

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	13 th May 2026
Decision Maker (Officer):	Gary Guiver
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To appoint The Landscape Partnership to undertake the Strategic Green Gaps Study (2026) to support the Tendring District Local Plan Review evidence base, including review/refinement and justification of Strategic Green Gap boundaries, with provision for supporting Regulation 19 and (if required) representations and attendance at Examination in Public (EIP), at a fee of £17,870 (inclusive of expenses, excluding VAT).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	Tendring District Council is commissioning a new Strategic Green Gaps (SGGs) Study to form a key part of the evidence base for the Local Plan Review, including an independent review of existing and proposed SGG designations and boundaries to

	ensure they are robust and defensible for the Regulation 19 Submission and capable of withstanding scrutiny at Examination in Public (EIP). A quotation exercise was undertaken and, following evaluation by the officer panel on 15 April 2026, The Landscape Partnership is recommended for appointment.
Highlight any associated risks/finance/legal/equality considerations:	Finance: Appointment at a fee of £17,870 (inclusive of expenses, excluding VAT). Any additional support for Regulation 19 representations and EIP attendance to be charged at the agreed hourly rates. Budget to be met from the Local Plan Review evidence base budget. Risk: Programme risk if key milestones are not met (draft outputs by 10 July 2026; final report by 7 August 2026) which could affect the Local Plan Review timetable. Risk managed through an inception meeting, agreed work programme, and regular progress meetings with the client team. Equality / Accessibility: The final outputs must be compliant with Web Content Accessibility Guidelines (WCAG) 2.2 level AA as set out in the project brief. No direct equality impacts arise from the procurement decision itself.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The Strategic Green Gaps Study will form part of the Local Plan Review evidence base, informing the Strategic Green Gap designations and justifying boundaries, and may be relied upon at Regulation 19 and Examination in Public (EIP). Any future local government reorganisation and/or devolution could change plan-making responsibilities, evidence-base governance and the geographic scope of strategic planning. However, this commission supports the Council's current Local Plan Review programme and will remain relevant evidence for the plan-making authority(ies) progressing the plan, subject to any future re-scoping that may be required.
Details of any Alternative Options Considered and rejected (together with reasons):	Alternative options considered included: (1) not commissioning an updated Strategic Green Gaps Study and relying on existing evidence (e.g., 2003 and 2020 studies), and (2) undertaking the work in-house. These options were rejected because the Local Plan Review includes proposed new/amended gaps and significant planned growth, requiring a robust, independent and up-to-date assessment with defensible boundaries capable of scrutiny at EIP, and because the required

	specialist expertise, mapping outputs and timetable are best met through external commission.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>		Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
		The report supporting the Decision contains confidential information
		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
		• Relates to an individual
		• Likely to reveal the identity of an individual
		• Relating to financial or business affairs of a person or organisation
		• Relates to a claim for legal professional privilege in legal proceedings
		• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: N/A		

Officers

Signed: G Guiver
Community)

Title: Corporate Director (Planning &

Signed: P Woods

Title: Planning Policy Team Leader