

Information Compliance
Powys County Council
County Hall
Spa Road East
Llandrindod Wells
Powys
LD1 5LG



24 August 2026

Dear Information Compliance Team,

Environmental Information Regulations 2004 Request
Planning Application 25/1679/FUL - Garreg Fawr Temporary Meteorological Mast

Purpose and background

This request arises from the coordinated community response to planning application 25/1679/FUL and is submitted by me as the named requester.

Throughout the application, I have acted as Community Response Coordinator and a point of contact for that coordinated response, bringing together contributions from residents and other participants, technical expertise and detailed local environmental knowledge. This has included coordinating the preparation and submission of the resulting community reports and corresponding with Powys County Council about the consideration of that material.

The Joint Submission and subsequent Technical Addendum were substantial, coordinated community submissions. The Joint Submission was supported by 51 named participants, increasing to 54 for the Technical Addendum. Together, they combined professional expertise, detailed technical analysis, long-term environmental evidence and extensive local knowledge.

Joint Submission - 4 January 2026

The first report, entitled 'Joint Submission and Community Representation Response to 25/1679/FUL', comprised 64 pages and was submitted on 4 January 2026. The report was expressly endorsed by the then local County Councillor, Iain McIntosh.

It was presented as a unified community response, rather than a collection of unrelated individual objections. It examined the application across a range of interconnected subjects, including:

- ornithology and bird collision risk;
- bat ecology;
- peat, ground conditions and hydrology;
- landscape and visual effects;
- cultural heritage and archaeology;

- construction, access, reinstatement and decommissioning;
- cumulative effects;
- the justification for the proposed five-year monitoring period; and
- the overall reliability and completeness of the applicant's environmental evidence.

Technical Addendum - 24 June 2026

Following the submission of additional information by the applicant and the Council's re-consultation exercises in May and June 2026, a second community report was prepared entitled 'Technical Addendum to the Joint Submission and Community Representation Response'. This comprised a further 55 pages, was emailed to the Council on 23 June 2026 and was dated and recorded as submitted on 24 June 2026.

The Technical Addendum did not replace the original Joint Submission. It expressly supported that original document and examined whether the applicant's additional information resolved the technical and evidential concerns previously identified. It also incorporated later consultation responses and additional environmental evidence, including approximately twenty years of local ornithological records supplied by Mr D. Gareth Rees and further evidence concerning Curlew activity in the area.

The Addendum identified 54 named participants and contained a supporting statement from Iain McIntosh MS. Together, the 64-page Joint Submission and 55-page Technical Addendum ran to 119 pages and presented a coordinated body of community evidence and analysis for consideration by the Local Planning Authority and elected Members.

Correspondence before determination

During June, July and August 2026, the Council was repeatedly asked to confirm:

- safe receipt and registration of the Technical Addendum;
- its placement on the planning file;
- whether it and the original Joint Submission had been supplied to the relevant specialist consultees;
- whether the underlying long-term bird evidence had been examined, rather than merely the objection referring to it;
- whether the reports had been made available to the Members who would determine the application; and
- whether Members would have sufficient time and technical support to consider the material properly.

Those requests included correspondence sent on 25 June, 2 July and 3 August 2026. Several of the specific questions raised in that correspondence did not receive a written response before determination.

On 3 August 2026, the Council was asked to provide both community reports directly to every Planning Committee Member before the meeting, identifying each report by title, submission date and source. At 16:54 on 4 August 2026, Senior Planning Officer Catherine James confirmed that, following discussion with the Professional Lead – Development Management, *“the two documents will be made available to members”*.

The two reports were subsequently included in supplementary committee papers published during the late afternoon of 5 August 2026, less than 24 hours before the Planning Committee meeting at 10.00 am on 6 August 2026.

At the start of the Planning Committee meeting, the minutes of the previous meeting were corrected so that they no longer stated that the Council Ecologist had reviewed the underlying twenty-year bird data.

During the subsequent officer presentation, however, Members were told both that the objection had been reviewed and that officers were satisfied that the findings of the twenty-year survey had been fully and appropriately reviewed.

