

**Report for:** Assistant Director for Regeneration

**Item number:** N/A

**Title:** ROJ Café Ducketts Common: Extension of Café - Request for Waiver of Contract Standing Order CSO 8.03 (request for quotes procedure); Contract Award to Jan Kattien Architects for design and contract administration from RIBA Stages 2-7 and issue of Letter of Intent for design works and quantity surveying services to RIBA Stage 2.

**Report authorised by:** Beth Kay, Head of Area Regeneration – Wood Green

**Lead Officer:** Peter Thompson – Regeneration Officer

**Ward(s) affected:** Haringay

**Report for Key/  
Non-Key Decision:** Non Key

## 1. Describe the issue under consideration

- 1.1. ROJ Café owners in collaboration with Haringey Regeneration are seeking to refurbish and improve the existing café within Ducketts Common. ROJ Café leaseholders and London Borough of Haringey as freeholders are jointly funding the proposed works.
- 1.2. It is important for London Borough of Haringey to support the local business in order to provide a better facility for the local community.
- 1.3. Currently, the café is struggling to remain open when the weather is poor, due to a lack of an indoor covered area.
- 1.4. A larger footprint café and further activation to the northern area of Ducketts Common will contribute to an increase in the flow of pedestrians and promote additional passive surveillance.
- 1.5. Designs will incorporate good Secure by Design (SBD) principles in order to promote an environment which will offer less opportunities for anti-social behaviour to occur.
- 1.6. The extension will offer a covered seating area allowing continuity of operations throughout the year and the project will also include a new publicly accessible toilet which will require a new drainage connection.
- 1.7. This report is seeking authority to appoint Jan Kattein Architects to deliver architectural and quantity surveying services including administration of the works contract through RIBA Stages 2-7.

## 2. Cabinet Member Introduction

N/A

### **3. Recommendations**

That the Assistant Director for Regeneration approves:

- 3.1. The award, in accordance with CSO 9.07.1(c), to Jan Kattein Architects of a contract for design and contract administration, RIBA Stage 2-7, for the extension of ROJ Café for the fixed maximum value of £20,000.00
- 3.2. A waiver, under CSO 10.01, of the usual requirement under CSO 8.03 to undertake the request for 3 quotes procedure in order to make the contract award proposed in paragraph below;
- 3.3. The issue of a letter of intent, in accordance with CSO 9.07.3, to Jan Kattein Architects in the amount of £2,360. For the order of works to undertake designs to RIBA Stage 2 (£1960) and QS report for Stage 2 (£400).

### **4. Reasons for decision**

- 4.1. The preferred approach for commissioning the design and contract administration is to directly contract with Jan Kattein Architects. This would both ensure design consistency within the project and allow the project to be delivered within the programme constraints.
- 4.2. Jan Kattein has in-depth knowledge of the project, having previously conducted designs to RIBA Stage 1 and the services sought are a natural extension to the previous services provided to the Café leaseholder, to the extent it would provide better value than engaging an alternate provider whereby transitional costs need to be considered.
- 4.3. A waiver of tendering is being sought on the basis that it is considered to be within the Council's overall interest under CSO 10.01.
- 4.4. A letter of intent is needed to ensure that Jan Kattein can commence further design works as soon as possible to meet project deadlines and progress to RIBA Stage 2 and QS Stage 2 report.

### **5. Alternative options considered**

- 5.1. The alternative approach would be to procure a specialist through a three-quote tender process, this would add up to 8-10 weeks to the programme and would affect the completion of the project and the time dependant constraints. It is essential that planning application dates are met to enable sewer works to commence in August 2019 and works regarding the extension to commence in November 2019.
- 5.2. Given that part of the commission has already been completed by Jan Kattein Architects, it is unlikely that a new team would be able to deliver the work without incurring additional and unnecessary fees. The new team would need to familiarise themselves with the work which has already been carried out. Potential fundamental changes to designs and delays will impact upon the necessary preliminary works and current scheme timeframes.

### **6. Background information**

- 6.1. A planning application for a café structure on the site was first submitted in 2014 (HGY/2014/1912) The proposal was very similar in scale and arrangement to the existing structure but was sited slightly further to the south and directly adjacent to the footpath. This application was refused on the grounds that development on open space in this location would be unacceptable.
- 6.2. A wider 'Ducketts Common Masterplan', was prepared in October 2014. The document was commissioned by Parks and included a proposal for a new coffee kiosk in the northern end, further to the west than the existing construction. Consequently, a second planning application was submitted later in 2014 (HGY/2014/2823) which was shifted slightly to the north and set back from the footpath. This application was granted consent, on the grounds that the proposal formed part of a wider initiative to improve the usability and accessibility of the park.
- 6.3. Since December 2017 Haringey has been in discussion with ROJ Café about an extension to the existing kiosk. The proposal includes a glazed extension to the existing kiosk on three sides and a new WC. The proposal raised concerns both in terms of total footprint and in terms of design quality.
- 6.4. Therefore, Haringey Regeneration team, via collaborating with the Café leaseholder recognised the opportunity to support a small and local business and in parallel tackle anti-social behaviour issues which harm the overall perception of the area by securing additional funding to invest in the Café's extension and enhance the design.
- 6.5. Coinciding with the café proposal, Haringey Parks have commissioned Haringey Highways to install the new sewer connection for the toilet and works are expected to be complete by August 2019. Further to this Haringey Parks have re-aligned the park's fence line (near the café) and have installed a new hardstanding area to the perimeter of the park on a previous soft surface area.

#### Value of the Café extension and associated works

- 6.6. £2,000 has already been paid to Jan Kattein Architects who previously conducted designs and attended meetings to enable planning pre-application with Haringey to be undertaken to RIBA Stage 1. The cost of this work was paid for by the Café owner.
- 6.7. The total cost of the project is expected to be a maximum of £85,000, including fees and the cost of which will be split between Haringey and ROJ Café. Further procurement and tendering will take place in order to appoint contractors in accordance with Haringey Procurement Procedures.
- 6.8. Haringey funding has been secured from the Wood Green Capital Programme and Parks Capital Programme.
- 6.9. The architectural services and administration of the works contract will be carried out by Jan Kattein Architects for a total cost of £20,000 which includes Architects fees (consultation, planning, detailed design, site inspections, contract administration, quantity surveying, Principal Designer duties under CDM 2015); Engineers Fees (foundation design). Full RIBA Stages 2-7.

## **7. Contribution to strategic outcomes**

- 7.1. The project contributes directly to corporate priorities Place, People and Economy;
- 7.2. It will also contribute towards the forthcoming Turnpike Lane Investment Plan;

7.3. Aligns with Haringey's emerging regeneration plans for Wood Green and with the Economic Development and Growth Strategy;

7.4. The scheme signals the regeneration to come and generates economic opportunities.

## **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

8.1. Finance

8.2. The recommendation is that for the Assistant Director of Regeneration to approve:-

8.3. The contract award, in accordance with CSO 9.07.1(c), to Jan Kattein Architects of a contract for design and contract administration, RIBA Stage 2-7, for the extension of ROJ Café for the fixed maximum value of £20,000.00

8.4. A waiver, under CSO 10.01, of the usual requirement under CSO 8.03 to undertake the request for 3 quotes procedure in order to make the contract award proposed in paragraph below;

8.5. The issue of a letter of intent, in accordance with CSO 9.07.3, to Jan Kattein Architects in the amount of £2,360. For the order of works to undertake designs to RIBA Stage 2 (£1960) and QS report for Stage 2 (£400).

8.6. There is a Budget provision for the cost in the Capital Programme for Wood Green Scheme.

8.7. Procurement

No comment needed below £50,000

8.8. Legal

No comment needed below £160,000

8.9. Equality

N/A

## **9. Use of Appendices**

None

## **10. Local Government (Access to Information) Act 1985**

**HGY/2014/1912**

<http://www.planningservices.haringey.gov.uk/portal/servlets/ApplicationSearchServlet?PKID=274669>

**HGY/2014/2823**

<http://www.planningservices.haringey.gov.uk/portal/servlets/ApplicationSearchServlet?PKID=276949>

### **Important Additional Guidance on Accessibility**

- Documents must be available for Councillor Hearn at the **same time** as for all other Councillors
- The council's primary typeface, Helvetica, should be used for all reports and accompanying documents, size 12 preferred (Arial font is also acceptable)
- Text should be as plain as possible with no boxes around it, Microsoft Word is preferred, not PDF, and no abbreviations (such as Cllr.) and try to keep symbols to minimal use
- Roman numerals are not suitable for a person using a screen reader so please use normal paragraph numbering/ lettering and bullet points where necessary
- Reports should be written without images, however, where images are used, report authors must provide a text alternative in all cases (a short paragraph explaining what the graphs, table, pictures etc are showing). Detailed examples can be provided by contacting [Natalie.layton@haringey.gov.uk](mailto:Natalie.layton@haringey.gov.uk)
- Appendices
  - All of the above applies for appendices and report authors should avoid including lengthy PDF documents as part of the report
  - In some cases an executive summary could be more appropriate if Councillor Hearn is on the committee
- Presentations – if Powerpoints are to be used then a Word version must be submitted in advance of the meeting (and at the same time it is made available to all other members)
- The Democratic Services Team will not accept reports which are not in an accessible format.
- In the rare event that a documents is not in a fully accessible format the report author must submit, by the same report deadline, an accessible version for Councillor Hearn (if she is on the relevant committee)
- Plain text documents should be saved with document names including "DATE TITLE COUNCILLOR HEARN PLAIN TEXT"

## **Categories of Exemption**

Exempt information means information falling within the following categories:

### Part 1

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed upon a person; or (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### Part 2

Qualifications to the above exempt information:

- (a) Information falling within paragraph 3 above is not exempt information under that paragraph if it is required under – (a) the Companies Act 1985 (b) the Friendly Societies Act 1974 (c) The Friendly Societies Act 1992 (d) The Industrial and Provident Societies Acts 1965 – 1978 (e) the Building Societies Act 1986 (f) The Charities Act 1993.
- (b) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (c) Information which – (i) falls within any of paragraphs 1-7 above; and (ii) is not prevented from being exempt under (a) or (b) above is exempt information if and so long as, in the opinion of the Monitoring Officer, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.