



Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	27 th October 2025
Decision Maker (Officer):	Kai Aberdeen
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii)) – Part 3.39). The Corporate Director Lee Heley has delegated operational matters relating to the refurbishment of the Essex Hall to the General Theatre Manager - technical.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Gary Scott Portfolio Holder for Arts, Culture and Heritage
Ward Member(s) consulted?	N/A
Is it a Key Decision?	NO
Is it subject to call-in?	NO
Decision Made:	To seek quotation, award works to contractors and implement works for the redecoration of the Essex Hall, with funding sourced from the Princes Theatre restoration fund. The proposed works include nine key elements: 1. Installation of mouldings along the sections of the walls both above and below the architrave. 2. Due to previous leakages and heavy use, the front face of the bar is also to be completely replaced. 3. Complete room redecoration

	4. Light sanding and re-varnishing of the floor replacing damaged areas with wood sourced from another part of the building (the Theatre storeroom). 5. Replacement of wall lights with modern, energy-efficient LED fittings in keeping with the proposed décor scheme. Removal and replacement of the existing down lights in the pelmet above the bar with led rope light or similar to facilitate the curtain installation. There will also be replacement of the sockets around the room to match the proposed scheme. 6. Retractable boards along the front of the bar and the housing for this to be concealed when retracted. 7. Removal of old, unused storage heaters. 8. Complete refurbishment <u>or</u> replacement of the swing doors into the Essex Hall to bring them up to both aesthetic standards and building regs. 9. Replacement of the current commercial ceiling tiles with a more aesthetically pleasing wainscot effect ceiling panel. 10. The entire project will be managed in-house by the theatre manager to save costs and to ensure the best outcome for TDC.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	It has been several years since the last redecoration, and the space has experienced significant use over time. The Essex Hall is regularly utilised and generates income for the theatre cost centre. Although there have been no formal complaints regarding its appearance, proactive investment at this stage will prevent future dissatisfaction and will encourage future bookings. The theatre's management has an ongoing list of works and uses an Action Priority Matrix to prioritise what and when occurs. (attached)
Highlight any associated risks/finance/legal/equality considerations:	Financial An existing budget is available. The Theatre Restoration fee, applied to all ticket purchases, generated £39,554 in income last year and is expected to perform similarly this year. Service Delivery (inc. any existing projects at risk)? No anticipated disruption to theatre operations. All works will be scheduled around existing bookings and events. Safety: All contractors will be required to submit Risk Assessments and Method Statements prior to commencing work.

	Governance: Contractors will only be approved after an RFQ process as well as suitable qualifications, insurances, references etc. are obtained. Resourcing: This renovation project will be managed in house by the Theatre Manager – Technical and will be supported by specialist contractors. The Theatre Manager – Technical has experience of project managing Theatre related restoration projects. Reputation: The improvements are expected to enhance the reputation of both the theatre and the wider Council.
NEW: Details of Local Government Reorganisation and/or Devolution considerations	With the oncoming LGR it is in keeping with TDC's policy of placing assets in the best possible position. It is not envisaged that this will apply to the schedule of proposed works, as the scope of works is expected to be completed within a short timeframe—well in advance of any structural or administrative changes being implemented within Tendring District Council or the wider Essex region.
Details of any Alternative Options Considered and rejected (together with reasons):	1. Doing Nothing (No Intervention) • Considered: Leaving the existing flooring and decor as is without undertaking any repairs or improvements. • Rejected: This option was deemed unacceptable due to the visible deterioration of certain areas, including damage caused by previous leaks and rusting from nailed plywood. The current condition poses a risk to safety, detracts from the venue's professional appearance, and undermines customer experience. Inaction would also lead to further degradation and increased future costs. 2. Full Replacement of Flooring with New Materials • Considered: Replacing the entire Essex Hall floor with new hardwood or commercial-grade laminate. • Rejected: The majority of the existing flooring remains structurally sound. Full replacement would be unnecessarily disruptive, significantly more expensive, and would extend the project timeline beyond what is operationally feasible. 3. Heavy Sanding and Refinishing of Existing Flooring • Considered: Sanding the entire floor to remove surface imperfections and applying a new finish.

	• Rejected: The existing flooring does not have sufficient thickness to tolerate heavy sanding without compromising its integrity. This approach would risk damaging the floor and reducing its lifespan. 4. Use of Carpet Tiles or Vinyl Flooring • Considered: Installing carpet tiles or commercial vinyl as a low-cost alternative. • Rejected: These materials are unsuitable for a bar environment due to high footfall and frequent spillages. 5. Performing the Works In-House • Considered: Using internal theatre or council staff to carry out the flooring and redecoration works. • Rejected: While potentially cost-saving, this option was not viable due to the specialist nature of the work, the need for professional-grade materials and finishes, and the importance of minimising disruption to the theatre's operational schedule. External contractors with relevant experience and qualifications are better positioned to deliver the required standard within the necessary timeframe. However, any in-house cost saving preparation and some elements of the works will be considered and utilised where possible.														
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	NA														
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why</i>	<table border="1"> <tr> <td data-bbox="572 1572 630 1646">X</td><td data-bbox="630 1572 1377 1646">Not applicable – Decision [and report] to be published</td></tr> <tr> <td data-bbox="572 1646 630 1682"></td><td data-bbox="630 1646 1377 1682"></td></tr> <tr> <td data-bbox="572 1682 630 1756"></td><td data-bbox="630 1682 1377 1756">The report supporting the Decision contains confidential information</td></tr> <tr> <td data-bbox="572 1756 630 1868"></td><td data-bbox="630 1756 1377 1868">The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</td></tr> <tr> <td data-bbox="572 1868 630 1906"></td><td data-bbox="630 1868 1377 1906"> • Relates to an individual </td></tr> <tr> <td data-bbox="572 1906 630 1951"></td><td data-bbox="630 1906 1377 1951"> • Likely to reveal the identity of an individual </td></tr> <tr> <td data-bbox="572 1951 630 2022"></td><td data-bbox="630 1951 1377 2022"> • Relating to financial or business affairs of a person or organisation </td></tr> </table>	X	Not applicable – Decision [and report] to be published				The report supporting the Decision contains confidential information		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:		• Relates to an individual		• Likely to reveal the identity of an individual		• Relating to financial or business affairs of a person or organisation
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<i>the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>		Relates to a claim for legal professional privilege in legal proceedings
		Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons:	

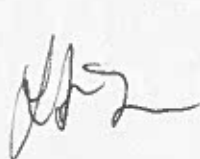
Officers

Signed:



Title: General Theatre Manager - Technical

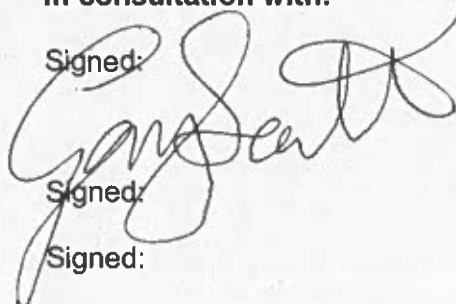
Signed:



Title: Culture and Visitor Services Manager

In consultation with:

Signed:



Portfolio Holder For Arts, Culture and Heritage

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: