

Our ref: HA 108/17/197  
Your ref:

[Name removed under the Data Protection Act]  
Business Support  
3rd Floor South  
Lateral  
8 City Walk  
Leeds LS11 9AT

Direct Line:  
Fax: 0113 283 5480

29 May 2009

Dear [Name removed under the Data Protection Act]

## **ENVIRONMENTAL INFORMATION REGULATIONS 2004**

I am writing to confirm that we have now completed our search for the information, which you requested on 10 May.

A copy of the information is enclosed.

Please note that no formal minutes were taken at the meeting you refer to in your request. However some brief notes were taken and a copy of these are enclosed.

With the exception of Steven Wright, the Project Sponsor for the scheme, all the names of people referred to in the report, the notes taken at the meeting and the e-mail which enclosed the meeting notes have been blanked out in accordance with Regulation 13 (2) of the Environmental Information Regulations. This is personal information relating to civil servants below a certain grade and non-public officials unless their names are already in the public domain.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. We will, therefore, be simultaneously releasing to the public the information you requested, together with any related information that will provide a key to its wider context via our website:  
<http://www.highways.gov.uk/>

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copyright on the Office of Public Sector Information website at:  
<http://www.opsi.gov.uk/click-use/index.htm>.

If you are unhappy with the way we have handled your request, you may ask for an internal review. A leaflet detailing our internal review process is enclosed. You should contact me if you wish to complain.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

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

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Network Operations MAC Area 12