

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:	19/08/2026
Decision Maker (Officer):	Paul Woods
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). The Corporate Director (Gary Guiver) has delegated operational matters relating to the Local Plan to the Planning Policy Team Manager, Paul Woods.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr. Andy Baker
Ward Member(s) consulted?	N/A
Is it a Key Decision?	Yes
Is it subject to call-in?	No
Decision Made:	To appoint Essex County Council - Essex Highways under the Local Authorities (Goods and Services Act) 1970 to commission the required additional transport work for the Regulation 19 stage of the Tendring District Local Plan Review.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The work is an essential part of the evidence base for the Local Plan Review, to ensure that policies within the Local Plan are robust and deliverable and are capable of withstanding scrutiny at Examination in Public (EIP).

	The appointment of Essex County Council - Essex Highways who have existing knowledge of the District through previous transport modelling work and access to relevant baseline evidence and policy data represents value for money by reducing project lead-in times and avoiding an unnecessary duplication of work that would result from commissioning an entirely new body of work. The decision to commission evidence for the Local Plan Review was made and published on 12/01/2024, and the decision to update the base model to facilitate the transport modelling work was published on 07/08/2024. The decision to increase the budgetary spend for the Local Plan due to the condensed timeline was agreed at Cabinet on the 24th of July 2026.
Highlight any associated risks/finance/legal/equality considerations:	If this additional work was not commissioned, then the Local Plan would be at a risk of not being found sound at Examination in Public (EIP). Budget to be met from the Local Plan Review evidence base budget. 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 additional transport work will form part of the Local Plan Review evidence base, informing and justifying the policies set out throughout the Local Plan itself, and may be relied upon at Regulation 19 and Examination in Public (EIP). 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):	Option 1 – To appoint Essex County Council - Essex Highways to commission additional transport evidence to support the Local Plan review. Option 2 – Do nothing. Not preparing appropriate evidence to inform the Local Plan's updated policies will increase the risk that they are not fit for purpose,

	and that the Plan is found not to be sound when examined by a Government Inspector.	
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: [insert]		

Officers

Signed:

Title: Paul Woods, Planning Policy Manager

Signed:
Community

Title: Gary Guiver, Corporate Director for Planning and

In consultation with:

Signed:

Portfolio Holder For Housing

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: