

**From:**

**Sent:** 25 November 2013 11:22

**To:** 'foi@spelthorne.gov.uk'

**Subject:** Request pursuant to the Environmental Information Regulations 2004.

Dear Sir/ Madam,

I am writing to make a formal request under the Environmental Regulations 2004 and would be very grateful if you would acknowledge receipt of this request by return.

Please send me the minutes and/or notes of the meeting held on Wednesday 11 September 2013, between Mark Boyes, Roberto Tambini and any other persons, and of any other discussions pre-or post that meeting.

Please also send copies of any correspondence, whether by e mail or letter and records of any telephone conversations which relate to this meeting and/or discussions held on 11 September 2013.

Please send the information requested to my e mail address xxxxxx. Failing which to xxxxxxxxxxxxxxxxxxxx .

Yours sincerely

**From:** Beck Madeleine <[M.Beck@spelthorne.gov.uk](mailto:M.Beck@spelthorne.gov.uk)>

**Date:** 18 December 2013 12:47:33 GMT

**To:**

**Subject:** FW: Request pursuant to the Environmental Information Regulations 2004

Dear ,

Thank you for your request for information.

I can confirm that the Council only holds one handwritten note which refers to the meeting in question. This is attached to this email. I can advise that the information redacted only relates to other sites and departmental issues as this note has been taken from the note book of the Head of Planning and Housing Strategy.

The Council does not hold any further information you requested.

We have undertaken a search of the telephone calls as requested. The Council does not hold any recordings. The Council only records calls for training and monitoring purposes and only calls which are routed through the switchboard are captured. The calls arranging the meeting were made through a direct dial number and therefore are not recorded.

Kind regards