

**5        Concerning Steyning Neighbourhood Plan and various other matters    24 August 2019**

1. The register of Councillor's interests;
2. The Monitoring Officer's records of declarable interests disclosed by Councillors at any Parish Council meeting, or Neighbourhood Plan meeting, held within the last 12 months;
3. The ICO letter of the 19 November 2018, which has been partially disclosed and as a result is now deemed to be within the public domain;
4. Briefing papers and minutes of any the Parish Council meetings in the past 12 months at which the Neighbourhood Plan was discussed;
5. Briefing papers and minutes of the planning committee meetings for the last 12 months;
6. Briefing papers and minutes of the Steyning Neighbourhood Plan meetings for the last 12 months, including the Neighbourhood Plan Steering Group;
7. All documents, memos, letters, emails and any other correspondence relating to the Neighbourhood Plan within the last 12 months;
8. Any briefing papers or decision papers relating to the Neighbourhood plan within the last 12 months;
9. Any minutes or notes, handwritten or otherwise, of meetings held without public access to discuss and agree aspects of the Neighbourhood Plan;
10. Any briefing papers or decision papers, relating to public consultation events for the Neighbourhood Plan within the last 12 months;
11. Any recommendations made by the Neighbourhood Plan Steering Group within the last 12 months;
12. Any complaints made to the Monitoring Officer within the past 12 months and their outcomes.

**Response**

Acknowledged.

Substantive response under preparation

**Request 24 August 2019**

*Response in italics 25 February 2020*

1. The register of Councillor's interests;

*This information is in the public domain on SPC's website*

2. The Monitoring Officer's records of declarable interests disclosed by Councillors at any Parish Council meeting, or Neighbourhood Plan meeting, held within the last 12 months;

*This information is in the public domain on SPC's website*

3. The ICO letter of the 19 November 2018, which has been partially disclosed and as a result is now deemed to be within the public domain;

*Refused under section 41 of the Freedom of information Act 2000. ICO confirms that it wishes to maintain its confidentiality*

4. Briefing papers and minutes of any the Parish Council meetings in the past 12 months at which the Neighbourhood Plan was discussed;

*This information is in the public domain on SPC's website*

5. Briefing papers and minutes of the planning committee meetings for the last 12 months;

*This information is in the public domain on SPC's website*

6. Briefing papers and minutes of the Steyning Neighbourhood Plan meetings for the last 12 months, including the Neighbourhood Plan Steering Group;

*This information is in the public domain on SPC's website*

7. All documents, memos, letters, emails and any other correspondence relating to the Neighbourhood Plan within the last 12 months;

*This information is either in the public domain on SPC's website or it is refused under one or more of the following] Environmental Information Regulations which are applicable to this request*

*Regulation 12(4)(d). The request relates to material which is still in the course of completion, to unfinished documents or to incomplete data; or*

*Regulation 12(4)(e). The request involves the disclosure of internal communications.*

*Your request is also refused under Regulation 12(5)(g). Disclosure would adversely affect the protection of the environment to which the information relates.*

**Public Interest Test**

*Having started from the presumption of disclosure, SPC is satisfied that it would not be in the public interest to grant the request. The public interest in non-disclosure substantially outweighs the interest in disclosure because of*

- a) *The Chilling Effect. If the request was granted there would be a severe chilling effect which is not in the public interest.*

b) *Prejudicial effect on "safe space". In summary, both the neighbourhood plan and the more general processes of SPC both require a "safe space" to develop ideas, debate live issues, and reach decisions away from external interference and distraction. This safe space would be compromised by disclosure and so there would be prejudice to the conduct of public affairs by adversely affecting SPC's ability to do these things which in turn would adversely affect its ability to offer an effective public service*

8. Any briefing papers or decision papers relating to the Neighbourhood plan within the last 12 months;

*This information is in the public domain on SPC's website*

9. Any minutes or notes, handwritten or otherwise, of meetings held without public access to discuss and agree aspects of the Neighbourhood Plan;

*See 7 above*

10. Any briefing papers or decision papers, relating to public consultation events for the Neighbourhood Plan within the last 12 months;

*This information is in the public domain on SPC's website*

11. Any recommendations made by the Neighbourhood Plan Steering Group within the last 12 months;

*This information is in the public domain on SPC's website*

12. Any complaints made to the Monitoring Officer within the past 12 months and their outcomes.

*This information is either in the public domain on Horsham District Council's website or it remains confidential between the parties and HDC and so is refused.*

*NB You have the right to ask the Council to review any refusals. You should make your request in writing to the Clerk (includes by email) and give reasons.*

*You can also apply to the Information Commissioner at the ICO*

*<https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/>*

The ICO will normally expect the review process to be completed first.