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:	04/11/2026
Decision Maker (Officer):	Deputy Chief Executive and Corporate Director for Place & Wellbeing / or Corporate Director Operations and Delivery.
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). 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 (Minute 99 refers) - Link Cabinet 14th November 2025 (Minute 4 refers)- Link
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Cllr Ivan Henderson, Deputy Leader of the Council and Portfolio Holder for Regeneration and Tourism Supporting Portfolio Holder
Ward Member(s) consulted?	Yes
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To approve the appointment of **Lewis Hubbard Engineering Ltd** to undertake a structural building survey and provide an engineering report for

	Brooklands Gardens, Jaywick, CO15 2JP, at a total cost of **£2,450.00 excluding VAT**. The commission will include a site inspection, structural assessment of the building, identification of defects and likely causes, and recommendations regarding the structural stability and safety of the property.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	An independent structural engineering assessment is required to establish the public safety risk attached to a number of properties understood to be in a dilapidated condition and may present structural safety concerns, with Jaywick Sands. The survey will provide professional engineering advice regarding the structural integrity of the building, identify any immediate risks to public safety, and recommend appropriate remedial measures where necessary. The findings will assist the Council in determining any subsequent enforcement, safety, or asset management actions required. Lewis Hubbard Engineering Ltd has the relevant professional expertise and experience to undertake the work and has submitted a quotation of £2,450.00 excluding VAT, representing value for money for the required specialist services.
Highlight any associated risks/finance/legal/equality considerations:	**Funding** Funding is available within the relevant service budget. The cost of £2,450.00 excluding VAT represents value for money and will provide the specialist engineering advice required to inform the Council's decision-making. **Legal** Value of the proposed appointment falls below £2500. Although para. 4.2.1 of the Procurement Procedure Rules provide that where procurement is less than £2,500 then

	value for money should be demonstrated by obtaining two prices where possible, the potential risk of harm to the public, provides a lawful basis for proceeding with the appointment. **Risk** Failure to undertake the survey could result in the Council being unable to adequately assess potential structural risks associated with the building. This may expose occupants, neighbouring properties, members of the public and the Council to increased risk. The survey will provide an independent professional assessment of the condition of the building and identify any urgent actions required to ensure public safety. **Equality** No adverse equality impacts have been identified. Any equality implications associated with the wider project will continue to be considered through the planning and design process.
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The commission is a short-term consultancy appointment and is expected to conclude prior to any implementation of Local Government Reorganisation proposals. The information obtained from the survey will remain relevant to the management of the property regardless of future local government arrangements.
Details of any Alternative Options Considered and rejected (together with reasons):	**Option 1: Do Nothing** This option was rejected because the Council would not have the professional engineering evidence required to determine whether the building is structurally stable and safe. This could increase risks to public safety and hinder any future decisions regarding the property.

	Option 2: Commission a Structural Building Survey (Preferred Option) This option was selected as it provides an independent professional assessment of the building's condition, identifies any immediate structural risks, and provides evidence to support any subsequent action that may be required by the Council.	
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:**	Not applicable	
Reason Decision, or supporting Report, is not published: *Tick one or more of the specific exemptions,* ***and*** *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).*		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
	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: [insert]

Officers

Signed: Title: Deputy Chief Executive

In consultation with:

Signed: **Portfolio Holder For Economic Growth, Regeneration and Tourism**