

Environmental Information Regulations – Response - 27630

I understand a parking space close to the exit door has recently been designated for the Leader of the Council. Please could you tell me:

1. Did the Leader ask for a designated parking space, and if so when? Please include any record of the request, whether made by him directly or passed on by someone else on his behalf.

The leader of the Council did not request a designated parking space; the suggestion was put forward by another councillor during a meeting.

2. Did he ask for a particular space or location, for example the space nearest the exit?
No.

3. What reason or justification, if any, was recorded for providing the space?
No recorded information.

4. Who authorised it, and on what date did it come into use? Is the arrangement temporary, for example only on certain days or when particular meetings take place, or is it permanent? If it is permanent, has any signage or marking been ordered or installed for the space, and at what cost?

The space was authorised verbally by Mark Ash, Joint Chief Executive (LGR, Devolution, Transformation and Change). The space was made available from Monday 13 July. There is no recorded information regarding the duration of use.

5. Does the council have any policy or criteria for allocating parking at Endeavour House, for example setting out who qualifies for a designated or reserved space? If so, please send me a copy.
No recorded information.

6. What was the space used for previously, for example an electric vehicle charging bay, a pool car space or a disabled space? If it was any of these, is that provision being replaced elsewhere, and if so where, when and at what cost? If it was a disabled space, was any equality consideration recorded before the change, and if so please send it to me.

The space was previously a general-use EV bay. It is not being replaced as there is currently sufficient EV charging provision available on site to meet demand.

7. How many electric vehicle charging bays, disabled parking bays and pool car spaces did the Endeavour House car park have before this change, and how many of each does it have now?

29 EV charging bays – No change

16 Disabled parking bays – No change

18 Pool car bays – No change

8. Do any other councillors, cabinet members or members of staff have a designated parking space at Endeavour House, or is one planned for anyone else?

Yes.

9. Is there any record of a previous Leader of the Council having had a designated parking space?

Not recorded information.

10. Please send me copies of any correspondence or other records about this space, including emails, Teams or other messages and notes. When searching, please make sure you include the records of the Leader himself, his personal assistant and office staff, the Joint Chief Executives, and the property, estates and facilities management teams, as well as any correspondence with contractors about the space and anything a contractor holds on the council's behalf.

See attached.

11. In the last five years, how many times is there any record of councillors being unable to park at Endeavour House on days when Cabinet or full Council met?

Suffolk County Council does not record this information.

12. On how many days in the last five years is the car park recorded as having been at capacity on days when Cabinet or full Council was not meeting?

Suffolk County Council does not record this information.

I realise questions 11 and 12 depend on what records you actually keep, so if you do not hold this information, or finding it would take you over the cost limit, please just say so and answer the rest of my questions anyway.

Redacted Information

All information released in response to a Freedom of Information Act 2000 (FOIA) or Environmental Information Regulation 2004 (EIR) request is deemed to be in the public domain. As such we must consider whether or not the requested information qualifies as personal information and should therefore not be released into the public domain.

The council has determined that this is personal information and is therefore exempt from disclosure under **section 40** of the FOIA and **regulation 13** of the EIR.

The Council considered the following, including the possible consequences of disclosure for the data subjects concerned and their reasonable expectations as to the use of their data:

- expectations of the individuals concerned about personal information being put into the public domain;
- reasonable expectations - the data subjects concerned would have a legitimate expectation of privacy concerning their personal information and would not have anticipated this being put into the public domain;
- whether or not the requested information could be anonymised; and
- balancing the individual's rights and the legitimate interests - In past cases the Information Commissioner has weighed the individual's rights to privacy against

the public interest in disclosure. There is no presumption in favour of releasing personal data.

This is an absolute exemption, which means that if the condition is satisfied there is no additional public interest test to consider.

In assessing fairness, the Council considered the likely consequences of disclosure of the requested information. Personal information should not be used in ways that have unjustified adverse effects on the individuals concerned. The council also considered whether such disclosure would be within the reasonable expectations of the individuals, given that any response to a request under the FOIA or EIR is deemed to be in the public domain. The council believes that in this instance it is not fair to disclose personal data and is therefore withholding the requested information under section 40 of the FOIA and regulation 13 of the EIR.

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Insert Reply

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The space was previously a general use EV bay; it is not intended to replace the space because EV provision and use is currently undersubscribed.

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A –

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Insert Reply

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Insert Reply

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EMAIL EXTRACTS – FOI 27630

From: Matthew West
Sent: 07 July 2026 16:14
To: Vicky Armstrong (SCC Councillor)
Subject: Notes from meeting yesterday.

