

OFFICER DECISION RECORD

CMT Officer: Peter Catchpole, Section 151 Officer	Service: Assets & Projects
Lead Officer: Matt Wright, High Street Project Officer	Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Table 4, paragraph 59 which delegates the following functional responsibility to members of CMT in respect of their relevant service areas: To manage and promote the services for which they are responsible and to enter into arrangements, or do anything else which is considered necessary or expedient in the management of the services and functions for which they are responsible including the acquisition of goods, works and services within budgets and policies approved by the Council and in compliance with the Financial Rules and Scheme of Financial Delegation and Code of Procurement.
Subject of Decision: 11-12 High Street, Wisbech - Appointment of Avison Young for Business Case and Funding Support	

Decision to be Taken:

To support and enable the appointment of Avison Young (UK) Limited, in accordance with their submitted offer, to:

- Prepare a CPCA-compliant Concept Paper and Full Business Case
- Support funding applications for 11–12 High Street, Wisbech
- Strengthen the Council's ability to secure approximately £1.5m of external match funding

Timescales

Subject to appointment:

- Concept Paper:
Completion within two working weeks from date of appointment
- Full Business Case:
Completion within a further four weeks, subject to timely meetings with CPCA officers
- Total Contract Time:
Six weeks from implementation to completion

Fees and Value for Money

- Fixed fee: £21,612 (plus VAT)
- Disbursements:
Reimbursed at cost and capped at £250
- Invoicing:
100% of professional fees payable on receipt of the completed business case

The fee reflects:

- The specialist nature of the work
- The production of a full Green Book-compliant appraisal
- The ability to use the outputs across multiple funding bids

This represents good value when compared with the scale of funding being sought and the importance of securing a successful outcome.

Decision:

To authorise appointment of Stephen Rosevear at Avison Young to undertake the required amendments to the Regeneration Plan and the 4 Year Investment Plan at a cost of £22,242 to be paid from the P4N capacity funding.

Reason for the Decisions:

Specialist consultants with a proven track record are required to give the council the best possible chance of a successful funding application.

Avison Young has previously been procured by the council for consultancy work for Wisbech Regeneration and for Wisbech Neighbourhood Plan.

They are familiar with the council's workstream and have issued a proposal cost of **£21,612**

This figure would normally require three quotes but due to the urgency and specialist nature of the work and the need for a trusted supplier previously contracted by the council.

A request for exemption form has been signed by the Procurement Officer and S151 Officer in this regard.

Alternative Options Considered (if appropriate):

- Tender for 3 quotes for this work, potentially providing a lower cost (not guaranteed) but at the expense of time.
- Do not undertake this work to complete the application and forfeit the £1.5m potential funding towards the project.

Background/Reports/Information considered and attached:

CPCA Documents
CPCA Business Case Template
CPCA Concept Paper Template
CPCA Cover Page for External Business Case Template
CPCA Single Assurance Framework Quick Start Guide

Avison Young Proposal Documents
Avison Young Place Capability Statement
Avison Young Proposal
Avison Young Standard Terms of Employment

FDC Governance Documents
Signed Exemption Form

Decision Maker's Signature:

Date: 27 April 2026

Peter Catchpole, Corporate Director & Section 151 Officer	
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Please forward to Democratic Services upon completion

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Date copy passed to Democratic Services	27/04/26
	Implementation Date: (if not called-in) 27/04/26 (Allow 5 clear working days after publication of decision)

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.