

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



16th January 2024

RE: Freedom of Information Act 2000

Colney Heath Parish Council – Request for review of 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 12th December 2023 requesting an internal review of the Colney Heath Parish Council freedom of information request response sent 21st November 2023.

The question, subsequent response and guidance have now been internally reviewed. I have also further requested that all councillors review their previous responses and this response includes further disclosed documentation.

Please accept my apologies for the delay in sending you this information but this has been a significant piece of work which councillors have had to manage in their own time and along with their casework and other councillor duties.

The below list of correspondence and documents have been redacted and sent to you in a We Transfer download. There are three folders and a single document:

Folder 1

Title of folder: CMH Working Party Disclosure

Title of document
20231229-Charles Morris Hall WP-FOI response.pdf
CMH letter to HM Land Registry_Redacted.pdf
CMH Working Party Disclosed emails 29 December 2023_Redacted.pdf
CMHMC to CHPC_lease_renewal_appendix-30May2022.pdf
CMHMC to CHPC_lease_renewal_exec_summary-30May2022.pdf
CMHMC to CHPC_lease_renewal_letter-30May2022_Redacted.pdf
PlanHD533627.pdf
RegisterHD533627.pdf
Working Group Disclosure\RegisterPlanHD518757.pdf

Folder 2

Title of folder: Comms Working Party Disclosure

Title of document
20230906-Gmail - The Kite_Redacted.pdf
20230615-The Kite configuration-thoughts .xlsx
20230623-Gmail - CHPC Communications working party_Redacted.pdf
20230719-Gmail - CHPC new logo presentation_Redacted.pdf

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Title of document
20230723-The Kite Newsletter – September 2023 – Artwork – 28.07.23 (2).pdf
20230724-Comms WP meeting notes_Redacted.pdf
20230724-Gmail - CHPC Communications working party_ Meeting 1 follow-up_Redacted.pdf
20230727-Gmail - Kite_Redacted.pdf
20230803-Gmail - Master logos_Redacted.pdf
20230804-Gmail - CHPC Communications WP_ Newsletter Distributors_Redacted.pdf
20230804-Gmail - CHPC Communications WP_ Smallford Sports Clubs_Redacted.pdf
20230804-Gmail - Kite logo_Redacted.pdf
20230815-Gmail - The Kite_ September 2023 issue_Redacted.pdf
20230817-Gmail - CHPC Newsletter_ getting things moving_Redacted.pdf
20230818-Gmail - The Kite_ Advertising rate card_Redacted.pdf
20230825-Gmail - Special advertising opportunity_Redacted.pdf
20230830-Gmail - September newsletter survey addition_Redacted.pdf
20230906-Gmail - The Kite_Redacted.pdf
20230908-Gmail - Comms working party report draft attached_Redacted.pdf
20230908-Gmail - The Kite_ Chair's statement_Redacted.pdf
20230911-Gmail - CHPC Newsletter - advertising_Redacted.pdf
20230911-Gmail - Re_ Advertising in CHPC Newsetter - Update_Redacted.pdf
20230911-Gmail - Re_ Article in August Newsletter 229_Redacted.pdf
20230919-Gmail - Re_ The Kite_ October issue_Redacted.pdf
20240115-Communications WP-FOI response_Redacted.pdf
The Kite Newsletter – Advertising Rate card – September 2023 (2)_Redacted.pdf
The Kite Newsletter – September 2023 – Artwork – 28.07.23 (3).pdf
The Kite Newsletter – September 2023 – Artwork – 28.07.23-updated 13 Sept.pdf

Folder 3

Title of folder: Roestock Hut Working Party Disclosure

Title of document
20230810-Gmail - Something for the weekend_Redacted.pdf
20230810-Gmail - Something for the weekend-2_Redacted.pdf
20230813-Re_ Roestock Park (Scout) Hut_Redacted.pdf
20230831-Re_ Roestock Park (Scout) Hut_Redacted.pdf
20230912-Re_ Good to meet you_Redacted.pdf
20240110-Roestock Hut WP-FOI response.pdf
20230522-FW_ Colney Heath Scout Group Letter - Reference_ CHSG_1_2023.pdf
20230523-RE_ FW_ Colney Heath Scout Group Letter - Reference_ CHSG_1_2023.pdf
20230523-RE_ request to visit facilities_Redacted.pdf
20230605-Gmail - Address for our meeting Tuesday please_Redacted.pdf

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The final document is a single pdf entitled:

Whatsapp Messages TB 301123_Redacted.pdf

Disclosed by a councillor, messages have been put into a single pdf and cover any message concerning working groups.

This concludes your requested internal review. If you are dissatisfied with the response to your request for a review, you can seek an appeal from the Information Commissioner's Office by writing to:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF.

Please note you must raise any concerns on this response 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

