

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

Appendix 1

North Hertfordshire District Council Proposed Scale of Charges for 2025/26

Enclosed

1. Appendices 2A to 2C detailing all charges and comparisons

2A	Markets
2B	Museums
2C	Hitchin Town Hall

The Medium-Term Financial Strategy (MTFS) sets out how the Council will increase its fees and charges. The Council will maximise its commercial income where possible within statutory constraints to ensure that, as a minimum, fee charging services break-even over time and are provided with a nil cost subsidy from the taxpayer.

These have historically been increased in line with CPI + 2%. This has been adjusted in recent years as CPI has been exceptionally high, however for the 25/26 financial year, the usual approach of basing increases on the September CPI figure +2% has been reinstated. This figure is therefore 3.7%, though some rounding and moderation has been included in consultation with managers of these services, to maximise usage/uptake of services and therefore income.

Any exceptions and additional considerations over the fees and charges within specific areas are addressed below:

Hitchin Market

The Hitchin Market charges have been increased to 2% as of September 2024. This is a contractual requirement for the charges to be increased by the September Retail Price Index excluding mortgage interest payments (RPIX). An increase regarding the management fee is no longer relevant, as the current contract with Hitchin Market Limited (HML) remains on a cost neutral basis, with no management fee commitment (however, this is reviewed every April in line with the HML contract).

The prices that are indicated within the Scale of Charges accompanying spreadsheet are maximum charges. As operators of the market, HML can take the decision not to charge the rates suggested as the RPIX is the highest rate. Also, due to the decline of traditional markets, HML are currently charging less than the maximum charges, especially on a Tuesday market in order to keep the market afloat and remain attractive to traders. HML are in the process of implementing a plan to increase their rates amongst traders within the year, depending on trade and shopping habits of the general public.

Museum

Generally, museum charges have been increased by 3.7% and then rounded to the nearest appropriate figures. Walks and Talks have been quoted as a range given that we will need to cover a range of varying costs whilst the revised school subscription service fee will only come into effect from September, in line with the academic year.

Hitchin Town Hall

Generally, Hitchin Town Hall fees have increased by 3.7% and then been rounded to the nearest appropriate figures. The top rate of hourly hire within the premium spaces has been capped at £99 per hour this year to avoid the notional significance of surpassing

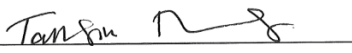
£100 per hour rate. It is likely that a greater increase on these top rates will therefore be required in future years.

The relevant Service Directors in consultation with the Executive Member for Enterprise and the Arts have considered the contents of this document and agree for charges to be increased in accordance with Appendices A – C. These charges will come into effect from 1 April 2025.

Signed 

Date 03/03/25

Steve Crowley
Service Director Enterprise

Signed 

Date: 03/03/25

Councillor Tamsin Thomas
Executive Member for Enterprise and Arts

APPENDIX 2A - NHDC MARKETS MAXIMUM CHARGES

Actual 2024/25

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E I
Hitchin Tuesday	£3.62	£4.57	£1.69	£1.80	£3.10	£6.20	£12.40
Hitchin Friday	£3.12	£4.09	£1.69	£1.80	£3.10	£6.20	£12.40
Hitchin Saturday	£5.04	£5.77	£1.69	£1.80	£3.10	£6.20	£12.40

2.0% Inflationary Increase for 2025-26 including RPI rate 2%

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E I
Hitchin Tuesday	£3.70	£4.67	£1.72	£1.84	£3.16	£6.32	£12.65
Hitchin Friday	£3.18	£4.17	£1.72	£1.84	£3.16	£6.32	£12.65
Hitchin Saturday	£5.14	£5.88	£1.72	£1.84	£3.16	£6.32	£12.65

2.0% Proposed increases for 2025-26 with some rounding for parking

Market & Day	Licenced	Casual	Corner Lic	Corner Cas	Park st	Park lge	Park E I
Hitchin Tuesday	£3.70	£4.67	£1.72	£1.84	£ 3.15	£6.30	£12.60
Hitchin Friday	£3.18	£4.17	£1.72	£1.84	£ 3.15	£6.30	£12.60
Hitchin Saturday	£5.14	£5.88	£1.72	£1.84	£ 3.15	£6.30	£12.60

Prices are based on linear footage

APPENDIX 2B - MUSEUM SERVICES CHARGES	
24/25 Charge	25/26 Charge
Talks and walks	
£6 - £10 per person for programmed walks and talks. £65 for bespoke sessions Plus transport at £0.70 per mile outside NHDC	£7 - £12 per person for programmed walks and talks. £70 for bespoke sessions Plus transport at £0.75 per mile outside NHDC
Terrace Gallery Room Hire	
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
See Hitchin Town Hall (Section I)	See Hitchin Town Hall (Section I)
Arches Gallery Exhibition Space Hire	
£85 per month	£90 per month
Workshop/Event Charges	
These vary depending on course	These vary depending on course
Reminiscence Boxes	
£42 for 2 weeks	£45 for 2 weeks
£32 for additional box	£35 for additional box
£65 for care home guided session	£70 for care home guided session
Research Fees	
£50 per hour	£55 per hour
Education Service Subscription (This service runs from September to August and the below are fees charged up to Aug 24)	
NHDC Primary Schools (per pupil): £1.00	NHDC Primary Schools (per pupil): £1.05
Other Primary Schools (per pupil): £1.20*	Other Primary Schools (per pupil): £1.25*
Min. Charge (ex. Transport): £70	Min. Charge (ex. Transport): £75
Extra Sessions at £90 per session	Extra Sessions at £95 per session
Secondary Schools pay £70 flat rate for loans only	Secondary Schools pay £75 flat rate for loans only
*Transport charged at £0.70 per mile outside NHDC	*Transport charged at £0.75 per mile outside NHDC
Archaeology Service (costs in line with county wide fees)	
In line with county wide fees	In line with county wide fees
Publication/reproduction	
By enquiry	By enquiry
In addition to the above fees and charges, the museum also incorporates a café with a changeable menu throughout the year. Prices and products are available upon request.	In addition to the above fees and charges, the museum also incorporates a café with a changeable menu throughout the year. Prices and products are available upon request.
The catering team at the facility also operate the park based café kiosks at Bancroft Park, Hitchin and Howard Park, Letchworth in the summer months. Menus and prices are changeable and available upon request.	The catering team at the facility also operate the park based café kiosks at Bancroft Park, Hitchin and Howard Park, Letchworth in the summer months. Menus and prices are changeable and available upon request.
The museum also operates a gift shop, with changeable products and charges throughout the year.	The museum also operates a gift shop, with changeable products and charges throughout the year.

APPENDIX 2C - HITCHIN TOWN HALL

Current rates for 2024/25

Charges are based on hourly rates

Mountford Hall	
Community Rates	Standard Rates
Mon – Thu 'Super Off-Peak' 9am to 5pm	Mon – Thu 'Super Off-Peak' 9am to 5pm
£58 per hour	£73 per hour
Mon – Thu 'Off Peak' (up to midnight) *	Mon - Thu 'Off Peak' (up to midnight)*
£63 per hour	£78 per hour
Friday to Sunday 'Peak' 9am to Midnight	Friday to Sunday 'Peak' 9am to Midnight
£78 per hour	£99 per hour

*Please note peak rates will also apply for early morning use.

** all off peak and peak rate hire must be for a minimum of 3 hours.

Lucas Room	
Community Rates	Standard Rates
Mon - Thu 'Super Off-Peak' 9am to 5pm	Mon – Thu 'Super Off-Peak' 9am to 5pm
£26 per hour	£29 per hour
Mon - Thu 'Off Peak' (up to midnight)*	Mon - Thu 'Off Peak' (up to midnight)*
£32 per hour	£36 per hour
Friday to Sunday 'Peak' 9am to Midnight	Friday to Sunday 'Peak' 9am to Midnight
£36 per hour	£42 per hour

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Terrace Gallery	
Community Rates	Standard Rates
Mon – Sunday 9am to 5pm	Mon - Sunday 9am to 5pm
Space Not Available (Museum Open)	Space Not Available (Museum Open)
Mon – Thu 'Off Peak' (up to 11pm)*	Mon – Thu 'Off Peak' (up to 11pm)*
£63 per hour	£78 per hour
Friday to Sunday 'Peak' 5pm-11pm	Friday to Sunday 'Peak' 5pm – 11pm
£78 per hour	£94 per hour

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Proposed rates for 2025/26

Charges are based on hourly rates

Mountford Hall	
Community Rates	Standard Rates
Mon – Thu 'Super Off-Peak' 9am to 5pm	Mon – Thu 'Super Off-Peak' 9am to 5pm
£60 per hour	£76 per hour
Mon – Thu 'Off Peak' (up to midnight) *	Mon - Thu 'Off Peak' (up to midnight)*
£65 per hour	£80 per hour
Friday to Sunday 'Peak' 9am to Midnight	Friday to Sunday 'Peak' 9am to Midnight
£80 per hour	£99 per hour

*Please note peak rates will also apply for early morning use.

** all off peak and peak rate hire must be for a minimum of 3 hours.

Lucas Room	
Community Rates	Standard Rates
Mon - Thu 'Super Off-Peak' 9am to 5pm	Mon – Thu 'Super Off-Peak' 9am to 5pm
£28 per hour	£30 per hour
Mon - Thu 'Off Peak' (up to midnight)*	Mon - Thu 'Off Peak' (up to midnight)*
£33 per hour	£38 per hour
Friday to Sunday 'Peak' 9am to Midnight	Friday to Sunday 'Peak' 9am to Midnight
£38 per hour	£44 per hour

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Terrace Gallery	
Community Rates	Standard Rates
Mon – Sunday 9am to 5pm	Mon - Sunday 9am to 5pm
Space Not Available (Museum Open)	Space Not Available (Museum Open)
Mon – Thu 'Off Peak' (up to 11pm)*	Mon – Thu 'Off Peak' (up to 11pm)*
£66 per hour	£82 per hour
Friday to Sunday 'Peak' 5pm-11pm	Friday to Sunday 'Peak' 5pm – 11pm
£80 per hour	£99 per hour

*Please note peak rates will also apply for early morning use

** all off peak and peak rate hire must be for a minimum of 3 hours.

Learning Centre	
Community Rates	Standard Rates
Mon – Thu 'Super Off-Peak' 9am to 5pm	Mon - Thu 'Super Off-Peak' 9am to 5pm
£31 per hour	£38 per hour
Mon – Thu 'Off Peak' (up to midnight)*	Mon – Thu Off Peak (up to midnight)*
£34 per hour	£40 per hour
Friday to Sunday 'Peak' 5pm-11pm	Friday to Sunday 'Peak' 5pm – 11pm
£42 per hour	£47 per hour

*Please note peak rates will also apply for early morning use

** all hires of this space must be for a minimum of 3 hours.

In addition to the above rates of hourly hire, the Town Hall offers a range of additional services such as fitness classes, bar provision, catering and additional event options. These vary depending on the classes, products and services required and are available upon request.

Learning Centre	
Community Rates	Standard Rates
Mon – Thu 'Super Off-Peak' 9am to 5pm	Mon - Thu 'Super Off-Peak' 9am to 5pm
£32 per hour	£40 per hour
Mon – Thu 'Off Peak' (up to midnight)*	Mon – Thu Off Peak (up to midnight)*
£36 per hour	£42 per hour
Friday to Sunday 'Peak' 5pm-11pm	Friday to Sunday 'Peak' 5pm – 11pm
£44 per hour	£50 per hour

*Please note peak rates will also apply for early morning use

** all hires of this space must be for a minimum of 3 hours.

In addition to the above rates of hourly hire, the Town Hall offers a range of additional services such as fitness classes, bar provision, catering and additional event options. These vary depending on the classes, products and services required and are available upon request.