

Record of officer decision

Decision title:	Award of contract for landscape design at the Master's House, Ledbury.
Date of decision:	12 th October 2017
Decision maker:	Assistant director environment and place
Authority for delegated decision:	The chief executive's scheme of delegation
Ward:	Ledbury North
Consultation:	<p>Consultation has been undertaken with key stakeholders and Herefordshire council staff working at the Master's House in Ledbury about the landscaping work required to improve the site.</p> <p>This contract has been awarded following a full competitive tendering process and was evaluated with a representative of the friends of the Master's House voluntary group and the councils landscape architect.</p>
Decision made:	Award a contract to ONE Creative Environments Ltd for the provision of landscape design services for a period of up to 12 months at a total cost of £11,920.
Reasons for decision:	<p>Section 106 funding was secured for the landscaping of the area directly around the Master's House in Ledbury. The total value of this funding is £120,000; this funding is held in a specific council budget and is managed by the delegated grants team.</p> <p>In order to progress this work a professional landscape design for the site it required; this is the first step in the landscaping process. This contract will enable the design work to be developed, consulted on and a full design for the site approved.</p> <p>The contract was awarded to the lowest bidder.</p>
Highlight any associated risks/finance/legal/equality considerations:	Every consideration will be made to ensure access for people of all abilities to the site as part of the design process.
Details of any alternative options considered and rejected:	None.

Details of any declarations of interest made:	If any officers or members involved or consulted in the decision-making have declared an interest you should include the declaration here.

Signed..... Date: