I will try again, as I think you are right and they should do something locally.

Thanks

Jocelyn

***Clr Jocelyn Towns***

**MARLOWTOWN**COUNCIL

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 24 September 2020 20:56

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** RE: Christmas Lights sponsorship

Hi Jocelyn,

The Marlow lights are indeed a symbol of Christmas cheer and hope and we all need that.

Put me down for the same as last year.

The big [REDACTED] have done well out of Covid – perhaps they could dig a big deeper to offset the shortfall...?

Take care.

Best.. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** 24 September 2020 12:37

**To:** #####

**Subject:** Christmas Lights sponsorship

Hi #####

A quick note to see if we can count on your support again this year for the Marlow Christmas Lights. I know this has been a bad year for some, for ##### we have lost all our hospitality sponsors as they have had such a tough year.

We in fact agreed new lights this year, and more extensive, the same tasteful design but more of them, we agreed the contract pre-pandemic, but when was there a year when they would be more needed to cheer up our town.

We can't hold our normal 'Switch On' event, but we will do something virtually, just not sure what at the moment, but will keep you posted.

Let me know you think.

Thanks

Jocelyn

***Clr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

**From:** [Carol Heap \(Cllr\)](#)  
**To:** [Jocelyn Towns](#)  
**Subject:** FW: [EXTERNAL] FW: Footpath resurfacing  
**Date:** 04 October 2021 12:19:34

---

Hi Jocelyn

Could you ask [REDACTED] to upload the defects and photos to Fixmystreet.com in the roads and pavements category as that is the official log. The reporter can then follow progress on the case.

Thanks  
Carol

Councillor Carol Heap  
Buckinghamshire Council

[REDACTED]

---

**From:** [Carol Heap \(Cllr\)](#)  
**Sent:** 01 October 2021 14:34  
**To:** [Jocelyn Towns](#)  
**Subject:** RE: [EXTERNAL] FW: Footpath resurfacing

Hi

I contacted our local area technician. She will inspect and let me know. She thinks no 3 off Oak Tree has been done.

It's worth getting a quote for these and any others that need doing. Happy to support through the CB. Footpaths could be classified as active transport /well being so could go through our group.

Do you know who owns the Marlow Youth centre on Wycombe Road ?

KR  
Carol

Councillor Carol Heap  
Buckinghamshire Council

[REDACTED]

---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 22 September 2021 10:27  
**To:** Carol [REDACTED]  
**Subject:** FW: Footpath resurfacing

Hi Carol,

I think I mentioned footpaths as something we could get CB involvement with, these are the details of the worst ones that need attention, let me know what you think.



Jocelyn

**Cllr Jocelyn Towns**

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 21 September 2021 14:29

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Subject:** Footpath resurfacing

Hi Jocelyn,

I understand there may be some opportunity for footpath resurfacing.

1. The alleyway between Oxford road and Quoitings Drive floods every winter and is [REDACTED] at one point. Literally [REDACTED] the alleyway is not usable when it rains heavily because you cannot avoid walking through the dip full of water or you have to turn back and go around the roads. I have contacted BC in the past and they have said that they won't resurface. It's a dip in the path that it too long to [REDACTED] over and so wide that the rain water covers one side to the other. You have to turn around and go back. I could get Four Seasons to give us an independent assessment and quote. I can also get photos although it's hard to see in the photos, and a map.  
Approximate size 2 meters long by 2 meters wide.

2. The alleyway from Wethered Road through to Oak Tree Road is [REDACTED] some minor trip hazards. Mainly on a short section a few feet long. Again approx 2m by 2m.

3. We recently had a [REDACTED] about a tiny hole in an alleyway off Oak Tree Road. The hole is maybe 10cm by 10cm and off to the right of the alleyway so not a trip hazard particularly but it could do with a repair.

I haven't measured these, I'm just giving you an approximate indication.

Some good news - I've attached a photo of the new fence that the facilities management team have put in by the alleyway from the cemetery through to Oak Tree Road.

There is also a photo of each of the 3 places I mentioned above. It is quite tricky to see the



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**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Automatic reply: [EXTERNAL] Re: Marlow Bridge - Lighting  
**Date:** 04 October 2021 12:06:40

---

I am currently on leave returning to work Monday 11th October Regards [REDACTED]

[REDACTED]

Thank you



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**From:** [Chris Funnell](#)  
**To:** [REDACTED]  
**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting  
**Date:** 04 October 2021 12:06:00

---

[REDACTED]

Thanks for this I have just picked up all the mail trail and surmise that there may be some misunderstanding on the motive of getting together at some point to review this project .

The request was directed from [REDACTED] who have been commissioned by MTC to do the design for planning on the bridge for a future potential lighting scheme part of which has already been approved by Wycombe previously subject to satisfying conditions ( 19/06030/LBC) and part of which will be re submitted to RBWM as the other planning authority in the next few months .

[REDACTED] were asked by us to ascertain during BCC rewiring of the bridge during the next scheduled closures where the power supplies will come in for the rewiring of the existing lantern lighting and if we would be able to pick up a sub metered supply off of that for any future lighting proposals and avoid duplicate work or more costly work .

It would seem a missed opportunity for [REDACTED] if a cabinet was placed either end and the incremental cost of future proofing that now for the project once approved may outweigh a future re wire for the project in the future at a far greater cost .

Hope that makes sense and would appreciate your advice if we can collaborate on optimising tax payer spend .

Kind regards

Chris

*Chris Funnell*

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

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

M [REDACTED]

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**From:** [REDACTED]  
**Sent:** 01 October 2021 16:24  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED]  
[REDACTED] Chris Funnell <cfunnell@marlow-tc.gov.uk>  
**Subject:** RE: [EXTERNAL] Re: Marlow Bridge - Lighting

Many thanks [REDACTED] [REDACTED] in particular will need to be kept in the loop

Regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 01 October 2021 16:11  
**To:** [REDACTED]  
**Cc:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED]  
[REDACTED] Chris Funnell <cfunnell@marlow-tc.gov.uk>  
**Subject:** [EXTERNAL] Re: Marlow Bridge - Lighting

Dear [REDACTED]

I have copied in Cllr Chris Funnell who is leading on this project.

This project has been ongoing for some three years now and is for new lighting on the bridge to enhance the structure and make it visible at night. Some ten years ago plus there was festoon lighting on the bridge, but it was vandalised, continually repaired, and eventually removed. We originally liaised with [REDACTED] [REDACTED] at Bucks. The initial proposed supplier is now not available and after issues with planning (WDC approved the planning and RBWM rejected the application), [REDACTED] are now producing some new designs for the

Council. We will of course share these as soon as they are available.

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]

**Sent:** 01 October 2021 15:54

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

**Cc:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)> [REDACTED]

[REDACTED]

**Subject:** Marlow Bridge - Lighting

Hi [REDACTED]

I understand the Town Council has some aspirations to change the lighting on the bridge (we have had an approach from [REDACTED] [REDACTED]). Please can we see a copy of the brief so that we can: understand what you hope to achieve; advise on any structural and planning matters and; co-ordinate with our own works

Regards

#####

[Redacted]

[Redacted]

[Redacted]

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**Date:** 04 October 2021 11:43:37

---

Sent from [Mail](#) for Windows

**Date:** 04 October 2021 11:43:37

---

Sent from [Mail](#) for Windows

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Winning litter posters in High Street  
**Date:** 04 October 2021 11:40:00

---

Thanks [REDACTED]  
Jocelyn

Cllr Jocelyn Towns

MARLOWTOWNCOUNCIL  
Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024  
jtowns@marlow-tc.gov.uk

-----Original Message-----

**From:** [REDACTED]  
**Sent:** 01 October 2021 18:42  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Subject:** Re: Winning litter posters in High Street

Many thanks for your response, Jocelyn. I have noted what you said.  
I'll let you know when we do the deed.

Best wishes  
[REDACTED]

Sent from my iPhone

> On 1 Oct 2021, at 10:49, Jocelyn Towns <jtowns@marlow-tc.gov.uk> wrote:

>

> Hi [REDACTED]

>

> Thanks for the below and the lovely photo of [REDACTED] with the posters.

>

> Once you have the cable ties that you need, just go ahead and put up the posters, the TC are responsible for removing unauthorised posters or banners on behalf of BC, but the boys will turn a blind eye to them! (This is by far the easiest way of getting exposure rather than going through official channels! I would appreciate it if you didn't make this widely known though.

>

> We may receive [REDACTED] from [REDACTED] [REDACTED] but let's see and deal with that if we do.

>

> Thanks

>

> Jocelyn

>

> Cllr Jocelyn Towns

>

> MARLOWTOWNCOUNCIL

> Court Garden

> Pound Lane

> Marlow

> Bucks SL7 2AG

>

> 01628 484024

> jtowns@marlow-tc.gov.uk

>

> -----Original Message-----

> From: [REDACTED]

> Sent: 30 September 2021 11:26

> To: Jocelyn Towns <jtowns@marlow-tc.gov.uk>

> Subject: Winning litter posters in High Street

>

> Good morning, Jocelyn

> I think [REDACTED] may be speaking to you today re [REDACTED] matters but I don't think this is on her agenda.

> We have some really nice boards with the posters on that we would like to put on existing [REDACTED] etc in the High Street.

> I spoke to a Carol Heap and [REDACTED] at the Carnival but the last word lies with you!

> At present, we are waiting resource some eco-friendly ties to do this with and would like to put them up sometime in October.

> Please let us know what you think then, if yes, we can get into action.

> I will send the photo of [REDACTED] with posters at the Carnival by separate email.

> Many thanks

> [REDACTED]

>

> Sent from my iPhone

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Wildflower areas  
**Date:** 04 October 2021 11:39:00

---

Hi [REDACTED]

Thanks for this I have added my comments below in blue.

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 11:33  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Wildflower areas

Hi Jocelyn,

I checked with [REDACTED] about Higginson Park and it turns out they don't have a plan for Higginson Park - they are just seeing what happens. Typical, the whole of Higginson Park needs remedial ground works undertaken, the basis of the trust is that money's coming in should be used to maintain the area. The bare patches as you walk into the park on the left and right are in desperate need.

I haven't heard from BC as yet regarding the cultivation licences but hopefully in the next couple of weeks. I'll follow it up.

I suggest we spray off Wycombe Road. I hesitated on Oxford Road due to the potential sight line concerns and it is rather shady aswell. I therefore suggest we mow that area as per Wild Marlows suggestion and see what happens there. Does this mean using glyphosate on Wycombe Road? As we have said we will try and avoid that?

Regarding Gossmore Lane - the section we are considering is weeds already so do you think it would matter if we try a mowing approach which may offer slow growth? I'll get it

sprayed if you prefer but just thought I'd mention that fact. I would definitely mow it.

Regards

[REDACTED]

[REDACTED]

Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** Wednesday, September 22, 2021 10:41

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

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

**Subject:** RE: Wildflower areas

Hi [REDACTED]

See my comments in the below in blue.

Thanks

Jocelyn

*ClIr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 20 September 2021 13:58  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Wildflower areas

Hi Jocelyn,

Yes it is thorough and useful.

I am going to meet our grass cutting contractor next week and will discuss the management of the wildflower patches through mowing for the winter ahead.

