

Notice of Non-Key Executive Decision

Subject Heading:	Acceptance of grant from Historic England and subsequent commissioning of Options Appraisal and Condition Survey for Bretons Outdoor Centre
Decision Maker:	Patrick Odling-Smee, Director of Living Well
Cabinet Member:	Councillor Gillian Ford
ELT Lead:	Barbara Nicholls, Strategic Director of People
Report Author and contact details:	Manny Manoharran, Head of Culture, Leisure, Heritage and Libraries
Policy context:	People – things that matter to residents
Financial summary:	Historic England grant of £ 48,215. Match funding by the Council of £ 48,216. Total procurement cost of £96,431
Relevant Overview & Scrutiny Sub Committee:	People
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

Non-key Executive Decision

The subject matter of this report deals with the following Council Objectives

People - Supporting our residents to stay safe and well - X

Place - A great place to live, work and enjoy - X

Resources - Enabling a resident-focused and resilient Council - X

Place an X as appropriate

Part A – Report seeking decision

Non-key Executive Decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons set out in this report, the Decision Maker is recommended to:

1. accept the grant funding offer from Historic England and to sign any documents on behalf of the Council required to do so; and
2. Commission Purcell Consultants to carry out the Options Appraisal and Condition Survey for Bretons Outdoor Centre.

AUTHORITY UNDER WHICH DECISION IS MADE

Scheme 3.3.3

Powers common to all Strategic Directors

4. Contracts

4.1 To approve commencement of a tendering process for all contracts below a total contract value £1,000,000.

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

4.3 To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.

5. Grants

5.1 To apply for, accept and thereafter spend / allocate any grant funding connected with their directorate provided that any match funding or residual liabilities can be met from the existing budget of the directorate. For the avoidance of doubt this delegation shall allow the acceptance of any grant offered / allocated to the Council without any application.

5.2 Where any match funding or residual liabilities cannot be met from the existing budget of the directorate, the consent of the Strategic Director of Resources must be obtained but provided that shall only be entitled to authorise such match funding or residual liabilities up to a value of £1,000,000 and further provided that they can be met within the Council's budgetary framework.

As delegated to the Decision Maker as of 3 April 2024.

STATEMENT OF THE REASONS FOR THE DECISION

Bretons Outdoor Centre comprises a cluster of historic buildings within a varied landscape. Several structures are in poor condition, with one barn near collapse, posing structural and heritage risks. Commissioning an Options Appraisal and Condition Survey will enable the Council and partners to understand the site's fabric

Non-key Executive Decision

and plan strategically for repair, conservation, and sustainable re-use. These reports will provide the foundation for a long-term, considered approach to cultural and economic regeneration, addressing immediate risks while carefully developing future uses.

The Options Appraisal and Condition Survey form the technical and strategic foundation for a heritage-led regeneration plan. They support inclusive access, community wellbeing and the creation of a Better Place, ensuring any future development is safe, viable and respectful of the site's historic character. By involving local people through consultation and public engagement, the project encourages Active Participation and community pride.

It includes a detailed site assessment, stakeholder consultation, evaluation of development options and preparation of a governance and funding strategy. The objective is to assess the condition and potential of the site's historic buildings and explore opportunities for their creative and sustainable reuse, aiming to deliver long-term cultural, economic and wellbeing benefits for the local community.

OTHER OPTIONS CONSIDERED AND REJECTED

1. Do Nothing

The Bretons Outdoor Centre, a Grade II listed building and the surrounding outbuildings will continue to deteriorate and in the long term, may become beyond repair.

While an internal-led options appraisal could theoretically save the outlay associated with appointing an external consultant, this approach is not suitable for Bretons due to its Grade II listed status. Working with a heritage asset of this nature requires a specialist team with the appropriate knowledge, expertise, and experience in listed buildings and conservation work. An internal-led appraisal would not provide the necessary assurance to address the complexities and regulatory sensitivities involved, and we do not possess the required internal expertise.

In addition, Historic England has specifically requested that this work be carried out by a professional consultant. Complying with this request ensures alignment with statutory and heritage requirements and mitigates potential legal, financial, and reputational risks to the Council.

