

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

SERVICE DIRECTORATE: Place

1. DECISION TAKEN

1.1 To appoint Canvas Spaces Limited to undertake the contract to 'renovate the skate park and King George V Playing Field, Hitchin

2. DECISION TAKER

2.1 Sarah Kingsley

3. DATE DECISION TAKEN:

3.1 5th March 2025

4. REASON FOR DECISION

4.1 The above contractor attained the highest score in the request for quotation evaluation process based on price, quality and social value criteria and are therefore considered best value.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 No alternative options have been considered as this is a works only contract to deliver a specific project as part of the delivery of the Greenspace Management Strategy

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 Groundwork East have been appointed to manage the delivery of this project who have undertaken extensive consultations on site and via an online survey to seek the opinions of visitors and users alike. The project design considers the comments that were received where practical to do so. The consultation process was also advertised via the NHC website, directing responses to the online questionnaire. The Executive Member for Environment and Leisure and Deputy has been informed of the decision.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The poor condition of the existing facility has generated some public interest to undertake a project to renovate the skatepark at KGV Hitchin. Following

consideration of the maintenance issues and the fact that the current features are potentially unsafe to use a specific capital budget has been approved to deliver this project.

9. LEGAL IMPLICATIONS

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.
- 9.3. Under Health and Safety Legislation, North Herts Council has a legal duty to maintain all trees on land it owns, or has a responsibility to maintain, in a safe condition in public open spaces, or adjacent the highway.

10. FINANCIAL IMPLICATIONS

- 10.1. There is no specific revenue implications associated with this contract award as on going maintenance is already included within the Greenspace budgets for the existing facility. The project costs will be met from approved Capital budgets
- 10.2. The contract value is £246,623.12 to deliver the specified design including an element for contingencies.

11. RISK IMPLICATIONS

- 11.1 This contract award to a single provider has been procured via InTend and will be managed via Groundwork with regular weekly reporting during the construction phases. Canvas Spaces have a proven track record of delivering projects of similar scale and value in public open spaces, which provides additional assurance for delivery of this project.

12. EQUALITIES IMPLICATIONS

- 12.1 The Equality Act 2010 came into force on the 1st October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5th April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.3 There is no additional equality implications associated with this proposal.

13. SOCIAL VALUE IMPLICATIONS

- 13.2 As the recommendations in the report relate to a contract above the EU threshold, Social Value has been included as part of the evaluation process with an allocation of 10% of the award marks. The results of these steps are now included within the method statements for delivery of the contract.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no known human resource implications as the works associated with delivering the contract are already contained within existing resources.

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,

Signature of Executive Member Consulted ... 

Date ...6th March 2025.....

Signature of Decision Taker 

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS