

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Tuesday, 5 November 2024 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's
Hill, Grantham. NG31 6PZ

Cabinet Members: Councillor Ashley Baxter, Leader of the Council (Chairman)
Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)

Councillor Rhys Baker, Cabinet Member for Environment and Waste
Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement
Councillor Phil Dilks, Cabinet Member for Planning
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing
Councillor Virginia Moran, Cabinet Member for Housing
Councillor Rhea Rayside, Cabinet Member for People and Communities

Agenda

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

- 1. Public Open Forum**
The Cabinet welcomes engagement from members of the public. To speak at this meeting please register no later than one working day prior to the date of the meeting via democracy@southkesteven.gov.uk
- 2. Apologies for absence**
- 3. Disclosure of Interests**
- 4. Minutes of the previous meeting** (Pages 3 - 9)
Minutes of the meeting held on 8 October 2024.

Items for Cabinet Decision: Key

5. Extension of Cattle Market Car Park, Stamford (Pages 11 - 69)
To seek approval to successful tender for extension works to the Cattle Market Car Park, Stamford

Items for Cabinet Decision: Non-Key

6. South Kesteven Shopfront Design Guide (Pages 71 - 110)
The purpose of this report is to seek feedback from Cabinet regarding the updated South Kesteven Shopfront Design Guide 2024 draft as a technical document to be used alongside the existing supplementary planning policies relating to shopfront design as a material consideration in planning decisions.

Approval to publish and signpost members of the public to this document for queries relating to shopfront design, and to support the delivery of the soon to launch UKSPF Shopfront Maintenance Grant.

7. Market Deeping Cemetery Public Spaces Protection Order (Pages 111 - 133)
To give due consideration to the approval of a proposed Public Spaces Protection Order (PSPO) at The Spinney, Market Deeping Cemetery in South Kesteven with the requirement for people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery.

8. Councillor Development Strategy (Pages 135 - 147)
To request approval of the Councillor Development Strategy for South Kesteven District Council.

9. Age Friendly Communities (Pages 149 - 153)
To consider a proposal for the Council to work towards becoming an Age Friendly Community.

Items for information

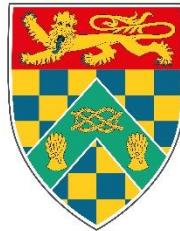
10. Cabinet's Forward Plan (Pages 155 - 165)
This report highlights matters on the Cabinet's Forward Plan.

11. Open Questions from Councillors

Minutes

Cabinet

Tuesday, 8 October 2024



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Date of publication: 16 October 2024

Call in expiry: 23 October 2024

(decisions can be implemented 24

October 2024 unless other specified)

The Leader: Councillor Ashley Baxter, Leader of the Council (Chairman)

The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste

Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement

Councillor Phil Dilks, Cabinet Member for Planning

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Virginia Moran, Cabinet Member for Housing

Councillor Rhea Raysia, Cabinet Member for People and Communities

Non-Cabinet Members present

Councillor Tim Harrison

Councillor Ian Selby, Vice-Chairman of the Council

Officers

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place

Emma Whittaker, Assistant Director of Planning

Ayeisha Kirkham, Head of Public Protection

Chris Prime, Communications Manager

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing

Patrick Astill, Communications Officer

Alison Hall-Wright, Director of Housing

44. Public Open Forum

The Leader of the Council opened the meeting. He highlighted the forthcoming Grantham Festival of Community, taking place in Grantham market place on 19 October 2024.

The Leader also thanked everyone who had participated in the Lincolnshire Day celebrations of 1 October 2024.

There were no questions from members of the public.

45. Apologies for absence

There were no apologies for absence.

46. Minutes of the previous meeting

The minutes of the meeting held on 24 September 2024 were agreed as being an accurate record.

47. Disclosure of Interests

There were no declarations of interests.

48. Contract Award for Kitchen and Bathroom Replacements in Council Social Housing Dwellings

Purpose of Report

The purpose of the report was to approve the award of a contract to Gratton Construction Ltd for the replacement of kitchens and bathrooms in Council owned social housing dwellings. The contract would be awarded for an initial period of 2 years with an option to extend for a further 1 plus 1 year.

Decision

Cabinet approved the award of a contract to Gratton Construction Limited for the replacement of kitchen & bathrooms in South Kesteven District Council social housing dwellings with an annual contract value of up to £1.325m, for a period of 2 years with the option to extend for a further 1 year plus 1 year.

Alternative options considered and rejected

Consideration was given to the option of maintaining existing kitchens and bathrooms. This was rejected because it would not be cost-effective in the long term with replacements being unavoidable.

Reasons for decision

The contract award followed a compliant procurement process and ensured residents' access to safe, good quality and sustainable housing.

The 2024/2025 Housing Revenue Account (HRA) contained a budget allocation of £1.843m for the replacement of kitchens and bathrooms. Housing surveys would identify which properties required replacement units.

The tender score awarded to Gratton Construction was 84.48%, with the next highest bidder scoring 78.01%.

The contract would cover kitchen and bathroom replacements for the next financial year. It was estimated approximately 261 kitchens and 291 bathrooms would require replacement. There had been a significant uplift in the amount of replacement units required this year compared to previous years; however, this new contract overlapped with the work of an existing contractor for around 6 months.

The Cabinet Member for Housing would report back to Cabinet colleagues following a review of the framework used to seek tenders.

49. Contract Award for Safety of Life Systems

Purpose of Report

To approve the award of a contract to ABCA Systems for Safety of Life Systems. The contract was to be awarded for an initial period of 3 years with an option to extend for a further 2 years.

Decision

Cabinet approved the award of a contract to ABCA Systems for Safety of Life Systems with an annual contract value up to £40k for a period of 3 years with the option to extend for a further 2 years.

Alternative options considered and rejected

There were no other options available as the Council required this contract to meet compliance responsibilities.

Reasons for decision

The contract award followed a compliant procurement process and provided the Council with the appropriate contract to deliver the commitment that ensured residents could access housing which was safe, good quality and sustainable.

The HRA budget included a budget of £1.2 million for compliance works which could be used to fund the cost of the contract.

The contract would include the installation of:

- Detection of fire systems
- Fire alarms
- Emergency alarms and lighting
- Fire extinguisher servicing.

The procurement involved a competitive tender. Three bids were received, with the overall score for ABCA Systems being 82.07%. The next highest bidder received a score of 75.2%.

50. 2024 - 2028 South Kesteven Economic Development Strategy

Purpose of report

Cabinet approval for the adoption of the 2024 – 2028 South Kesteven Economic Development Strategy.

Decision

Cabinet approved the adoption of the 2024 – 2028 South Kesteven Economic Development Strategy.

Alternative options considered and rejected

The Cabinet could have decided not to adopt the Economic Development Strategy. This was not considered an appropriate option because the strategy was an important document in delivering the ambitions of the Corporate Plan 2024 – 27.

Reasons for decision

The revised South Kesteven Economic Development Strategy 2024 – 2028 represented an opportunity to strategically manage economic development activity across South Kesteven, providing a ‘Golden Thread’ between the work of the Economic Development Service and the ambition of the Council, through its Corporate Plan, *‘To enable and support a dynamic, resilient and growing local economy, which benefits all communities’*.

The Strategy included 5 areas of focus:

- Business, job creation and employment safeguarding
- Skills development
- Inclusive growth and regeneration
- Inward investment
- Enhancing South Kesteven’s tourism and visitor economy offer

The Strategy had been subject to various consultations including scrutiny by Finance and Economic Overview and Scrutiny Committee on two occasions as well as two Members’ workshops.

The Strategy promoted the district as a prime area for investment. There were many popular places to visit within the district and just outside, including stately homes and National Trust properties.

Great work was already taking place, for example the regeneration of the Grantham market as a result of the work of officers and local Members.

51. Award of Contract - Security Services

This item was withdrawn and would be considered at a future meeting.

52. IDOX Software Procurement

Purpose of Report

Approval to enter into a 5-year renewal of the contract with IDOX Software Ltd for planning, building control and land charges software.

Decision

Cabinet approved the award of contract to IDOX Software Ltd for the provision of the Planning, Building Control and Land Charges software for a period of 5 years at a total cost of £306,855.59.

Alternative options considered and rejected

The Council considered replacing the software with an alternative product. However, the existing contract expired on 30 October 2024 and there was insufficient time to source, develop and transfer data to a new system. This option was therefore discounted.

Consideration was also given to entering into a shorter contract. However, this was not possible so this option was discounted.

Reasons for decision

Changing to another software supplier would have increased costs to the Council and could also have caused compatibility problems with our partner authorities for Building Control information to be accessed by their own Idox installations.

The IDOX software had been used by the Council for a number of years and was embedded in the service provision. Switching to another operator would have been complex and taken a considerable amount of time. The Council was legally required to hold databases for Planning and Building Control and if an alternative provider had been sourced it would have taken time to design a new system and to ensure registers were properly transferred. The system was used by both officers and the public who could view planning and building control registers online.

Significant work had been carried out in the last year to use the Public Access function allowing residents and statutory consultees to interact with the system. This

included online viewing and commenting on planning applications. This had resulted in a reduction in administration work and greater transparency for officers, Councillors and members of the public.

The Land Charges software (TLC) was linked to Uniform and used planning and building control data in order to provide land charges searches quickly and efficiently for our customers.

Software costs were spread across the duration of the contract so a three- or four-year contract would mean a significantly higher cost per year for the same service. A three-year contract would have a higher annual cost of approximately £67,000.

The procurement of the software had followed a compliant process. There was provision for this purchase in the indicative budget for 2025/2026.

This decision was not subjected to call-in and could be implemented immediately.

53. Revised Contaminated Land Strategy 2024

Purpose of report

To brief Cabinet on the Council's requirements to have a Contaminated Land Strategy, along with providing the proposed updated strategy for approval.

Decision

Cabinet:

- 1. Approved the revised Contaminated Land Strategy 2024 for adoption and implementation as contained in Appendix 1 with the inclusion of the suggested amendments contained in section 6 of the report.**
- 2. Approved that any future minor amendments to the Contaminated Land Strategy 2024 were made with the approval of the Head of Service – Public Protection, in consultation with the Cabinet Member for People and Communities.**

Alternative options considered and rejected

Consideration was given to not updating the existing Contaminated Land Strategy.

Consideration was also given to approving the revised Contaminated Land Strategy 2024 in Appendix 1 without the recommendations in Section 6 of the report.

Reasons for decision

The revised Contaminated Land Strategy 2024 ensured that the Council had an up to date and clear approach to dealing with potentially contaminated sites within the South Kesteven district.

Part 2a of the Environmental Protection Act 1990 gave South Kesteven District Council regulatory duties and powers related to contaminated land. Provisions of part 2a came into force on 1 April 2000. The Council had a published contaminated land strategy since 2001, with the latest revision in 2010. The Strategy set out how the Council would identify contaminated land.

There were currently no known contaminated land sites in the district. Two sites identified previous had been remediated.

There had been no changes to relevant legislation and the approach of the Council had not changed. A consultation had taken place which had received a low number of responses; none of these respondents disagreed with the content of the new Strategy. The consultation had been available on the front page of the council's website. Furthermore, consultation information had been sent to various stakeholders including parish councils, the Environment Agency and Lincolnshire County Council.

54. Cabinet Forward Plan

The forward plan was noted.

55. Open Questions from Councillors

There were no questions from Councillors.

The meeting closed at 2:26pm.

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Cabinet

Tuesday, 5th November 2024

Report of Councillor Richard Cleaver,
Cabinet Member for Property and
Public Engagement

Extension of Stamford Cattle Market Car Park

Report Author

Gareth Dawkins, Corporate Property Services

gareth.dawkins@southkesteven.gov.uk

Purpose of Report

To seek delegation in order to appoint a contractor to undertake the proposed extension works to the Cattle Market Car Park, Stamford.

Recommendations

That Cabinet approve a delegation to the Deputy Chief Executive and Section 151 Officer in consultation with the Cabinet Member for Property and Public Engagement to appoint a contractor to undertake the extension works at the Cattle Market car park in Stamford.

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Sustainable South Kesteven Enabling economic opportunities
Which wards are impacted?	Stamford St. Marys;

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 An approved capital budget of £550K is in place for these works. In the event the works continue in 2025/26, then a budget carry forward will be requested.

Completed by: Richard Wyles, Deputy Chief Executive and S.151 Officer.

Procurement

- 1.2 Having researched a few frameworks, none of them had many local contractors or looked too large to be competitive. Therefore, with support from Welland, SKDC will conduct an open tender procedure exercise under the Public Contracts Regulations 2015, with JCT as the form of contract.

Completed by: Juan Li Procurement Officer

Legal and Governance

- 1.3 With funding of £550,000 being in place it is highly likely that this would be a Key Decision. Therefore, Cabinet is required to take this decision at this financial threshold.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

Climate Change

- 1.4 The establishment of additional new car parking for the town may generate more trips and has the potential to increase carbon emissions. The provision of new electric charging points, to complement the existing provision in the town, can support the transition to electric vehicles and reduce direct carbon emissions.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1. In addition to serving local needs Stamford is one of South Kesteven's key tourist destinations. Given the historic nature of the town centre with many listed buildings, options for parking within the centre of the town are limited and do not support peak visitor numbers.
- 2.2. The town's primary long stay car park is the former Cattle Market site, which is located on the south side of the town, a short walk over the Meadows and the River Welland.
- 2.3. The car park extends to 275 car parking spaces plus a further 15 disabled spaces.
- 2.4. There remains an undeveloped area within the car park, extending to circa one acre. This area has not been used since the former Cattle Market buildings were demolished many years ago and has been identified as being suited to providing additional car parking, with no impact on the historic core of the town. The Council commissioned a car park survey across the District which supports the need for this extension, which will contribute towards the town's economy now and in future years. **APPENDIX ONE – South Kesteven Parking Study Update, Final.**
- 2.5. The Council has commissioned consultants in order to prepare a design for the new car park, together with all supporting technical reports including flood risk and ecology.
- 2.6. The Council's Planning Committee will be considering the application for the extension at its meeting on 7th November 2024. It is proposed that extension will comprise 146 parking spaces, of which eleven will be accessible and there will be the ability to provide a further eight EV Charging Points. **APPENDIX TWO – Proposed Car Park Extension**
- 2.7. A tender and specifications have been prepared and it is intended that the project will go out to tender early November subject to planning permission being granted.
- 2.8. The tender covers the main car park works for which planning approval has been intended. The Tender also makes provision for potential additional works, subject to budget, to create a new bus/coach drop-off bay within the existing car park close to Wotheorpe Road,
- 2.9. The tender for the work is due to go out to the market at the start of November, with the intention of work commencing early in the New Year. The tender process is being undertaken in conjunction with Welland Procurement to ensure that the process is in full compliance with the Council's Contract & Procurement rules.

3. Key Considerations

- 3.1. The vacant land within the Cattle Market site represents the only viable for additional parking on the proposed scale.
- 3.2. Creation of this additional parking will contribute towards supporting the towns economy both now and in the future.
- 3.3. Funding of up to £550,000 is currently in place to deliver this project.

4. Other Options Considered

- 4.1 No other sites of a similar size have been identified.
- 4.2 Do not extend the car park and leave the town with a continued shortage of longer stay parking.