The publicly available record does not identify:

- who reviewed the underlying dataset;
- when any such review took place;
- precisely what material was supplied to the reviewer;
- whether the Technical Addendum was included;
- what assessment or conclusions were recorded; or
- what information supported the statement made to Members.

A request for deferral was submitted on 5 August 2026. It raised the late circulation of the community material, the absence of an equivalent opportunity for objectors to respond to the applicant's written material, and the unresolved distinction between reviewing the community objection and assessing the underlying ornithological evidence.

The application was nevertheless determined on 6 August 2026 following a tied vote of four votes in favour and four against, with the Chair exercising his casting vote in favour of approval.

Post-decision review and purpose of this request

Following the decision, a further community report was prepared entitled 'Planning Application 25/1679/FUL: Matters Considered and Issues Left Unresolved in Relation to the Community Joint Submission (4 January 2026) and Technical Addendum (24 June 2026)'.

That report compared the community submissions, the officer report, the pre-determination correspondence and the committee record.

It deliberately did not claim that all community evidence had been ignored. Instead, it identified the matters that were addressed, those that were only partly addressed and the records that could not be identified from the public planning file.

The purpose of this request is not to ask the Council to reconsider the planning merits through the information-access process, nor to require officers to create retrospective explanations. It is to establish, from the Council's existing records:

- what community and technical evidence was received;
- when and by whom it was reviewed;
- what was supplied to specialist officers, consultees and committee Members;
- what recorded assessments or advice were produced;
- how the late deferral request and related correspondence were handled; and
- what information was before the decision-makers when they voted.

This distinction is important because the current public record does not allow the community to determine whether evidence was considered but not publicly discussed, or whether no recorded assessment of that evidence exists.

Statutory basis

Under Regulation 5 of the Environmental Information Regulations 2004, I request the recorded information specified below concerning planning application 25/1679/FUL and its determination by the Planning Committee on 6 August 2026.

The requested information concerns a planning measure affecting or likely to affect land, landscape, biodiversity, water and cultural heritage. The requested information therefore falls within the definition of environmental information in regulation 2(1), particularly regulation 2(1)(a)-(c).

If the Council considers any discrete part of the requested information not to be environmental information, please process that part under the Freedom of Information Act 2000 without requiring me to submit a separate request.

This request seeks existing recorded information. It does not ask the Council to create new explanations, justifications or opinions.

Definitions and scope

1. 'Joint Submission' means the Joint Submission and Community Representation Response submitted on 4 January 2026.
2. 'Technical Addendum' means the Technical Addendum emailed on 23 June 2026 and dated 24 June 2026.
3. 'Twenty-year bird evidence' includes the BTO/BirdTrack records, maps, tables, observations and accompanying analysis referred to in the community submissions.
4. 'Records' includes emails and attachments, internal messages, case-management entries, handwritten and electronic notes, annotations, briefing material, meeting or telephone notes, document metadata, audit logs, distribution records, access logs and recordings.
5. Unless a different period is specified for a particular item, this request covers recorded information created or received between 7 November 2025, the date of the applicant's Environmental Report, and the date on which this request is received.
6. For each numbered item below, please provide the existing recorded information that answers the question or records the Council's consideration of the matter. Where no recorded information is held for an item or sub-item, please confirm that expressly.

Proportionate handling and avoidance of duplication

This is necessarily a detailed request.

Its numbered structure is intended to assist the Council in conducting targeted searches and identifying the recorded information relevant to each issue. A significant proportion of the requested material is likely to overlap between items.

Where the same record falls within more than one numbered item, it need only be disclosed once, provided that the Council identifies each item to which it relates.

If the Council considers that compliance with any particular item or sub-item would impose a manifestly unreasonable burden for the purposes of regulation 12(4)(b), please:

- a) identify the particular item or sub-item concerned;
- b) explain the searches, systems, record-holders and estimated work involved;
- c) indicate what narrower formulation would enable disclosure;
- d) provide reasonable advice and assistance in accordance with regulation 9; and
- e) continue to process the remaining clearly identifiable parts of the request.

The possible burden associated with one item should not prevent the Council from disclosing other information that can be identified and retrieved without disproportionate work.

Reasonable and properly explained refinements to individual items can be considered, but no refinement or withdrawal should be inferred unless expressly agreed in writing.