It is a more natural method and would avoid us using glyphosate to spray off the ground which would be a real environmental plus. However I suspect the strong flower display that we had this year may not appear, certainly in the new patches that I am hoping to add this winter. We can work on that, see how they grow next year and maybe add some seed next autumn for the following year. WM are keen to communicate what we are doing in their newsletter etc and we have the signs up to explain what the areas are. Personally I am for trying this method to avoid using glyphosate and seeing what results we get. I do agree, but we also need to be mindful that all areas do look good, rather than a bunch of overgrown weeds or we will start to get negative feedback.

I would like to discuss this with the new contractor. It would add some labour time as WM are essentially suggesting that the arisings are collected versus dropping and leaving them as is currently done.

I would stay with the 5 proposed areas that we have, current and new: I thought this was now 6 areas according to the TC Agenda, Oxford Road junction with Barnards Hill is also listed?

Little Marlow Road  
Seymour Court Road  
Henley Road  
Wycombe Road  
Gossmore Lane

WM are suggesting that we use this approach on the large proportion of our grass verges. I think this might be too much for Marlow just now. We also need BC approval for every new section. I am still waiting final approval from BC for the new areas. Thanks do let me know when they have approved, there was a call from the TC meeting to leave many grass verge areas uncut but I pointed out road visibility and the fact that these are owned by BC and will be governed by them.

Finally, we also have Rookery Gardens that has a much more developed wild area since we took on the Gardens through devolved services. We should maybe add this to any publicity we develop around this, I think a press release, once we have received the approval from BC should be put together and should include Rookery. Maybe we should get a plan from Andy Sherwood on what he is doing in Higginson Park?

We can get [REDACTED] comments too when she is back from holiday.

Regards

[REDACTED]

[REDACTED]

Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** Monday, September 20, 2021 13:33

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

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

**Subject:** RE: Wildflower areas

Hi [REDACTED]

This looks a [REDACTED] document, I would like your thoughts on it, and if you and [REDACTED] are in agreement with the content we could adopt it at the next Environment meeting? Do we need the buy in of the new contractor for grounds maintenance? If so, we would have to wait until that has been decided.

Many thanks



Jocelyn

**Cllr Jocelyn Towns**

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 20 September 2021 13:25  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** Fw: Wildflower areas

Hi Jocelyn,

I met with [REDACTED] today to discuss her advice regarding wildflower management. I am now looking at an alternative route to wildflowers that does not involve glyphosate killing off the grass.

She said she would like an official response from the Councillors regarding her document so I said I would pass that request onto you.

Thanks

[REDACTED]

[REDACTED]  
Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

From: [REDACTED] >

Sent: Saturday, August 28, 2021 17:20

To: [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]> [REDACTED] <[REDACTED]>  
[REDACTED] Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]

Subject: Re: Wildflower areas

Hello everyone,

Please find attached a link the document I have written for the management of wildflowers verges in Marlow.

Do let me know if anyone has any difficulty viewing it and indeed if you have any questions.

The document can be viewed here

<https://docs.google.com/document/d/1RlfrCwla-uKaY4V6yxnm05oTkDQDljUj9u9Cm8z2U0/edit?usp=sharing>

With thanks

[REDACTED]

[REDACTED]

Sent from my iPhone

On 19 Aug 2021, at 22:54, [REDACTED] wrote:

Hello [REDACTED] and Jocelyn,

Just a quick update on this. I have prepared a document as promised for your review with regard to the current wild flower patches created this year and for future areas.

I am however aware Jocelyn that you met with the [REDACTED] and [REDACTED] this am to discuss Bee Town, so I would like to make sure I check in with them to ensure there is sufficient joined up thinking before sending this to you all.

I am away for a week on Saturday but will schedule a time to meet with my [REDACTED] and get this to you as quickly as possible, realising contractor timings are a [REDACTED] consideration.

Please note though it is our recommendation that these patches are not cut back until late September so there is time.

Many thanks

[REDACTED]

On Tue, Aug 3, 2021 at 10:11 AM [REDACTED]

wrote:

OK thanks [REDACTED]  
I am just working on something for you now.

[REDACTED]

On Mon, Aug 2, 2021 at 8:44 AM [REDACTED] <[REDACTED]>

wrote:

Hi [REDACTED]

Unfortunately not. I'll be talking to them soon and if I get any more info I'll let you know.

Regards  
[REDACTED]

[REDACTED]  
Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

**From:** [REDACTED]

**Sent:** Thursday, July 29, 2021 09:21

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

**Subject:** Re: Wildflower areas

sorry to be a pain, any chance they have given you the latin names, gives me more detail of what they actually are, for [REDACTED] borage can be annual or perennial.

thanks [REDACTED]

On Thu, Jul 29, 2021 at 8:29 AM [REDACTED] > wrote:

That's great thanks [REDACTED]

On Thu, Jul 29, 2021 at 7:46 AM [REDACTED] <[REDACTED]> wrote:

Hi [REDACTED]

Its a native 20% wildflower and 80% grass mix includes:

Agrimony [REDACTED]  
Borage  
Clary  
Clover - red & white  
Cornflower  
Daisy Ox-Eye  
Foxglove  
Goatsbeard  
Knapweed  
Loosestrife  
Mallow  
Marjoram  
Meadow Cranesbill  
Poppy  
Ragged Robin  
Sainfoin  
Scabious  
Teasel  
Trefoil  
Vetch  
Vipers Bugloss  
Yarrow  
Sunflower

We also added some annuals so there would be some colour this year including cosmos, marigold, tidy tips, flax and blanket flower.

(copied from an email from our contractor to me).

Regards  
[REDACTED]  
[REDACTED]

Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

**From:** [REDACTED]  
**Sent:** Wednesday, July 28, 2021 22:24  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Wildflower areas

Hello [REDACTED]

I hope all is well.

Could you by any chance let me know what the seed mix was that was sown in Spring on the patches.

Thanks very much

[REDACTED]

On Tue, Jun 22, 2021 at 2:33 PM [REDACTED] <[REDACTED]> wrote:

Hi [REDACTED]

We are considering the best way to manage our new wildflower patches for the winter and next year. I would be grateful for any comments on how we may best proceed from the current position. I am considering:

- how to [REDACTED] on the current plants by perhaps sowing seeds this autumn
- which flowers would be good to sow in light of what has taken

this year.

If you have any advice that you think may be helpful please let me know.

Regards

██████████

██

Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Cc:** [REDACTED]  
**Subject:** Re: Wildflower areas  
**Date:** 04 October 2021 11:32:40

---

Hi Jocelyn,

I checked with [REDACTED] about Higginson Park and it turns out they don't have a plan for Higginson Park - they are just seeing what happens.

I haven't heard from BC as yet regarding the cultivation licences but hopefully in the next couple of weeks. I'll follow it up.

I suggest we spray off Wycombe Road. I hesitated on Oxford Road due to the potential sight line concerns and it is rather shady aswell. I therefore suggest we mow that area as per Wild Marlows suggestion and see what happens there.

Regarding Gossmore Lane - the section we are considering is weeds already so do you think it would matter if we try a mowing approach which may offer slow growth? I'll get it sprayed if you prefer but just thought I'd mention that fact.

Regards

[REDACTED]

[REDACTED]  
Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** Wednesday, September 22, 2021 10:41  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** [REDACTED] <[REDACTED]>

**Subject:** RE: Wildflower areas

Hi [REDACTED]

See my comments in the below in blue.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden

Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 20 September 2021 13:58

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

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

**Subject:** Re: Wildflower areas

Hi Jocelyn,

Yes it is thorough and useful.

I am going to meet our grass cutting contractor next week and will discuss the management of the wildflower patches through mowing for the winter ahead.

It is a more natural method and would avoid us using glyphosate to spray off the ground which would be a real environmental plus. However I suspect the strong flower display that we had this year may not appear, certainly in the new patches that I am hoping to add this winter. We can work on that, see how they grow next year and maybe add some seed next autumn for the following year. WM are keen to communicate what we are doing in their newsletter etc and we have the signs up to explain what the areas are. Personally I am for trying this method to avoid using glyphosate and seeing what results we get. I do agree, but we also need to be mindful that all areas do look good, rather than a bunch of overgrown weeds or we will start to get negative feedback.

I would like to discuss this with the new contractor. It would add some labour time as WM are essentially suggesting that the arisings are collected versus dropping and leaving them as is currently done.



I would stay with the 5 proposed areas that we have, current and new: I thought this was now 6 areas according to the TC Agenda, Oxford Road junction with Barnards Hill is also listed?

Little Marlow Road  
Seymour Court Road  
Henley Road  
Wycombe Road  
Gossmore Lane

WM are suggesting that we use this approach on the large proportion of our grass verges. I think this might be too much for Marlow just now. We also need BC approval for every new section. I am still waiting final approval from BC for the new areas. Thanks do let me know when they have approved, there was a call from the TC meeting to leave many grass verge areas uncut but I pointed out road visibility and the fact that these are owned by BC and will be governed by them.

Finally, we also have Rookery Gardens that has a much more developed wild area since we took on the Gardens through devolved services. We should maybe add this to any publicity we develop around this, I think a press release, once we have received the approval from BC should be put together and should include Rookery. Maybe we should get a plan from Andy Sherwood on what he is doing in Higginson Park?

We can get [REDACTED] comments too when she is back from holiday.

Regards

[REDACTED]

[REDACTED]

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---

**From:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

**Sent:** Monday, September 20, 2021 13:33

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

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

**Subject:** RE: Wildflower areas

Hi [REDACTED]

This looks a [REDACTED] document, I would like your thoughts on it, and if you and [REDACTED] are in agreement with the content we could adopt it at the next Environment meeting? Do we need the buy in of the new contractor for grounds maintenance? If so, we would have to wait until that has been decided.

Many thanks

Jocelyn

*Clr Jocelyn Towns*

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Pound Lane

Marlow

Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 20 September 2021 13:25

**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>

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

**Subject:** Fw: Wildflower areas

Hi Jocelyn,

I met with [REDACTED] today to discuss her advice regarding wildflower management. I am now looking at an alternative route to wildflowers that does not involve glyphosate killing off the grass.

She said she would like an official response from the Councillors regarding her document so I said I would pass that request onto you.

Thanks

[REDACTED]

[REDACTED]

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---

**From:** [REDACTED] >

**Sent:** Saturday, August 28, 2021 17:20

**To:** [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
[REDACTED] Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED]  
[REDACTED]

**Subject:** Re: Wildflower areas

Hello everyone,

Please find attached a link the document I have written for the management of wildflowers verges in Marlow.

Do let me know if anyone has any difficulty viewing it and indeed if you have any questions.

The document can be viewed here

[REDACTED]

With thanks

[REDACTED]

[REDACTED] [REDACTED]

Sent from my iPhone

On 19 Aug 2021, at 22:54, [REDACTED] wrote:

Hello [REDACTED] [REDACTED] and Jocelyn,

Just a quick update on this. I have prepared a document as promised for your review with regard to the current wild flower patches created this year and for future areas.

I am however aware Jocelyn that you met with the [REDACTED] and [REDACTED] this am to discuss Bee Town, so I would like to make sure I check in with them to ensure there is sufficient joined up thinking before sending this to you all.

I am away for a week on Saturday but will schedule a time to meet with my [REDACTED] [REDACTED] [REDACTED] and get this to you as quickly as possible, realising contractor timings are a [REDACTED] consideration.