5. Reasons for the Recommendations

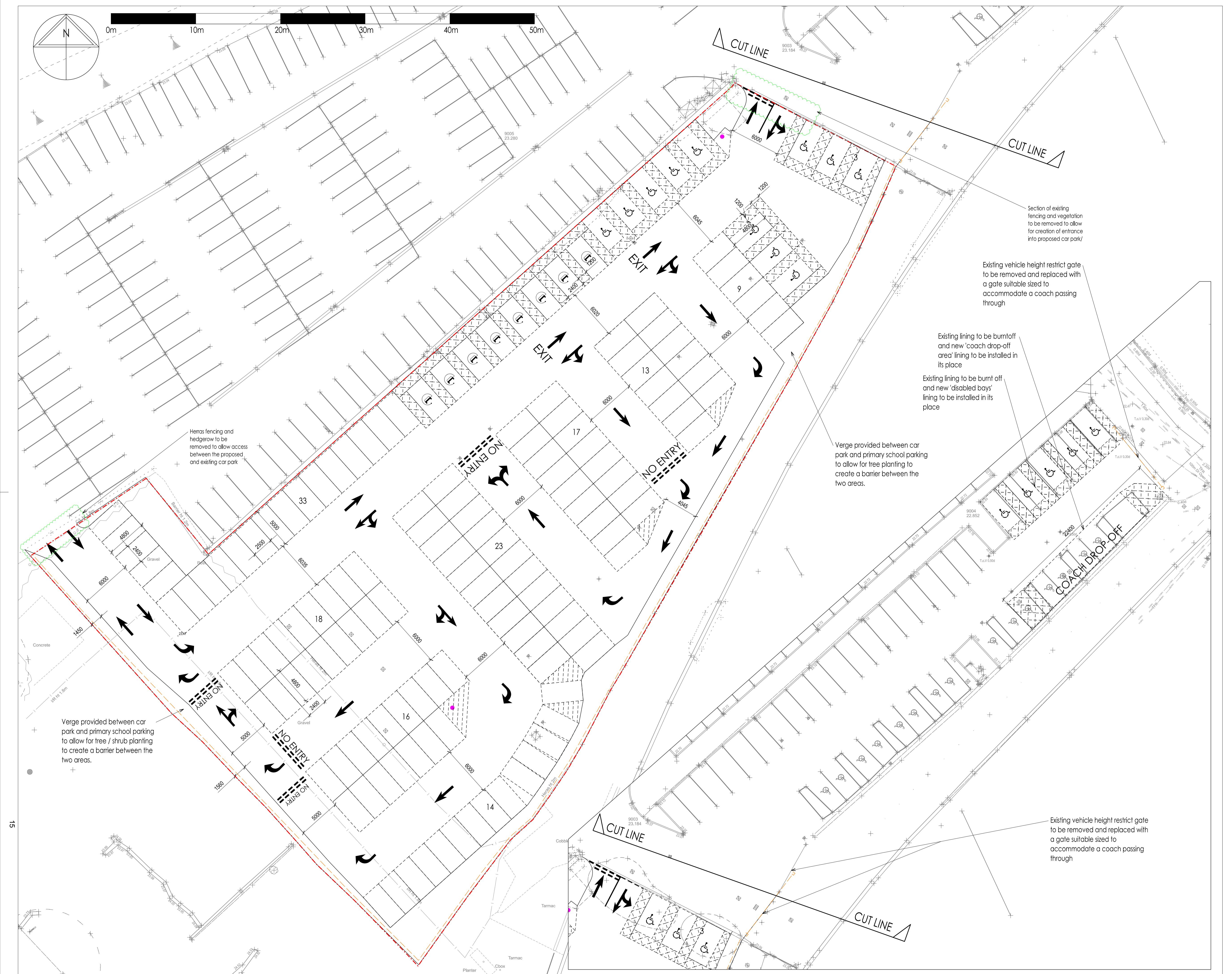
- 5.1. Appointing a contractor to undertake the works will enable the Council to achieve the key objective of providing additional long stay car parking for Stamford Town Centre.

6. Consultation

- 6.1. Consultation has been carried out through the public process of the Town Planning Process.

7. Appendices

- 7.1. APPENDIX ONE – South Kesteven Parking Study Update, Final
- 7.2. APPENDIX TWO - Proposed Car Park Extension



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Contractors must verify all dimensions, levels and co-ordinates at the site before commencing any work or making any shop drawings: no dimensions to be taken from drawing.

General Notes:

- Do not scale this drawing. If in any doubt ask.
- This drawing is to be read in conjunction with all relevant engineers and specialists drawings and specifications.
- All setting out is to be checked on site prior to any works commencing. Any discrepancies are to be reported to the Engineer immediately.
- All dimensions are shown in millimetres unless otherwise noted. All levels are shown in metres unless otherwise noted.
- Additional Spaces:
 - Standard Parking = 127 bays
 - Accessible Parking = 11 bays
 - Electric Parking = 8 bays
 - - Ticket Machine = 2
-  Existing silted up manholes to be jetted clear and investigated to determine their use and whether they are still live or not.

ey:

State Boundary

Proposed Fencing / Gates

proposed Lining — ↘ ≡

3	Design update to reflect client comments	SE	<i>elll</i>	06/24
2	Design update to reflect client comments	SE	AG	05/24
'1	Initial issue	SE	AG	11/23
ev	Description	Drn	Vf'd	Date
<p>outlined in section 2.3 of the CITB Industry Guidance to Designers, insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless a design compounds or significantly alters these risks. In accordance with CDM regulations 8, 9 and 11, any significant risks relating to the design features shown on the drawing have been identified and are annotated thus: </p>				
<input type="checkbox"/>	No significant risks have been identified.			
<input checked="" type="checkbox"/>	Significant risks have been identified - refer to notes on drawing for information on residual risks and any control measures to be employed.			
<p>Refer to the current Designer's Risk Assessment sheets for further details.</p>				
Designer's Signature		SE	Date	11/23

Drawing Status **PRELIMINARY**

williamsaunders

Architecture: engineering: building consultancy
The Beacon
Cafferata Way
Newark-on-Trent
Nottinghamshire NG24 2TN
Tel: 01636 704361
W: wm-saunders.co.uk

Also at Leeds, Lincoln, Wirksworth

project

Cattle Market Car Park, Stamford, PE9 9WB

Client

South Kesteven District Council

Car Park General Arrangement

WMS Project Ref.	Drawn	Date	Scale	
12741	SE	01/11/23	1:200	@ A1
Drawing/Document Reference				

2741 - WMS - ZZ - XX - D - C - 39501 - S2 - P3

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South Kesteven Parking Study

Study Report (Confidential)

South Kesteven District Council

December 2023

Document prepared on behalf of Tetra Tech Limited. Registered in England number: 01959704

Document Control

Document:	Study Report
Project:	South Kesteven Parking Study
Client:	South Kesteven District Council
Job Number:	B059960
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Date:	27/11/2023		
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1 INTRODUCTION

1.1 BACKGROUND

1.1.1 Tetra Tech is appointed to undertake a review of public car parking facilities in Grantham, Stamford, Bourne and Market Deeping. A review of parking provision is required to ensure that the car parks serve the needs of those who live, work, and visit these town centres.

1.1.2 A Strategic Parking Plan was produced by Tetra Tech in 2021 that created a robust evidence base which was used to assess the parking issues that existed, consider the merits of potential solutions and identify the best way to achieve the Council's objectives. This study updates the evidence base with new surveys of parking and tickets sales to create a new baseline to quantify the recovery from the Covid 19 pandemic that was impacting on parking demand in 2021 and provide updated recommendations.

1.1.3 The charging tariff is expected to be amended by SKDC for the 2024/25 financial year. This report provides an assessment of those changes but also looks further ahead to the medium- and long-term timescales.

1.1.4 The aim of the study is to improve the way public parking is provided by SKDC in the four town centres. Private parking, residential parking and on-street parking are not controlled directly by SKDC but the role of these within the towns overlaps with the role of public car parks. These interactions are recognised in this review and the issues and actions relating to these types of parking have been identified wherever SKDC has a role to play.

1.2 OBJECTIVES AND PURPOSE

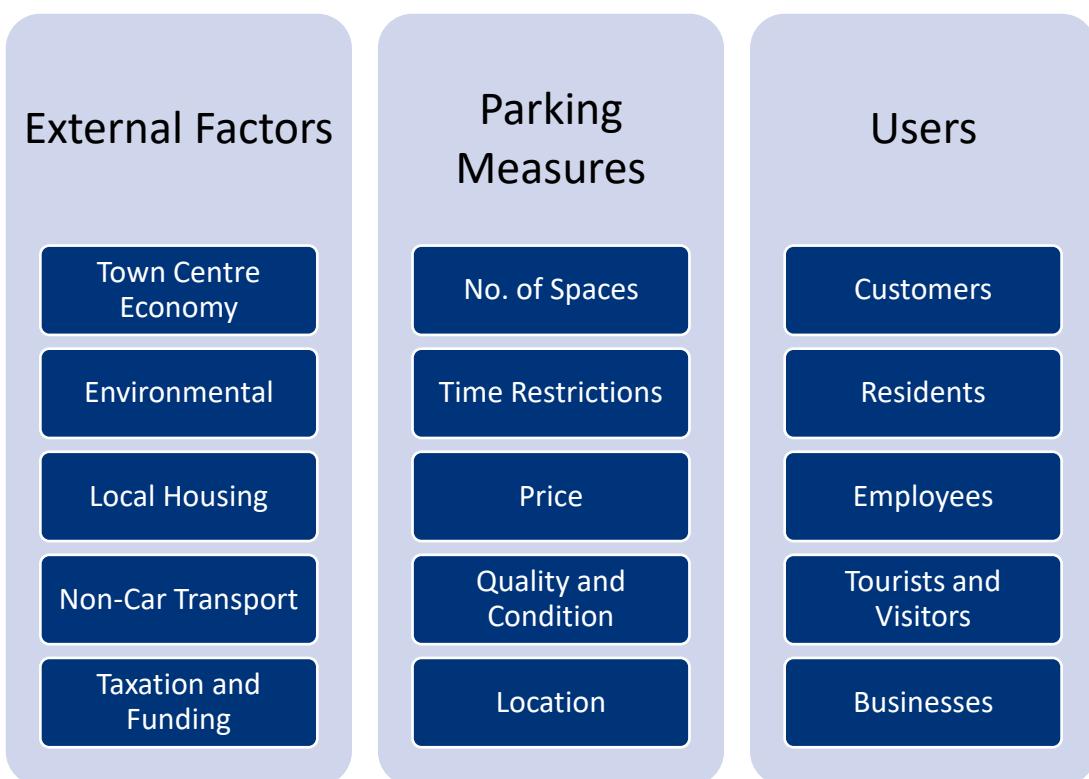
1.2.1 The purpose of the study is to ensure that the provision of parking is aligned to the objectives of the council, which are to:

- Ensure South Kesteven has an appropriate supply of public parking in the four town centres in the study.
- Ensure SKDC's public car parks are attractive, safe, and accessible for all users by having appropriate tariff and management regimes in place.
- Ensure SKDC's public car parks are assets that support the economic vitality and vibrancy of South Kesteven's town centres.

1.2.2 Parking plays a role in many aspects of public life and there can be a tension between some of the council's objectives and the outcomes. For instance, parking is essential in supporting the town centre economy and generating income for the council, but it also

plays a role in supporting efforts to promote sustainable travel modes and environmental objectives.

1.2.3 The following diagram shows the main factors that are considered in developing a parking plan. There are external factors that largely determine the demand for parking and there are measures that can be adopted to better manage parking. Finally, there are different groups of users that have their own requirements who are affected differently by external factors and parking measures. The plan considers these different inputs and outputs to achieve the most balanced approach.



1.2.4 The relationships between these different factors can be complicated and sometimes contradictory. The provision of parking services aims to balance the different factors and objectives.

1.2.5 Parking needs to be appropriately located and of sufficient scale and cost to support the existing and emerging functions of the town. The space allocated to parking should not be excessive enough to damage the local public realm or undermine sustainable transport initiatives. The key objective is to improve efficiency and better manage the parking resources, especially in multi-functional areas such as town centres where car parks are used for different purposes at different times of the day and week.

- 1.2.6 Parking can be used as a policy tool to influence travel behaviour in order to help achieve environmental and transport objectives. This can be where a parking plan causes conflicts, if people feel they are being 'forced' to act in ways they would prefer not to and they decide to visit the town less frequently, for a shorter time or go elsewhere.
- 1.2.7 The requirements of particular groups need to be considered alongside the supply and demand for general town centre parking. Blue Badge holders have specific requirements, and this study examines how these are currently provided and if any changes will be appropriate.
- 1.2.8 SKDC aims to provide a good match between the supply and demand of parking spaces while balancing efforts to improve the public realm and encourage sustainable modes of travel. An over-supply of parking spaces is a poor use of valuable town centre land and does little to promote alternative modes of travel while too little parking can constrain the local economy and cause frustration for drivers.

1.3 REPORT STRUCTURE

- 1.3.1 The structure of this report is as follows:

Chapter 2 – Review of existing conditions
Chapter 3 – Forecasts of Change
Chapter 4 – Assessment of Potential Parking Solutions
Chapter 5 – Action Plan
Chapter 6 – Conclusion and Recommendations

2 EXISTING CONDITIONS

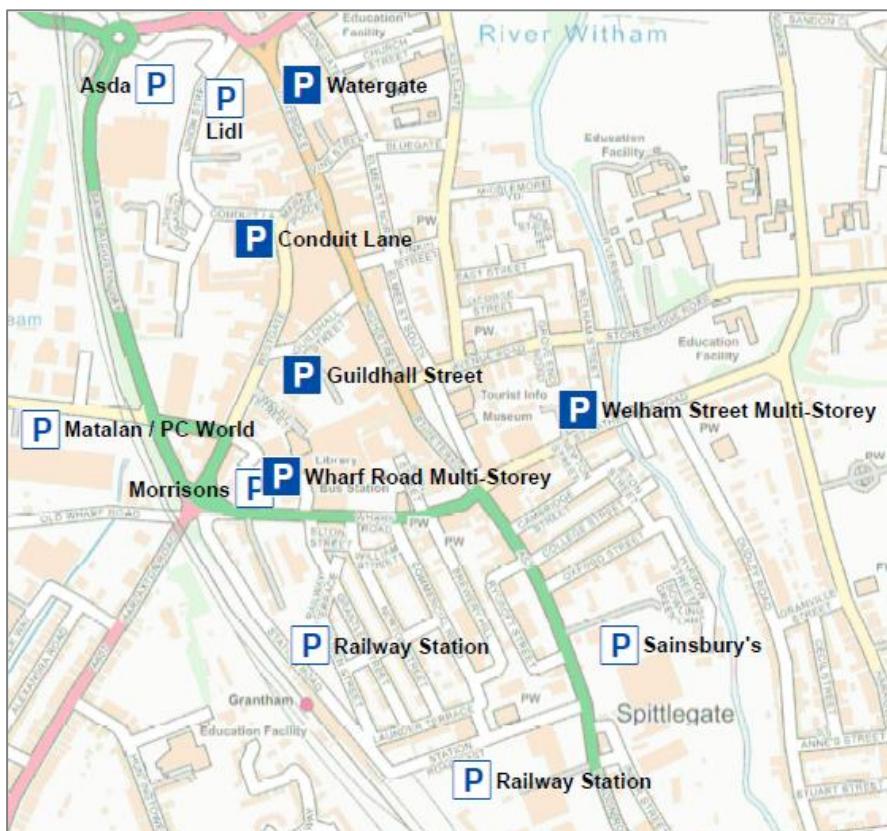
2.1 LOCATIONS

2.1.1 The focus of the study is the four town centres of Grantham, Stamford, Bourne and Market Deeping. The towns have different issues and priorities and the measures to address parking problems need to be tailored to each location.

2.1.2 Grantham is the largest town in the district and second largest in Lincolnshire. The town centre has a mixture of historic streets and new development, bounded by the railway, the A52 and A607 on three sides, although some town centre development has extended across these boundaries. Watergate and Westgate provide access into the core of the town centre which contains a mix of large retail units and traditional shops and businesses. Grantham is expected to grow further, with large employment and housing developments in the pipeline and the completion of the Southern Relief Road linking the A1 and A52.

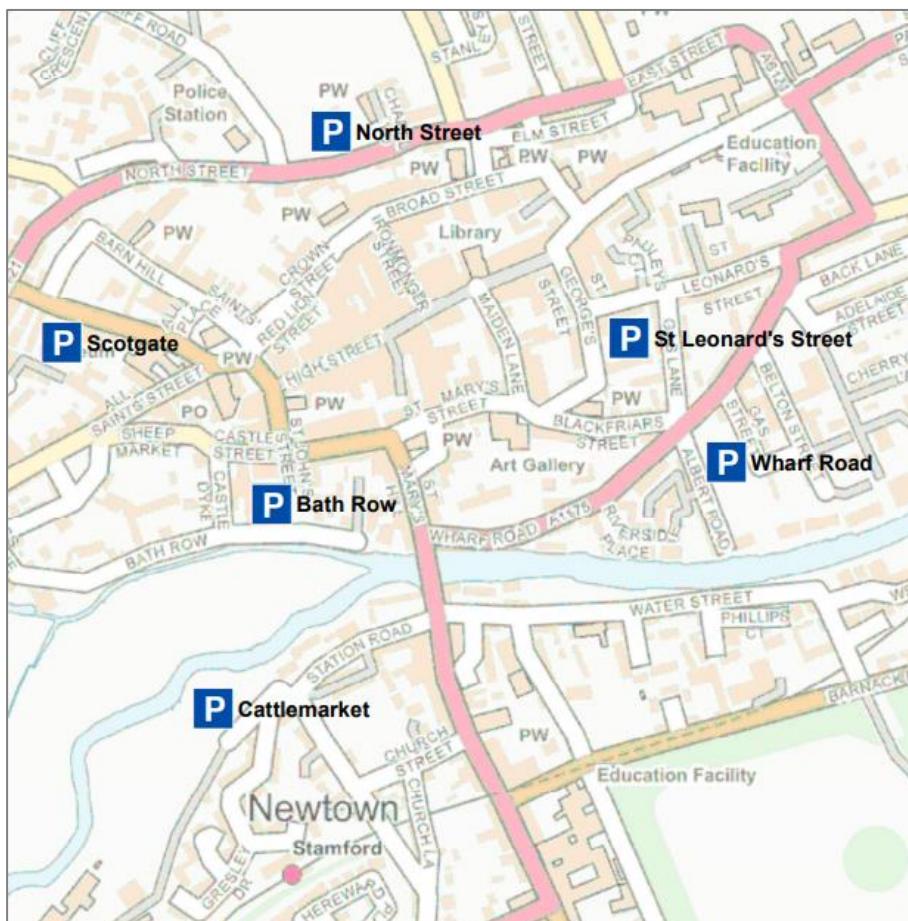
2.1.3 Grantham car parks are shown in **Figure 1**. Public car parks are provided across the town, including surface and multi-storey car parks. Private car parks (white box) are used by the public, rail passengers and customers of the retail units. There is some on-street parking, but many of the streets have restrictions that prevent parking or apply a time limit.

Figure 1 – Grantham Town Centre



- 2.1.4 Stamford is an historic town located at the south west boundary of the district and of Lincolnshire, close to the boundaries with Rutland, Cambridgeshire and Northamptonshire. The town centre retains its historic layout and road network with recent development situated largely outside of the centre.
- 2.1.5 Most of the town, including the main retail centre is north of the river while the railway station, some historic streets, new developments, and Burghley House are to the south. Access to the A1 is provided to the north, south and west of the town and housing growth is planned at the northern edge.
- 2.1.6 Stamford town centre and car parks are shown in **Figure 2**. All public car parks are provided by SKDC. These are all surface level car parks, and they include four small car parks and two large. The railway station has a dedicated car park, and a new school car park has recently been built adjacent to the Cattlemarket car park.
- 2.1.7 There is a significant amount of on-street parking in the town centre but no private car parks for public use. Bath Row includes a small car park, a row of Pay and Display bays and time-limited on-street parking.

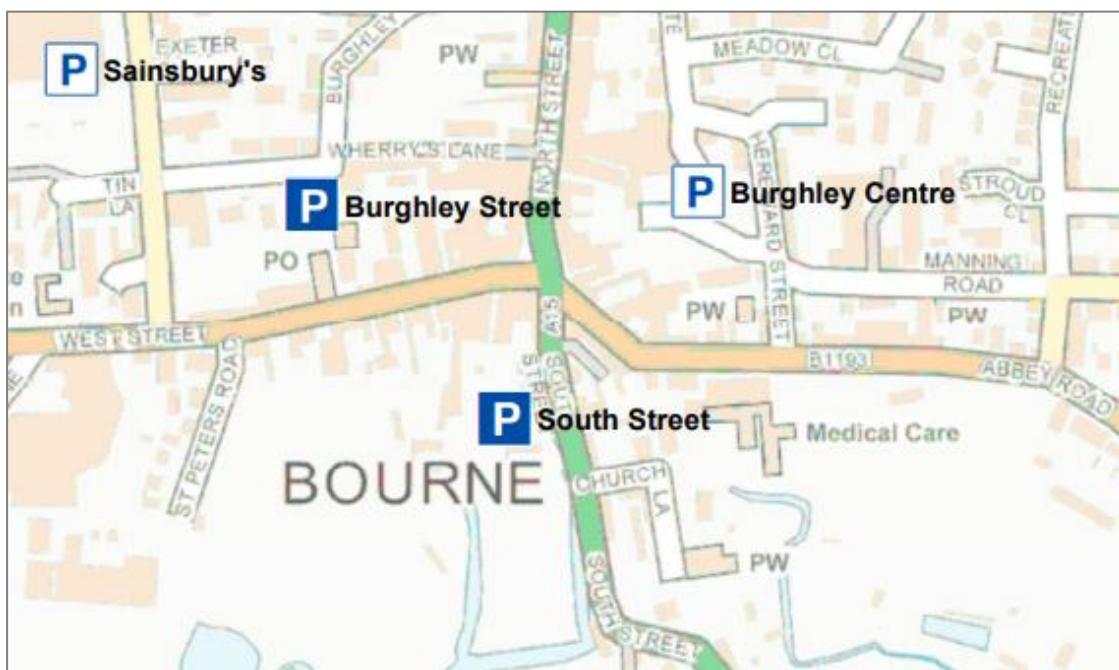
Figure 2 – Stamford Town Centre



2.1.8 Bourne is a market town located in the south east of the district and is bisected by the A15. The historic town centre includes a traditional streetscape alongside some large retail units and green spaces. Commercial development and employment is concentrated on the east side of the town and further housing and employment development is proposed in the Local Plan.

2.1.9 Bourne town centre and car parks are shown in **Figure 3**. Two small car parks are provided by SKDC close to the centre, while large car parks are provided by Sainsburys and the Burghley Centre within walking distance of the town centre.

Figure 3 – Bourne Town Centre



2.1.10 Market Deeping is the largest of a group of adjoining settlements known as the Deepings, located at the southern boundary of the district and the county, close to the edge of Peterborough. The town is laid out on a grid system with an historic centre and an adjacent, modern retail centre. New development is proposed to the east of the town.

2.1.11 Market Deeping town centre and car parks are shown in **Figure 4**. No car parks are provided within the town centre by SKDC, but large car parks are provided at Tesco and the Deeping Centre/The Precincts. Some on-street parking is available close to the town centre, particularly in The Square and High Street.

Figure 4 – Market Deeping Town Centre



2.2 PUBLIC CAR PARKS

2.2.1 Details of the town centre car parks shown on the previous plans are presented in **Table 1**.

Table 1 – Town Centre Car Parks

Location	Car Park	Capacity (surveyed spaces)
Grantham	Conduit Lane	47
	Guildhall Street	88
	Watergate	100
	Welham Street	328
	Wharf Road Long Stay	240
	Sub-Total	803
Stamford	Bath Row P&D	84
	Cattlemarket	288
	North Street	103
	Scotgate	67
	St. Leonards St.	34
	Wharf Road	238
	Sub-Total	814

Bourne	Burghley Street	62
	Burghley Street Permits	38
	Burghley Centre	145
	South Street	66
	Sub-Total	320
Market Deeping	Halfleet	24
	Deeping Centre	143
	The Precincts	107
	Sub-Total	274

2.2.2 Stamford and Grantham have a similar number of off-street public parking spaces. Welham Street and Wharf Road in Grantham are multi-storey car parks while all other car parks are surface level.

2.2.3 Grantham also has privately-operated public car parks (e.g. Greenwood's Row) and large retail units within the town centre (e.g. Morrisons / Isaac Newton centre). These are customer car parks, but they also perform a town centre parking function. Approximately 10 spaces in the Watergate car park were unavailable for use at the time of the surveys.

2.2.4 There are no significant private car parks in the centre of Stamford but there are large privately-run public car parks in the centres of Bourne and Market Deeping are operated by the Burghley shopping centre and the Community Centre.

2.3 PARKING CHARGES

2.3.1 Charges are levied for the car parks in Grantham and Stamford while the SKDC car parks in Bourne and Market Deeping are free to use. The current charges are presented in **Table 2**.

Table 2 – South Kesteven Charging Tariff

Time Period (up to)	30 Mins	1Hr	2Hr	3Hr	4Hr	6Hr	All Day
Grantham							
Guildhall Street, Watergate	90p	£1.20	£1.90	£2.50	£4.10		£5.30
Wharf Road	90p	£1.20	£1.90	£2.50	£8.00		£10.40
Conduit Lane				£2.50	£3.40		£4.10
Welham Street				£1.20	£1.70	£3.20	£10.40
Stamford							
North Street, Bath Row, Scotgate, St. Leonards St.	£1.00	£1.30	£2.00	£2.60	£4.20		£5.40
Wharf Road, Cattlemarket				£2.60	£3.50		£4.20

- 2.3.2 Charges apply between the hours of 8am and 6pm in all car parks, from Monday to Saturday. Sundays and Bank Holidays are currently free. The maximum period of parking is 10 hours, so that parking is permitted overnight but the 10 hours maximum is a constraint on how residents can use the car parks for overnight parking. Blue Badge holders are permitted to use the dedicated spaces or the standard spaces free of charge. Payment by app is available at all car parks through the RingGo mobile app.
- 2.3.3 Some car parks provide a long stay function by offering a relatively low tariff for all day parking and no reductions for short stay. These are located on the edges of the town centres e.g. Conduit Lane in Grantham and Wharf Road and Cattlemarket in Stamford. Welham Street is a new multi-storey car park that has a very low tariff for short stay but a high charge for stays longer than 6 hours.
- 2.3.4 Greenwoods Row is a private car park in the centre of Grantham that offers a lower tariff than the adjacent SKDC Conduit Lane car park and is therefore very popular. Grantham Estates on Elmer Street North provides a Saturday-only public car park.

2.4 CAR PARK FACILITIES AND CONDITION

- 2.4.1 During the site visits an audit of the existing infrastructure was undertaken to record what is provided on-site and highlight any issues that exist. A summary of the audit results is presented in **Appendix A**.
- 2.4.2 Most car parks are standard surface level with marked bays and Pay and Display ticket machines. Direction signing is provided to most and all have signs explaining the time limits, regulations, and charges. All have streetlights inside the car park or on the adjacent street and some have CCTV. Cycle and motorcycle parking are provided in many car parks, and most have disabled parking bays in accessible locations.
- 2.4.3 Some Electric Vehicle (EV) charging bays are provided by SKDC in the car parks at Welham Street in Grantham, North Street in Stamford, the Community Centre in Market Deeping, and Burghley Street in Bourne. Privately operated EV charging bays are also provided.
- 2.4.4 The condition of the Wharf Road multi-storey has deteriorated in recent years, and it is not a very attractive environment for users. By contrast, the Welham Street multi-storey is relatively new and is in good condition.

2.5 SURVEYS OF EXISTING PARKING

- 2.5.1 Occupancy surveys were carried out on Friday 3rd November and Saturday 4th November 2023. These show how busy the car parks were during the busiest days of a typical week (i.e. not a school holiday period). Beat surveys were used to provide an hourly figure for car park occupancy in Grantham and Stamford. Bourne and Market Deeping were surveyed during the Friday lunchtime peak.
- 2.5.2 The surveys were held on market days in Grantham (Saturday) and Stamford (Friday). This is particularly significant in Stamford because the market is held in Broad Street, which has a large amount of on-street parking on non-market days, so that Friday is a worst-case scenario in terms of increased demand and reduced parking spaces.
- 2.5.3 The number of bays and vehicles includes disabled parking bays and standard bays. In many cases some of the remaining vacant spaces are restricted for Blue Badge holders only.
- 2.5.4 A search of local events was undertaken to ensure that the surveys were not being undertaken on atypical days. It is recognised that there are always some events happening in an area on any particular day, but dates were found when there were no major events that would invalidate the surveys.
- 2.5.5 The results show how many vehicles were parked at hourly intervals and how full the car parks were during the surveys. Occupancy above 85% is considered as being at-capacity because this is recognised by the Chartered Institution of Highways and Transportation and the British Parking Association as the level at which it becomes difficult for drivers to find the remaining spaces and to manoeuvre in, out and around the car park.

2.6 GRANTHAM CAR PARK SURVEYS

2.6.1 The results of the Grantham surveys are presented in the following tables.

Table 3 – Grantham Car Park Survey – Friday 3rd November 2023

Car Park	Bays	Parked Vehicles					
		10-11	11-12	12-1	1-2	2-3	3-4
Conduit Lane	47	33	32	37	42	39	31
Guildhall Street	88	82	85	86	88	85	66
Watergate	100	34	77	67	62	61	57
Welham Street	328	84	79	88	76	74	50
Wharf Road	240	66	47	52	59	54	44
SKDC Total	803	299	320	330	327	313	248
Morrisons	243	235	238	223	209	221	171
Total	1046	534	558	553	536	534	419

Table 4 – Grantham Car Park Occupancy – Friday 3rd November 2023

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Conduit Lane	70%	68%	79%	89%	83%	66%
Guildhall Street	93%	97%	98%	100%	97%	75%
Watergate	34%	77%	67%	62%	61%	57%
Welham Street	26%	24%	27%	23%	23%	15%
Wharf Road	28%	20%	22%	25%	23%	18%
SKDC Total	37%	40%	41%	41%	39%	31%
Morrisons	97%	98%	92%	86%	91%	70%
Total	51%	53%	53%	51%	51%	40%

2.6.2 The results of the Friday survey show that occupancy was generally low in SKDC car parks but the free, private car park at the Isaac Newton Centre (Morrisons) was very busy, especially in the morning. The largest car parks at the Wharf Road and Welham Street multi-storeys had low levels of occupancy.

Table 5 – Grantham Car Park Survey – Saturday 4th November 2023

Car Park	Bays	Parked Vehicles					
		10-11	11-12	12-1	1-2	2-3	3-4
Conduit Lane	47	13	18	23	17	11	9
Guildhall Street	88	86	88	79	76	72	69
Watergate	100	90	90	90	85	67	56
Welham Street	328	68	70	69	68	66	53
Wharf Road	240	66	62	65	46	38	34
SKDC Total	803	323	328	326	292	254	221
Morrisons	243	240	243	239	236	226	198
Total	1046	563	571	565	528	480	419

Table 6 – Grantham Car Park Occupancy – Saturday 4th November 2023

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Conduit Lane	28%	38%	49%	36%	23%	19%
Guildhall Street	98%	100%	90%	86%	82%	78%
Watergate	90%	90%	90%	85%	67%	56%
Welham Street	21%	21%	21%	21%	20%	16%
Wharf Road	28%	26%	27%	19%	16%	14%
SKDC Total	40%	41%	41%	36%	32%	28%
Morrisons	99%	100%	98%	97%	93%	81%
Total	54%	55%	54%	50%	46%	40%

2.6.3 The results of the Saturday survey in Grantham show that occupancy was similarly low across the SKDC car parks as a whole, but there were differences from the Friday usage in specific car parks. Watergate was used more than on Friday, but Conduit Lane was used less. The Morrisons / Isaac Newton Centre customer car park was fully occupied for a long period of the day.

2.6.4 The weather was particularly poor during the morning of the Saturday survey which may have affected the results and the occupancy may be higher on a dry Saturday.