Information requested

1. Assessment of the twenty-year bird evidence

1.1 Please provide the Council Ecologist's complete written assessment of:

- a) the approximately twenty-year bird dataset;
- b) the objection in which the evidence was initially presented;
- c) the BTO/BirdTrack records and supporting information supplied by Mr D. Gareth Rees; and
- d) the ornithological material contained in the Technical Addendum.

1.2 Please provide every version, draft, note, email, annotation, internal message or other record forming part of that assessment.

1.3 Please provide copies of all the material supplied or made available to the Council Ecologist or any other ecological reviewer, together with records identifying:

- a) the person who supplied or forwarded it;
- b) the person who received or accessed it;
- c) the date and time on which it was supplied or accessed;
- d) the titles or descriptions of the documents or datasets;
- e) the date on which the review was undertaken; and
- f) the reviewer's recorded findings and conclusions.

1.4 Please identify through the records whether the reviewer examined the underlying records or dataset itself, rather than only the community objection or a summary referring to that material.

1.5 If the Council holds no written assessment of the underlying twenty-year dataset, please confirm that expressly.

2. Handling and description of the 5 August deferral request

2.1 Please provide the complete internal record showing how the deferral request sent at 23:58 on 5 August 2026 was:

- a) received and registered;
- b) forwarded or otherwise communicated internally;
- c) considered by officers;
- d) communicated to the Chair;
- e) communicated to the Planning Officer;
- f) communicated to Legal Services or governance officers;
- g) communicated to Democratic Services;
- h) communicated to the Council Ecologist; and
- i) communicated to committee Members.

2.2 Please provide all recorded information forming the basis for the statements made to Members that the request:

- a) concerned the appended documents;
- b) repeated matters already addressed in July; and
- c) contained no new information.

2.3 Please provide all records showing how the Council considered the two grounds which arose following the July meeting:

- a) the late circulation of the two community reports, which ran to 119 pages in total; and
- b) the applicant having been afforded a written opportunity to respond without an equivalent opportunity for the community objectors.

2.4 Please provide all records explaining or recording why those two grounds were not separately reported to Members during the officer's oral summary.

2.5 Please provide all briefing notes, speaking notes, annotated reports, draft statements, emails or other material used by the officer when preparing or delivering the oral summary of the deferral request.

3. Correction concerning the ecological review

3.1 Please provide all records concerning the formal correction made at the start of the 6 August 2026 meeting which removed or replaced the earlier statement that the Council Ecologist had reviewed the twenty-year bird data.

3.2 This should include:

- a) the wording before and after the correction;
- b) the identity or official role of the person who requested or initiated it;
- c) when the need for a correction was identified;
- d) the recorded reason for making it;
- e) any communications with the Council Ecologist about the correction; and
- f) any advice given to the Chair, Planning Officer, Democratic Services or Legal Services.

3.3 Please provide all recorded information showing how the corrected statement was reconciled with the subsequent statement that officers were satisfied that the findings of the twenty-year survey had been 'fully and appropriately reviewed'.

3.4 Please provide all records forming the evidential basis for that subsequent statement, including any assessment, advice, briefing note or communication relied upon.

3.5 If the Council holds no record reconciling the two statements, please confirm that expressly.

4. Councillor Colin Millichap's request concerning the dataset

4.1 Please provide the correspondence from Councillor Colin Millichap, the Powys County Councillor for Yscir with Honddu Isaf and Llanddew, requesting:

- a) confirmation that the underlying twenty-year ornithological dataset had been assessed; and
- b) consideration of whether it was safe to determine the application without that confirmation.

4.2 Please provide all records showing how Councillor Millichap's correspondence was:

- a) received;
- b) registered;
- c) forwarded internally;
- d) considered by Planning Officers;
- e) considered by the Council Ecologist;
- f) considered by Democratic Services or Legal Services;
- g) reported, or proposed to be reported, to the Planning Committee; and
- h) answered, or proposed to be answered, before the vote.

4.3 Please provide all briefing notes, speaking notes, draft responses, emails, messages or case notes referring to Councillor Millichap's request.

