



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:	February 2026
Decision Maker (Officer):	Gary Guiver, Corporate Director (Planning and Community).
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).
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr. Ivan Henderson, Deputy Leader & portfolio for Economic Growth, Regeneration & Tourism
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To sign and complete an 18-month lease agreement for 244 High Street, Dovercourt to provide start-up business space as part of the High Street Accelerator funded programme. To sign and complete rent deposit deed for the duration of the lease agreement supplemental to the lease agreement. To sign and complete the licence for alterations/work supplemental to the lease agreement.
Reason for Decision (if a report was produced to	On 2nd September 2025 recommendations were approved for a proposed 18-month lease to enable the

support the Decision, refer to or attach it):	High Street Accelerator Town Partnership, in association with the Council, to introduce a new business to Dovercourt High Street, enhancing the retail mix and supporting a new or growing business. The lease is now ready to be signed. Link to previous officers decision: Decision - HSA Shop Lease
Highlight any associated risks/finance/legal/equality considerations:	Finance Upfront lease payment of £14,500 for 18 months funded through High Street Accelerator grant. Business liable for utilities. Risks Reputational risk if supported business does not succeed – to mitigate regular monitoring and business support will be carried out throughout the incubation period. Property condition and liability during lease term – to mitigate a clear licence to occupy will be issued to the tenant. Equality The business selection process has been completed in accordance with the Council's equality and transparency requirements. Legal The lease and licence to occupy cover all legal obligations.
Details of any Alternative Options Considered and rejected (together with reasons):	Option 1 - Not to proceed with the retail unit lease and instead return to MHCLG Option 2 - Redirect HSA funding toward physical improvements to Dovercourt High Street. Taking on a shop lease was the favoured option as consultation carried out in August 2024 highlighted that improving the retail offer was essential, as the current limited retail options were identified as one of the top detractors to visiting the High Street
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:	N/A
	✓ Not applicable – Decision [and report] to be published

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>	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	
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		
Reasons:		

Officers

Signed:



Gary Guiver
Title Corporate Director (Planning and Community)

Signed:



Mike Carran
Title: Assistant Director, Sport, Culture & Health

Dated:

18 FEBRUARY 2026

