

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:	18 th December 2025
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	4.4.1(1) All Corporate Directors have the authority to incur expenditure (with the exception of external legal resources) in accordance with the Budget and Policy Framework, Financial Procedure Rules and Procurement Procedure Rules Cabinet, 20th December 2024 – Agenda for Cabinet on Friday, 20th December, 2024, 10.30 am Cabinet, 14th November 2025 - Decision - Cabinet Members' Items - Report of the Economic Growth, Regeneration & Tourism Portfolio Holder - A.4 - Community Regeneration Partnership (CRP2) - Programme Update and Reallocation of Funding Executive Decision 30th May 2025 - Decision - UK Shared Prosperity Funding & Community Regeneration Partnership Shopfront Grants 2025 - Planning Consultant and allocation of funds
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Ivan Henderson, Deputy Leader of the Council and Portfolio Holder for Economic Growth, Regeneration and Tourism
Ward Member(s) consulted?	Not required
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To exercise the right under clause 3 of the contract with Retail Design Solutions to extend the contractual term by one year, so that it now expires on 31 March 2027, no financial uplift to the original contract.

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	On 20 December 2024, Cabinet accepted the Community Regeneration Partnership funding and commenced delivery. Prior to this, the programme was accepted into the Policy Framework by Full Council on 8 June 2024 and the principle of entering the Partnership approved by Cabinet on 26 July 2024. Subsequently, the funding has been received and a Memorandum of Understanding entered with MHCLG which includes TDC as the Accountable Body. The funding period lasts until 31 March 2026. The continuation of this service is essential to ensure the project progresses through to delivery. The grant scheme has seen strong take-up and is at capacity, with grants assessed by officers under the grant criteria previously approved by the Portfolio Holder. Retail Design Solutions is currently assisting the majority of shopfront grant applicants in obtaining the planning permission required to carry out the approved works. Whilst this process will not be completed for all applications by 31 March 2026. In line with Ministry of Housing, Communities & Local Government guidance, project work can continue beyond this date provided a substantial start and commitment can be demonstrated. A future report is to be presented to Cabinet evidencing how this has been achieved on each project across the programme. In the matter this decision relates to, the continued services of the consultant will support applicants who have been approved under the grant criteria to deliver the funding, thereby delivering on the Council's commitment, by facilitating necessary consents. All payments to Retail Design Solutions for CRP2 Shopfront Improvement Grants will be drawn from the CRP2 funding already agreed and allocated to this grant scheme. This extension relates to Retail Designs Solutions continuing to complete planning applications and associated tasks, supporting applicants of the Shopfront Improvement Grant schemes under both the UKSPF and Community Regeneration Partnership (CRP2) in obtaining the necessary planning permissions for grant approval
Highlight any associated risks/finance/legal/equality considerations:	The services were originally procured in line with the Procurement Procedure Rules as set out within Part 5 of the Council's Constitution:

	Section 4: 4.3 Tenders (Procurement greater than £50,000 excluding VAT) 4.3.3 Selective Tendering Funding has been secured for the project through the Community Regeneration Partnership and allocated to the project by Cabinet as set out earlier in this notice, in December 2024 and March 2025 subject to specific project. The implementation of the projects was approved by Portfolio Holder in August 2025. The appointment of a suitably qualified consultancy team will support the Council to deliver a high quality outcome and to be able to proactively manage cost and risk during the process of project delivery, as well as learning from past grant schemes to boost uptake and accessibility for Tendring's businesses.
NEW: Details of Local Government Reorganisation and/or Devolution considerations	The appointment duration concludes prior to the timescales of Local Government Reorganisation. Reassignment terms are incorporated within the Council's standard terms of appointment, which allows for the appointment to be transferred to a future authority, if required.
Details of any Alternative Options Considered and rejected (together with reasons):	Not to extend Retail Designs Solutions current contract and retender for a new planning consultant: RDS have been providing a high quality of service to both grant applicants and the Council. They have demonstrated a high level of commitment to the project and have a strong understanding of the Council's priorities, local planning considerations and the funding outcomes, which a new planning consultant team would not be able to match in the available time. Not to extend Retail Designs Solutions current contract and cease the planning consultancy support: this would leave businesses/shop owners without support getting the planning permissions needed to complete the work they have given a grant for. This could substantially impact on the accessibility and inclusion of the scheme, and the intended outcomes of the funding.
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the	Not applicable

officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:		
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 the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>		Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
		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
		• 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: N/A		

Officers

Signed: By email on the 19th December 2025

Title: Deputy Chief Executive and Corporate Director for Place & Wellbeing

In consultation with:

Signed: By email on the 18th December 2025

Portfolio Holder for Economic Growth,
Regeneration and Tourism

Dated: 19th December 2025