4.4 If no recorded answer was prepared or provided, please confirm that expressly.

5. Availability of the community reports to committee Members

5.1 Please provide the exact publication date and time for the supplementary committee papers containing the Joint Submission and Technical Addendum.

5.2 Please provide all records of the discussion referred to in Catherine James's email of 4 August 2026 at 16:54, in which she stated that, following discussion with the Professional Lead – Development Management, the two documents would be made available to Members. This should include:

- a) the request, referral or message sent to the Professional Lead – Development Management;
- b) the response received;
- c) any decision or instruction concerning how, when and to which Members the documents would be made available;
- d) any instruction to include the documents in the supplementary committee papers; and
- e) any record explaining why the other matters raised in the email of 3 August 2026 were not expressly answered.

For the avoidance of duplication, records disclosed under item 5.2 need not be disclosed again under item 15.1(c), provided that they are clearly cross-referenced.

5.3 Please provide records showing when each voting Member first received, accessed, opened or downloaded the Joint Submission, Technical Addendum or supplementary committee papers, insofar as such records are held. Personal contact information may be redacted, but please retain the Member's name or official role and the relevant date and time.

5.4 Please provide all records showing what opportunity Members were given to:

- a) ask questions about the two community reports, which ran to 119 pages in total;
- b) seek ecological, landscape, legal or other technical advice;
- c) request additional time to consider the material; or
- d) request deferral because of its late circulation.

5.5 Please provide copies of any questions, requests for advice or requests for additional time made by Members, together with the responses supplied.

6. Ecological review following the 22 June opinion

6.1 The Council Ecologist's opinion quoted in the officer report was received on 22 June 2026, while the Technical Addendum was submitted immediately afterwards and dated 24 June 2026. Please provide every subsequent ecological assessment, review, note, email, internal message or other record considering the Technical Addendum or its additional ornithological material.

6.2 Please provide the recorded assessment of:

- a) the possible Curlew territory approximately 620 metres from the mast;
- b) the approximately twenty-year record of Curlew occupancy;
- c) NRW's request for assessment within 800 metres;
- d) nocturnal bird movement;
- e) collision risk during darkness or poor visibility;
- f) predator-perching effects;

- g) the adequacy of the applicant's short-term baseline; and
- h) the effectiveness of bird diverters for the species potentially present.

6.3 Please identify through the records:

- a) who undertook any subsequent review;
- b) when it was undertaken;
- c) what material was reviewed;
- d) what methodology or guidance was applied; and
- e) what conclusions were reached.

6.4 If no subsequent ecological review considered the Technical Addendum after the opinion dated 22 June 2026, please confirm that expressly.

7. NRW's 800-metre Curlew request and the possible territory at 620 metres

7.1 Please provide all recorded information concerning the Council's treatment of NRW's request for assessment of Curlew within 800 metres of the mast.

7.2 Please provide all records forming the basis for describing or treating the 800-metre approach as derived principally from wind turbine guidance.

7.3 Please provide all records showing how the applicant's own identification of a possible Curlew territory approximately 620 metres from the mast was considered.

7.4 Please include any material relied upon when deciding that further assessment within 800 metres was unnecessary, including:

- a) ecological advice;
- b) internal correspondence;
- c) meeting notes;
- d) briefing notes;
- e) methodological guidance;
- f) maps;
- g) calculations;
- h) professional literature; or
- i) a recorded exercise of professional judgement.

7.5 Please provide any records comparing NRW's position with the advice or conclusion of the Council Ecologist.

8. Landscape evidence and the officer's statement

8.1 Please provide all recorded information forming the basis for the officer's statement that no additional technical landscape evidence had been submitted which outweighed NRW's advice.

8.2 Please provide records showing how the Council assessed the landscape material contained in:

- a) the Joint Submission;
- b) the Technical Addendum;
- c) the objection from Bannau Brycheiniog National Park Authority;
- d) the Community Council representation; and
- e) representations concerning omitted viewpoints, recreational receptors, the Epynt Way, the Central Beacons, the extent or coverage of the ZTV, visualisation metadata or the National Park's Special Qualities.

8.3 Please provide any schedule, assessment, note, annotation, email or other record comparing that material with NRW's landscape advice.

8.4 Please provide all records showing which parts of the community's technical landscape evidence were accepted, rejected, discounted or considered not to outweigh NRW's position.

