

**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**

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| <b>Date of Decision:</b>                                                                                                                                 | 2 February 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Decision Maker (Officer):</b>                                                                                                                         | Damian Williams<br>Corporate Director, Operations and Delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>                                        | 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).<br><br>The Corporate Director has delegated authority in respect of the determination of all procedural matters associated with the management of Council tenancies and leasehold properties. |
| <b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>                                                                                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Ward Member(s) consulted?</b>                                                                                                                         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Is it a Key Decision?</b>                                                                                                                             | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Is it subject to call-in?</b>                                                                                                                         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Decision Made:</b>                                                                                                                                    | To grant a lease extension for a property on 60 Bedford Road in Holland on Sea in accordance with the provisions of Chapter II of Part I of the Leasehold Reform, Housing and Urban Development Act 1993                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</b>                                                    | A formal decision is required in order to grant a lease extension. The background to this matter is set out in the accompanying confidential report.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Highlight any associated risks/finance/legal/equality considerations:</b>                                                                             | No risk has been identified. The sale of the Council's interest will generate income as set out in the confidential report.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Details of any Alternative Options Considered and rejected (together with reasons):</b>                                                               | Not granting a lease extension will make it difficult for the leaseholder to obtain a mortgage or sell the property in the open market and is therefore, not an option for the Council to decline a lease extension.                                                                                                                                                                                                                                                                                                                                                     |
| <b>Details of any declarations of interest (by Portfolio Holder /Committee Chairman who was consulted by the officer, which related to the decision)</b> | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <p><b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b></p>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Reason Decision, or supporting Report, is not published:</b></p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><b>and</b></p>                       | <p>Not applicable.</p> <p>The report supporting the Decision contains confidential information</p> <p>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p> <p><input checked="" type="checkbox"/> • Relates to an individual</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><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></p> | <p><input checked="" type="checkbox"/> • Likely to reveal the identity of an individual</p> <p><input type="checkbox"/> • Relating to financial or business affairs of a person or organisation</p> <p><input type="checkbox"/> • Relates to a claim for legal professional privilege in legal proceedings</p> <p><input type="checkbox"/> • 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</p> <p><input type="checkbox"/> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p> <p>And 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</p> <p>Reasons: N/A</p> |

**Officers**

Signed:  Damian Williams

Title: Corporate Director, Operations and Delivery

Dated: 2 February 2026