



Hereford & Worcester Fire Authority

Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	The Director of Protection & Assets is authorised to appoint a contractor - J Harper & Sons (Leominster) Ltd for the build/refurb of Leintwardine Fire Station, Rosemary Lane Leintwardine Herefordshire SY7 0LP, after inviting competitive tenders, pursuant to paragraph 3.1.(F) of the Authorities Contract Standing Orders.
Officer name	Adrian Elliott
Job title	Assistant Chief Fire Officer
Date decision taken	25 th November 2025
Reasons for the decision	The existing Leintwardine Fire Station building was identified by the Authority as needing upgrading, as it is no longer fit for purpose and does not perform well economically or operationally. As well as ensuring staff have the right buildings so that they can deliver effective and efficient services that support our purpose, vision and mission. These reasons are also underpinned by the Authorities • Environmental Sustainability Plan 2022-25 • Property Plan 2021-25 • Community Risk Management Plan 2021-25 As set out in the CRMP 2021-25 plan the aim is to continue to improve our efficiency and effectiveness and support our staff in line with our Improvement Plan based on the recommendations of the 2018 HMICFRS inspection report. The goal is to support our ongoing resilience and sustainability by increasing our capabilities and overall capacity. The main theme and activity in delivering this approach will be 'Infrastructure and Technology' Capital Building Programmes. With limited resources available to the Authority, our planning aims to keep our communities and workforce as safe as possible; while also making sure we spend every penny wisely and deliver value for money. Design and Build of Refurbished Leintwardine Fire Station The project involves construction of a new two-storey extension to the front of the current building to accommodate new training room areas, Water First Responder (WFR) and Fire Kit drying rooms, and storage areas and refurbished toilet, kitchen and appliance bay areas. Construction to consist of steel framework, 'Metsec' wall structure, external cladding, timber floor structure and new mono-pitch roof areas, together with new electrics, heating and ICT installations.

For decisions regarding spend of £100,000 and above

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Details of decision	Following outline design and specification in 2024 and obtaining full planning approval, detailed design commenced and competitive tenders were sought, under a proposed JCT Form of Contract. Tenders were received in April 2025 and unfortunately all four tenders were above the allocated budget allowance. Additional funding was sought by careful review of the planned programme and capital works programme. After a period of six months, due to the above, the lowest tenderer was then approached to commence contract negotiations. Due to their workload and due to inflationary rises in tender and material costs they declined to accept the contract. The second lowest tenderer was then consulted and through a detailed competitive retender through OPCC & WMP Contracts & Procurement (C&P), the second lowest tenderer (J Harper & Sons (Leominster) Ltd) were invited to enter a contract for the works. The agreed tender sum is £389,347 plus VAT. A Pre-Contract Start Meeting held on 23rd October 2025 and Start on Site date confirmed as 1st December 2025. The works also include temporary relocation to an existing warehouse building within Leintwardine which HWFRS shall rent for the duration of the works. Contract duration is envisaged to be 4 months with anticipated re-occupation of the Station in April 2026.
Details of alternative options considered and rejected (if any)	N/A
Any interests declared by a Member or Officer	N/A
Links to relevant background documents or information	• Environmental Sustainability Plan 2022-25 • Property Plan 2021-25 • Community Risk Management Plan 2021-25

Signed.....  Date.....25/11/2025.....

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