8.5 If the Council holds no separate recorded assessment of that evidence, please confirm that expressly.

9. Comparative weight given to NRW and the National Park Authority

9.1 Please provide all recorded information showing how the Council determined the comparative weight to be given to:

- a) NRW's landscape response; and
- b) the continuing objection of Bannau Brycheiniog National Park Authority.

9.2 Please include any record considering:

- a) the respective statutory functions or professional expertise of the two bodies;
- b) their different conclusions;
- c) the National Park Authority's concerns about viewpoints, visibility and Special Qualities;
- d) NRW's remit and the scope of its landscape advice; and
- e) the reason for preferring one conclusion over the other.

9.3 Please provide all briefing material or advice supplied to Members about the difference between the two consultees' positions.

9.4 If no recorded comparative assessment was undertaken, please confirm that expressly.

10. Treatment of the future wind energy project

10.1 Please provide all recorded information showing how the relationship between the meteorological mast and the proposed wider Garreg Fawr wind energy development was considered in the planning balance.

10.2 Please provide all records showing whether, and if so how, positive weight was given to the mast's role in facilitating renewable-energy development.

10.3 Please provide all records showing whether, and if so why, the Council decided not to assess or give adverse weight to the environmental effects listed below.

- a) the mast's enabling relationship with the wider development;
- b) cumulative landscape effects;
- c) cumulative ecological and ornithological effects;
- d) cumulative peat or hydrological effects;
- e) cumulative heritage effects; and
- f) reasonably foreseeable future development at the site.

10.4 Please provide any policy, planning or other recorded advice concerning whether the mast's relationship with the possible future project could be treated as a benefit while adverse or cumulative effects associated with that relationship were excluded from consideration.

10.5 If the Council holds no record addressing that distinction, please confirm that expressly.

11. Biodiversity enhancement

11.1 Please provide all recorded information identifying the actual biodiversity enhancement relied upon by the Council when determining the application.

11.2 Please provide all records showing how the Council distinguished biodiversity enhancement from mitigation or avoidance measures, including:

- a) bird diverters;
- b) breeding-bird checks;
- c) use of existing access tracks;
- d) wildlife-sensitive lighting;
- e) reinstatement; and
- f) removal of the mast.

11.3 Please provide any assessment, checklist, advice, calculation or other record demonstrating how the Council concluded that its biodiversity-enhancement duty had been discharged.

11.4 Please provide all records considering the Council Ecologist's statement that the proposed measures were mitigation or avoidance rather than enhancement.

11.5 If no enhancement other than those mitigation or avoidance measures was identified, please confirm that expressly.

12. River Wye and River Usk SAC discrepancy

12.1 Please provide the complete Habitats Regulations screening record, assessment, checklist and supporting evidence relied upon for the application.

12.2 Please provide all records concerning the officer report's reference to the River Wye SAC where NRW and the Council Ecologist had identified the River Usk SAC.

12.3 Please provide records showing:

- a) how the River Wye reference entered the report;
- b) whether it was identified during checking or approval of the report;
- c) whether it has subsequently been treated or recorded as a drafting error;
- d) whether a formal correction has been made or proposed; and
- e) whether the Council has reviewed whether the discrepancy affected the screening methodology, reasoning or conclusion.

12.4 Please provide any correspondence with NRW, the Council Ecologist or another specialist officer concerning this discrepancy.

12.5 If no post-decision check or review has been recorded, please confirm that expressly.

13. Re-consultation, amended plan, PCC portal downtime and public access

13.1 Please provide the portal audit records showing the exact date and time on which each amended plan or supporting document was uploaded during the re-consultation process.

13.2 Please provide all records concerning why the relevant amended plan was not uploaded until 16 June 2026 while the representations deadline remained 25 June 2026.

13.3 Please provide:

- a) the relevant site notice;
- b) any certificate, photograph, inspection note or other evidence showing when and where it was displayed;
- c) the dates of any newspaper or online publicity;
- d) the complete list of plans and supporting documents available online before 16 June 2026;
- e) records showing what complete paper documents were available for public inspection before 16 June 2026;
- f) records identifying any documents that were missing, unavailable, replaced or amended; and
- g) records showing the period during which each amended document was available for inspection.

