

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: PLACE24 0970**

### BOX 1

**DIRECTORATE: SLHD (on behalf of CDC)**  
**Property Services SLHD**  
**Contact Name: Christine Tolson**

**DATE: 15 March 2024**

**Tel. No: 01302 862261**

**Subject Matter: Authorisation to award the Pre-Construction Services Agreement (PCSA) for Gypsy & Traveller Site Investment**

### BOX 2

#### DECISION TAKEN

To enter into a Pre-Construction Services Agreement with R.H. Fullwood & Co. in respect of planned investment to 3 x Gypsy and Traveller Sites.

### BOX 3

#### REASON FOR THE DECISION

In September 2021, Cabinet received and approved a report to carry out investment to 3 x council owned Gypsy & Traveller sites.

The three sites, (White Towers, Little Lane and Lands End), have received limited investment historically in relation to existing accommodation (albeit additional new pitches and accommodation was added to 2 sites in 2013/2014). Consequently, the condition of the original pitches and accommodation does not meet modern standards of living, with many of the components nearing the end of their expected lifespan.

Additionally, the original layout on the sites does not allow for 6m separation distances as is recommended in the 'Designing Gypsy and Traveller Site – Good Practice Guide'.

Cabinet subsequently approved plans to carry out investment to all three sites. The approved planned investment included the demolition of existing amenity blocks and their re-provision, re-designing the layout of each pitch to achieve adequate separation distances, surfacing treatments to each pitch and boundary treatments to pitches where required. Planned investment also included some wider site surface repairs where required.

The 2021 proposals also included plans to reduce the overall number of pitches across the 3 sites based on the Gypsy & Traveller Needs Assessment at that time. Reduction of the number of pitches is no longer planned following changes in the most recent needs assessment.

In approving the proposals, Cabinet accepted that the costs included in the report (£4.17m), were based on 2018 cost estimates and that the final anticipated costs would be higher due to inflationary increases.

Since receiving Cabinet approval, work has been ongoing to mobilise the investment project. Planning approval for all three sites has now been granted, and the first stage of a two-stage tender process to appoint a contractor to carry out the works has been completed. This was facilitated via the Efficiency North New Build Framework in compliance with CDC contract standing order rules and with the support of corporate procurement team. SLHD (acting on behalf of CDC) now wishes to appoint R. H Fullwood & Co. to undertake the final detailed designs and preparing a detailed cost plan and delivery plan. To progress this, a PCSA needs to be signed.

It is anticipated that the pre-construction phase will run until April/May 2024, at which point, subject to successful completion of this phase, a full building contract will be awarded to enable works to commence in Summer 2024. A further ODR will be prepared in advance of the full contract award stage.

Costs in the region of £150,000 are anticipated to be incurred during the PCSA stage, and a budget for this is already in place as identified in the financial implications section of this ODR.

#### **BOX 4**

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

##### **Option 1 – Investment in 3 council owned Gypsy & Traveller Sites – (recommended option)**

The recommendation option, as previously approved by Cabinet, is to carry out investment to all three sites. As described above, the investment will include the demolition and replacement of all amenity blocks on individual pitches, in addition to pitch redesign, surface and boundary treatments.

##### **Option 2 - Do Nothing**

Given the lack of historic investment, the conditions on each site, in particular the amenity blocks, does not reflect modern living standards. Elements of the amenity blocks are reaching the end of their expected lifespan and now require replacement. Current conditions are generating high levels of complaints and dissatisfaction from residents, with temporary repairs becoming more difficult to carry out. Without intervention and investment, all 3 sites will fall into disrepair and will not meet required standards. Doing nothing is therefore not a viable option.

#### **BOX 5**

#### **LEGAL IMPLICATIONS**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The appointment of a provider to carry out the improvement works must be procured in accordance with the Councils contract procedure rules.

Legal Services should be consulted at the earliest opportunity to provide the contractual documentation

**Name: Signature: Date: S. R. Fawcus**

**13.02.24**

Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6****FINANCIAL IMPLICATIONS:**

The costs of entering into a Pre-Construction Services Agreement with R.H. Fullwood & Co in respect of planned investment to 3 x Gypsy and Traveller Sites are estimated to be in the region of £150k.

The approved four-year capital budget 2024/25-2027/28 was approved by Council on 26th February 2024 and included funding earmarked for Residential Site Improvements in 2024/25 of £2.8m (£6.2m across the 4-year period). The funding of the PCSA will be met from this budget.

The commissioning of the PCSA works to undertake the final detailed designs and delivery plan will provide a detailed cost plan for the works. The awarding of the construction contract will be approved on a separate ODR once the final costs are known.

**Name: Signature: D Henderson                      Date: 03/04/2024**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 7****EQUALITY IMPLICATIONS:** (To be completed by the author).

Investment in the three council owned Gypsy and Traveller Sites will ensure that CDC (and SLHD acting on behalf of the council), meet their requirements to provide safe and decent homes for all tenants and residents. It will ensure that residents receive consistent and equal quality of accommodation with that of the wider housing stock.

**BOX 8****RISK IMPLICATIONS:** (To be completed by the author)

As described above, the project is currently at the pre-construction phase, with the development of detailed designs, cost and project plans now required in conjunction with the preferred contractor. Currently tendered costs are based on a provisional sum of £3.5m for the amenity block provision. This represents the largest proportion of the planned investment and expenditure. Until the detailed designs, cost and project plan are finalised as part of the pre-construction phase, the tendered rate cannot be fully confirmed. There is therefore a risk that the costs could change at final award stage and exceed the current estimated total cost of between £5.08m – £5.35m (cost will vary dependent upon which construction method is selected).

**BOX 9  
CONSULTATION**

Cabinet have previously considered and approved the proposal to investment in all three, council owned Gypsy and Traveller sites.

At the time of preparing the Cabinet report and proposals for investment, ward members were also consulted and were supportive of the proposed way forward.

Residents of all three sites have been consulted on the planned proposals during the planning application stage and their feedback has assisted in making refinements to the proposals.

All parties are keen to now move forward with the project and complete the pre-construction phase as quickly as possible to enable works to commence on site in Summer as planned.

**BOX 10  
INFORMATION NOT FOR PUBLICATION**

There is no information in this report that cannot be published.

- Officer Decisions should be published as soon as reasonably practical after they have been taken.
- All signatures included on the form will be removed ODR prior to publishing

**Name: Louise Robson     Date: 19.02.2024**

Signature of FOI Lead Officer for service area where ODR originates

**BOX 11  
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR YES/NO

(If YES please list and submit these with this form)

Gypsy & Traveller Sites – Investment Strategy (Cabinet Report, 22 September 2021)

**BOX 13  
AUTHORISATION**

**Name: Scott Cardwell**

**Signature:** 

**Date: 24.04.24**

Service Director of Economy and Development

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES/NO**

**If yes please authorise below:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chief Executive/Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation** \_\_\_\_\_

**(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)**

**Declaration of Interest YES/NO**

**If YES please give details below:**

**N/A**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.