

OPENNESS AND TRANSPARENCY REGULATIONS 2014

RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED POWERS

TITLE OF OFFICER TAKING DECISION	Town Clerk
NATURE OF DECISION	To enter into a Licence Agreement to allow the Licensee to park up to 20 vehicles in the car park area at the Hanwell Fields Sports Ground for a four week period commencing on Monday 7 November.
DATE ON WHICH DECISION TAKEN	3 November 2016
REASONS FOR DECISION	The Licensee is a local company with a short term need for overflow parking for its staff, prior to a relocation of its business premises. Spare capacity was available within the Sports Ground car park. The Council has a mission statement that seeks to enhance the attractiveness of the town as a place in which to live, work, visit or invest.
DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	Not to offer overflow parking. This was rejected as it would have placed additional parking pressures on the nearby local shopping area to the detriment of residents and would have failed to support a local business with a short term need.
RECORD OF ANY CONFLICT OF INTEREST DECLARED BY A MEMBER CONSULTED ON THE DECISION	None.
DETAILS OF ANY REPORT (INCLUDING BACKGROUND PAPERS) CONSIDERED IN REACHING THE DECISION. [NOTE: ANY RELEVANT DOCUMENTATION NOT DISCLOSING CONFIDENTIAL INFORMATION SHOULD BE ATTACHED TO THE DECISION NOTICE.]	None.

[See notes overleaf for details of delegated decisions likely to require a Record completing]

The Openness of Local Government Bodies Regulations 2014

Recording of decisions

7.—(1) The decision-making officer must produce a written record of any decision which falls within paragraph (2).

(2) A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body either—

- (a) under a specific express authorisation; or
- (b) under a general authorisation to officers to take such decisions and, the effect of the decision is to—
 - (i) grant a permission or licence;
 - (ii) affect the rights of an individual; or
 - (iii) award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial