

EXECUTIVE DECISION RECORD

REF No 356/21

A1 Service Area	Planning
A2 Title	Overnight Visitor Accommodation
A3 Decision Taken By	Deputy Leader
A4 Chief Officer	Please print name: Sal Khan Please sign name: Approval by email 300921
A5 Leader / Deputy Leader	Please print name: Councillor George Allen Please sign name: Approval by email 300921
A6 Date of Decision	28 th September 2021

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Community Regeneration, Environment and Health and Well Being)
Committee ✓

B1 What is the Decision?	To publish a technical note giving guidance on how Planning will deal with applications for Overnight Visitor Accommodation, based on existing policy at local and national level and including information on relevant recent decisions and appeals. The note mostly contains information already available, but presents it as one accessible resource.
B2 What are the reasons for the Decision?	The East Staffordshire Tourism Plan was agreed by Cabinet in October 2020. In light of this, it was felt that planning should assist applicants and development control officers by detailing how applications for overnight accommodation will be assessed, and which adopted policies are engaged. This should help to ensure that applications contain the necessary information at submission, and can be determined as quickly as possible.
B3 What are the contributions to Corporate Priorities?	Value for Money and Environment, Health and Wellbeing are both engaged, as the note will help to ensure that planning applications include good quality information and are determined with consistency.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision

Financial Implications

B5 What are the financial implications?	There are no financial implications arising from the decision to publish the note as it is a factual position statement which rounds up previously decided applications and appeals, and gives technical guidance based on existing planning policy to guide future applications.
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The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Anya Murray</p> <p>Please sign name: Approval by email 300921</p>
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	No
B6.2 Has it got the appropriate approvals under those provisions?	NA
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	NA

Equalities Implications

B8 What are the Equalities implications: N/A The subject of this Report is not a policy, strategy, function or service that is new or being revised, it only represents technical application advice on policy which has already been adopted.
B8.1 Positive (Opportunities/Benefits): NA
B8.2 Negative (Threats): NA
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required
B8.4 [The equality impact assessment identified the following actions to be carried out:] N/A

Risk Assessment

B9 What are the Risk Assessment implications: The publication of the overnight visitor accommodation technical note does not make policy and is not a supplementary planning document, it merely explains the operation of the existing policy already adopted by the authority. The publication is a low-risk action.
B9.1 Positive (Opportunities/Benefits): If the report is published it will help applicants to improve the quality of planning applications for overnight visitor accommodation.
B9.2 Negative (Threats): None
B9.3 The risks do not need to be entered in the Risk Register

Legal Considerations

B10 What are the Legal Considerations: The publication of the Advice Note is to offer guidance to applicants therefore the legal risk of publishing the report is negligible.

B10.1 There are no significant legal issues arising from this decision

This section has been approved by the following member of the Legal Team

Please print name: Sherrie Grant

Please sign name: [Approval by email 280921](#)

Sustainability Implications

B11 What are the Sustainability implications: As this is a technical report it does not prescribe any particular course of action, but simply gathers existing information into one resource
B11.1 The proposal [would/would not] result in an overall positive effect in terms of sustainability). NA
B11.2 Positive (Opportunities/Benefits): NA
B11.3 Negative (Threats): NA

Health & Safety Implications

B12 What are the Health & Safety implications: None
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision
B12.2 NA
B12.3 NA
B12.3.1 Positive (Benefits) NA
B12.3.2 Negative (Threats) NA

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. A decision which significantly affects communities living or working in an area comprising two or more wards.

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk