

DECISION NO:

For Member Services use only

Concurrence No: 066494

Action under delegated authority of Chief Executive	X
Action under delegated authority of Director of Finance and Cabinet Member for Finance	
Action taken by Chief Executive in consultation with Cabinet Member(s)	

Subject: Exception to Contract Standing Orders – Church Lane Allotments

Signature and designation of officer(s) taking action:

Chief Executive 27.09.21
Date

Director of Finance 27/09/21
Date

Procurement Officer 24/09/2021
Date

**Name of Cabinet Member(s)
Consulted:**

I have been consulted and concur with
the proposals set out below:

Councillor
Cabinet Member for

Signature: Date:

Councillor
Cabinet Member for

Signature: Date:

Name of any member who has declared a
conflict of interest in relation to this decision: _____

THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected. Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website.

Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.

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RECOMMENDED that: approval is given for an exception to Contract Standing Orders to allow the appointment of EAS Transport Planning Ltd to undertake designs for the new Church Lane allotments.

Purpose

To seek agreement for an exception to contract standing orders allowing the Council to directly appoint EAS Transport Planning Ltd (EAS) to continue design work on the Church Lane allotment project.

Background

The Church Lane allotment planning application was prepared and submitted by the planning consultants Alison Young Planning Associated Ltd (AYPA) on the Council's behalf. As part of that application EAS, a local transport and design consultancy, were engaged by AYPA to undertake highways and drainage related studies and assessments and have provided considerable input to support the planning application. Consequently EAS has built up a wealth of knowledge about the site and its technical constraints. They have also built a good working relationship with the planners, architects and other professionals engaged on this application.

In July 2021 planning permission was formally granted subject to a number of detailed conditions which need to be complied with for the development to proceed. A few of these conditions relate to matters which EAS has led as part of the planning application including the production of a flood risk assessment and a drainage strategy.

EAS has proved to be a reliable and competent company. Given their background, experience and knowledge of the Church Lane planning application it is proposed that they are appointed by the Council to undertake the necessary surveys, highway, drainage and related designs on the Church Lane allotment site to comply with the detailed planning conditions and any related or subsequent surveys or designs necessary.

EAS has submitted budget estimates and a fee structure for the Council to approve.

Financial, Legal and Risk Management Implications

The total budget estimate, including contingencies and fees to specialist suppliers, for the services is currently circa £20,000.

The current capital budgets for Brookfield for 2021/22 includes a sum of £300,000 for relocations. Meeting the cost of these services is therefore achievable from the existing budget.

Alternative Options Considered and Rejected

A full tender exercise may not result in a lower fee due to EAS's knowledge of the Church Lane allotment project. There would also be a substantial time and resource cost to the Council if a full tender exercise were to be undertaken.

Contribution to the Council's Objectives and Environmental Sustainability Priorities

The Brookfield project is a key corporate priority and objective. Before the Brookfield project can start on site a number of existing land uses need to be relocated including the existing allotments in Halfhide Lane. Once built the new Church Lane allotments, will

allow the existing allotment holders in Halfhide Lane the opportunity to vacate their plots and relocate to Church Lane. The appointment of ESA will facilitate this objective.

Conclusion

It is recommended that an exception to contract standing orders be approved to appoint ESA.

Contact Officer:

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Date 23 September 2021

Action reported to the Cabinet on:
