

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Habitats Regulations Assessment Update for the Mid Sussex District Plan

Officer: Claire Tester

(1) Record of decision taken:- To agree to award the contract to Urban Edge Environmental Consulting for the 'Habitats Regulations Assessment for the Mid Sussex District Plan' at the cost of £4,865.00.

(2) Date of decision:- 1st September 2014

(3) Statement of reasons for making the decision

Legal Basis for Decision - Contracts up to £20,000

- (a) *Where the estimated value or amount of a proposed contract does not exceed £20,000 and provision has been made in the Council's annual budget for such expenditure, the Head of Service concerned shall have the authority to enter into any such contract provided the Head of Service is satisfied that the Council is receiving value for money. In the event of a Head of Service exercising their right to enter into a contract under this Rule 5 the Head of Service or other officer appointed to do so on their behalf shall prepare and retain a report detailing the reasons for the appointment of the relevant contractor having regard to the experience, competency, workmanship and the financial status of the contractor.*
- (b) *A Head of Service may at his/her discretion invite quotations in accordance with Rule 6 where the estimated value or amount of a proposed contract is £20,000 or less.*

The District Council formally withdrew the District Plan in May 2014. Following this, the District Council is now in the process of revising the District Plan and as such, an updated Habitats Regulations Assessment will need to be prepared.

Previous versions of the Habitats Regulations Assessment for the Mid Sussex District Plan were produced by Urban Edge Environmental Consulting. As a result they have an in depth knowledge of the issues relating to the Habitats Regulations in Mid Sussex and are best placed to update the HRA for the revised District Plan. Amendments need to be made to take into account new policy wording and progress on a mitigation strategy.

A fee proposal was submitted for the work and the fee estimate is £4,865.00. The fee will be financed from the District Plan Examination Reserve as the 'Habitats Regulations Assessment for the Mid Sussex District Plan' report is required to support the evidence base for the District Plan.

(4) Alternative options considered and rejected Appointing a different consultant, but this would have meant going through a tender process possibly resulting in a delay to the District Plan timetable. Another provider would not have the experience and knowledge of the Habitats Regulations issues in Mid Sussex that Urban Edge Consulting have.

(5) Name of Cabinet Member with whom decision discussed

Councillor Norman Webster

(6) Any Code of Conduct Interests of the Cabinet Members

None

(7) Any relevant Code of Conduct dispensations

N/A



Signed:

Officer – Claire Tester, Head of Economic Promotion & Planning