

Record of operational decision

| | |
|--|---|
| Decision title: | Decision to vary the Buttress Architects Limited contract to provide additional construction design supervision services for Merton Meadow Flood Alleviation Scheme (FAS) |
| Date of decision: | 30 th April 2026 |
| Decision maker: | Service Director Economy and Growth |
| Authority for delegated decision: | Delegated authority to the budget holder of Strategic Housing Fund Buttress Architects Limited were originally appointed to deliver design and consultancy services to RIBA stage 4 in relation to the flood alleviation works at Merton Meadow. The decision to award can be viewed using the following link: http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=10482 |
| Ward: | Widemarsh |
| Consultation: | Consultation of this decision has taken place with the Cabinet Member Economy and Growth, along with Herefordshire Council's legal, finance, commercial and communications departments. |
| Decision made: | To vary the Buttress Architects Limited contract to include RIBA 5-7 support for the Merton Meadow FAS construction and further design support up to a value of £88,000. This includes a small contingency and will be funded from the Strategic Housing delivery budget. |
| Reasons for decision: | This variation is a continuation of their work to provide services to oversee and support the delivery of the construction works. |
| Equality Considerations | It is not considered that there is an impact on equality from the making of this decision. |
| Highlight any associated risks/finance/legal/equality considerations: | Financial - A scope and fee proposal has been reviewed and agreed. This provides a fixed fee but there is a risk that costs may increase should additional scope be required, however this is not anticipated. |
| Details of any alternative options considered and rejected: | To undertake a new procurement. This is not recommended due to Buttress having been the lead on the design of the flood alleviation scheme and the time constraints associated with the grant funding. This variation is a continuation of their works to support the delivery of the scheme. |
| Details of any declarations of interest made: | None. |

Signed..... Date: 30/04/2026

Service Director Economy and Growth