2.7 STAMFORD CAR PARK SURVEYS

2.7.1 The results of the Stamford surveys are presented in the following tables.

Table 7 – Stamford Car Park Survey – Friday 3rd November 2023

Car Park	Bays	Parked Vehicles					
		10-11	11-12	12-1	1-2	2-3	3-4
Cattlemarket	288	69	233	261	288	158	125
Bath Row	84	81	85	84	82	76	80
North Street	103	101	102	100	97	92	93
Scotgate	67	55	65	64	58	54	55
St. Leonards St.	34	32	34	34	34	27	21
Wharf Road	238	174	230	231	228	169	116
Total Car Parks	814	512	749	774	787	576	490

Table 8 – Stamford Car Park Occupancy – Friday 3rd November 2023

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Cattlemarket	24%	81%	91%	100%	55%	43%
Bath Row	96%	101%	100%	98%	90%	95%
North Street	98%	99%	97%	94%	89%	90%
Scotgate	82%	97%	96%	87%	81%	82%
St. Leonards St.	94%	100%	100%	100%	79%	62%
Wharf Road	73%	97%	97%	96%	71%	49%
Total	63%	92%	95%	97%	71%	60%

2.7.2 The results of the Friday survey show that occupancy was high in all car parks until it began to fall from 2pm onwards. There were very few available spaces during the midday peak. The small car parks were effectively full from 10am onwards while the larger, long stay car parks filled up later as more visitors arrived.

2.7.3 In addition to the car parks, on-street parking was also recorded at Bath Row. There are 102 free, time restricted parking spaces and these were full for the whole day on Friday. Drivers were observed circulating the area waiting for a space to become available and parking outside the marked bays. There was no parking in Broad Street because of the large street market.

Table 9 – Stamford Car Park Survey – Saturday 4th November 2023

Car Park	Bays	Parked Vehicles					
		10-11	11-12	12-1	1-2	2-3	3-4
Cattlemarket	288	42	88	122	167	169	133
Bath Row	84	62	78	83	83	81	80
North Street	103	84	100	102	98	94	84
Scotgate	67	41	48	63	63	62	59
St. Leonards St.	34	24	32	30	31	32	23
Wharf Road	238	129	153	173	192	211	172
Total Car Parks	814	382	499	573	634	649	551

Table 10 – Stamford Car Park Occupancy – Saturday 4th November 2023

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Cattlemarket	15%	31%	42%	58%	59%	46%
Bath Row	74%	93%	99%	99%	96%	95%
North Street	82%	97%	99%	95%	91%	82%
Scotgate	61%	72%	94%	94%	93%	88%
St. Leonards St.	71%	94%	88%	91%	94%	68%
Wharf Road	54%	64%	73%	81%	89%	72%
Total	47%	61%	70%	78%	80%	68%

2.7.4 On Saturday the occupancy was lower, and the peak was later in the day. There was heavy rain on the morning of the survey which might have reduced and delayed the peak of demand until later in the afternoon. There was plenty of available space in the Cattlemarket all day, the smaller car parks were almost full all day and Wharf Road filled up for an hour in the early afternoon.

2.7.5 The Bath Row on-street spaces were full for the whole day on Saturday and the 105 spaces in Broad Street were available to use and these were virtually full for the whole day.

2.8 BOURNE CAR PARK SURVEY

2.8.1 The results of the snapshot survey are presented in the following table.

Table 11 – Bourne Car Park Occupancy – Midday, Friday 3rd November 2023

Car Park	Bays	Parked Vehicles	Occupancy
Burghley Street	62	60	97%
Burghley Street Permit	38	32	84%
South Street	75	72	96%
Burghley Centre	145	118	81%
Total Car Parks	320	282	88%

2.8.2 The results show that the car parks were very well used at the time of the survey. There was a limited amount of spare capacity in the Burghley Centre. There is a strong likelihood that there are busier times of the week or year when the occupancy levels would be even higher.

2.9 MARKET DEEPING CAR PARK SURVEY

2.9.1 The results of the snapshot survey are presented in the following table.

Table 12 – Market Deeping Car Park Occupancy – Midday, Friday 3rd November 2023

Car Park	Bays	Parked Vehicles	Occupancy
The Square	24	24	100%
Deeping Centre	143	119	83%
Halfleet	24	16	67%
The Precincts	107	20	19%
Total Car Parks	274	179	60%

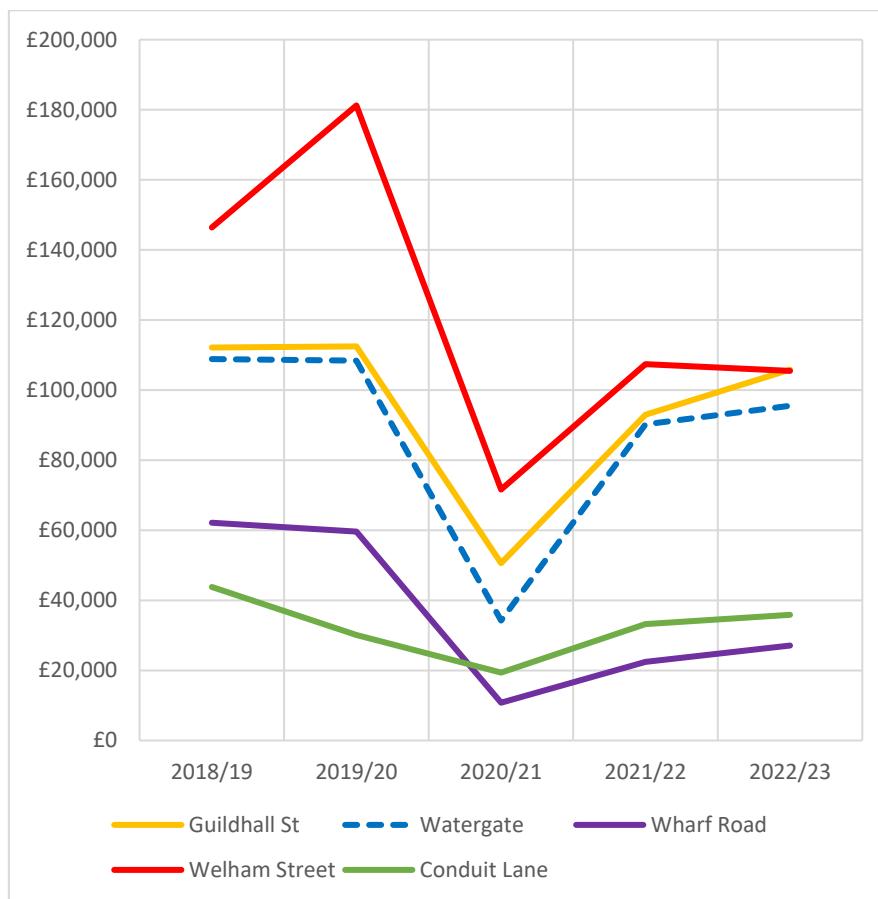
2.9.2 The results show that the short stay car parks closest to the town centre had high levels of occupancy but there was plenty of available space in the private car parks within a short distance. Again, there is a strong likelihood that there are even busier times of the week or year when the occupancy levels would be higher.

2.10 TICKET SALES DATA

2.10.1 Ticket sales data has been made available for different time periods in Grantham and Stamford. These show how monthly ticket sales have changed between 2018 and 2023 along with a detailed breakdown of typical ticket sales at the time of the occupancy surveys in 2023.

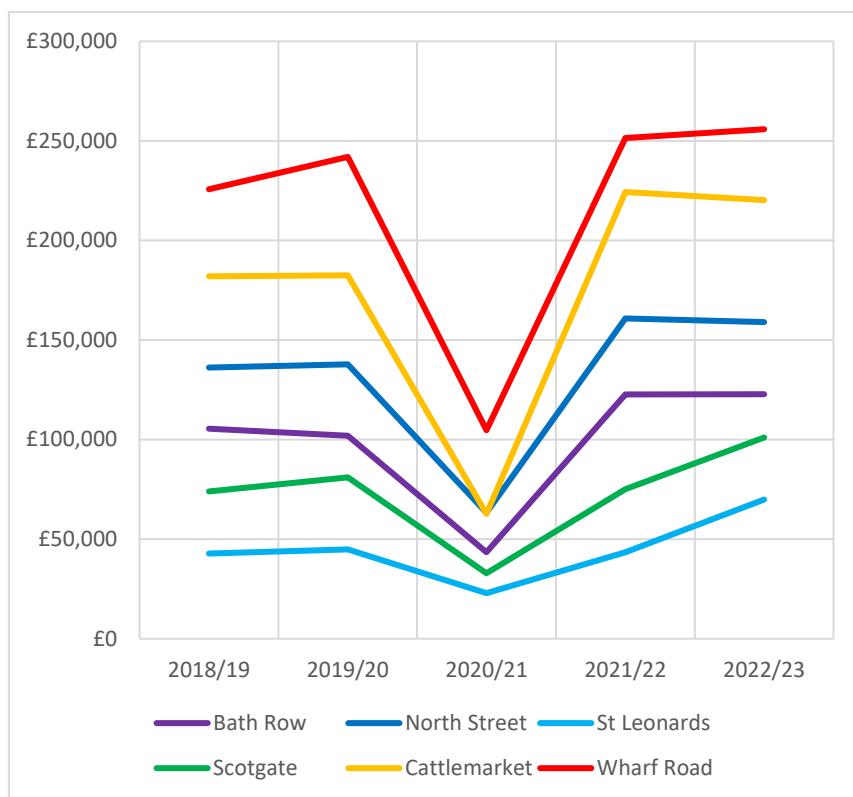
2.10.2 **Figure 5** shows how annual income has fluctuated from Grantham car parks over the last five years, from pre-COVID-19 up to the most recent complete year (2022/23).

Figure 5 – Annual Car Park Income - Grantham (2018/19 - 2022/23)

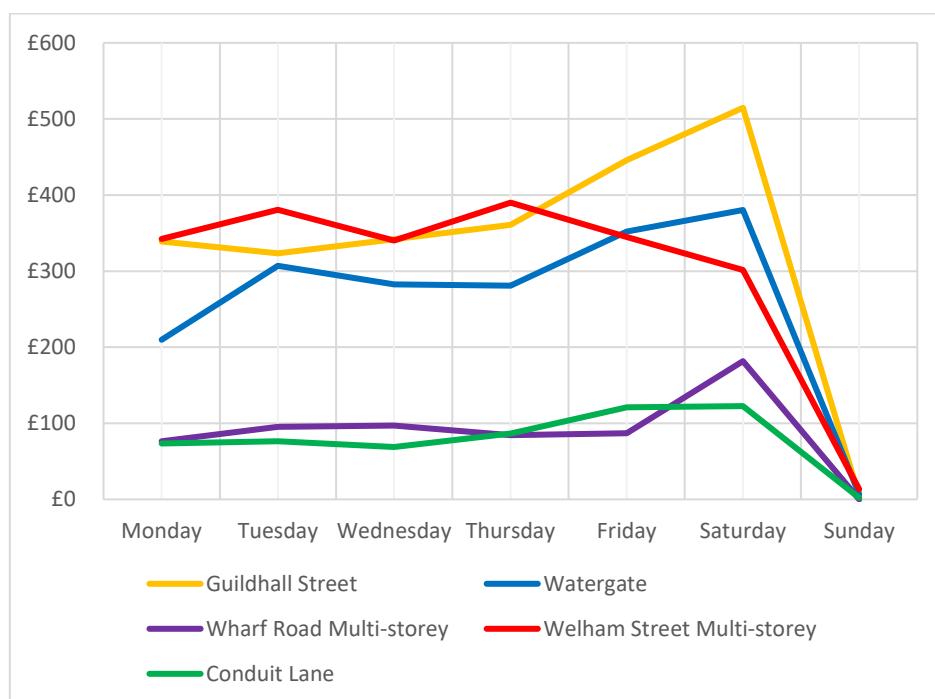


2.10.3 The chart shows how car park income declined during 2020/21 when the Covid-19 restrictions were at their height and how it has recovered in the two full years since then. It also shows that income in the Welham Street and Wharf Road multi-storey car parks has not recovered to pre-pandemic levels, unlike the smaller car parks.

2.10.4 **Figure 6** shows the annual income from Stamford car parks. All car parks are now generating significantly more income than pre-Covid-19. This is generated by more ticket sales and a slightly increased tariff.

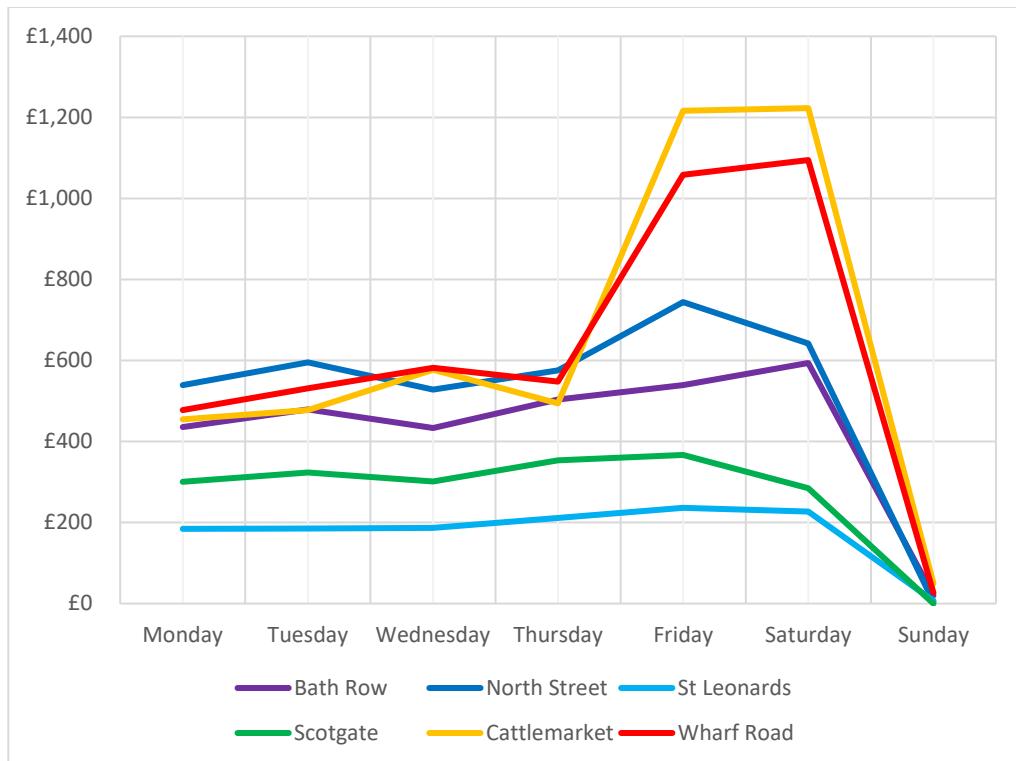
Figure 6 – Annual Car Park Income - Stamford (2018/19 - 2022/23)

2.10.5 **Figure 7** shows how many tickets were sold during each day of a typical week in 2023 in Grantham. Guildhall Street and Wharf Road are busiest on Saturdays but the variation between days in the other car parks is smaller.

Figure 7 – Daily Ticket Sales - Grantham (23-29 October 2023)

2.10.6 **Figure 8** shows how many tickets were sold during each day of a typical week in 2023 in Stamford. Friday and Saturday are particularly busy in the long stay car parks while the other car parks are more consistent across the week.

Figure 8 – Daily Ticket Sales - Stamford (23-29 October 2023)



2.10.7 **Table 13** shows the proportion of ticket sales in each time band of the tariff in 2022/23 in each car park. It shows how the car parks are being used.

2.10.8 Most Grantham short stay users stay for 3 hours or less but in Stamford there is a larger proportion of long stay within the short stay car parks. This reduces capacity and turnover. The 4-hour stay is not very common in short stay car parks.