13.4 Please provide all recorded information concerning the decision to retain 25 June 2026 as the representations deadline after the amended plan was uploaded on 16 June 2026.

13.5 Please provide any record assessing whether the remaining consultation period was considered sufficient.

The Council's public planning portal was unavailable for part of the re-consultation period. The following items seek existing records establishing the timing and extent of that interruption, the documents affected and the Council's consideration of its effect on public access.

13.6 Please provide all existing records showing the dates and times during which the public planning portal was unavailable, inaccessible or operating with materially reduced functionality during the re-consultation period ending on 25 June 2026.

13.7 Please provide all incident reports, service-desk records, system-status records, internal messages, contractor correspondence and public notices concerning that interruption, insofar as they relate to access to planning application documents.

13.8 Please provide records showing:

- a) when Planning Services became aware of the interruption;
- b) which application documents were inaccessible or affected;
- c) whether alternative online or physical access was made available;
- d) whether consultees or members of the public were notified;
- e) the date and time at which normal access was restored; and
- f) whether the interruption affected the availability of documents relating to application 25/1679/FUL.

13.9 Please provide all recorded assessments, discussions or decisions concerning whether the portal interruption, either alone or together with the amended plan not being uploaded until 16 June 2026, required:

- a) an extension of the representations deadline;
- b) further notification or re-consultation;
- c) republication of any document or notice; or
- d) any other measure to ensure an adequate opportunity for public inspection and response.

13.10 If no assessment of the effect of the portal interruption on consultation concerning application 25/1679/FUL was recorded, please confirm that expressly.

14. Receipt, registration and audit trail for the community reports

14.1 Please provide the complete receipt, registration, version and planning-file history for:

- a) the Joint Submission emailed on 4 January 2026; and
- b) the Technical Addendum emailed on 23 June 2026 and dated 24 June 2026.

14.2 Please provide records showing when each document was:

- a) received;
- b) acknowledged;
- c) registered on the planning case-management system;
- d) uploaded to the public planning file or portal;

- e) internally forwarded;
- f) annotated or otherwise reviewed;
- g) incorporated into the committee papers; and
- h) supplied to committee Members.

14.3 Please identify through the records every consultee or specialist officer to whom the Technical Addendum was referred, the date and time of each referral and the documents or attachments supplied.

14.4 Please provide all responses, comments, assessments or advice received following those referrals.

14.5 Please provide records showing whether the Technical Addendum was referred to:

- a) the Council Ecologist;
- b) NRW;
- c) Bannau Brycheiniog National Park Authority;
- d) the Council's landscape adviser;
- e) a heritage or archaeological adviser;
- f) the Highway Authority;
- g) the Ministry of Defence; or
- h) any other specialist consultee.

14.6 If it was not referred to any of those bodies or officers, please confirm that expressly for each one.

15. Correspondence of 25 June, 2 July and 3 August 2026

15.1 Please provide the complete internal routing, consideration and response record for the following emails:

- a) 25 June 2026 concerning deferral, Member preparation and the time available to consider consultation responses;
- b) 2 July 2026 containing four numbered governance questions; and
- c) 3 August 2026 requesting that the Joint Submission and Technical Addendum be supplied directly to committee Members.

15.2 Please include all internal emails, attachments, messages, case notes, instructions, referrals, draft responses and records of discussions involving:

- a) Planning;
- b) Development Management;
- c) Legal Services;
- d) Democratic Services;
- e) the Chair;
- f) the Council Ecologist;
- g) the Chief Executive's office; and
- h) any other officer or Member involved in considering the correspondence.

15.3 In relation to the email of 2 July 2026, please provide all records concerning the consideration of the four numbered questions it raised.

15.4 Please provide all existing recorded information concerning:

- a) why the Technical Addendum was not acknowledged;
- b) whether all community submissions had been considered as material planning considerations;
- c) why the earlier deferral request had not received a response;
- d) whether that request remained under consideration; and
- e) why no substantive response was provided before determination.

