

25 February 2009

Melanie Carr
Scrutiny Officer
City of York Council
Library Square
York
YO1 7DU



Dear Ms Carr

Information request relating to the proposed development of new council office accommodation at Hungate, York

I am writing in response to your email of 28 January 2009, requesting copies of correspondence and documentation that relates to the proposed development of new Council office accommodation at Hungate in York. Your request has been dealt with under the provisions of the Freedom of Information Act (2000).

Please find enclosed copies of the following documentation that falls under the scope of this request:

- A print out of CABE's database notes relating to the scheme
- Cover letters and emails from RMJM to CABE dated 23, 25 & 29 October 2007 and 11 & 22 February 2008 setting out information submitted to CABE for review
- Email correspondence between RMJM and CABE regarding CABE consultation dated 16 January 2008
- A conflict of interest declaration from Paul Morrell, CABE Commissioner
- An agenda and extract from the notes of the Internal Panel Review meeting held on 28 February 2008
- An extract from the notes of the Desktop review meeting held on 4 August 2008
- Press cuttings relating to the scheme.

In addition to the information listed above, CABE holds information which we believe the Council already has as it is either correspondence between CABE and the Council, the Council's own documentation, planning application material or pre-planning application information which we assume the Council is in possession of

given they are the client for the scheme. We have not enclosed this information but have summarised it below. Please contact me should you require copies.

Information held but not enclosed for reasons outlined above

- Design brief for the Administration Accommodation Project, City of York Council, March 2007
- Pre-application drawings and plans from RMJM dated July 2007 and January 2008
- Planning application material relating to planning application ref 08/01201
- CABE's advice letters to RMJM dated 14 November 2007 and 8 April 2008, which were copied to the Council
- Consultation letter from City of York Council to CABE dated 30 May 2008
- Email correspondence between CABE and Amanda Oxley dated 20 November 2008 relating to an invitation to an informal consultation event
- A letter to CABE from the Council, dated 24 September 2008, thanking CABE for feedback to date and providing an update on progress
- Email correspondence between CABE and Cllr A Walker dated 1 and 5 October 2008
- Email correspondence from Janine Riley to CABE dated 14 September and 30 October 2007. The latter email includes an attached internal memo from Janine Riley to Mike Slater dated 26 October 2007.

CABE also holds information on a previous planning application dating from 2002 (planning application ref 02/03741). Further to our conversation, this information has not been included as I understand it does not fall under the scope of this request.

If you have any questions or concerns about the way in which your request has been handled please contact me and we will try to resolve them. If we are unable to resolve your concerns you may request an internal review. Details of this process are included in our complaints procedure (published on www.cabe.org.uk). Ultimately, if you have a concern which we are unable to resolve, you may refer the matter to the Information Commissioner (www.informationcommissioner.gov.uk).

Yours sincerely



Rachel Pittam
Head of Corporate Governance