

Councillor P Honeywood,  
Town Hall  
Station Road  
Clacton-on-Sea  
Essex  
CO15 1SE

9 January 2024

Dear Councillor Honeywood

**Delegated Power Ref: Part 3.28  
Request for Consent to use 'Special Urgency' Procedure**

The Leader of the Council proposes to make the following key decision that is not in the Council's Forward Plan:-

To approve the allocation of £156,000 from the former Joint Use Sports Centre budget, in addition to the £150,000 previous allocated by Cabinet from the 2023/24 outturn, towards the total project cost of installing a new Air Handling Unit at Walton on the Naze Lifestyles. A full list of the recommendations for the report as follows:

- (i) Approves a total budget cost for the purchase and installation of a new Air Handling Unit and Building Management System at Walton on the Naze Lifestyles of £400,366, which includes £94,500 of external funding following a successful bid to the Swimming Pool Support Fund
- (ii) Subject to (i) above, approves the allocation of £156,000 from the former Joint Use Sports Centre budget, in addition to the £150,000 previous allocated by Cabinet from the 2023/24 outturn, towards the total project cost of the above project.
- (iii) Subject to (i) and (ii) above, and following a procurement exercise agrees for the Assistant Director for Economy, Culture and Leisure to enter into an agreement on behalf of the Council with Gowing & Hunt LTD to complete the project.
- (iv) Subject to (i) and (ii) above, agrees to an exemption to the Council's procurement rules, for the Assistant Director for Economy, Culture and Leisure to enter into an agreement on behalf of the Council with Heaton Design and Engineering Ltd to act as the Council's consultant to provide professional expertise and oversight of the project.

I enclose a report from myself in relation to this matter for your assistance.

This decision can not be reasonably deferred to allow *(me to)*<sup>3</sup> *(give you at least five clear working days notice of this matter)*<sup>2:3</sup> *(and wait five clear working days following receipt of the report relating to the decision)*<sup>3</sup> *(the Council to give at least five clear working days notice of the meeting at which the decision is to be made)*<sup>4</sup> for the following reasons:

This decision is urgent, as Government funding allocated by Sport England is required to be drawn down by the 31 March 2025. Any further delay in entering into an agreement with the proposed contractor could lead towards withdrawal of funding (£94,500) allocated to the Council through the Swimming Pool Support Fund.

The Leader therefore proposes to take the decision using the 'Special Urgency' procedure in Rule 15 of the Access to Information Procedure Rules in Part 5 of the Council's Constitution. I would be grateful if you would email the attached Consent Form back to *me* indicating whether you agree with this course of action.

Yours sincerely

Mike Carran  
Assistant Director Economy Culture and Leisure

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Notes: (1) Delete as applicable; (2) Delete if decision is in the Forward Plan; (3) Delete if Cabinet decision; (4) Delete if Portfolio Holder decision; (5) Insert name and title of Leader, if Cabinet decision.

Dear Cllr Honeywood

**Delegated Power Ref: Part 3.28  
Request for Consent to use 'Special Urgency' Procedure**

I refer to the letter from *you* dated 9th January 2025 concerning exercising the above delegated power in relation to the Swimming Pool Support Fund.

In view of the urgency of this decision, I note that you propose to use the Special Urgency procedure contained in Rule 15 of the Access to Information Procedure rules in Part 5 of the Council's Constitution.

I agree / ~~do not agree~~\* that the 'Special Urgency' procedure should be followed in this case.



.....  
(Insert name of Councillor)

Chairman of the relevant overview and scrutiny committee

10<sup>th</sup> January 2024

Dated .....

\* Please delete as appropriate.

Additional comments (if any)