Please note though it is our recommendation that these patches are not cut back until late September so there is time.

Many thanks

[REDACTED]

On Tue, Aug 3, 2021 at 10:11 AM [REDACTED] > wrote:

OK thanks [REDACTED]  
I am just working on something for you now.

[REDACTED]

On Mon, Aug 2, 2021 at 8:44 AM [REDACTED] <[REDACTED]> wrote:

Hi [REDACTED]

Unfortunately not. I'll be talking to them soon and if I get any more info I'll let you know.

Regards

[REDACTED]

[REDACTED] [REDACTED]  
Marlow Town Council  
Court Garden, Pound Lane  
Marlow, Bucks  
SL7 2AG  
01628 484 024

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---

**From:** [REDACTED]  
**Sent:** Thursday, July 29, 2021 09:21  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Wildflower areas

sorry to be a pain, any chance they have given you the latin names, gives me more detail of what they actually are, for [REDACTED] borage can be annual or perennial.

thanks [REDACTED]

On Thu, Jul 29, 2021 at 8:29 AM [REDACTED]  
[REDACTED] > wrote:

That's great thanks [REDACTED]

On Thu, Jul 29, 2021 at 7:46 AM [REDACTED] <[REDACTED]>  
[REDACTED] wrote:

Hi [REDACTED]

Its a native 20% wildflower and 80% grass mix includes:

- Agrimony [REDACTED]
- Borage
- Clary
- Clover - red & white
- Cornflower
- Daisy Ox-Eye
- Foxglove
- Goatsbeard
- Knapweed
- Loosestrife
- Mallow
- Marjoram
- Meadow Cranesbill
- Poppy
- Ragged Robin
- Sainfoin
- Scabious
- Teasel
- Trefoil
- Vetch
- Vipers Bugloss
- Yarrow
- Sunflower

We also added some annuals so there would be some colour this year including cosmos, marigold, tidy tips, flax and blanket flower.

(copied from an email from our contractor to me).

Regards

[REDACTED]

[REDACTED]

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---

**From:** [REDACTED]

**Sent:** Wednesday, July 28, 2021 22:24

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

**Subject:** Re: Wildflower areas

Hello [REDACTED]

I hope all is well.

Could you by any chance let me know what the seed mix was that was sown in Spring on the patches.

Thanks very much

[REDACTED]

On Tue, Jun 22, 2021 at 2:33 PM [REDACTED] <[REDACTED]>

[REDACTED] > wrote:

Hi [REDACTED]

We are considering the best way to manage our new wildflower

patches for the winter and next year. I would be grateful for any comments on how we may best proceed from the current position. I am considering:

- how to [REDACTED] on the current plants by perhaps sowing seeds this autumn
- which flowers would be good to sow in light of what has taken this year.

If you have any advice that you think may be helpful please let me know.

Regards

[REDACTED]

[REDACTED]  
Marlow Town Council  
Court Garden, Pound Lane  
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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Leave  
**Date:** 04 October 2021 11:21:30

---

Thanks [REDACTED] yes that's fine, copied to [REDACTED] for the leave diary.

[REDACTED]

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 04 October 2021 11:16  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Leave

Hi [REDACTED]

Finally managed to pin [REDACTED] down on dates as we discussed last week. Can I book the Tuesday and Wednesday of wb 25th October please?

Many thanks

[REDACTED]



[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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**From:** [Carol Heap](#)  
**To:** [REDACTED]  
**Subject:** RE: Councillors weekly update  
**Date:** 04 October 2021 11:17:51  
**Attachments:** [2D0376D9924F4A5B9C365EE6A1E4418E.png](#)

---

Hi [REDACTED]

Just to clarify, the Community Engagement meeting on Sept 16<sup>th</sup> was the South West Chilterns Community Engagement meeting.

Thanks Carol

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** 01 October 2021 14:47  
**To:** [Weekly Update](#)  
**Subject:** Councillors weekly update

Dear Members and Officers

Please find the following documents attached:-

The weekly update for the week ending October 3<sup>rd</sup>

The Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge  
South West Chilterns Economic Recovery and Regeneration Action Group meeting notes - 9 September 2021

Notes following our Community Engagement meeting held on 16 September.

Upcoming meetings & events:

**Full Planning and Transportation meeting** – 19<sup>th</sup> October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]  
[REDACTED]

**MARLOWTOWNCOUNCIL**

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Bucks SL7 2AG

T: 01628 484024

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**From:** [REDACTED]  
**Subject:** [REDACTED]: [REDACTED] Meeting 3  
**Date:** 04 October 2021 11:11:48  
**Attachments:** [image001.png](#)

---

Dear all,

I hope you are well.

We are looking forward to hosting the third [REDACTED] meeting this Wednesday, 6<sup>th</sup> October, from 18.00 to 19.30.

A detailed agenda will follow but please see below the Zoom link.

Minutes from [REDACTED] 2 will also be sent prior to the meeting so that everybody can review ahead of Wednesday evening.

Please let me know directly if you can't attend and if somebody will be attending in your place.

Topic: [REDACTED] [REDACTED] 3 - 06.10.21

Time: Oct 6, 2021 06:00 PM London

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

MA (Hons) MA

[REDACTED]

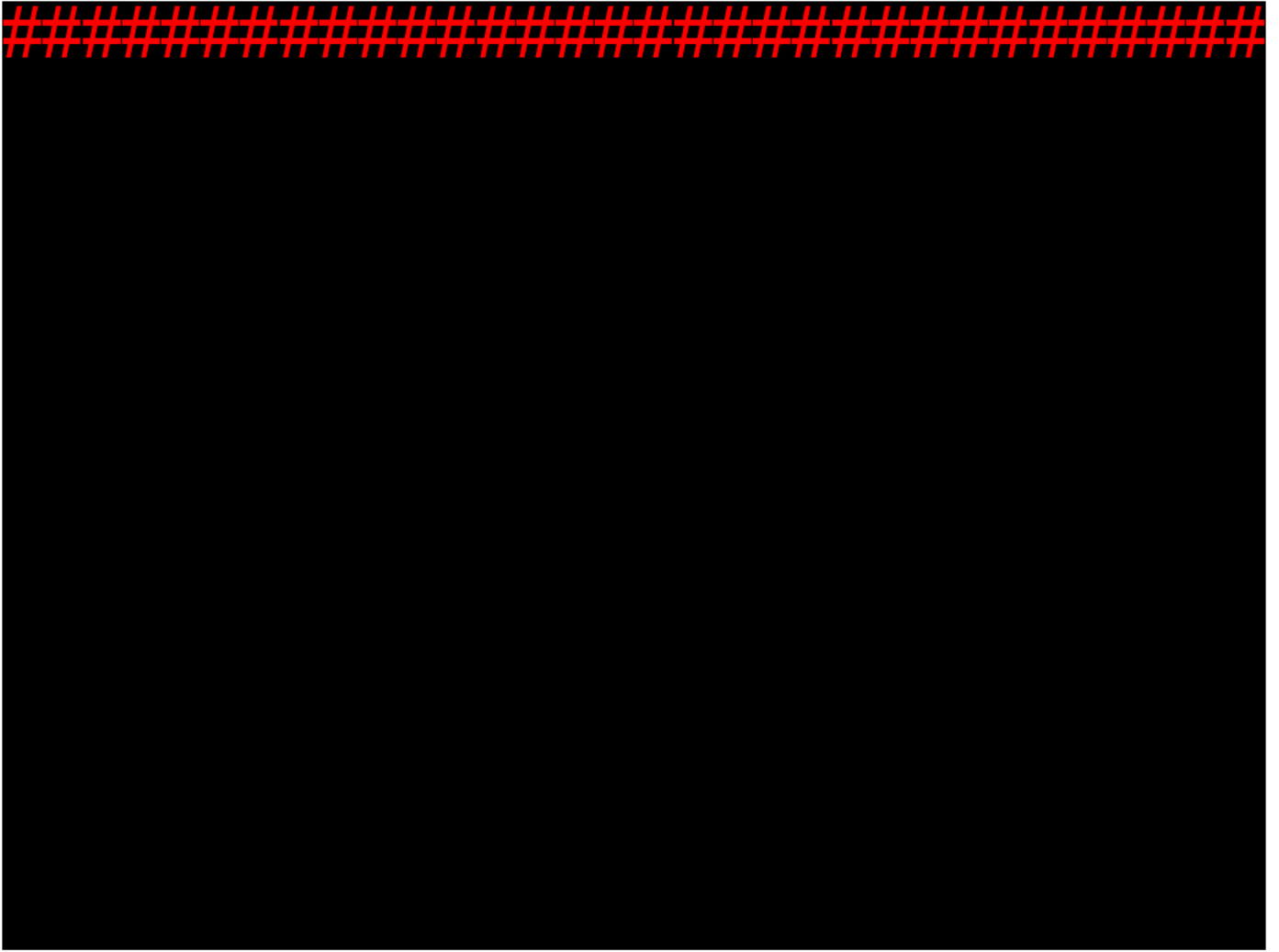
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**From:** [REDACTED]  
**Subject:** [REDACTED]  
**Date:** 04 October 2021 11:11:48  
**Attachments:** [image001.png](#)

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Topic: [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

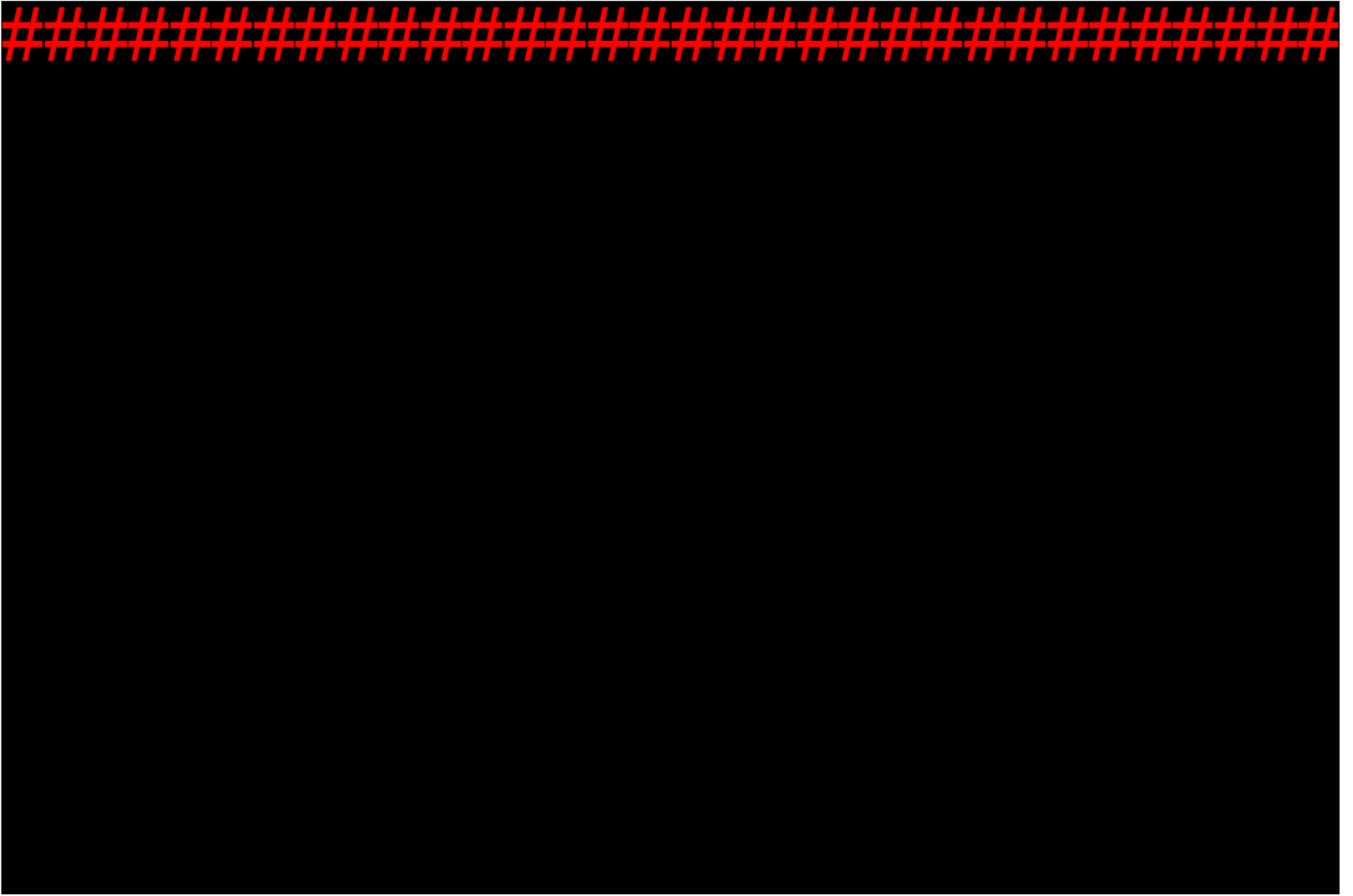
[REDACTED]

[REDACTED] [REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]



**From:** [REDACTED]  
**To:** [R Scott](#); [Jocelyn Towns](#); [T Avery](#); [Roger Wilson](#); [N Marshall](#); [Chris Funnell](#); [R Cadman](#); [Carol Heap](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [David Brown](#); [Natalia Mityaeva](#)  
**Subject:** Fw: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 11:04:26

---

Dear members

You should all be receiving the invitation below directly. Please email [REDACTED] if you would like to attend.

Best wishes

[REDACTED]

[REDACTED]

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Pound Lane  
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[01628 484024](tel:01628484024)

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**From:** [REDACTED]  
**Sent:** 04 October 2021 10:53  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

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**Please confirm if you would like to attend the workshop by emailing me at**

**[REDACTED]** We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

**[REDACTED]**

**[REDACTED]**

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**Subject:** Fw: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 11:04:25

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Dear members

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Best wishes

[REDACTED]

[REDACTED]

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**Subject:** Fw: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 11:04:24

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Best wishes

[REDACTED]  
[REDACTED]  
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Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

**[REDACTED]** We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

**[REDACTED]**

**[REDACTED]**

---

**[REDACTED]**

**From:** [REDACTED]  
**To:** [R Scott](#); [Jocelyn Towns](#); [T Avery](#); [Roger Wilson](#); [N Marshall](#); [Chris Funnell](#); [R Cadman](#); [Carol Heap](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [David Brown](#); [Natalia Mityaeva](#)  
**Subject:** Fw: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 11:04:24

---

Dear members

You should all be receiving the invitation below directly. Please email [REDACTED] if you would like to attend.

Best wishes

[REDACTED]  
[REDACTED]  
[REDACTED]

## MARLOWTOWNCOUNCIL

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:53  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

Dear [REDACTED]

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

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**[REDACTED]**

**[REDACTED]**

---

**[REDACTED]**

**From:** [REDACTED]  
**To:** [R.Scott](#); [Jocelyn Towns](#); [T.Avery](#); [Roger Wilson](#); [N.Marshall](#); [Chris Funnell](#); [R.Cadman](#); [Carol Heap](#); [Chris Hoyle](#); [Colleen Stapley - Marlow Town Council](#); [David Brown](#); [Natalia Mityaeva](#)  
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**Sent:** 04 October 2021 10:53  
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**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

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**[REDACTED]**

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**Sent:** 04 October 2021 10:53  
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**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors

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We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: Councillors weekly update  
**Date:** 04 October 2021 10:58:00  
**Attachments:** [REDACTED]

---

Here is the TC weekly update  
Jocelyn

*Cllr Jocelyn Towns*

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 01 October 2021 14:48  
**To:** Weekly Update [REDACTED]  
**Subject:** Councillors weekly update

Dear Members and Officers

Please find the following documents attached:-

The weekly update for the week ending October 3<sup>rd</sup>

The Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge  
South West Chilterns Economic Recovery and Regeneration Action Group meeting notes - 9  
September 2021

Notes following our Community Engagement meeting held on 16 September.

Upcoming meetings & events:

**Full Planning and Transportation meeting** – 19<sup>th</sup> October in the Town Council Office.

All minutes from meetings and agendas can be accessed on the website here

<https://www.marlow-tc.gov.uk/meetings-agendas-and-minutes/>

Kind Regards

[REDACTED]  
[REDACTED]

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T: 01628 484024

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**From:** [REDACTED]  
**To:** [Colleen Stapley - Marlow Town Council](#)  
**Cc:** [Chris Funnell](#)  
**Subject:** Re: Environment Survey  
**Date:** 04 October 2021 10:55:09

---

Hi Colleen

Thank you for the feedback, I will pass this onto [REDACTED]

Kind Regards

[REDACTED]  
#####

CrestMARLOWTOWNCOUNCIL

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Pound Lane

Marlow

Bucks SL7 2AG

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---

**From:** Colleen Stapley - Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>

**Sent:** Monday, October 4, 2021 10:47:51 AM

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

**Cc:** Chris Funnell <[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>

**Subject:** Re: Environment Survey

Hi [REDACTED]

Here are my comment:

### Homepage

Can we reword the first message slightly? Maybe something like. ...

Hello Marlow Resident

You have been selected at random to [REDACTED] this [REDACTED] survey regarding our town.

Your answers will help us as a council, understand what Marlow residents are thinking and what we as a council can focus our efforts on.



The survey will take approximately 5 minutes to [REDACTED]  
Thanks so much for your time.

Your Marlow Town Council

**Q10**

reads a little clunky

Could we reword to something like –

“What priority would you like your local councils (Marlow and Bucks) to give each of these environmental issues?”

**Q11**

Box 3 could we reword to

“Eat less/no meat or dairy”

Boxes regarding vehicles I would place them next to each other to avoid people selecting hybrid when they have a full electric

**Q12**

Do we need to put commas in a different place?

“If support or advice were available would you like to try, or increase, any of the following sustainable behaviours/actions in the future?”

There are some things listed here like ‘adopting an electricity tariff’ and ‘fitting loft insulation’ etc. that are not available to select on Q11 where you state what your current behaviours are. Shouldn’t these lists be almost identical?

4<sup>th</sup> box from the bottom there is an extra space in ‘more’

General

Overall it seems a lot shorter than the previous version?

We did discuss adding in a question about whether or not residents had the ability to install an electric charge point at the residence – not sure if we have covered that because some people could have off street parking not near a building.

Also do we want to ask if they currently have access to an electric charge point near them? Or similar?

I think these questions and anything else we may want data for to take to Bucks Community Boards or Bucks Council for funding we should ask now.

Cheers,  
Colleen

---

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

**Date:** Friday, 1 October 2021 at 5:12 pm

**To:** Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>

**Subject:** Environment Survey

Dear member

Please may I ask you to [REDACTED] the latest version of the Environment survey that we would like to send out to residents.

<https://mtc-sustainability-2021.onlinesurveys.ac.uk/marlow-town-council-survey-october-2021-test>

[REDACTED]

Kind Regards

[REDACTED]



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**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** RE: call re accounts with Marlow TC  
**Date:** 04 October 2021 10:53:32

---

Hi Natalie

Sorry, I have just spotted I have something at 10.30am – could we make it between 12 and 3?

Kind regards

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 09:55  
**To:** 'Natalia Mityaeva' <nimityaeva@marlow-tc.gov.uk>  
**Subject:** RE: call re accounts with Marlow TC

Hi Natalia

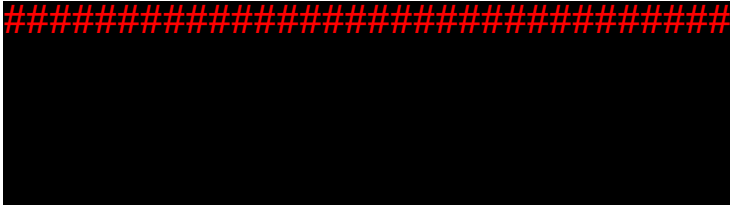
This week is a little crazy (but that's life!) so could we make it next Monday any time between 11am and 3pm?

Fine to do a zoom if you are happy to do the link/invite or whatever it is?

Thanks

Kind regards

[REDACTED]



---

**From:** Natalia Mityaeva [<mailto:nmityaeva@marlow-tc.gov.uk>]

**Sent:** 04 October 2021 09:37

**To:** [REDACTED]

**Subject:** call re accounts with Marlow TC

Dear [REDACTED]

This is Natalia from Marlow TC. [REDACTED] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]; [REDACTED]  
**Subject:** RE: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:53:00

---

Hi [REDACTED]

Thanks for the update, good to know the plans as they develop.

Jocelyn

*Cllr Jocelyn Towns*

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Pound Lane  
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Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:24  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Subject:** FW: Member Briefing Sheet - Marlow Bridge Maintenance

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement ..... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED]. Week 2 will primarily be spent setting up the scaffolding below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED] [REDACTED]

[Redacted]

---

**From:** [Redacted]  
**Sent:** 27 September 2021 13:09  
**To:** Neil Marshall (Cllr) <[Neil.Marshall@buckinghamshire.gov.uk](mailto:Neil.Marshall@buckinghamshire.gov.uk)>; Carol Heap (Cllr) <[Carol.Heap@buckinghamshire.gov.uk](mailto:Carol.Heap@buckinghamshire.gov.uk)>; [Redacted]  
[Redacted]  
**Subject:** Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [Redacted].

Kind regards

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



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**From:** [REDACTED]  
**To:** [Roger Wilson](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:52:14

---

Dear Roger Wilson

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We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**To:** [Colleen Stapley - Marlow Town Council](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:51:28

---

Dear Colleen Stapley

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We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:51:19

---

Thanks Jocelyn it has been shared with [REDACTED].

[REDACTED]

[REDACTED]

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[REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 10:49  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Member Briefing Sheet - Marlow Bridge Maintenance

Hi [REDACTED]

The info that [REDACTED] has supplied is good, do we want to share this with [REDACTED] so they can put out regular updates? Better that people understand what is happening rather than negative speculation? What do you think?

