

# COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



21<sup>st</sup> November 2023

## **RE: Freedom of Information Act 2000**

### **Colney Heath Parish Council – Request for information relating to the formation of Colney Heath Parish Council Working Parties including documentation and communications between councillors and non councillor Working Party members.**

I am replying to you in response to your email received 2<sup>nd</sup> October 2023 requesting information under the Freedom of Information Act 2000. Firstly may I apologise for the delay in responding. This was an extensive request and required me to confer with Parish Councillors requesting their disclosure of information.

#### **Your request:**

In respect of each CHPC working party (WP) please provide details of

- a) the basis and criteria of selection for non councillor WP members
- b) how other interested electorate can join a WP
- c) how are meetings and papers publicised
- d) how can members of the public attend

#### **Parish Council response:**

The Parish Council approved the following working parties at a Full Council meeting:

- Communications Working Party
- Community Organisations Working Party
- Planning Working Party
- Charles Morris Hall Working Party
- Roestock Hut Working Party

The remit of each of the working parties approved is listed and can be found at the following link on the Parish Council website:

<https://www.colneyheathparishcouncil.gov.uk/committee-list/working-parties/>

The basis and criteria for the selection of non councillor WP members was decided by the lead councillor in conjunction with the other members as noted on each of the listed working parties. Many of the non councillor representatives bring experience in a field that is commensurate with the project they are working on.

Those interested in joining a Working group/party can either contact the lead councillor detailed in the previous link given or contact me at [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk) and I will pas on the message to the lead councillor.

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Currently meetings are publicised at Full Council if appropriate or information can be found on the website. Not all meetings are public as some involve negotiations regarding leases and these meetings can often be commercially sensitive. Meetings that are open to the public and advertised can be found on the following page of the website - <https://www.colneyheathparishcouncil.gov.uk/calendar-of-meetings/>

## Your request:

### 1. Please provide the following

- a) All documents considered ,
- b) emails (including personal and any other accounts when acting as a councillor),
- c) WhatsApps, Microsoft Teams messages and any electronic or 'hard copy' communications between
  - any Councillors and
  - any sent to any WP member
- a) For Councillor Hilary Brazier, Councillor Tony Burns and Councillor Graeme Shaw from 01 January 2023 to 05 May 2023.
- b) For all Cllrs and non councillor WP members in the following tranches
  - 06 May to 18 May 2023
  - 19 May to 22 June 2023
  - 23 June to 03 August 2023
  - 04 August to 21 September 2023

## Our response:

The information held and that has been disclosed is included in the attachments to this response.

There has been some redaction where required but the attachments are as follows:

- Emails related to working group held by Parish Clerk for period 6 May 2023 – 21 September 2023
- Emails disclosed by Cllr Shaw
- All drafts of working party group documents
  - Communications Working Party versions 1,3,4
  - Community Organisations Working Party versions 1,2,3,4

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- Planning Working Party  
version 1, 2
- Charles Morris Hall Working Party  
version 1
- Roestock Hut Working Party  
version 1
- Environment Working Party  
not a confirmed working party but in draft v3

This concludes the response to this request.

If you are dissatisfied with this response the Commissioner's Office recommends that you first refer the matter to the Parish Council.

You can do this by writing to [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk) and asking for an internal review of my response.

If you wish the Parish Council to undertake an internal review, then you must write to the Parish Council within 40 working days of the date of this letter.

The Council will not consider any requests received after this date unless there are exceptional circumstances for the delay.

You have a right to appeal to the Information Commissioner's Office at the following address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. You must do this no later than two months after the date of this response.

Yours sincerely,

**Mrs Lisa Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
For and on behalf of  
Colney Heath Parish Council**