2.10.9 Most users of long stay car parks stay for 3 hours or less and smaller proportions stay for 4 hours or all day. There are small proportions of long stay parking in Grantham, except in Conduit Lane.

Table 13 – Ticket Sales by Tariff (2022/23)

	30 Mins	1Hr	2Hr	3Hr	4Hr	6Hr	All Day
Short Stay							
Guildhall St Grantham	17%	28%	32%	16%	3%	-	4%
Watergate Grantham	14%	24%	30%	19%	5%	-	8%
Wharf Rd Grantham	8%	20%	32%	38%	1%	-	1%
North St Stamford	10%	14%	32%	21%	6%	-	17%
St Leonards Stamford	11%	17%	31%	20%	6%	-	15%
Bath Row Stamford	8%	12%	30%	25%	6%	-	19%
Scotgate Stamford	9%	14%	29%	21%	7%	-	20%
Long Stay							
Conduit Ln Grantham	-	-	-	47%	10%	-	43%
Welham Street	-	-	-	65%	26%	8%	1%
Cattlemarket Stamford	-	-	-	56%	22%	-	22%
Wharf Rd Stamford	-	-	-	60%	16%	-	24%

2.10.10 SKDC has analysed ticket sales and calculated the turnover of each parking space (i.e. how many times it is used each day). **Table 14** presents the results of this analysis taken from the SKDC Finance and Economic Overview and Scrutiny Committee report (28/11/23).

2.10.11 It shows that the short stay car parks have a turnover of approximately two cars per day, except for Wharf Road, Grantham. The long stay are lower, with each space being used once per day or less, on average. Within this average, the most convenient spaces will be used multiple times while the spaces further away may not be used at all.

Table 14 – Turnover of Parking Spaces (2022/23)

	Average Turnover of Spaces per day
Short Stay	
Guildhall St Grantham	2.40
Watergate Grantham	1.67
Wharf Rd Grantham	0.17
North St Stamford	2.28
St Leonards Stamford	2.38
Bath Row Stamford	1.75
Scotgate Stamford	2.12
Long Stay	
Conduit Ln Grantham	0.71
Welham Street	0.62
Cattlemarket Stamford	0.82
Wharf Rd Stamford	1.12

2.11 SEASON TICKETS

2.11.1 Season tickets are available for the long stay car parks in Grantham (Welham Street and Conduit Lane) and Stamford (Cattlemarket and Wharf Road) for periods of three months or six months. Weekday (Mon-Fri) tickets and Mon-Sat tickets are available. The current costs are presented in the following table.

Table 15 – Season Ticket Prices

Period	Days	Grantham	Stamford
3 Months	Mon-Fri	£135	£140
	Mon-Sun	£159	£165
6 Months	Mon-Fri	£258	£265
	Mon-Sun	£309	£315

2.11.2 If four permits are purchased another one will be provided free of charge. These prices represent excellent value for money if they are used on most days. The use of season tickets makes it difficult to compare ticket sales with occupancy surveys because their use is not quantified by the ticket system and permit holders can come and go as they wish. It has therefore not been possible to quantify how these tickets are being used on the ground.

3 FORECASTS OF CHANGE

3.1 CHANGE IN PARKING DEMAND

3.1.1 The situation with regards to parking will change in the future and the provision of parking services will need to be proactive in preparing for change. The previous chapter quantified the current patterns of parking, and it is now necessary to make forecasts about how the parking demand and the supply of spaces is likely to change in the future. This will inform decisions about parking and land use with the aim of avoiding an oversupply or undersupply of parking spaces.

3.1.2 There are many variables that affect the demand and supply of parking, including:

- Growth in the Local Plan area and the wider region (housing, employment, and traffic)
- Changes in the number of parking spaces; public, private and residential.
- Economic changes in town centres (retail, leisure, and employment)
- Vehicle technology changes
- Information and payment technology
- Internet shopping and working practices
- Vehicle taxation and fuel costs
- Modal shift
- Charging tariffs and the availability of spaces
- Changes in behaviour in response to COVID-19

3.1.3 Many of these factors are outside the control of SKDC and/or difficult to quantify but the Council still has an important role in helping to influence travel and parking behaviour and respond to the impacts of other changes.

3.2 NEW DEVELOPMENTS AND SCHEMES

3.2.1 A key factor in changing demand for parking is local growth, in terms of new housing and employment. Growth is expected in the towns that form part of this study and this will impact on the demand for town centre parking. Specific developments of note include:

- Grantham Housing (Local Plan references GR3-H1, H2, H3 and H4)
- Grantham Retail Outlet Villages
- Grantham Southern Bypass
- Stamford Housing at Barnack Road and Stamford North
- Expansion of the Cattlemarket car park by 100+ spaces

- 3.2.2 These are selected, specific schemes but there will be many more new developments and land use changes that impact on the demand for town centre parking. New housing will increase the demand in a proportional way but proposals such as the new bypass and the two proposed retail outlet villages will have more specific impacts.
- 3.2.3 The Grantham Designer Outlet Village is now expected to open in 2024, close to the junction of the A1 and the Grantham Southern Bypass. A second outlet village is proposed at the site of the existing Downtown superstore at the junction of the A1 and B1174, north of Grantham. These schemes will draw in customers from a wide geographical area but are also likely to have an impact on the retail centres of Grantham and Stamford by attracting local customers.
- 3.2.4 The Grantham Southern Bypass is a phased project that is partially constructed and expected to be fully complete in 2025. The impacts of the scheme on parking are difficult to forecast. Traffic reduction in the town centre will make it a more pleasant environment to work, live and visit, but a reduction in through traffic could reduce parking demand.
- 3.2.5 The Cattlemarket car park in Stamford is expected to expand by approximately 100 spaces. This will provide extra capacity to meet existing and future demand and generate additional income for SKDC. It will also attract additional traffic to the site.

3.3 TECHNOLOGY CHANGE

- 3.3.1 Changes in vehicle specification and technology are likely to have an impact on the demand for parking. This includes simple factors such as the increased size of vehicles requiring more space, to more complex changes like the increased use of electric vehicles and, in the longer term, autonomous vehicles.
- 3.3.2 The average size of vehicles has increased in recent years with the growth of the SUV market. This means that many car parks with smaller bays are difficult to use for some people and it is possible that the size of parking spaces will have to be increased in the future. This would reduce the number of spaces available.
- 3.3.3 Electric vehicles require bays to be converted to provide EV charging, as has already begun to be implemented in the district. The number of EV bays will increase over time, but this may impact on the number of bays available for general parking.
- 3.3.4 Longer-term, the emergence of new driverless technology has the potential to have a transformational effect on the scale and location of both short and long stay parking activity. Whilst the advent of fully automated, driverless cars remains some time away,

some driverless functions are likely to be fitted as standard to the next generation of vehicles and well within the medium-term planning horizon.

3.3.5 This study does not propose policies that address the opportunities provided by driverless technology, but it is worth acknowledging that a rapid uptake of this technology would have significant implications for transport systems in the future, including the demand for parking and methods of providing it.

3.4 FORECASTS OF DEMAND GROWTH

3.4.1 Population and economic growth in the area and changes in travel behaviour will impact on the demand for town centre parking. Forecast changes in traffic are provided by the Department for Transport (DfT) and these have been used as a proxy for the change in parking demand to ensure that all the factors are given the right amount of significance.

3.4.2 A software program produced by the DfT called TEMPro provides traffic growth factors for each area of the country. It is based on a national model of trips derived from planned future development detailed in adopted Local Plans and combined with regional and national trends in travel behaviour. The current version of TEMPro (8.1) has been used to provide a forecast of expected traffic growth in South Kesteven.

3.4.3 Growth factors for the period 2023-2028 have been obtained from the TEMPro database using the areas 'South Kesteven 003 and 015' to define the local area (the Middle Super Output Areas covering Grantham and Stamford).

3.4.4 The resulting TEMPro growth factors from 2023 to the 2028 assessment year are presented in **Table 16**. The factor is an average of the AM and PM peak periods, and it predicts traffic growth of approximately 1% per year in Grantham and slightly less in Stamford.

Table 16 – TEMPRO Traffic Growth Factors (2023-2028)

	TEMPO Factors
Grantham	1.048 (4.8%)
Stamford	1.039 (3.9%)

3.5 FUTURE CAR PARK OCCUPANCY

3.5.1 If the growth factors presented in the preceding section are applied to the latest surveys of car park occupancy it shows where the remaining capacity is expected to be in the future assessment year of 2028, assuming there is no change in the number of parking spaces. **Table 17** shows the results for the busiest day in Grantham and **Table 18** shows that for Stamford.

Table 17 – Forecast Grantham Car Park Occupancy – Saturday in November 2028

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Conduit Lane	29%	40%	51%	37%	24%	20%
Guildhall Street	101%	104%	93%	90%	85%	81%
Watergate	93%	93%	93%	88%	69%	58%
Welham Street	21%	22%	22%	21%	21%	17%
Wharf Road	29%	27%	28%	20%	16%	15%
SKDC Total	42%	42%	42%	38%	33%	29%
Morrisons	102%	104%	102%	101%	96%	84%
Total	56%	57%	56%	52%	48%	42%

3.5.2 The forecasts show that by 2028 there will still be an excess of vacant parking spaces in Grantham, but certain car parks will exceed capacity. Some people will relocate to park in different car parks where it is easier to find a space, provided that the charges are not prohibitive. This could be to another Pay and Display car park or an alternative free car park. Conduit Lane would be a suitable alternative for many short stay visits.

Table 18 – Forecast Stamford Car Park Occupancy – Friday in November 2028

Car Park	Car Park Occupancy (%)					
	10-11	11-12	12-1	1-2	2-3	3-4
Cattlemarket	25%	83%	93%	103%	57%	45%
Bath Row	99%	104%	103%	101%	93%	98%
North Street	101%	102%	100%	97%	92%	93%
Scotgate	85%	100%	98%	89%	83%	85%
St. Leonards St.	97%	103%	103%	103%	82%	64%
Wharf Road	75%	100%	100%	99%	73%	50%
Total	65%	95%	98%	100%	73%	62%

3.5.3 The situation in Stamford is expected to worsen in relation to capacity. Demand in some car parks is forecast to be over 100% of capacity and these users would have few alternative spaces to switch to during the busiest times of day. In this situation the options available to users would be to:

- Park further from the town centre, either on-street or in alternative car parks
- Cancel their visit to Stamford
- Go to an alternative town or destination
- Use non-car modes of travel
- Visit Stamford on different days or at different times of day

3.5.4 These responses have different levels of likelihood and impacts on the town. Outcomes where people visit less often would be negative, parking further from the town centre could have negative impacts on local residents and represent lost income for SKDC. Changing mode could have positive impacts in terms of congestion, noise, and air quality but some people may resent being 'forced' to use other modes. Modal shift does happen in many other towns and cities, but good quality alternative travel modes must be in place.

3.5.5 There is a proposal to expand the Cattlemarket car park by 100+ spaces. This would relieve the parking pressure in the short term by reducing the occupancy level down to approximately 90% across the town centre as a whole.

3.5.6 In Bourne the forecast growth in parking demand would further increase the pressure on the car parks that are already at or close to capacity at busy times. In Market Deeping there would still be plenty of spare capacity, located mainly in The Precincts car park.

3.5.7 The forecasts suggest that the current facilities and parking demand will result in some capacity shortfalls and excesses in the future and steps need to be taken now to better manage town centre parking.

3.6 SUMMARY OF PARKING ISSUES

3.6.1 The evidence base has highlighted various issues with regards to parking in the four towns in South Kesteven. These include some distinct parking issues as well as relationships with traffic, economy, environment, public realm, land use, heritage, sustainable transport, and Council operations/budget.

3.6.2 Using the evidence base the issues can be summarised as follows:

- There is excess parking capacity in Grantham in the public car parks while demand exceeds the available capacity in the Morrisons free customer car park.
- There is a lack of available space at peak times in all car parks in Stamford.
- On-street parking spaces in the town centres are very well used and it is difficult to find a space during the busy periods of day.
- Traffic congestion in Stamford makes it more difficult to find the remaining parking spaces, which in turn adds to the congestion.
- Public parking in Bourne and Market Deeping is limited compared with the number of spaces provided by private operators and on-street parking. Bourne car parks are approaching capacity at busy times but there is ample space in Market Deeping.
- Issues with the payment machines can cause significant queues at many times in different car parks. Some payment machines do not have level access.
- There are inconsistent parking charges in Grantham, Stamford, Bourne and Market Deeping.
- Most car parks are in good or reasonable condition. A small number would benefit from some maintenance or improvement, e.g. St. Leonards Street and Wharf Road multi-storey. Some car parks could benefit from new infrastructure, including waste bins, direction signs for drivers and pedestrians, information boards, cycle and motorcycle parking spaces, Parent and Child spaces and CCTV.
- The demand for electric vehicle charging facilities will inevitably increase and more parking spaces will need to be converted for this purpose.

4 ASSESSMENT OF POTENTIAL PARKING SOLUTIONS

4.1 INTRODUCTION

4.1.1 A wide range of policy and operational tools exist to improve the provision of parking that supports town centre initiatives and growth. These potential interventions have been assessed on an independent basis without any pre-conceptions and all possibilities have been considered. An assessment of the impacts of these measures and their appropriateness to South Kesteven is presented in this section. The types of potential measures are presented in **Table 19**.

Table 19 – Potential Parking Measures

	Parking Measures
1	Car Park Capacity
2	Charging Tariff
3	Sustainable Transport and Travel Behaviour
4	Parking Equipment and Infrastructure

4.1.2 The potential measures have been assessed to demonstrate their likely effects in the context of the towns and parking operations. Many of the measures are related, for instance the availability of parking spaces has a direct relationship with demand and other factors also affect demand, so these factors have been considered together. This section brings together elements of these measures into a package of recommended actions.

4.2 CAPACITY IN STAMFORD

- 4.2.1 The parking survey data has highlighted a lack of available car park capacity in Stamford and the forecast indicates that this will get worse as traffic and parking grow in the future. There is little or no spare capacity in Stamford during the busiest periods on market days and the short stay car parks are also at capacity on Saturdays. The surveys are unlikely to have been the highest level of occupancy during the year, so some days are likely to be even busier than those observed.
- 4.2.2 Current occupancy is up to 97% with only a few spaces remaining in the town centre. This makes it difficult for visitors to find spaces in the town without having to drive around different car parks and across the busy river bridge. This problem is made worse by the weekly Market which increases demand as well as occupying a major parking area on Broad Street. On-street parking in the town centre is also fully occupied. The level of actual parking demand is likely to be well over 100% and the excess vehicles are parked on-street either in the town centre or on the fringes of it.
- 4.2.3 Saturday occupancy is between 80%-90% which is approaching the operational maximum beyond which it becomes difficult to find a space. The smaller, short stay car parks are effectively full for long periods and drivers circulate the car parks seeking or waiting for a space to become available.
- 4.2.4 The forecasts for the year 2028 suggest that occupancy will be well over 100% and even more parking will be displaced to other locations, probably on-street. Eventually the lack of available parking space and the associated traffic issues will impact on the attractiveness of the town for visitors, residents, and businesses.
- 4.2.5 One solution is to provide more parking spaces in Stamford. SKDC is already progressing such a proposal and 100+ additional spaces are likely to be provided on vacant land adjacent to the Cattlemarket car park, increasing its capacity to approximately 400 spaces.
- 4.2.6 When this is provided, the occupancy of that car park will be reduced and the average across the town would also reduce, assuming that the extra capacity is not just absorbed by new visitor trips. The additional spaces should relieve pressure on the other car parks and on-street parking if people transfer to the Cattlemarket car park.
- 4.2.7 If overall car park demand remains the same, the 100 extra spaces may not generate additional income. However, vehicles that currently park for free are transferred into the Pay and Display car parks and if more visitors are attracted to the town, then extra revenue

would be generated. The current difficulty of finding a parking space at busy times may be deterring some people from visiting by car, or visiting at all, so the additional spaces could help to meet the suppressed demand that exists.