For these reasons, while an internal-led approach might save the outlay in the short term, engaging an external consultant is both proportionate and necessary to ensure the responsible management of Bretons as a listed heritage asset.

PRE-DECISION CONSULTATION

Non-key Executive Decision

To date, four Bretons Project Board meetings have been held with internal stakeholders and Historic England colleagues to define the scope of the proposed works. Future capital works for the Bretons' outdoor buildings, including the Manor House, will be informed by input from the current occupiers, council colleagues, and Historic England. This will cover how the Manor House and outbuildings are currently used, any shortcomings, and a sustainability programme for their future use and maintenance, including financial viability and potential income generation.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Manny Manoharran

Designation: Head of Culture, Leisure, Heritage and Libraries

Signature:



Date: 15/08/2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council will need to comply with the Historic England grant conditions and Compliance

- Risk: Historic England funding typically comes with strict conditions, including delivery timelines, use of funds, procurement procedures, reporting requirements, and branding/acknowledgment guidelines.
- Implication: Failure to comply can result in clawback of funds or disqualification from future funding.
- Mitigation: Assign clear accountability for grant monitoring; ensure early legal review of funding agreement; integrate compliance tracking into project governance.

The procurement process for the selection of Purcell was conducted in accordance with standard procedures. Initially, the project was tendered through Matrix MM, during which a number of invited consultants were asked to submit quotes. Following the transition from Matrix MM to Costellia, all project details, including the submissions received, were transferred to Costellia to ensure continuity and enable the commissioning process to proceed.

At each stage, the selection of Purcell was based on the quotes submitted, in line with the criteria set out in the original tender. This approach ensured transparency and adherence to the CPRs, maintaining a fair and competitive process throughout the transition between platforms.

Approval of match funding, as referenced in section 5.2, has been secured from the Corporate Estate cost centre. This funding enables the commissioning of specialist contractors to assess and plan the restoration work at Bretons. In addition, successful capital funding has been secured to begin addressing the most urgent repair needs.

This approach and funding allocation were agreed at the Cabinet meeting on 5th February 2025.

<https://democracy.havering.gov.uk/documents/g7875/Public%20reports%20pack%2005th-Feb-2025%2019.00%20Cabinet.pdf?T=10>

The planned works at Bretons are funded as follows: £300k in 2025/26 and £815k in 2026/27.

FINANCIAL IMPLICATIONS AND RISKS

This decision paper is seeking approval to accept the funding offer from Historic England and commission Purcell Consultants to carry out the Options Appraisal and Condition Survey for Bretons Outdoor Centre.

Non-key Executive Decision

The grant offer from Historic England is £48,215 and the grant conditions require 50% match funding from LBH of £48,216, this will be funded from the Capital Delivery Programme and funds have been identified and allocated to fund this project.

The conditions of the grant need to be accepted and adhered to otherwise there is a risk that the funding will be clawed back. This risk will be mitigated by strong project governance and oversight.

The total cost of commissioning Purcell Consultants to carry out the options appraisal and condition survey is £96,431. The costs will be met from the £48,215 Historic England grant funding and from the 50% match funding of £48,216 from the Capital Delivery Programme.

There is also a risk that the project get delayed and additional costs could be incurred, this risk will be mitigated by setting realistic timelines and ensuring strong project governance and oversight.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

None

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have “due regard” to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010.
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: “Protected characteristics” are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion is not required

In this instance, an EHIA is not required because the work relates specifically to the specialist appraisal of the Grade II listed Bretons buildings. The appraisal is a technical and professional exercise and it will not result in any direct or immediate impacts on staff, residents or service users.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

Non-key Executive Decision

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The recommendations made in this report do not give rise to any identifiable environmental implications or risks.

BACKGROUND PAPERS

Bretons Master Plan Brief

APPENDICES

Appendix A	Fee Matrix (Purcell)
Appendix B	Historic England Grant Offer Letter

Non-key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Delete as applicable

Proposal NOT agreed because

Details of decision maker

Signed



Name: Patrick Odling-Smee

Cabinet Portfolio held:

CMT Member title: Director of Living Well

Head of Service title

Other manager title:

Date: 28/08/2025

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____