DECISION RECORD [1]

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution Part 4e - Overview and Scrutiny Procedure Rules - November 2026

Subject: Award of contract for the replacement of Ridlins Athletics Track and in field equipment at the stadium	
Staff Contact: Steve Dupoy Tel: 01438-242833	Executive Member: Councillor Myla Arceno Portfolio: Leisure, Culture & Wellbeing

1. Decision

Contract award for the replacement athletics track and ancillary works at Ridlins Athletics Stadium

2. Reasons for the decision

The athletics track had worn out to the point it would not be to an acceptable standard to the English Athletics standards, the track therefore needed replacement together with ancillary works including, refurbishment of the throwing cage, removal of the former throwing cage base (which is located in a different part of the infield), the installation of a smart gate (allowing access to casual users outside if normal hours) and a new equipment storage unit.

3. Alternative options considered and rejected [2]

The only tangible alternative was not to undertake the track replacement and ancillary works which have resulted in the venue only being used for basic training, a risk to any athletes using the track, and throwing cage and consequential dilapidation of the facilities that will occur over a period a time resulting in the ultimate closure of the facilities.

4. Consultation

(a) I am in support of the dedicated evaluation of the officers with the expert advice from a consultant.
I have been given the list of applicants and the scores given by the key officers and therefore support the officer's recommendation for the award of this contract.

(b) Comments of other consultees [3]

5. Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.

Signed: ……..

Title: …….. Date: …….

6. PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION

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[1] for guidance see Borough Solicitor's note "Taking Decisions"

[2] details of any alternative options considered and rejected by the officer at the time the decision was made

[3] If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.