

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of City Development	
Contact person:	Seamus Corr	Telephone number: 0113 37 87614
Subject²:	Refresh of a series of out dated technical landscape guidance documents	
Decision details:	<p>What decision has been taken?³</p> <p>The Chief Planning Officer has agreed to the attached documents to be taken forward as the official guidance for Planning Officers, developers and the general public.</p>	
	<p>A brief statement of the reasons for the decision⁴</p> <p>The current guidance documents are out of date. The documents are important as they provide a self-service resource that addresses the main landscape topics commonly encountered thereby providing assistance in working more effectively and efficiently. New guidance documents are also planned. These are intended to take account of new technology. The aim is to update the existing documents to today's standards/provide new guidance documents all as a suite with a distinctive graphic style linking them together.</p> <p>The first 2 documents were presented to Planning Board on 7 September 2020:</p> <ul style="list-style-type: none"> • Landscape management plans –guidance on how to structure a document for a maintenance / management plan to satisfy a planning condition for one. The title remains the same as before. • Planning for Trees- this is guidance for developers/ planning officers on submitting tree related information for planning and how to protect trees on construction sites. 	

¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

	Brief details of any alternative options considered and rejected by the officer at the time of making the decision none	
Affected wards:	NA	
Details of consultation undertaken⁵:	Executive Member NA	
	Ward Councillors NA	
	Others Internal only	
Implementation	Officer accountable, and proposed timescales for implementation Seamus Corr	
List of Forthcoming Key Decisions⁶	Date Added to List:-	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision NA	
	If Special Urgency Relevant Scrutiny Chair(s) NA	
	Signature	Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

Approval of Decision	Authorised decision maker ⁸ David Feeney, Chief Planning Officer	
	Signature <i>David Feeney</i>	Date 8 October 2020

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.