

<b>To:</b>	<b>Cllr Robin Betts, Cabinet Member for Climate Change, Regeneration &amp; Property</b>
<b>From:</b>	Stuart Edwards, Head of Administrative and Property Services
<b>Director:</b>	Adrian Stanfield, Director of Central Services

## **BRIEFING NOTE: EXECUTIVE - NON-KEY DECISION**

### **TONBRIDGE CASTLE GATEHOUSE ROOF REPAIRS - APPROVAL OF TENDER ROUTE**

**Summary of Issue:** The Council are currently progressing a project to repair the roof of Tonbridge Castle Gatehouse. Under the Council's Constitution, the Executive needs to approve the procurement route as the value is above the relevant financial threshold.

**Recommendation:** To approve an open tender process.

#### **1 Background**

The Council owns the Tonbridge Castle Gatehouse and operates it as a tourist attraction as well as for educational visits and events. The Gatehouse, as well as the surrounding land, is designated as a Scheduled Ancient Monument.

A roof was installed on the Gatehouse in the early 2000s which comprises timber beams and a zinc roof covering. In 2022 water ingress was occurring into the Great Hall within the Gatehouse and following investigation it was discovered some of the timber beams had deteriorated within the stonework where they rest.

Remedial repairs were undertaken in 2023 to stabilise the beams and ensure the facility was safe for continued usage. However, it was acknowledged that a full repair would be required and work began on scoping the project.

#### **2 Full Repair**

Following further investigation and assessment of options, a design has been completed for the full repair, which will involve raising the height of the roof slightly and a new covering installed, as well as undertaking associated repairs of the timber beams affected.

Scheduled Ancient Monument Consent will be required for the works.

#### **4 Procurement Route**

Under the Council's Constitution, the Executive needs to approve the procurement route as the value is above the relevant financial threshold.

Having assessed the procurement options, it has been determined that an open tender exercise should be undertaken. Taking into account the highly specialist nature of working on a Scheduled Ancient Monument, the price/quality split of the tender evaluation is recommended to be 40%/40% with 20% for a post tender interview.

The procurement route and production of tender documents has been undertaken in conjunction with the West Kent Procurement Partnership which the Council now forms part of.

#### **3 Legal Advice**

The matters set out in this briefing note are considered routine or uncontroversial.

#### **4 Financial and Value for Money implications**

By undertaking an open tender exercise the market will be fully tested to ensure value for money is achieved.

#### **5 Risk Assessment**

There are not felt to be any risks associated with progressing an open tender exercise.

#### **6 Public Sector Equality Duty**

We do not consider there to be any equality related issues in this matter.

#### **7 Consideration by Overview and Scrutiny**

We do not consider that this matter needs to be considered by O&S/ SSC before a decision is made.

#### **8 Communications**

The Cabinet Member for Climate Change, Regeneration & Property has been consulted and agrees with the proposed way forward.

#### **9 Conclusion**

We recommend an open tender exercise is progressed.

#### **10 Annexes**

None.