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 04 October 2021 10:47

**To:** [REDACTED] Jocelyn Towns <jtowns@marlow-tc.gov.uk>

**Subject:** Re: Member Briefing Sheet - Marlow Bridge Maintenance

Many thanks for the update [REDACTED]

Best wishes

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[REDACTED]

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---

**From:** [REDACTED]

**Sent:** 04 October 2021 10:23

To: Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>

Subject: FW: Member Briefing Sheet - Marlow Bridge Maintenance

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement ..... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED]. Week 2 will primarily be spent setting up the scaffolding below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED]

---

From: [REDACTED]

Sent: 27 September 2021 13:09

To: Neil Marshall (Cllr) <Neil.Marshall@buckinghamshire.gov.uk>; Carol Heap (Cllr)

<Carol.Heap@buckinghamshire.gov.uk>; [REDACTED]

[REDACTED]

[REDACTED]

Subject: Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [REDACTED]

Kind regards

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

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

[Redacted]  
[Redacted]  
[Redacted]

[Redacted]



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**From:** [REDACTED]  
**To:** [Natalia Mityaeva](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:50:55

---

Dear Natalia Mityaeva

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

[REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [REDACTED]  
**To:** [R Cadman](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:50:08

---

Dear Roy Cadman

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

[REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:49:43

---

Thanks. [REDACTED]

I shall be away on that evening. Please accept my apologies.

Kind regards

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 10:46, [REDACTED] wrote:

Dear Richard Scott

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
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Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at [REDACTED]** We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]



**From:** [REDACTED]  
**To:** [David Brown](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:49:20

---

Dear David Brown

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at** [REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** RE: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:49:00

---

Hi [REDACTED]

The info that [REDACTED] has supplied is good, do we want to share this with [REDACTED] so they can put out regular updates? Better that people understand what is happening rather than negative speculation? What do you think?

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:47  
**To:** [REDACTED] Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Re: Member Briefing Sheet - Marlow Bridge Maintenance

Many thanks for the update [REDACTED]

Best wishes

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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---

**From:** [REDACTED] >  
**Sent:** 04 October 2021 10:23  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>; [REDACTED] <[REDACTED]>  
**Subject:** FW: Member Briefing Sheet - Marlow Bridge Maintenance

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement ..... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED] Week 2 will primarily be spent setting up the scaffolding below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED]

---

**From:** [REDACTED] >  
**Sent:** 27 September 2021 13:09

To: Neil Marshall (Cllr) <[Neil.Marshall@buckinghamshire.gov.uk](mailto:Neil.Marshall@buckinghamshire.gov.uk)>; Carol Heap (Cllr) <[Carol.Heap@buckinghamshire.gov.uk](mailto:Carol.Heap@buckinghamshire.gov.uk)>; [REDACTED]

[REDACTED]  
[REDACTED]

**Subject:** Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [REDACTED].

Kind regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]



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**From:** [REDACTED]  
**To:** [T Avery](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:48:27

---

Dear Tim Avery

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at** [REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

From: R Scott  
To: [REDACTED]  
Subject: [REDACTED]  
Date: 04 October 2021 10:42

Yes please.

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 10:44, [REDACTED] wrote

Ok Richard

Thanks. Will try Jocelyn.

She cannot make the Henley Civic Service next in line would be past Town Mayor which of course is you so would go to next Past Town Mayor which is Chris. Happy for me to approach him?

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

From: R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>  
Sent: 04 October 2021 10:32 AM  
To: [REDACTED]  
Subject: Re: [REDACTED]

Thanks [REDACTED]

Apologies to the [REDACTED] as I shall be in Spain until the following day. Perhaps Jocelyn would like to be doubled hatted at their meeting?

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:57, [REDACTED] wrote:

Richard

Please find attached an invitation from the [REDACTED] to their AGM.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

From: [REDACTED]  
Sent: 04 October 2021 9:24 AM  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: FW: Marlow [REDACTED] AGM

Good morning [REDACTED]

Attached is an invitation for Richard (as Mayor) to join the [REDACTED].  
Would be grateful if you could let me know if you he is able to attend.  
Do hope to see him

Kind regards  
[REDACTED]  
Secretary  
<Invitation to AGM 2021.doc>

**From:** [Colleen Stapley - Marlow Town Council](#)  
**To:** [REDACTED]  
**Cc:** [Chris Funnell](#)  
**Subject:** Re: Environment Survey  
**Date:** 04 October 2021 10:47:53

---

Hi Debbie,

Here are my comment:

### **Homepage**

Can we reword the first message slightly? Maybe something like. . .

Hello Marlow Resident

You have been selected at random to [REDACTED] this [REDACTED] survey regarding our town.

Your answers will help us as a council, understand what Marlow residents are thinking and what we as a council can focus our efforts on.

The survey will take approximately 5 minutes to [REDACTED]  
Thanks so much for your time.

Your Marlow Town Council

### **Q10**

reads a little clunky

Could we reword to something like –

“What priority would you like your local councils (Marlow and Bucks) to give each of these environmental issues?”

### **Q11**

Box 3 could we reword to

“Eat less/no meat or dairy”

Boxes regarding vehicles I would place them next to each other to avoid people selecting hybrid when they have a full electric

### **Q12**

Do we need to put commas in a different place?

“If support or advice were available would you like to try, or increase, any of the following sustainable behaviours/actions in the future?”

There are some things listed here like ‘adopting an electricity tariff’ and ‘fitting loft insulation’ etc. that are not available to select on Q11 where you state what your current behaviours are. Shouldn’t these lists be almost identical?

4<sup>th</sup> box from the bottom there is an extra space in ‘more’

General

Overall it seems a lot shorter than the previous version?

We did discuss adding in a question about whether or not residents had the ability to install an electric charge point at the residence – not sure if we have covered that because some people could have off street parking not near a building.



Also do we want to ask if they currently have access to an electric charge point near them? Or similar?

I think these questions and anything else we may want data for to take to Bucks Community Boards or Bucks Council for funding we should ask now.

Cheers,  
Colleen

---

**From:** [REDACTED]  
**Date:** Friday, 1 October 2021 at 5:12 pm  
**To:** Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>  
**Subject:** Environment Survey

Dear member

Please may I ask you to [REDACTED] the latest version of the Environment survey that we would like to send out to residents.

[REDACTED]

[REDACTED]

Kind Regards

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:47:39  
**Attachments:** [Member Briefing Sheet - Marlow Bridge Maintenance.pdf](#)

---

Please see below and attached for queries.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:23  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Subject:** FW: Member Briefing Sheet - Marlow Bridge Maintenance

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement .... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED]. Week 2 will primarily be spent setting up the scaffolding below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 13:09  
**To:** Neil Marshall (Cllr) <Neil.Marshall@buckinghamshire.gov.uk>; Carol Heap (Cllr) <Carol.Heap@buckinghamshire.gov.uk>; [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [REDACTED]

Kind regards

[REDACTED]

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

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

Thank you



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**From:** [REDACTED]  
**To:** [Chris Hoyle](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:47:36

---

Dear Chris Hoyle

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

[REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]; [Jocelyn Towns](#)  
**Subject:** Re: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:47:05

---

Many thanks for the update [REDACTED]

Best wishes

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

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---

**From:** [REDACTED]  
**Sent:** 04 October 2021 10:23  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Subject:** FW: Member Briefing Sheet - Marlow Bridge Maintenance

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement .... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED] Week 2 will primarily be spent setting up the scaffolding

below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 13:09  
**To:** Neil Marshall (Cllr) <Neil.Marshall@buckinghamshire.gov.uk>; Carol Heap (Cllr) <Carol.Heap@buckinghamshire.gov.uk>; [REDACTED]  
[REDACTED] >  
**Subject:** Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [REDACTED].

Kind regards

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

Thank you



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**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:46:36

---

Dear Richard Scott

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at**

[REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

**From:** [REDACTED]  
**To:** [Chris Funnell](#)  
**Subject:** Newt Ditch Marlow Flood Alleviation Scheme - Meeting for Local Councillors  
**Date:** 04 October 2021 10:45:05

---

Dear Chris Funnell

**We warmly welcome you to our Newt Ditch Marlow Flood Alleviation Scheme Meeting for Local Councillors**

In the meeting, we would like to:

- update you on the scheme's progress,
- share the latest information on our design developments which have been informed by feedback received from the local community and key stakeholders on the proposals during the Spring of 2021,
- and share community feedback from our September 2021 workshops.

Please come along to the meeting, which we will be holding on the **14 October from 7.30pm until 9pm on Microsoft Teams.**

**Please confirm if you would like to attend the workshop by emailing me at** [REDACTED] We will circulate the meeting link once confirmation of attendance has been received.

We look forward to hearing from you soon.

Yours sincerely,

[REDACTED]

[REDACTED]

---

[REDACTED]

From: [REDACTED]  
To: R Scott  
Subject: Re: [REDACTED] of [REDACTED] AGM  
Date: 04 October 2021 10:44:27

Ok Richard

Thanks. Will try Jocelyn.

She cannot make the Henley Civic Service next in line would be past Town Mayor which of course is you so would go to next Past Town Mayor which is Chris. Happy for me to approach him?

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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From: R Scott <rscott@marlow-tc.gov.uk>  
Sent: 04 October 2021 10:32 AM  
To: [REDACTED]  
Subject: Re: [REDACTED] of [REDACTED] AGM

Thanks [REDACTED]

Apologies to the [REDACTED] as I shall be in Spain until the following day. Perhaps Jocelyn would like to be doubled hatted at their meeting?

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:57, [REDACTED] wrote

Richard

Please find attached an invitation from the [REDACTED] to their AGM.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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From: [REDACTED]  
Sent: 04 October 2021 9:24 AM  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: FW: [REDACTED] of [REDACTED] AGM

Good morning [REDACTED]

Attached is an invitation for Richard (as Mayor) to join the [REDACTED] of [REDACTED] at their AGM.

Would be grateful if you could let me know if you he is able to attend.

Do hope to see him

Kind regards

[REDACTED]  
[REDACTED]  
[REDACTED]

From: R Scott  
To: [REDACTED]  
Subject: [REDACTED] AGM  
Date: 04 October 2021 10:12:52

---

Thanks [REDACTED]

Apologies to the [REDACTED] as I shall be in Spain until the following day. Perhaps Jocelyn would like to be doubled hatted at their meeting?

Kind regards

Richard  
Richard Scott  
Clr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:57, [REDACTED] wrote

Richard

Please find attached an invitation from the [REDACTED] to their AGM.

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

From: [REDACTED]  
Sent: 04 October 2021 9:24 AM  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: FW: [REDACTED] of [REDACTED] AGM

Good morning [REDACTED]

Attached is an invitation for Richard (as Mayor) to join the [REDACTED] of [REDACTED] at their AGM. Would be grateful if you could let me know if you he is able to attend. Do hope to see him

Kind regards

[REDACTED]  
Secretary  
[REDACTED]

**From:** [R Scott](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 10:27:57

---

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:40, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration. I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [R Scott](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Re: Call with [REDACTED]  
**Date:** 04 October 2021 10:27:57

---

Cheers

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

On 4 Oct 2021, at 09:40, Natalia Mityaeva <[nmityaeva@marlow-tc.gov.uk](mailto:nmityaeva@marlow-tc.gov.uk)> wrote:

Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration. I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#); [REDACTED]  
**Subject:** FW: Member Briefing Sheet - Marlow Bridge Maintenance  
**Date:** 04 October 2021 10:24:04  
**Attachments:** [Member Briefing Sheet - Marlow Bridge Maintenance.pdf](#)

---

Jocelyn / [REDACTED]

I hope you are both keeping well.

The long-awaited parapet painting operations have now started at Marlow Bridge today.

Hold your excitement ..... Week 1 will be spent setting up the site [REDACTED] and clearing space at the [REDACTED] [REDACTED] [REDACTED]. Week 2 will primarily be spent setting up the scaffolding below / around the ends of the bridge. Most of the work will also be done "out of view" as the scaffolding will be "shrink wrapped" so there won't be much to see. Likewise, [REDACTED] on motorists will be negligible, so you may not even receive any enquiries.

However, the good news is that we have started.

We will send out updates as the work progresses.

Regards,

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 13:09  
**To:** Neil Marshall (Cllr) <Neil.Marshall@buckinghamshire.gov.uk>; Carol Heap (Cllr) <Carol.Heap@buckinghamshire.gov.uk>; [REDACTED]  
[REDACTED]  
[REDACTED]  
**Subject:** Member Briefing Sheet - Marlow Bridge Maintenance

Dear all,

Please find attached a Member Briefing Sheet regarding the upcoming maintenance works on Marlow Bridge.

If you have any queries regarding these works, **please direct them to** [REDACTED]

Kind regards





**From:** [Jocelyn Towns](#)  
**To:** [REDACTED]  
**Subject:** FW: [REDACTED]  
**Date:** 04 October 2021 10:24:00

---

Hi [REDACTED]

Good to see you in person at the EV launch in Liston Road car park.

I just wanted to run this by you, I received the below email from [REDACTED]  
[REDACTED]

I have worked with [REDACTED] over the years at town council level and believe that this would be a major project for [REDACTED] with the associated costs. I think we first need to understand from Bucks Council how they would approach such a project, bearing in mind, preparatory work, public consultation, [REDACTED] and timescales. Also, listening to [REDACTED] the other evening (he came and talked about CB's), he said that CBs did not support schemes that are primarily the responsibility of Bucks Highways.

The below email was sent requesting a commitment of £5,000 from TC funds basically by return, as they only had three days in which to write a report! MTC can't commit funding without a full TC for approval. And to do this we would need detail behind such a request.

MTC have already broached the subject of [REDACTED] in town centre roads (though in fairness you can hardly travel any faster given the traffic locally), and during the pandemic we had 'advisory' [REDACTED] signage. Which is a much easier to deliver than going the enforcement route and I believe BC have already produced these advisory [REDACTED] signs.

I just wondered if this was something you were aware of? Happy to have a chat about it if helpful. Sadly I can't be on your CB call on Thursday as I am away, but I have asked Chris Funnell from MTC if he can join the call.

Thanks

Jocelyn

*Cllr Jocelyn Towns*

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 27 September 2021 07:41

To: Jocelyn Towns <jtowns@marlow-tc.gov.uk>

Subject: [REDACTED]

Dear Jocelyn (cc [REDACTED] in case you are on holiday)

[REDACTED] is keen for continued progress in the coming year towards helping active travellers. The end of September is the cut off for getting [REDACTED] funding for Transport and Highways projects for work to be included in the [REDACTED] program for next year. We would like to ask the [REDACTED] through the Transport & Highways Action Group, to agree a budgetary allocation with [REDACTED] to cover their aspect of work towards scoping the feasibility of [REDACTED] zones in Marlow, including roads with main school entrances.

The TfB work would include a plan of the stages towards any eventual building of a scheme. This would include any requirements for a public consultation on more detailed proposals. The work would not include any [REDACTED] however it would give a much clearer view of what would be needed and give the costs and timescales that would be involved.

We understand that MTC has set aside a sum of £25,000 towards the creation of [REDACTED] zones in the future. Our proposal is that, say, £5,000 be offered in this proposal by Marlow Town Council as contributory funding along with funds from the [REDACTED] so that a budgetary line for the scoping work may be built into the TfB plan for next year.

We have volunteers prepared to write up a proposal, to submit by the cut-off date of 30th September, enabling more detailed discussion to be had at the next Transport and Highways Action Group on 7th October. This would ensure that the work doesn't have to wait a further 12 months. [REDACTED] has said he is happy for this to occur, provided MTC is able to contribute financially to the plan.

Please would you let me know whether and how much MTC contributory funding can be agreed for this enabling proposal to be taken forward in order to unlock CB funding for [REDACTED] zones in Marlow. Our volunteers will start writing the proposal as soon as MTC can let us know of their approval.

Yours sincerely

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**Subject:** Re: [REDACTED] accounts 2021  
**Date:** 04 October 2021 10:13:59

---

Please find attached the [REDACTED] for the year 2020/21 audited by [REDACTED]. These will be adopted at the forthcoming AGM meeting on Monday 18<sup>th</sup> October to be held at The [REDACTED]. Please send any questions you may have on the accounts to me before the meeting.

Kind regards

[REDACTED]  
[REDACTED]

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Marlow Place 1st year anniversary  
**Date:** 04 October 2021 10:08:29

---

Thanks Richard

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 01 October 2021 9:35 AM  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Marlow Place 1st year anniversary

[REDACTED]

I have been invited to the 1st anniversary of the reopening of Marlow Place at 5.00 pm on Wednesday 6 October. I will attend and can let you have more detail next week.

Richard

Richard Scott (Sent from Richard's i Pad)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: Your Latest Round & About Invoice  
**Date:** 04 October 2021 10:05:36  
**Attachments:** [R&A - INVOICE - EMAILABLE.pdf](#)

---

Hiya

Please find attached R & A Invoice for payment.

Thanks

[REDACTED]

[REDACTED]  
[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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---

**From:** [REDACTED]

**Sent:** 01 October 2021 11:49 AM

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

**Subject:** Your Latest Round & About Invoice

Hi,

Please find attached your latest invoice in PDF format. If this email address is not your accounts payable email, please reply and let us know. Please also include your invoice number as payment reference for BACS payments. Our bank details are as follows:

[REDACTED]

\*\*\*. If you wish to sign up for direct debit payments, please use the following link to our GoCardless site and [REDACTED] your details [REDACTED]  
For cancellations, please see our terms and conditions of business \*\*\*

Kind regards,

[REDACTED]

To read the PDF, you will need the free Adobe® Acrobat® reader, available to download at <http://www.adobe.com/>

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[REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [REDACTED] Security Events Meeting  
**Date:** 04 October 2021 10:04:35

---

Hi [REDACTED]

[REDACTED] and [REDACTED] will be with us on 20th October at 11.00am in the TC office.

Thanks

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** Re: Civic Service  
**Date:** 04 October 2021 09:59:43

---

Hi Jocelyn

No problem and fully understand.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

[REDACTED]

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---

**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 01 October 2021 4:13 PM  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Civic Service

Hi [REDACTED]

This is a tricky one for me as it's the day that [REDACTED] and I would hate to be committed to something when I would rather be on my way into London.

Thanks



Jocelyn

*Cllr Jocelyn Towns*

**MARLOW TOWN COUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]

**Sent:** 27 September 2021 11:25

**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>

**Subject:** Civic Service

Hi Jocelyn

Richard has received an invitation to attend the Henley Civic Service on the 17th October at 930am. Unfortunately he is on leave and cannot attend. Are you free to step in please?

If you are able to attend I will send you all relevant information.

Many thaks

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** [R.Scott](#)  
**Subject:** Fw: [REDACTED]  
**Date:** 04 October 2021 09:57:35  
**Attachments:** [Invitation to AGM 2021.doc](#)

---

Richard

Please find attached an invitation from the [REDACTED].

[REDACTED]

[REDACTED]  
[REDACTED]  
Marlow Town Council  
Pound Lane, Marlow  
Bucks SL7 2AG  
01628 484024  
[REDACTED]

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---

**From:** [REDACTED]  
**Sent:** 04 October 2021 9:24 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED] <[REDACTED]>  
**Subject:** FW: [REDACTED]

Good morning [REDACTED]

Attached is an invitation for Richard (as Mayor) to join the [REDACTED] at their AGM.

Would be grateful if you could let me know if you he is able to attend.

Do hope to see him



**From:** [REDACTED]  
**To:** [Natalia Mityaeva](mailto:natalia.mityaeva@marlow-tc.gov.uk)  
**Subject:** RE: call re accounts with Marlow TC  
**Date:** 04 October 2021 09:55:01

---

Hi Natalia

This week is a little crazy (but that's life!) so could we make it next Monday any time between 11am and 3pm?

Fine to do a zoom if you are happy to do the link/invite or whatever it is?

Thanks

Kind regards

[REDACTED]

[REDACTED]

---

**From:** Natalia Mityaeva [mailto:nmityaeva@marlow-tc.gov.uk]

**Sent:** 04 October 2021 09:37

**To:** [REDACTED]

**Subject:** call re accounts with Marlow TC

Dear [REDACTED]

This is Natalia from Marlow TC. [REDACTED] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** Fw: Mayoral expenes  
**Date:** 04 October 2021 09:51:06  
**Attachments:** [Expenses claim.docx](#)

---

Hi [REDACTED]

Please see attached.

Thanks

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 08:00  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Mayoral expenes

Please find attached, an expenses claim for attendance at the [REDACTED] vice on Sunday 3 October.

Kind regards

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Subject:** Re: Community Board - Christmas lights  
**Date:** 04 October 2021 09:42:47

---

Thanks Richard

Will get in touch with [REDACTED].

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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*Every reasonable precaution has been taken to minimise the risk of [REDACTED] 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:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 09:19  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** [REDACTED] - Christmas lights

[REDACTED]

I am told that the [REDACTED] might support Christmas light funding. Could you please make enquires of [REDACTED] We can easily match fund!

Many thanks

Richard

Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** Call with [REDACTED]  
**Date:** 04 October 2021 09:40:03

---

Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration.  
I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [Natalia Mityaeva](#)  
**To:** [R Scott](#)  
**Subject:** Call with [REDACTED]  
**Date:** 04 October 2021 09:40:03

---

Hi Richard

I emailed [REDACTED] to arrange a call for us re xero migration.  
I will let you know her availability and will set up a Zoom invite as soon as she comes back with a proposed time.

Natalia

**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Cc:** [REDACTED]  
**Subject:** Re: Events Working Group - save the dates  
**Date:** 04 October 2021 09:38:13  
**Attachments:** [image.png](#)

---

Dear Richard

Apologies I do not know. The meeting was arranged [REDACTED] I was on leave by doodle poll. I have copied [REDACTED] on who kindly arranged [REDACTED] meeting. I assume it was because the majority [REDACTED] make that date?

Thanks

[REDACTED]

[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 08:04  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Events Working Group - save the dates

[REDACTED]


Could I have a response to this email please?

Many thanks

Richard

Richard Scott (Sent from Richard's i Pad)


On 28 Sep 2021, at 15:07, R Scott <rscott@marlow-tc.gov.uk> wrote:

  
I asked for Wednesday; why has the invitation now gone out for Thursday?

