

 GUILDFORD BOROUGH	RECORD OF EXECUTIVE DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY
SUBJECT:	Procurement Guildford Urban Capacity Study to inform the update to the Local Plan
KEY DECISION* Yes/No	No
Ward(s) affected:	None directly as this is an evidence base document which will inform the Local Plan
NAME AND DESIGNATION OF OFFICER TAKING DECISION:	Claire Upton Brown – Assistant Director, Planning
SOURCE OF AUTHORITY TO TAKE DECISION: Either: Executive Decision (please include date of meeting) Or: Scheme of Delegation to Officers	3.5.3 To prepare and maintain an up to date Local Plan (development plan documents) for adoption by the Council, under the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011, and the relevant regulations, including the Town and Country Planning (Local Planning) (England) Regulations 2012; and to assemble the necessary evidence base and all other documents and commission all reports required to facilitate and inform the policy making process, including the Sustainability Appraisal and Strategic Environmental Assessment, and Habitats Regulations Assessment.
CONSULTATIONS: (a) Relevant Lead Councillor(s): Comments: (b) Local Ward Councillor(s): Comments**: (c) Officers (state names): Comments:	(a) Fiona White, Lead Councillor for Planning, support. (b) N/A (c) Stuart Harrison, Planning Policy – Lead, support
DETAILS OF DECISION: (attach additional sheets if required)	The Assistant Director, Planning is asked to use their delegated authority to authorise the procurement of the Guildford Urban Capacity Study
Reasons for Decision:	The procurement of this evidence base document is necessary to inform the update to the Local Plan. The update to the Local Plan was agreed by full Council on 21 February 2024.
Details of any alternative options considered and rejected when making the decision:	None

Details of any conflict of interest declared by any executive councillor who is consulted in relation to this decision:	None
Contact Officer: Service: Direct Line: File Ref:	Stuart Harrison, Planning Policy
<p>I hereby take the decision referred to above, for the reason(s) stated.</p> <p>Signed: Stuart Harrison</p> <p>Job title of decision maker: Planning Policy - Lead</p> <p>Date decision taken: 29/08/2024</p> <p>Date decision may be implemented, subject to call-in provisions***: See note below</p>	
<p>IMPORTANT NOTES (PLEASE READ):</p> <p>WHAT SHOULD BE PUBLISHED? All officer decisions which are key* decisions and other executive decisions listed in the scheme of delegation to officers, or which have been specifically authorised by the Leader/Executive, which require prior consultation with the Leader, a lead councillor, or a local ward member **. Call-in *** of an officer decision should only apply if such a decision is a key decision. There is no legal requirement to publish on the website any such decisions which contain confidential or exempt information. (see points 7 and 8 below).</p> <p>ACCESS TO INFORMATION PROCEDURE RULES Unless the details of this decision or any accompanying report or background paper contain confidential or exempt information (see note below), you <u>MUST</u> ensure that, as soon as reasonably practicable after making this decision,</p> <ol style="list-style-type: none"> (1) send a copy of this record of decision, together with any relevant report or background paper referred to therein, to Committee Services so that it may be uploaded to the website; and (2) make a copy of this record of decision, together with any relevant report or background paper referred to therein, available for inspection by the public at the Council offices. <p>This record, together with any relevant report or background paper, must be retained for six years following the date of the decision.</p> <p>*KEY DECISION a “key decision” is an <i>executive</i> decision which is likely to:</p> <ol style="list-style-type: none"> (i) result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or (ii) have a significant impact on two or more wards within the Borough. <p>Please note that before a key decision can be taken lawfully, public notice of intention to make it must appear in the published Forward Plan for at least 28 days before the date on which the key decision is proposed to be made. If the decision is more urgent, it will become subject to urgency provisions, in which case please contact Committee Services.</p> <p>**CONSULTATION WITH LOCAL WARD COUNCILLORS Where a decision affects a particular area or locality, the scheme of delegation requires officers to undertake routine notification, and consultation where appropriate, of local ward councillors.</p> <p>***CALL-IN</p>	

Any executive decision made by an officer under delegated authority may only be implemented on the expiry of five working days after the day of publication of the decision. During this time, the decision may be called in by councillors for review by the Overview and Scrutiny Committee. You will be informed by Committee Services if this happens.

CONFIDENTIAL / EXEMPT INFORMATION¹

If this record or any document (or part of a document) referred to herein contains confidential or exempt information, the requirement to make this record or any such document available on the website or for inspection by the public at the Council offices is removed. In such circumstances, you must still retain the record for six years for audit trail purposes, and send a copy of this record, together with any relevant report or background paper referred to therein, to Committee Services, who will circulate it to all councillors.

¹ If you are unsure as to what constitutes confidential or exempt information, please see Guidance or contact Committee Services