

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject:** Mapping for Burgess Hill Neighbourhood Plan

**Officer:** Claire Tester

**(1) Record of decision taken:-** Further mapping work costing £1,225 (ex. VAT) is required following recommendations within the Examiner's Report for the Burgess Hill Neighbourhood Plan.

**(2) Date of decision:-** 30<sup>th</sup> September 2015

**(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 is supportive of Neighbourhood Planning, which forms a key element of the District Plan strategy.

The Burgess Hill Neighbourhood Plan was submitted by the Town Council and has been through examination. The Examiner for the Neighbourhood Plan has recommended that the Plan proceed to referendum, subject to some modifications. Some of the proposed modifications relate to the maps contained within the Neighbourhood Plan. These maps were produced by the Town Council's consultants, Enplan.

Enplan have provided a cost of up to £1,225 (excluding VAT) to amend the maps.

The cost of the work will be met from the Neighbourhood Plan reserve. The District Council receives financial support from central government to support neighbourhood planning as the plans reach certain key stages. This funding has been used to support the District Council's Neighbourhood Planning Officer post, to provide funding to Town and Parish Councils to progress their plans and to finance the publication, examination and referendum stages.

**(4) Alternative options considered and rejected**

Producing the maps in house or appointing an alternative consultant.

The original maps within the Neighbourhood Plan were produced by Enplan. Undertaking the work in house or through another consultant would effectively mean starting from the beginning. This is highly unlikely to represent best value for money and would introduce further pressure on the tight timetable for completing the work.

**(5) Name of Cabinet Member with whom decision discussed**

Councillor Andrew MacNaughton

**(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