2. Car Parking Space for Leader. Will investigate options.

Matt

Matthew West
Assistant Director - Assets and Investment - Corporate Services.
Assets and Investment

From: Matthew West
Sent: 10 July 2026 14:34
To: Vicky Armstrong (SCC Councillor)
Subject: Car Parking

Dear Vicky,

Just to let you know that I have confirmed with Michael that he will have a reserved car parking space from Monday morning.

Thanks,

Matt

Matthew West
Assistant Director - Assets and Investment - Corporate Services.
Assets and Investment

From: Matthew West
Sent: 10 July 2026 15:05
To: Andrew Cook; Mark Ash
Subject: Re: Allocated space in EH car park

Sign will read -

'Leader of the Council'

Thanks,

Matt

Matthew West
Assistant Director - Assets and Investment - Corporate Services.
Assets and Investment
01473 265242 or 07738425314

WellbeingEqualityAchieveSupportPrideInnovateRespectEmpower



From: Andrew Cook <Andrew.Cook@suffolk.gov.uk>
Sent: Friday, July 10, 2026 14:56
To: Matthew West <Matthew.West@suffolk.gov.uk>; Mark Ash <Mark.Ash@suffolk.gov.uk>
Subject: RE: Allocated space in EH car park

Understood Matt.

Important that any signage is generic to the position, rather than the person please.

Regards

Andrew

From: Matthew West <Matthew.West@suffolk.gov.uk>
Sent: 10 July 2026 14:54
To: Andrew Cook <Andrew.Cook@suffolk.gov.uk>; Mark Ash <Mark.Ash@suffolk.gov.uk>
Subject: Fw: Allocated space in EH car park

Hi Andrew/Mark,

Just bringing everyone in the loop on this as has been discussed previously.

Cllr Vicky Armstrong asked me to do this for the leader, and It was felt that of all the options, this space would be the most optimal spot and will not detract from the general use spaces available for others.

Thanks,

Matt

Matthew West
Assistant Director - Assets and Investment - Corporate Services.
Assets and Investment
01473 265242 or 07738425314

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From: Matthew West <Matthew.West@suffolk.gov.uk>
Sent: Friday, July 10, 2026 14:28
To: Michael Hadwen (SCC Councillor) <Michael.Hadwen@suffolk.gov.uk>
Subject: Re: Allocated space in EH car park

Hi Michael,

Thanks for the quick response,

Your parking space will be available for you from Monday morning and will be marked with a temp sign whilst we get a more permanent one made. There may be a cone in place for the first week or so - just as an extra visual deterrent for those who may not notice the sign - please just move it to the side and park as normal.

Thanks and have a lovely weekend,

Matt

Matthew West
Assistant Director - Assets and Investment - Corporate Services.
Assets and Investment
01473 265242 or 07738425314

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From: Michael Hadwen (SCC Councillor) <Michael.Hadwen@suffolk.gov.uk>
Sent: Friday, July 10, 2026 13:48
To: Matthew West <Matthew.West@suffolk.gov.uk>
Subject: Re: Allocated space in EH car park

Hi Matt,

That's is very kind of you thank you.

It would make a huge difference.

[REDACTED], I think having leader of the council would make sense or something just saying reserved. I'm not that previous.

Kind regards,
Michael

Sent from [Outlook for iOS](#)

From: Matthew West <Matthew.West@suffolk.gov.uk>
Sent: Friday, 10 July 2026 11:00:15
To: Michael Hadwen (SCC Councillor) <Michael.Hadwen@suffolk.gov.uk>
Subject: Allocated space in EH car park

Good morning Michael,

Hope you had a good and productive week in Bournemouth.

I am looking to reserve a parking space for you following conversations with Cllr Armstrong and Mark Ash.

My view is that, [REDACTED] it makes sense that we look for the ground floor of the main car park, as close as possible to the door. As it happens, it would be quite a neat fit for us to allocate the electric vehicle space immediately inside the ground floor for your exclusive use.

Few reasons why I think this is the best fit. I believe you have an electric vehicle, so there is charging for you should you ever need it - but also it is a spot that will not take away from the current general use spaces [REDACTED]
[REDACTED]

My question is whether you would like a sign that states 'Reserved for the Leader of the Council' - or whether you would just like it to say 'Reserved - and your registration plate number.

Assuming you would like to go ahead with this, please let me know what you think RE signage and I'll put this in place.

Best wishes,

Matt

Matthew West

Assistant Director - Assets and Investment - Corporate Services.

Assets and Investment

01473 265242 or 07738425314

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An Inclusive Employer



TEAMS EXCHANGES

Teams exchange between Matthew West and Mark Ash

10 July

10/07 14:29

Just FYI - Michaels car park space will be reserved from Monday.

👍 🔄

Mark Ash 10/07 14:35

Does Andrew C know?

10/07 14:47

Hadn't mentioned it - will do so now.