15.5 If no substantive response or draft response was prepared, please confirm that expressly.

16. Cross-referencing of the community evidence

16.1 Please confirm whether the Council holds any schedule, matrix, assessment, checklist, annotated document or other record cross-referencing the Joint Submission or Technical Addendum against:

- a) the applicant's evidence;
- b) consultee responses;
- c) the Council Ecologist's advice;
- d) the officer assessment;
- e) proposed planning conditions;
- f) the officer's oral presentation; or
- g) questions and answers at the committee meeting.

16.2 Please provide every such record, including drafts and officer annotations.

16.3 Please provide any record identifying which issues raised in the community reports were considered:

- a) resolved;
- b) partly resolved;
- c) immaterial;
- d) outside the scope of the application;
- e) adequately controlled by condition; or
- f) in need of no further assessment.

16.4 If no such schedule, matrix, assessment, checklist or comparable record is held, please confirm that expressly.

17. Committee recordings and formal record

17.1 Please provide the complete original audio or video recording of the relevant part of the Planning Committee meeting held on 6 August 2026.

17.2 Please provide the complete original audio or video recording of the Planning Committee meeting held on 8 July 2026, whose minutes were corrected on 6 August 2026.

17.3 Please provide:

- a) the original version of the relevant minutes;
- b) the corrected version;
- c) the written record of the correction made at the meeting;
- d) any proposed or subsequent amendment; and
- e) all records showing when, why and by whom the correction was requested or authorised.

17.4 Please provide any officer, legal, governance or Democratic Services notes made during the relevant parts of either meeting.

17.5 Please provide any attendance record showing the Members present for the consideration and determination of application 25/1679/FUL, including any record of Members joining, leaving or being absent during that item.

18. Preservation of relevant records

On 15 August 2026, a written request was sent to Information Compliance, Planning Services, Democratic Services and the Chief Executive requesting the preservation of potentially relevant records concerning application 25/1679/FUL.

18.1 Please provide any records showing how that request was received, considered and actioned, including any records-management instruction or preservation hold issued as a result.

18.2 If no action was taken or no record of its consideration is held, please confirm that expressly.

Form and handling of the response

Please supply the information electronically under Regulation 6, preferably in its original electronic format with searchable text. Where spreadsheets, email files, recordings, logs or other native electronic records exist, please provide them in that native format where reasonably practicable.

If information is already publicly available, please provide the exact working URL and identify the document and page or section containing the requested information. A general reference to the planning portal will not adequately identify the information.

If any information is withheld, please:

- 1. identify the item or category being withheld;
- 2. state the relevant EIR exception or FOIA exemption;
- 3. explain how it applies;
- 4. provide the outcome of the public-interest test where required; and
- 5. disclose the remaining non-exempt information with appropriate redactions.

Where environmental information falling within an item is not held, please issue the appropriate written refusal notice under regulation 14, identifying regulation 12(4)(a) and, so far as reasonably practicable, the searches undertaken to establish that the information is not held.

The requested information concerns a recent planning determination and is required to inform consideration of the Council's decision-making process. Please therefore provide the information promptly and, in any event, within the statutory period prescribed by regulation 5(2).

If the Council considers that the volume and complexity of the information requested make it impracticable to comply within 20 working days and therefore proposes to extend the response period under regulation 7, please notify me within 20 working days, explain the reasons for the extension and confirm the revised response date.

If the information is to be supplied in stages, please prioritise items 1-7, 12-15, 17 and 18.

Partial disclosure of readily available information should not be delayed while searches or exception assessments relating to other items continue.

If clarification or refinement is considered necessary, please contact me promptly and provide the advice and assistance required by Regulation 9.

Please do not suspend work on the clearly identifiable parts of the request while clarification of another part is being considered. Please send the acknowledgement, reference number, all correspondence concerning this request and the disclosed information electronically to:

[REDACTED]

This is the dedicated correspondence address for matters relating to planning application 25/1679/FUL.

Email is my preferred means of communication. Where the volume or file size prevents information from being supplied as email attachments, please provide access through a secure electronic download link. I do not require paper copies unless particular information cannot reasonably be supplied electronically.

Where native electronic records exist, including emails, spreadsheets, audit logs, recordings or document files, please supply them in their original electronic format where reasonably practicable and with searchable text.

Yours faithfully,

[REDACTED]