4.2.8 Car park capacity is the largest issue during the Friday market day peak period, so the new spaces might only be required on that day and during other very busy periods such as Christmas or other special events. If the spaces are only used on Fridays, they would not generate as much income per space as the existing car park but would still provide relief during that short peak period. Measures to remove long stay parking from other car parks and encourage on-street parking to use the car parks are also likely to increase the use of Cattlemarket.

4.2.9 To achieve an average car park occupancy across the town of 85% during the busiest day (the recommended maximum) would require a further 60 spaces. This assumes that all other factors remain unchanged. Changes to the charging tariff or on-street time limits, for instance could also influence overall occupancy so the package of measures has to be considered as a whole.

4.2.10 Providing additional capacity will help to relieve the problem but it could also have negative consequences for traffic growth, air quality, noise, and policies to encourage sustainable transport. By providing more capacity it could encourage more people to drive into the town who currently visit at quieter times or use sustainable modes. This needs to be factored into the decision-making process.

Key Actions – Capacity in Stamford

- Develop a business case that gives consideration to the provision of additional long stay parking capacity at the Cattlemarket, up to 100 spaces.
- A small amount of additional capacity may be required in the future to reduce the maximum occupancy to 85% across the town centre, even after the new spaces are provided at the Cattlemarket.
- Reduce or remove long stay parking from the small, central car parks where space is at a premium (i.e. Scotgate, Bath Row and North Street) by adjusting the tariff or by restricting the duration of stay available. This will increase the turnover of spaces and short-stay capacity.

4.3 CAPACITY IN GRANTHAM

4.3.1 The survey data has identified an excess of parking supply in Grantham, even during the busiest times. The maximum occupancy in the SKDC car parks as a whole was 41% and the lowest levels of use were in the Wharf Road multi-storey which had a maximum occupancy of just 28%. Although still low, this is a significant increase in occupancy compared with the survey data collected in 2021.

4.3.2 The free shopper's car park on the ground floor of Wharf Road is very busy with all spaces occupied at the busiest times and many of the nearby private car parks are very well used.

4.3.3 The low level of use in SKDC car parks means they are not generating sufficient revenue to meet ongoing management and maintenance costs. It also means there is a lack of incentive to use sustainable modes of travel, because there is always plenty of parking available. If more users cannot be attracted to these poorly used car parks the land should be redeveloped for more productive purposes.

4.3.4 The solutions to this excess of parking space are:

- Adjust the time limits and/or charges to attract more users.
- Offer other incentives or initiatives to attract users, such as resident parking, relocation of on-street parking or season ticket holders.
- Sell the car park land for redevelopment.
- Surrender the lease and return the Wharf Road car park to its owner.

4.3.5 With the maximum current occupancy at 41% it would be possible to lose 200 parking spaces in Grantham and still have an overall maximum occupancy of 70%, even accounting for future growth.

4.3.6 An alternative approach will be to adjust the tariff to attract more users to Wharf Road and Welham Street. Having a car park on the ground floor that is free of charge for up to 2 hours means that most short stay users will try to find a space there first and only move to the higher levels if there are no spaces. The car park is unattractive to short stay (<3hrs) and long stay (>4hrs) because of the high long stay charges.

4.3.7 This is a fundamental issue with the car park and as a result it will be difficult to increase patronage. However, the car park is leased by SKDC, and the terms of the lease specify that the car park should be for short stay visits only. It may be possible to provide some cheaper long stay spaces on the top floors, but the terms of the lease agreement will need to be examined in detail.

4.3.8 The current tariff is very high for long stay in Wharf Road and Welham Street (£10.40 for all day). The 2019 tariff was £8.00 for the same time period. The annual income at Wharf Road was £60,000 in 2019/20 and only £27,000 in 2022/23 while Welham Street fell from £181,000 to £105,000. The occupancy surveys reflect this lack of use.

4.3.9 Reducing the charges for long stay parking in Welham Street and Wharf Road would attract more users and may generate more revenue in total. The current tariff is prohibitive for long stay and a reduction could be beneficial.

4.3.10 If long stay parking can be removed from Conduit Street (as proposed in the SKDC Committee Report on the 2024/25 tariff) it could be relocated to Wharf Road and/or Welham Street.

4.3.11 It may also be possible to reduce the amount of on-street parking in the town centre and transfer that demand into the multi-storey car parks. Westgate is a short walk from Wharf Road and Guildhall Street so it may be possible to reduce the amount of on-street parking, improve the public realm, loading areas, walking and cycling environment and still provide the parking capacity nearby.

4.3.12 On-street parking users would then have to pay for short visits instead of having free parking on-street up to 2 hours as they do now, and they would be unable to park close to their destination. There is likely to be dissatisfaction from users and businesses, but an improved public realm could offset that effect. This would rely on co-operation from the County Council who manage on-street parking.

Key Actions – Capacity in Grantham

- It is unlikely that the amount of capacity that exists is going to be required in the short term. Operations would not be compromised even if up to 200 spaces were removed. Consider the options for releasing this capacity in the most cost-effective way for SKDC.
- Reducing the tariff for long stay parking in Welham Street and Wharf Road in Grantham could generate additional demand and provide an attractive option for long stay parking removed from other car parks.
- Consider the merits of a wider car parking review taking into consideration both private sector parking and public highway leading to a relocation of this demand into the car parks. Consultation will be required to identify all issues.

4.4 CAPACITY IN BOURNE AND MARKET DEEPING

4.4.1 The situation in Bourne and Market Deeping is different to Stamford and Grantham because most of the parking is owned and managed by private operators, even though it is parking available to the public.

4.4.2 In Bourne there are two small SKDC car parks that are busy on most days, most likely with a high proportion of long stay users who park all day. There is usually some spare capacity in the time-restricted private car parks. The SKDC car parks are popular because they are free and close to the town centre. Bourne would benefit from additional parking, but the provision of more capacity does not necessarily mean the construction of more spaces, but better use of the existing ones.

4.4.3 Applying time limits to one or both of the SKDC car parks in Bourne could effectively create additional capacity by removing long stay parking and replacing it with higher turnover short stay parking. Applying charges for long stay parking could also achieve a similar result and would continue to provide a long stay option, at a cost.

4.4.4 There does not appear to be a capacity issue in the centre of Market Deeping because of the spaces provided by the Deeping Centre, the Precincts and in the Town Square and on-street. There are no proposals for SKDC to provide any additional car parks.

Key Actions – Capacity in Bourne and Market Deeping

- Capacity could be increased in Bourne by implementing time restrictions and or charges for parking in the SKDC car parks.
- Additional capacity is not essential in Bourne or Market Deeping, there are an adequate number of spaces, even though most of these are privately operated. The public car parks could be managed more effectively to increase capacity.

4.5 CHARGING TARIFF

4.5.1 Parking charges are a method of managing parking demand in the towns. They help to:

- Reduce parking demand and traffic congestion.
- Increase the turnover of spaces and use the limited space more effectively.
- Provide income to be reinvested in parking, transport, and other services.
- Discourage car use when other modes of travel are possible.
- Influence particular types of users at different times of the day/week/year.

4.5.2 Reducing the parking charges and providing free parking can be used to attract more visitors to a town centre, but there are several consequences of such a policy that need to be considered.

4.5.3 One method of managing the demand for parking and maximising the income to SKDC is to ensure the optimum tariff is being applied in each location. The most flexible way of doing this is to have a different tariff in each car park, but users also appreciate consistency within the town, so the same tariff is usually applied to all car parks within a town centre. Different tariffs between towns in the same district are commonplace.

4.5.4 Economic theory suggests that raising the price of parking will encourage some people to seek alternative places to park, but that most users will continue to park in the same location. Academic research suggests that the 'elasticity' of the response to an increase in the cost of parking is typically in the range -0.1 to -0.3¹. This means that if the price goes up by 10% the demand will decrease by between 1% and 3%. Total income to SKDC would still increase. There is a limit to how far this approach can be used and some additional factors to consider, such as the impact on the town centre economy and satisfaction levels of users and businesses.

4.5.5 Reducing the tariff or even providing free parking can have the opposite effects, it should encourage more visitors but can also have impacts on car park capacity, income to SKDC, travel choices and congestion on the roads and in the car parks.

4.5.6 Tariffs can be used to permit or incentivise the use of certain vehicles. Blue Badge holders are permitted to park for free and free parking is provided at the EV charging points that are provided in three SKDC locations, although there is a fee to recharge. It would also be

¹ CROW, Feeney (1989), Pratt (1999), Traveler Response to Transportation System Changes Handbook and Lehner and Peer (2018)

possible to give a lower tariff and/or the premium parking spaces to other types of vehicles or users (e.g. low emission vehicles, green number plates, car share/club members).

Stamford Tariff

- 4.5.7 The tariff has been increased annually in recent years and further price increases in Stamford can be justified on the basis that the demand for parking continues to exceed the available capacity. However, at some point, the increased parking charges may begin to dissuade people from visiting the town or encourage them to choose alternative ways to park or travel.
- 4.5.8 People who have a viable option to walk, cycle or get the bus into Stamford may be 'nudged' towards that mode by an increase in the parking tariff. However, for those people with no option other than to drive the increased tariff could discourage their visits or increase their costs.
- 4.5.9 The parking tariff for 2024/25 is currently under review and the proposal is to extend the charging period into the evening and on Sundays and Bank Holidays (capped at a £3 or £5 maximum to be decided). This will generate additional income and help to manage demand at these times. No free parking is proposed because existing demand is already high.
- 4.5.10 There is also a proposal to construct an additional 100 spaces at the Cattlemarket and when this improvement is completed could be a good time to consider a further increase in the tariff. The data shows that there is a significant amount of long stay parking in the short stay car parks (between 15% and 20% of tickets sold).
- 4.5.11 The proposal to create additional spaces at Cattlemarket provides the opportunity to relocate the long stay parking from Scotgate, Bath Row, St. Leonard's and North Street by adjusting the tariff in some or all of those car parks. Applying a higher charge for long stay or limiting the car park to short stay would increase the turnover of the spaces closest to the town centre and effectively increase capacity and revenue for SKDC.
- 4.5.12 In principle, people who are parking all day are often prepared to walk a little further than those undertaking short trips so there may be some scope to move some long stay parking a bit further from the town centre to free up space for more short stay. This would also keep some traffic out of the town centre, unless they have to cross the town to access the long stay spaces. If some long stay parking was moved out of the centre, there could be

scope to convert some of these spaces into short stay and increase the daily turnover of each space

Grantham Tariff

4.5.13 The review of the parking tariff for 2024/25 includes the possibility of significant changes for Grantham aimed at encouraging more visitors and extending the duration of stay of existing users. The changes included the following measures:

- Free parking for 1 hour in SKDC car parks except Wharf Road where 2 hours is proposed.
- An expanded charging period from 8am-6pm to 7am-7pm.
- New charges in the evenings, Sundays, and Bank Holidays. A price cap would apply in the evening and possibly on Sundays and Bank Holidays.
- The long stay car park at Conduit Lane would be redesignated as short stay by adjusting the tariff.

4.5.14 The introduction of free parking is expected to generate additional demand in the town centre but could have some cost implications for SKDC because a large proportion of tickets sold are for short stay. User reactions to the free parking are difficult to forecast but it could reduce revenue to SKDC. The proposals to extend the charging hours and introduce new charges in the evenings, Sundays and Bank Holidays aims to mitigate the effects of the free parking by generating some revenue at those times.

4.5.15 A general increase in the tariffs in Grantham is not considered to be advisable in the short term because of the low levels of occupancy in the town centre car parks and the need to encourage visitors. A reduction in charges in specific car parks is more appropriate. This should include reductions to the cost of short stay at Conduit Lane and the cost of long stay parking in Welham Street and Wharf Road which are currently prohibitively high.

4.5.16 A transfer on long stay parking from Conduit Lane to Wharf Road or Welham Street would be beneficial in terms of turnover and capacity at Conduit Lane and increasing income from the multi-storey car parks.

4.5.17 Increasing the free parking period to 2 hours in all Grantham car parks may be beneficial in terms of attracting new visitors but it would have a significant impact on parking revenues. The impacts of the free 1 hour (and 2 hours in Wharf Road) should be beneficial to the town centre, the measure needs to be monitored to quantify its effectiveness.

Bourne Parking Charges

- 4.5.18 SKDC car parks in Bourne are currently free of charge. In effect, the maintenance and management of these is subsidised by the charges levied in Grantham and Stamford.
- 4.5.19 Introducing charges in Bourne is feasible in the two SKDC car parks close to the town centre, but there are issues to consider. Most of the parking in Bourne is provided by private operators, primarily Sainsburys and the Burghley Centre. They both provide free parking for up to 2 hours while the Burghley Centre has a Pay and Display scheme with charges of £3.00 for 3 hours and £4.00 for up to 4 hours. There is also a large amount of unrestricted on-street parking close to the town centre.
- 4.5.20 Applying charges in the SKDC car parks for stays below 2 hours would cause the current short stay users to transfer to the private car parks or to on-street where parking is free.
- 4.5.21 Charging for longer stays is more feasible. Currently the belief is that many people park in the SKDC car parks all day for free. There is an argument to say that this type of parking is not making the best use of the limited assets and that increasing the turnover of spaces and/or generating some income would be beneficial.
- 4.5.22 Introducing time limits could increase the turnover and free up spaces for visitors, while introducing charges for stays over 3 hours would increase turnover and raise some revenue for enforcement, maintenance and improvements. Whether the introduction of such charges would pay for the installation of equipment, enforcement, cash collection and the back-office operations would need to be quantified within a business case.

Market Deeping Parking Charges

- 4.5.23 There is one small SKDC car park in Market Deeping that is free of charge. This is some distance from the town centre and applying charges there would not be advisable.

Blue Badge Parking Charges

- 4.5.24 Blue Badge holders are currently able to park for free in all of the SKDC car parks with no time limit. Free parking for Blue Badge holders is provided in most local authority car parks but in some places, these are limited to the disabled bays only and for limited durations of stay, beyond which users have to pay the standard charge.
- 4.5.25 It is assumed that most, if not all Blue Badge holders will use the disabled bays rather than standard bays, if they are available. During the surveys the number of times that all disabled bays were occupied was very small, often the only vacant spaces were the

disabled bays. Therefore, it is assumed that the number of standard bays being occupied free of charge by Blue Badge holders was negligible, so that any 'lost' revenue was also negligible.

- 4.5.26 One option to be considered in the future is whether Blue Badge holders should pay for parking. A charge could be applied for any length of stay but this does not recognise the needs that Blue Badge holders have, and a more common approach in many local authorities is to provide free parking for a limited period of time, e.g. 3 hours and users have to pay for any time beyond that limit. It is also possible to apply Blue Badge charges in some car parks but not others, if that was appropriate.
- 4.5.27 There are social and equality factors to consider, but in terms of parking this could be seen as a reasonable compromise where parking capacity is constrained. It is also possible to offer a discount on season tickets for Blue Badge holders.
- 4.5.28 The amount of additional income generated by applying charges to Blue Badge holders is difficult to forecast because of a lack of data about their current durations of stay. The disabled bays are well used but it is not known how many of these are long or short stay, so the number that would need to purchase a Pay and Display ticket is not known.
- 4.5.29 Physical improvements may be required to the ticket machines. The current machines are relatively new and appear to meet the requirements of disabled users, but level access is not provided to them all.

Parking Charges for Specific Vehicle Types

- 4.5.30 The additional requirements and opportunities provided by the growth of electric vehicle use are discussed in detail in a later section of this report, but in terms of the charging tariff it is possible to encourage the use of EV through reduced parking charges. Currently there is no parking charge for EVs when they are using the recharge bays, although they do pay for the recharge itself.
- 4.5.31 It would also be possible to provide free or discounted parking in standard bays for EVs and other low emission vehicles (i.e. those with green number plates) and car share/club members. There are national issues associated with enforcement linked to the green number plates, but it is likely to be a viable option in the future.

Key Actions - Charging Tariff

- Monitor the impacts of the proposed 2024/25 charging tariff on parking and income.
- Review the Stamford tariff when the Cattlemarket car park is expanded and consider making adjustments to relocate the long stay parking out of the short stay car parks (Scotgate, Bath Row and North Street) into the Cattlemarket. Consider a general uplift in the Stamford tariff at the same time.
- Assess the costs and benefits of the proposed changes in Grantham and make further changes to the tariff as appropriate. Reduce the tariff for long stay parking in Welham Street and Wharf Road in Grantham if possible. Consider the merits of expanding the free parking to 2 hours in specific car parks or on Saturday only.
- Implement time limits at one or both car parks in Bourne to increase turnover. Monitor the impacts and consider the merits of applying a charge for long stay parking in the SKDC car parks.
- Produce a costed business case to apply charges for Blue Badge holders, taking into account the social and operational factors. Additional data collection and consultation would be required.
- Provide lower tariffs for electric, zero emission and low emission vehicles, even in standard parking bays. Investigate issues relating to Green Number Plate enforcement and implement a scheme to encourage the use of these vehicles with lower parking charges.

4.6 SUSTAINABLE TRANSPORT AND TRAVEL BEHAVIOUR

4.6.1 Greater use of sustainable transport modes (i.e. rail, bus, walk and cycle) could reduce the demand for parking in the town, reduce road congestion and improve noise and air quality. Increased use of sustainable modes is an alternative to building more parking spaces, but it must be recognised that there is limited scope to satisfy all travel and parking needs through the promotion of non-car modes.

4.6.2 Sustainable modes are vital for supporting the local economy, but their importance is often underestimated compared with car travel. Experience from other areas shows that bus users and pedestrians often spend less money per journey than car users, but they tend to make more journeys so their total contribution to the local economy is higher.

4.6.3 Excessive amounts of parking space do nothing to help promote the use of sustainable modes of travel. A lack of available space or high parking charges can help to persuade some people to use non-car modes. This effect may already happen in Stamford, where some people walk or cycle into the centre rather than try to find a parking space.

4.6.4 Car parks can have a role to play in the improvement of sustainable transport by providing a secure location for cycle and motorcycle parking, Electric Vehicle (EV) charging and dedicated space for Car Clubs.

4.6.5 The inclusion of more EV charging points would support efforts to promote sustainable transport modes and car club / car share spaces could also be provided in priority locations.

4.6.6 Behavioural change will have impacts on the demand for parking, both positive and negative. Covid-19 has affected some people's need to travel for work and for shopping. These impacts along with the changes to town centre functions may result in reduced parking demand, but these are being offset by the observed modal shift from public transport to car travel and the growth in UK tourism.

Actions – Sustainable Transport and Travel Behaviour

- Support sustainable transport policies and initiatives by removing excessive levels of parking capacity and ensuring that the true costs of parking are applied and considered in travel choices.
- Provide sustainable transport facilities in car parks where appropriate, e.g. electric vehicle charging and parking, cycle, motorcycle, maps, travel information, car club / share facilities.

4.7 PARKING INFRASTRUCTURE

- 4.7.1 The existing SKDC car parks are in a reasonable condition and good facilities are provided in most locations (see **Appendix A**).
- 4.7.2 There are issues with some of the ticket machines and payment by mobile app. Queues were observed at many ticket machines at busy times. Many of the ticket machines in Grantham and Stamford are relatively new and have vehicle registration number input. They also have contactless card and mobile app payment capability.
- 4.7.3 One possibility for the future is the introduction of Pay on Foot systems where the users pay for parking at an automated payment station when they return to their vehicle. These are usually barrier-controlled schemes where users do not have to pre-determine their length of stay and do not have to leave the town prematurely because the Pay and Display time is running out. Drivers can vary their length of stay depending on their desire to remain in town rather than being compelled by parking constraints. The increased use of mobile payment capability to extend the length of stay could reduce the benefits of a Pay on Foot scheme.
- 4.7.4 Pay on Foot would be difficult to justify in Grantham where usage is quite low in the large car parks. In Stamford, Cattlemarket and Wharf Road could be candidates for Pay on Foot technology. More detailed analysis of the layout of the car parks, their use and management/security issues would be required as part of a business plan to justify the expenditure on such a scheme.
- 4.7.5 Disabled parking bays are provided in most car parks, except in Bourne where there are none in the SKDC car parks but plenty in the Burghley Centre. The spaces were well used but most of the time there was an available space for Blue Badge holders to use. The amount of use should continue to be monitored and the number of disabled spaces increased if necessary. EV charging in disabled parking bays will also be required in the future.
- 4.7.6 More spaces for EV charging points could be provided in the public car parks. As the use of electric vehicles expands it will be necessary to provide more EV charging points in public car parks. The use of the existing ones should be monitored to establish best practice and the number and type will need to be increased over time to meet demand.
- 4.7.7 Free parking could be provided for electric vehicles in standard bays in addition to the charging bays (see Charging Tariff section). This would encourage the use and take-up of

EVs, but there would be a cost implication for SKDC in lost revenue and a lack of equity with the users of other vehicles. A reduction in the charge for electric or zero emission vehicles may be more appropriate than free parking, to retain an income stream while still providing an incentive.

- 4.7.8 As discussed in the previous section, Green Number Plates on zero emission vehicles have been introduced to help local authorities to provide discounted parking charges or access to priority parking spaces. Low emission and hybrid vehicles are excluded from the scheme. No schemes of this sort have been implemented to date because of concerns about the fraudulent use of green number plates and the difficulty of enforcement. If those concerns can be addressed through the checking of legitimate eligibility, the scheme would provide further encouragement for the use of these vehicles. Currently, the use of vehicle registration numbers via the DVLA is the only way to enforce restrictions that give priority to zero emission vehicles, through ANPR for example. Many local authorities are using ANPR but there are constraints to the introduction of new ANPR schemes in council car parks.
- 4.7.9 The possibility of providing more cycle and motorcycle parking was discussed in the previous section on sustainable transport. These should be located in priority locations, sheltered and secure and cycle lockers could be considered. Where a shortfall in the number of facilities exists, they could be installed although car parks are not always the most appropriate location for cycle parking so this would need to be designed appropriately to meet the likely demand.
- 4.7.10 Some improvements to direction signs for drivers and pedestrians would be beneficial. A review of existing highway signage could identify the gaps in the existing signing and the potential for improvement. Pedestrian routes to the town centres need to be secure, well-lit with a good quality surface.
- 4.7.11 Streetlights are provided in most of the public car parks and illumination spills over from the adjacent street. There are some CCTV cameras, but they do not cover all the parking spaces or connecting footways. The CCTV system could be improved in the town which could help to increase the sense of security in car parks.

Actions – Parking Infrastructure

- Pay by smartphone app needs to be improved to smooth the payment process and allow visitors to extend their stay as easily as possible.
- Continue to monitor the use and adjust the number of disabled parking spaces and introduce EV charging to some of these spaces.
- Produce a detailed plan for the new EV charging points, including the specification of the charging units, location, number and required upgrade of power supply.
- Consider the costs and benefits of a reduced parking charge for electric or low-emission vehicles in the standard parking bays.
- Implement a Green Number Plate priority scheme that provides benefits for zero emission vehicles in terms of charges and the use of priority spaces, assuming concerns about enforcement can be overcome.
- Install more cycle and motorcycle spaces if there is a local shortfall, including cycle lockers. Parent and Child spaces could also be considered.
- Continue to install and improve CCTV coverage of the car parks.

5 ACTION PLAN

5.1 PARKING ACTION PLAN

5.1.1 **Table 20** brings together the recommendations drawn from the assessment of the potential interventions.

Table 20 – Action Plan

Key Actions	
1	Capacity - Stamford
1.1	New long stay parking capacity to be provided at the Cattlemarket, approximately 100 spaces.
1.2	A small amount of additional capacity is likely to be required in the future to reduce the maximum occupancy to 85% across the town centre, even after the new spaces are provided at the Cattlemarket.
1.3	Monitor the impacts of the new spaces and identify potential sites for more parking provision, preferably on the north side of the town centre.
1.4	Remove long stay parking from the small, central car parks where space is at a premium (i.e. Scotgate, Bath Row and North Street) by adjusting the tariff. This will increase the turnover of spaces and short-stay capacity.
	Capacity - Grantham
1.5	It is unlikely that the amount of capacity that exists is going to be required in the short term. Operations will not be compromised even if up to 200 spaces were removed. Consider the options for releasing this capacity in the most cost-effective way for SKDC.
1.6	Reducing the tariff for long stay parking in Welham Street and Wharf Road in Grantham could generate additional demand and provide an attractive option for long stay parking removed from some of the other car parks.
1.7	Compare the costs and benefits of closing or reducing the multi-storey car parks and select the most appropriate option.
1.8	Consider the merits of reducing on-street parking and relocating this demand into the car parks. Consultation would be required to identify all issues.
	Capacity – Bourne and Market Deeping
1.9	Capacity could be increased in Bourne by implementing time restrictions and or charges for long stay in the SKDC car parks.
1.10	Additional capacity is not essential in Bourne or Market Deeping, there are an adequate number of spaces, even though most of these are privately operated. The public car parks could be managed more effectively to increase capacity.
2	Charging Tariff
2.1	Monitor the impacts of the proposed 2024/25 charging tariff on parking and income.
2.2	Review the Stamford tariff when the Cattlemarket car park is expanded and consider adjusting it to relocate the long stay parking out of the short stay car parks (Scotgate,

	Bath Row and North Street) into the Cattlemarket. Consider a general uplift in the Stamford tariff at the same time.
2.3	Assess the costs and benefits of the proposed changes in Grantham and make further changes to the tariff as appropriate. Reduce the tariff for long stay parking in Welham Street and Wharf Road in Grantham if possible. Consider the merits of expanding the free parking to 2 hours in specific car parks or Saturday only.
2.4	Implement time limits at one or both car parks in Bourne to increase turnover. Monitor the impacts and consider the merits of applying a charge for long stay parking in the SKDC car parks.
2.5	Produce a costed business case to apply charges for Blue Badge holders, taking into account the social and operational factors. Additional data collection and consultation would be required.
2.6	Provide lower tariffs for electric, zero emission and low emission vehicles, even in standard parking bays. Investigate issues relating to Green Number Plate enforcement and implement a scheme to encourage the use of these vehicles with lower parking charges.
3	Sustainable Transport and Travel Behaviour
3.1	Support sustainable transport policies and initiatives by removing excessive levels of parking capacity and ensuring that the true costs of parking are applied and considered in travel choices.
3.2	Provide sustainable transport facilities in car parks where appropriate, e.g. electric vehicle charging and parking, cycle, motorcycle, maps, travel information, car club / share facilities.
4	Parking Infrastructure
4.1	Pay by smartphone app needs to be improved to smooth the payment process and allow visitors to extend their stay as easily as possible.
4.2	Continue to monitor the use and adjust the number of disabled parking spaces and introduce EV charging to some of these spaces.
4.3	Produce a detailed plan for the new EV charging points, including the specification of the charging units, location, number and required upgrade of power supply.
4.4	Consider the costs and benefits of a reduced parking charge for electric or low-emission vehicles in the standard parking bays.
4.5	Implement a Green Number Plate priority scheme that provides benefits for zero emission vehicles in terms of charges and the use of priority spaces, assuming concerns about enforcement can be overcome.
4.6	Install more cycle and motorcycle spaces if there is a local shortfall, including cycle lockers. Parent and Child spaces could also be considered.
4.7	Continue to install and improve CCTV coverage of the car parks.

6 SUMMARY

6.1 SUMMARY

- 6.1.1 This report presents an update to the previous Strategic Parking Plan produced in 2019. New data collection has been carried out that quantifies the changes in parking patterns in Grantham, Stamford, Bourne and Market Deeping town centres since the Covid-19 pandemic.
- 6.1.2 The provision of parking must balance different, often competing objectives. Efforts to maximise the economic success of a town and generate income to SKDC may conflict with efforts to achieve a net zero carbon emissions and improve the public realm. The aim is to find the optimum balance between these objectives and use the Council's resources and assets as efficiently as possible.
- 6.1.3 Using the updated evidence base the key issues were identified and the potential solutions and measures were then appraised. From this assessment a package of recommended actions has been developed.
- 6.1.4 Parking capacity is constrained in Stamford at busy times while the priority in Grantham is to stimulate activity and parking demand. The report has proposed a range of measures to achieve these aims and to improve the parking infrastructure across the District.

APPENDIX A – CAR PARK AUDIT



Car Park																			
GRANTHAM		Marked Bays	Direction Signs for Drivers	Direction Signs for Pedestrians	Information Boards	Parking Regulation Signs	Time Limits	Toilet	Waste Bin	Recycling Facility	Cycle Parking Spaces	Motorcycle Parking	Disabled Parking Spaces	Streetlights	CCTV	Condition of Surface	Pedestrian Access	Sense of Security / Overlooked?	Electric Vehicle Charging Bays
Conduit Lane		✓	✓	X	✓	✓	✓	✓	X	X	X	X	✓	✓	X	OK	✓	X	0
Guildhall Street		✓	✓	✓	✓	✓	✓	X	✓	X	✓	✓	✓	✓	X	OK	✓	X	0
Watergate		✓	✓	X	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓	Good	✓	X	0
Wharf Road		✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	OK	✓	✓	0
Welham Street		✓	✓	✓	✓	✓	✓	X	X	X	✓	✓	✓	✓	✓	OK	✓	✓	4

Car Park		Marked Bays	Direction Signs for Drivers	Direction Signs for Pedestrians	Information Boards	Parking Regulation Signs	Time Limits	Toilet	Waste Bin	Recycling Facility	Cycle Parking Spaces	Motorcycle Parking	Disabled Parking Spaces	Streetlights	CCTV	Condition of Surface	Pedestrian Access	Sense of Security / Overlooked?	Electric Vehicle Charging Bays
STAMFORD																			
North Street	✓	X	X	✓	✓	✓	X	✓	X	✓	X	✓	✓	✓	✓	OK	Good	Yes 4	
Bath Row	✓	X	X	✓	✓	✓	X	✓	X	✓	✓	✓	✓	✓	✓	Good	Good	Yes 0	
St. Leonards Street	✓	X	X	✓	✓	✓	X	X	X	X	X	X	✓	X	OK	Poor	Yes 0		
Scotgate	✓	(1)	X	✓	✓	✓	X	✓	X	X	✓	✓	✓	✓	✓	OK	Good	Yes 0	
Wharf Road	✓	✓	X	X	✓	✓	X	✓	X	X	✓	✓	✓	✓	✓	Good	Poor	Yes 0	
Cattle Market	✓	✓	✓	✓	✓	✓	X	✓	✓	X	✓	✓	✓	✓	✓	OK	Good	No 0	

Car Park	Marked Bays	Direction Signs for Drivers	Direction Signs for Pedestrians	Information Boards	Parking Regulation Signs	Time Limits	Toilet	Waste Bin	Recycling Facility	Cycle Parking Spaces	Motorcycle Parking	Disabled Parking Spaces	Streetlights	CCTV	Condition of Surface	Pedestrian Access	Sense of Security / Overlooked?	Electric Vehicle Charging Bays
Bourne - Burghley Street	✓	✓	X	✓	X	X	X	X	X	X	X	✓	✓	X	Good	Good	Yes	2
Bourne - South Street	✓	X	X	X	X	X	X	X	X	X	X	✓	✓	X	OK	Good	No	0
Bourne - Burghley Centre	✓	✓	✓	X	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	V Good	Good	Yes	0
Market Deeping - Halfleet	✓	✓	X	X	X	X	X	X	X	X	X	✓	✓	X	OK	Good	No	0
Market Deeping - The Square	✓	X	✓	✓	✓	✓	X	✓	X	X	X	✓	✓	X	V Good	Good	Yes	0
The Precincts /Deeping Centre	✓	✓	✓	X	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	Good	Good	(4)	2

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South Kesteven Shopfront Design Guide

Report Author

Claire Saunders, High Street Heritage Action Zone Project Manager

 claire.saunders@southkesteven.gov.uk

Purpose of Report

The purpose of this report is to seek approval from Cabinet for the updated South Kesteven Shopfront Design Guide 2024 to be used as a technical document alongside the existing supplementary planning policies relating to shopfront design as a material consideration in planning decisions. Furthermore, to endorse the publication and signposting for members of the public to this document for queries relating to shopfront design, and to support the delivery of the UKSPF Shopfront Maintenance Grant.