Richard

Richard Scott (Sent from Richard's i Pad)




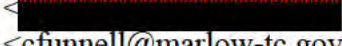



On 28 Sep 2021, at 14:22, R Scott <rscott@marlow-tc.gov.uk> wrote:

  
Let's go for Wednesday,

Richard

Richard Scott (Sent from Richard's iPhone)

Begin forwarded message:

**From:** Carol Heap <CarolHeap@marlow-tc.gov.uk>  
**Date:** 28 September 2021 at 13:55:57 EEST  
**To:**  < >  
Jocelyn Towns <jtowns@marlow-tc.gov.uk>,   
< > Chris Funnell  
<cfunnell@marlow-tc.gov.uk>, Colleen Stapley -  
Marlow Town Council <cstapley@marlow-  
tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>,  
Roger Wilson <rwilson@marlow-tc.gov.uk>,   
 < >  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** RE: Events Working Group - save the  
dates

Apologies, I cannot make the Thursday time slot now  
(medical appt) . Wednesday is still good.

KR

Carol

Sent from [Mail](#) for Windows

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Thursday, September 23, 2021 11:59:11 AM  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]> Chris Funnell <cfunnell@marlow-tc.gov.uk>; Carol Heap <CarolHeap@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; R Scott <rscott@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** Events Working Group - save the dates

	6 WED	7 THU	8 FRI
	14:30 15:30	11:00 12:00	11:00 12:00
8 participants +	✓ 6	✓ 6	✓ 4
Carol Heap	✓	✓	
Jocelyn	✓		✓
chris f	✓	✓	
Chris Hoyle			
Colleen		✓	✓
Richard	✓	✓	✓
[REDACTED]	✓	✓	

Hello all

As it's even numbers for Wed 6th at 2.30pm and Thurs 7th at 11am, could I please ask you to hold these dates open (if at all possible) until [REDACTED] returns from leave next week and can confirm her availability?

Many thanks  
Kind regards

[REDACTED]

[REDACTED] | [REDACTED]


**MARLOWTOWNCOUNCIL**

T: 01628 484024

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**From:** [REDACTED]  
**To:** [R.Scott](#)  
**Cc:** [REDACTED]  
**Subject:** Re: Events Working Group - save the dates  
**Date:** 04 October 2021 09:38:12  
**Attachments:** [image.png](#)

---

Dear Richard

Apologies I do not know. The meeting was arranged [REDACTED] I was on leave by doodle poll. I have copied [REDACTED] on who kindly arranged [REDACTED] meeting. I assume it was because the majority [REDACTED] make that date?

Thanks

[REDACTED]

[REDACTED]

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Pound Lane  
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Bucks SL7 2AG

[01628 484024](tel:01628484024)

[REDACTED]

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---

**From:** R Scott <rscott@marlow-tc.gov.uk>  
**Sent:** 04 October 2021 08:04  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** Re: Events Working Group - save the dates

[REDACTED]


Could I have a response to this email please?

Many thanks

Richard

Richard Scott (Sent from Richard's i Pad)


On 28 Sep 2021, at 15:07, R Scott <rscott@marlow-tc.gov.uk> wrote:

  
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Richard Scott (Sent from Richard's i Pad)




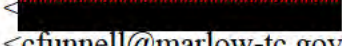



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Let's go for Wednesday,

Richard

Richard Scott (Sent from Richard's iPhone)

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**From:** Carol Heap <CarolHeap@marlow-tc.gov.uk>  
**Date:** 28 September 2021 at 13:55:57 EEST  
**To:**  < >  
Jocelyn Towns <jtowns@marlow-tc.gov.uk>,   
< > Chris Funnell  
<cfunnell@marlow-tc.gov.uk>, Colleen Stapley -  
Marlow Town Council <cstapley@marlow-  
tc.gov.uk>, R Scott <rscott@marlow-tc.gov.uk>,  
Roger Wilson <rwilson@marlow-tc.gov.uk>,   
 < >  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** RE: Events Working Group - save the  
dates

Apologies, I cannot make the Thursday time slot now  
(medical appt) . Wednesday is still good.

KR



Carol

Sent from [Mail](#) for Windows

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Thursday, September 23, 2021 11:59:11 AM  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]> Chris Funnell <cfunnell@marlow-tc.gov.uk>; Carol Heap <CarolHeap@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; R Scott <rscott@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** Events Working Group - save the dates

	6 WED	7 THU	8 FRI
	14:30 15:30	11:00 12:00	11:00 12:00
8 participants +	✓ 6	✓ 6	✓ 4
Carol Heap	✓	✓	
Jocelyn	✓		✓
chris f	✓	✓	
Chris Hoyle			
Colleen		✓	✓
Richard	✓	✓	✓
[REDACTED]	✓	✓	

Hello all

As it's even numbers for Wed 6th at 2.30pm and Thurs 7th at 11am, could I please ask you to hold these dates open (if at all possible) until [REDACTED] returns from leave next week and can confirm her availability?

Many thanks  
Kind regards

[REDACTED]

[REDACTED] | [REDACTED]


**MARLOWTOWNCOUNCIL**

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**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** call re accounts with Marlow TC  
**Date:** 04 October 2021 09:37:02

---

Dear [REDACTED]

This is Natalia from Marlow TC. [REDACTED] has passed on your details to arrange a call. Thank you for agreeing to talk to us.

I can see that you are generally available Monday/Wed/Friday but would be good to know when might be the best time to schedule a call – preferably this week or early next.

I might send us a Zoom video invite and expect Richard Scott (former Resources Chair and our Mayor) to join us as well.

Thanks and look forward to hearing from you

Natalia

From:

[Chris Funnell](#)

Subject:

A Guide to Strategic Thinking Workshop - Principles, Teachings & Tools

Date:

04 October 2021 09:31:44



## A Guide to Strategic Thinking Workshop

### Limited Bursary Available

**Government Exchange** wish to advise you that the next TILM Approved "Virtual" Open Course Workshop on [A Guide to Strategic Thinking](#): Principles, Teachings and Tools, will take place on **Wednesday 13th October 2021**.

Building an understanding of what strategic thinking is and the key tools and techniques that support and build **██████████** in strategic thinking.

#### Learning outcomes

By the end of the course the delegates will be able to:

- Understand what strategic thinking is and how it can help you in your organisation
- Learn about the differences between strategic thinking, strategic planning and policy
- Identify and build awareness of the key **██████████** in strategic thinking
- Understand the **██████████** of networking, stakeholder engagement and communication in strategic thinking
- Understand how to use a range of tools and techniques to aid strategic thinking and strategic planning

#### So what do our A Guide to Strategic Thinking Learners say?


"The programme was excellent. Very relatable to my job and I could see how I could put some of this to immediate use to address concerns about a project I've been asked to sponsor. The trainer was excellent and the session was delivered extremely well. Maybe as good if not better than face to face learning." [Department for Work and Pensions](#)

"It was a really great day. It refreshed my learning on some points but I also learnt about new concepts / tools and I really found it beneficial that the information was presented in a practical context and illustrated with real life **██████████** that **██████████** interesting discussions with my fellow course attendees. Thank you." [Social Work England](#)

After the **██████████** of the course you would benefit from:

- Being eligible for membership of **The Institute of Leadership and Management** and will receive a ICPS/TILM joint Certificate of achievement for the course
- Learners will have access to a raft of resources to help them with their continuing professional development, including an award-winning library of e-learning content
- Access to a community of over 30,000 members worldwide enabling them to collaborate and grow knowledge and skills
- Receipt of weekly news updates, podcasts and cutting-edge research and a monthly published journal and invitations to topical webinars

#### Virtual Workshops

GE *Virtual* courses are so easy to participate in, with  to use technology, that doesn't remove that vital human interaction that learners have always enjoyed as part of our classroom based courses, but now delivered virtually they are even more *convenient* to attend.

**Standard Fee and Group Bursary:**

Standard fee for one place: £570 + VAT

If you would like to join - [Please see link with REGISTRATION FORM](#)

For more information on **Bursary Savings** that is available on group applications, please contact us. Bursary is limited and is on a '*First come, First served basis*'.

Please free to circulate this information on to any relevant colleagues, and contact us if you would like to register or require any assistance.

**Upcoming courses for 2021:**

[Leadership Skills - 06/10/2021](#)

[A Guide to Strategic Thinking - 13/10/2021](#)

[Policy \(1\) & Policy \(2\) - 13/10/2021 - 14/10/2021](#)

[Writing a Strategy - 19/10/2021](#)

[Essential Writing Skills For The Public Sector - 20/10/2021](#)

[Civil Servants Guide to Finance - 21/10/2021](#)

[Submissions & Briefings - 27/10/2021](#)

[Policy Masterclass - 27/10/2021 - 28/10/2021](#)

Kind regards,

The Government Exchange Team

**E-Mail:** [training@governmentexchange.co.uk](mailto:training@governmentexchange.co.uk)

**Phone:** 020 3137 8632

If you do not wish to receive further information regarding GE events then please [click here](#)

**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: Bank form  
**Date:** 04 October 2021 09:30:50

---

Thanks [REDACTED]

That's not a problem. I am relieved that they sent it back. I will try to come by today to collect.

Regards  
Natalia

---

**From:** [REDACTED] <[REDACTED]>  
**Date:** Friday, 1 October 2021 at 13:07  
**To:** Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>  
**Subject:** Bank form

Hi Natalia

So, we've now had your application form returned to us here in the office. The [REDACTED] letter asks that the form be resigned and returned. If you could pop in whenever you can to re-sign it, I'd be very grateful.

I'll leave it in an envelope on the centre table in case you call in when I'm not here. I'll then re-send this to the internet banking centre in Andover

Many thanks  
[REDACTED]

[REDACTED] | [REDACTED]

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**From:** [Natalia Mityaeva](#)  
**To:** [REDACTED]  
**Subject:** Re: Bank form  
**Date:** 04 October 2021 09:30:49

---

Thanks [REDACTED]

That's not a problem. I am relieved that they sent it back. I will try to come by today to collect.

Regards  
Natalia

---

**From:** [REDACTED] <[REDACTED]>  
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**To:** Natalia Mityaeva <nmityaeva@marlow-tc.gov.uk>  
**Subject:** Bank form

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Many thanks  
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[REDACTED] | [REDACTED]

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Community Board - Christmas lights  
**Date:** 04 October 2021 09:19:16

---

[REDACTED]

I am told that the [REDACTED] [REDACTED] might support Christmas light funding. Could you please make enquires of [REDACTED] We can easily match fund!

Many thanks

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward



**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Re: Events Working Group - save the dates  
**Date:** 04 October 2021 08:04:49  
**Attachments:** [image.png](#)  
[image.png](#)

---

[REDACTED]

Could I have a response to this email please?

Many thanks

Richard

Richard Scott (Sent from Richard's i Pad)

On 28 Sep 2021, at 15:07, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)> wrote:

[REDACTED]

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Richard

Richard Scott (Sent from Richard's i Pad)

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[REDACTED]

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Richard

Richard Scott (Sent from Richard's iPhone)

Begin forwarded message:

**From:** Carol Heap <[CarolHeap@marlow-tc.gov.uk](mailto:CarolHeap@marlow-tc.gov.uk)>  
**Date:** 28 September 2021 at 13:55:57 EEST  
**To:** [REDACTED] <[REDACTED]>  
Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>, [REDACTED]  
<[REDACTED]> Chris Funnell  
<[cfunnell@marlow-tc.gov.uk](mailto:cfunnell@marlow-tc.gov.uk)>, Colleen Stapley -  
Marlow Town Council <[cstapley@marlow-tc.gov.uk](mailto:cstapley@marlow-tc.gov.uk)>, R Scott <[rscott@marlow-tc.gov.uk](mailto:rscott@marlow-tc.gov.uk)>,  
Roger Wilson <[rwilson@marlow-tc.gov.uk](mailto:rwilson@marlow-tc.gov.uk)>, [REDACTED]  
[REDACTED] <[REDACTED]>

**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** RE: Events Working Group - save the dates

Apologies, I cannot make the Thursday time slot now (medical appt) . Wednesday is still good.

KR  
Carol

Sent from [Mail](#) for Windows

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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Thursday, September 23, 2021 11:59:11 AM  
**To:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]> Chris Funnell <cfunnell@marlow-tc.gov.uk>; Carol Heap <CarolHeap@marlow-tc.gov.uk>; Colleen Stapley - Marlow Town Council <cstapley@marlow-tc.gov.uk>; R Scott <rscott@marlow-tc.gov.uk>; Roger Wilson <rwilson@marlow-tc.gov.uk>; [REDACTED] <[REDACTED]>  
**Cc:** Chris Hoyle <choyle@marlow-tc.gov.uk>  
**Subject:** Events Working Group - save the dates

	6 WED	7 THU	8 FRI
8 participants	✓ 6 14:30 15:30	✓ 6 11:00 12:00	✓ 4 11:00 12:00
Carol Heap	✓	✓	
Jocelyn	✓		✓
chris f	✓	✓	
Chris Hoyle			
Colleen		✓	✓
Richard	✓	✓	✓
[REDACTED]	✓	✓	

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Kind regards

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**From:** [R Scott](#)  
**To:** [REDACTED]  
**Subject:** Mayoral expenses  
**Date:** 04 October 2021 08:00:28  
**Attachments:** [Expenses claim.docx](#)

---

Please find attached, an expenses claim for attendance at the [REDACTED]  
on Sunday 3 October.

Kind regards

Richard  
Richard Scott  
Cllr Richard Scott  
Town Mayor 2019 - 22  
Town Councillor for Marlow South Ward

**From:** [REDACTED]  
**To:** [Chris Hoyle](#)  
**Subject:** Bid Writing, Fundraising and Volunteering Workshops plus Trusts Database  
**Date:** 04 October 2021 05:43:41

# NFP WORKSHOPS

## Affordable Training Courses

### Bid Writing

Do you know the most common reasons for rejection? Are you gathering the right evidence? Are you making the right arguments? Are you using the right terminology? Are your numbers right? Are you learning from rejections?

Are you assembling the right documents? Do you know how to create a clear and concise standard funding bid? Are you communicating with people or just excluding them? Do you know your own organisation well enough?

Are you thinking through your projects carefully enough? Do you know enough about your [REDACTED] Are you answering the questions funders will ask themselves about your application? Are you submitting applications correctly?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**MON 18 OCT 2021**

**MON 01 NOV 2021**

**MON 15 NOV 2021**

**MON 29 NOV 2021**

**MON 13 DEC 2021**

### Trust Fundraising

Are you applying to the right trusts? Are you applying to enough trusts? Are you asking for

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

the right amount of money? Are you applying in the right ways? Are your projects the most fundable projects?

Are you carrying out trust fundraising in a professional way? Are you delegating enough work? Are you highly productive or just very busy? Are you looking for trusts in all the right places?

How do you [REDACTED] with your [REDACTED] for funding? Is the rest of your fundraising [REDACTED] your bids to trusts? Do you understand what trusts are ideally looking for?

**CLICK ON DATE TO BOOK YOUR PLACE**

**TUE 19 OCT 2021**

**TUE 16 NOV 2021**

**TUE 14 DEC 2021**

## GrantMakingTrusts.co.uk

Our online database has details of more than 34,000 trusts, foundations and charities that make grants to organisations. The site allows users to quickly find a wide range of new potential funders including regional, lower profile and newer trusts plus charities that make grants to organisations as well as running activities themselves. A 1 year subscription costs £95.00 per user.

**[VIEW MORE DETAILS & SUBSCRIBE](#)**

## Corporate Fundraising

Who are these [REDACTED] Why do they get involved? What do they like? What can you get from them? What can you offer them? What are the differences between donations, sponsorship, advertising and cause related marketing?

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO BOOK YOUR PLACE**

**WED 20 OCT 2021**

WED 15 DEC 2021

Are [REDACTED] just like trusts? How do you find these [REDACTED] How do you research them? How do you contact them? How do you pitch to them? How do you negotiate with them?

When should you say no? How do you draft contracts? How do you manage the relationships? What could go wrong? What are the tax issues? What are the other considerations?

## Recruiting and Managing Volunteers

Where do you find volunteers? How do you find the right volunteers? How do you attract volunteers? How do you run volunteer recruitment events? How do you interview volunteers?

How do you train volunteers? How do you motivate volunteers? How do you involve volunteers? How do you recognise volunteers? How do you recognise problems with volunteers? How do you learn from volunteer problems?

How do you retain volunteers? How do you manage volunteers? What about volunteers and your own staff? What about younger, older and [REDACTED] volunteers?

ONLINE VIA ZOOM

10.00 TO 12.30

COST £95.00

CLICK ON DATE TO  
BOOK YOUR PLACE

WED 03 NOV 2021

## Legacy Fundraising

ONLINE VIA ZOOM

Why do people make legacy gifts? What are the ethical issues? What are the regulations? What are the tax issues? What are the statistics? What are the trends? How can we integrate legacy fundraising into our other fundraising?

What are the sources for research? How should we set a budget? How should we evaluate our results? How should we forecast likely income? Should we use consultants? How should we build a case for support?

What media and marketing channels should we use? What about in memory giving? How should we setup our admin systems? What are the common problems & pitfalls?

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 17 NOV 2021**

## **Major Donor Fundraising**

Major Donor Characteristics, Motivations and Requirements. Researching and Screening Major Donors. Encouraging, Involving and Retaining Major Donors.

Building Relationships with Major Donors. Major Donor Events and Activities. Setting Up Major Donor Clubs. Asking For Major Gifts. Looking After and Reporting Back to Major Donors.

Delivering on Major Donor Expectations. Showing Your Appreciation to Major Donors. Fundraising Budgets and Committees.

**ONLINE VIA ZOOM**

**10.00 TO 12.30**

**COST £95.00**

**CLICK ON DATE TO  
BOOK YOUR PLACE**

**WED 01 DEC 2021**

## **Feedback From Past Attendees**



I must say I was really [REDACTED] with the course and the content. My knowledge and confidence has increased hugely.

I got a lot from your course and a lot of pointers!

I can say after years of fundraising I learnt so much from your bid writing course.

It was a very informative day and for someone who has not written bids before I am definitely more confident to get involved with them.

I found the workshops very helpful. It is a whole new area for me but the information you [REDACTED] has given me a lot of confidence with the direction I need to take and for that I am very grateful.

I found the day very informative and it gave me confidence to take on this aspect of work that I had been apprehensive of.

I enjoyed the session and found it valuable.

So much relevant, practical information all passed on in a way which I was able to follow. All greatly enhanced by your sense of humour.

It was a useful course and your [REDACTED] real or otherwise helped to make it practical.

Many thanks.  
The morning just flew by - always a good sign!

I enjoyed the course and learnt a lot. I will begin putting this into practice.

## Unsubscribe

Alternatively send a blank e-mail to [unsubscribe520195@nfpmail1.co.uk](mailto:unsubscribe520195@nfpmail1.co.uk) quoting [choyle@marlow-tc.gov.uk](mailto:choyle@marlow-tc.gov.uk) in the subject line.

NFP Workshops  
18 Blake Street, York YO1 8QG  
01133 280988

**From:** [REDACTED]  
**To:** [Jocelyn Towns](#)  
**Subject:** RE: Environment Survey  
**Date:** 04 October 2021 05:29:02

---

Hi Jocelyn

Yes, it has gone out to [REDACTED] as well as the other committee members.

Kind Regards

[REDACTED]  
[REDACTED]

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

T: 01628 484024

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**From:** Jocelyn Towns <jtowns@marlow-tc.gov.uk>  
**Sent:** 01 October 2021 17:57  
**To:** [REDACTED] <[REDACTED]>  
**Subject:** RE: Environment Survey

Hi [REDACTED]

Has [REDACTED] had this to look at as well?

Jocelyn

***Clr Jocelyn Towns***

**MARLOWTOWNCOUNCIL**

Court Garden  
Pound Lane  
Marlow  
Bucks SL7 2AG

01628 484024

[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)

---

**From:** [REDACTED]  
**Sent:** 01 October 2021 17:16  
**To:** Jocelyn Towns <[jtowns@marlow-tc.gov.uk](mailto:jtowns@marlow-tc.gov.uk)>  
**Subject:** Environment Survey

Dear member

Please may I ask you to [REDACTED] the latest version of the Environment survey that we would like to send out to residents.

<https://mtc-sustainability-2021.onlinesurveys.ac.uk/marlow-town-council-survey-october-2021-test>

Username J Towns

[REDACTED] [REDACTED]

Kind Regards

[REDACTED]  
[REDACTED]

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**From:** [Microsoft Viva](#)  
**To:** [Natalia Mityaeva](#)  
**Subject:** Your daily briefing  
**Date:** 04 October 2021 04:02:52  
**Attachments:** [pyd\\_header\\_monday.png](#)  
[viva\\_mail\\_ icon 2x.png](#)  
[delete 2x.png](#)  
[outlook\\_brand\\_colored\\_32px\\_2x.png](#)  
[ProfileImage\\_128\\_14B5A0FC903B62E6D65324F0BE18FB9B.png](#)  
[new\\_window\\_2x.png](#)  
[small\\_green\\_checkmark\\_in\\_circle\\_2x.png](#)  
[green\\_filled\\_checkmark\\_circle\\_2x.png](#)  
[red\\_x\\_in\\_circle.png](#)  
[red\\_filled\\_dismiss\\_circle\\_2x.png](#)  
[theme-agnostic-todo.png](#)  
[theme-agnostic-arrow-right.png](#)  
[theme-agnostic-chevron-right.png](#)  
[theme-agnostic-calendar.png](#)  
[theme\\_agnostic\\_calendar\\_todo\\_2x.png](#)  
[theme\\_agnostic\\_arrow\\_circle\\_2x.png](#)  
[theme\\_agnostic\\_calendar\\_date\\_2x.png](#)  
[thumbs\\_up\\_like\\_2x.png](#)  
[thumbs\\_down\\_dislike\\_2x.png](#)  
[Microsoft-logo\\_rgb\\_c-gray@2x.png](#)  
[transparent\\_square.png](#)

Hi Natalia Mityaeva,  
Hope you had time to recharge.



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Your daily briefing now comes from Microsoft Viva. You'll continue to receive [REDACTED] reminders from Cortana, your personal productivity assistant, and you'll get new [REDACTED] insights to [REDACTED] your wellbeing and [REDACTED] experience.

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Commitments and follow-ups

From your messages



R Scott



[FW: Resources - Council contracts etc](#)

17 days ago you said, "I will speak to [REDACTED] - we will schedule the follow up after the 4th when you get back"

Surfaced by Cortana

Did you find this email helpful? [Send feedback](#)



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