Recommendations

That Cabinet:

- 1. Approve the adoption of the draft South Kesteven Shopfront Design Guide 2024 as a technical document with material consideration for planning decisions.**
- 2. Endorse the use of the South Kesteven Shopfront Design Guide 2024 as a guidance document to support the delivery UKSPF funded Shopfront Maintenance Grant.**

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Enabling economic opportunities Effective council
Which wards are impacted?	(All Wards);

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 No financial or procurement implications arise from this report.

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

Legal and Governance

- 1.2 If adopted the South Kesteven Shopfront Guide will become material consideration in planning decisions relating to shopfronts. It is proposed that the document be adopted as a technical document which will sit alongside the existing design guides which have been adopted as supplementary planning policies.

Completed by: Mandy Braithwaite, Legal Executive

2. Background to the Report

- 2.1 The South Kesteven District Council Corporate Plan highlights the importance of maintaining the historic and built environment of the district within both the 'Connecting Communities' and 'Enabling Economic Opportunity' priorities.
- 2.2 Good design in town centres is a cornerstone of generating and supporting a sense of place which not only enhances civic pride and strengthens communities, but also supports local businesses.
- 2.3 As has been demonstrated through the delivery of the SKDC and Historic England funded Shopfront Improvement schemes in Grantham, appropriate shopfront design has a significant impact on the appearance and perception of our town centres.
- 2.4 The Council currently has Shopfront Design Guidance documents for Bourne Grantham and Stamford, which have been formally accepted as supplementary planning policies and are therefore given material consideration in making planning decisions.
- 2.5 No specific shopfront design guidance is currently available for businesses in Market Deeping.

- 2.6. All three of the current guides are available online but the inaccessibility of the current design guide documents was noted both through the delivery of the Grantham High Street Heritage Action Zone programme and has also recently been discussed in local press in relation to some high-profile decisions about shopfronts in Stamford within the past 12 months.
- 2.7. It was therefore considered necessary to update the guidance, allowing businesses to easily access and understand planning policy and legal requirements regarding shopfront design, and allowing business owners to make properly informed choices.
- 2.8. Although the current Shopfront Design Guidance documents were produced between 1993 and 2005, much of the information and guidance within the document remains correct to current planning policies, and this is reflected in the new draft.
- 2.9. Updating the document has allowed information to be made more accessible, reflect current national policies, and include advice on legislation which was not in place at the time of the previous documents, such as the impact of the Equality Act. Readers are signposted to the latest Government and Historic England guidance.
- 2.10. Due to the similarities in the treatment of shopfronts across the district, all four of South Kesteven's market towns have been included within one document, creating a single access point for the information.
- 2.11. Specific considerations for each of the four towns have been outlined where these fall beyond the general guidance, for example the impact of the Article 4 Directive in Stamford and restrictions on lighting in Market Deeping.
- 2.12. The SKDC shopfront design guide will also be a useful reference for shop owners whose properties are situated outside of the four towns in village high streets.
- 2.13. The guide has been reformatted into clear sections which make accessing specific information easier, including updated photography and illustrations, enhanced guidance colour choice, signage, lighting and suitable materials, and strengthened guidance on the use of window vinyls.
- 2.14. It is understood that there is a desire to look for ways to prevent new window vinyls from being used; this will be explored separately including looking at whether byelaws could be used.
- 2.15. It is proposed that this document will be approved as a technical document which will sit alongside the current design guides which are supplementary planning policy documents, and that it will support the implementation of a new Shopfront maintenance grant scheme in all four market towns (funded by UK Shared

Prosperity Fund) supporting retailers in improving shopfronts and signage in line with the guidance.

3. Key Considerations

- 3.1. The town centres of Grantham, Stamford, Bourne and Market Deeping are all within designated conservation areas which highlights the importance of their special character and historic value.
- 3.2. Many of the retail properties within the town centres are listed buildings and as such under a higher level of legal protection. Carrying out unauthorised works to a listed building is an offence which may result in prosecution.
- 3.3. Despite this many business owners are not aware of the relevant guidance and planning regulations which relate to shopfronts.
- 3.4. Current guidance documents have not been updated in nearly 20 years, and while much of the guidance remains accurate, they do not reflect current planning or equality legislation, which has been addressed in the new document.

4. Other Options Considered

- 4.1. The 'do nothing' option has been considered as existing guidance, although outdated, does provide necessary basis for planning decisions. However, the most recent iteration of the current guidance was published 19 years ago, and the oldest over 30 years ago; therefore, the documents do not reflect current best practice or legislation in all cases. In addition, much of the guidance is not publicly available in a format which is easily readable.
- 4.2. As such this option was discounted in favour of the production of an updated guide which meets the requirements of current and future users, and which expands the coverage of guidance to include Market Deeping.

5. Reasons for the Recommendations

- 5.1. Clear and accessible shopfront design guidance is important to maintaining the quality of the historic environment within the District's town centres, and thereby their attractiveness to visitors, residents and businesses.
- 5.2. The Council's current design guidance, while technically accurate in many ways, requires updating to account for changes in legislation, technology, and to expand the scope of the guidance to cover all of the District's market towns.
- 5.3. The new draft document provides the information in a more accessible format, as well as enhanced information on key elements of shopfront design including

materials, colour, signage and advertising – including the use of window vinyls, and accessibility.

- 5.4. The updated guide will support Officers within the planning team in decision making in relation to shopfront design applications and will facilitate discussion where disagreements in approach arise.

6. Background Papers

- 6.1. [Stamford Shopfront Design Guide \(1993\)](#)
- 6.2. [Grantham Shopfront Design Guide \(1997\)](#)
- 6.3. [Bourne Shopfront Design Guide \(2005\)](#)

7. Appendices

- 7.1. Appendix 1: South Kesteven Shopfront Design Guide 2024

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South Kesteven Shopfront Design Guide

2024



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Introduction

South Kesteven's market towns of Bourne, Grantham, Market Deeping and Stamford each have their own character and charm which has been created through centuries of development and growth.

In our town centres, this is often reflected in the design of shopfronts, many of which retain some or all of their historic Georgian, Victorian or Edwardian features.

Research from Historic England has shown that restoring and reinstating historic shopfronts can increase footfall and dwell time in a town centre, encourage higher levels of spend, and increase the perceived quality of products and services being sold.

This guide outlines the design principles which should be followed when making changes to shopfronts, including colour, signage and advertising, and lighting, as well as important information about alterations to windows and doors, renders and pointing.

The design guidance is generally applicable across all four towns, but users should also take note of the special considerations which are outlined for each town. Where guidance in the special considerations contradicts the general guidance, the special considerations should be followed.

The guide aims to support high quality proposals for the creation of new shopfronts and the alteration of existing shopfronts which acknowledge and reflect the character of the town they are in and make a positive contribution to its appearance.

This document is a technical note which provides updated guidance on shopfront design and reflects changes in planning policy.

It sits alongside the following documents which have been formally accepted by the Council as Supplementary Planning Guidance and which can be accessed through the following links:

■ [**Stamford Shopfront Design Guide \(1993\)**](#)

■ [**Grantham Shopfront Design Guide \(1997\)**](#)

■ [**Bourne Shopfront Design Guide \(2005\)**](#)



Councillor Phil Dilks, Portfolio Holder for Planning

What Makes a Traditional Shopfront?

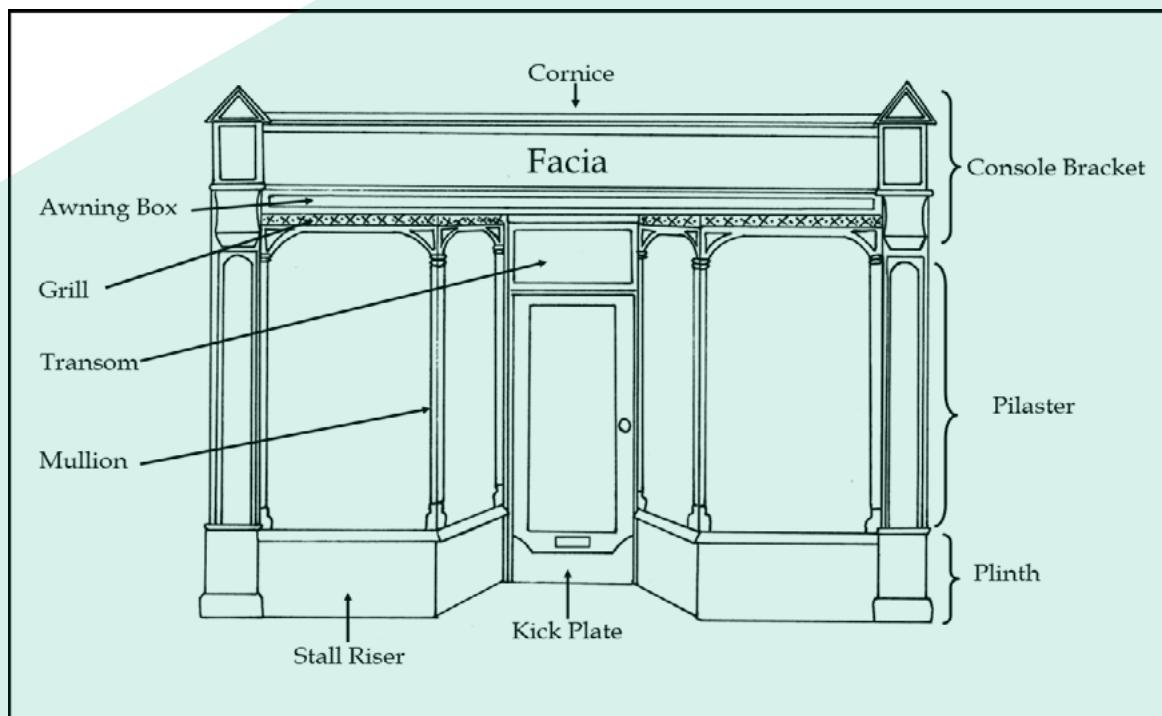
Despite the many changes which have taken place over the years, traditional shopfronts are still found on buildings throughout South Kesteven's town centres. Some contain a wealth of local detailing, others may be simpler and more restrained, but all contribute to the character and appearance of the town centre.

Whilst minor restoration work may be necessary in some cases, shopfronts should be maintained substantially in their present form and carefully repaired as and when necessary.

Traditional shopfronts generally conform to a

basic pattern which has proved to be successful over time, both in allowing the shopkeeper to present an attractive display of goods and helping to create a unique 'sense of place'.

The component parts of such shopfronts may vary greatly in size and proportion from building to building. Each has a role to play, however, in relating the shopfront to the remainder of the building, whilst helping the property to operate successfully as a shop.



Component parts of a traditional Victorian or Edwardian style shopfront

A traditional shopfront can be broken down as into the following elements:

Cornice and Facia

These are the point where the scale and design of the building changes from traditionally domestic and residential upper floor areas to the retail display. The cornice projects from the face of the building, giving a strong and definite line, and providing weather protection for the remainder of the shopfront. The fascia also provides a logical space for signage.

Pilasters

These are decorative, non-structural, pillars which are found at either side of the shopfront. Together with the cornice and fascia, pilasters provide visual support for the upper part of the building, and act as a frame for the display and entrance, and often act to separate neighbouring shopfronts.



Console Bracket and Plinth

The console bracket is found at the top of the pilaster, and supports and bookends the fascia. These range from plain to highly carved and decorative.

The pilaster will typically sit on a plinth. This may be the same material as the rest of the pilaster and so appear seamless, or it may be that a different material is used such as a stone plinth as the base for a wooden pilaster.

Stallriser

The structure below the shop windows is known as the stallriser. It provides a solid base for the display of goods at a suitable level, and dictates the vertical proportion of the shop windows.

Pilasters, Console brackets, mullions and grills are often areas where decoration was added to traditional shopfronts.

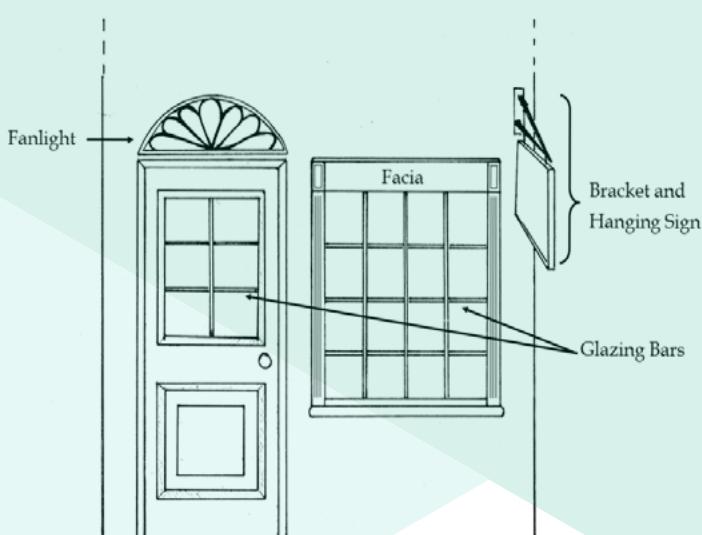
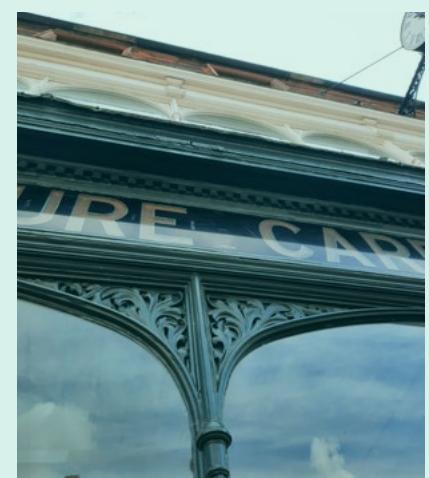


Mullions and Glazing Bars

These have two purposes, both functional and decorative. Mullions span the full height of a window, breaking a large expanse of glazing into sections vertically. They are commonly found on shopfronts dating from the Victorian and Edwardian period, when new glass making technologies, as well as repeals on taxes on glass made large windows more affordable.

Glazing bars are typically used to separate one large window into multiple smaller panes both vertically and horizontally. They are typically (although not exclusively) found on Georgian and early Victorian shopfronts, as well as where residential properties have been converted for commercial use.

Glazing bars are typically plain, whereas mullions range from simple, plain features to highly carved and decorative. Both function to secure panes of glass, and to reduce the scale of the display windows, relating them to the smaller windows normally present on the upper floors.



Component parts of a Georgian style shopfront

Glazed doors and Fanlights

Traditional shopfronts will generally have a glazed timber door, which may also feature decorative panelling or carved details.

Often there will be a fanlight or transom window above the door, to make up the height of the shopfront and to allow additional light into the shop, as well as being a decorative feature.

Decorative tiled/mosaic thresholds

Historically retailers did not miss an opportunity to make their shop attractive to customers and would often include elaborate and decorative tiled designs in the threshold. Often these would feature the name and branding of the retailer. Where these historic features exist they should be retained.



Historic shopfront thresholds may feature which reveal their original use. Where these are present they should be retained.

Awning boxes

Depending on the design style awning boxes may be found either above or below the fascia. These are designed to hold the awnings and awning mechanisms when not in use. In some properties, these will be false awning boxes, included for decorative purposes only.

Traditional shopfronts may also feature:

decorative door furniture, decorative ventilation grills above windows (often referred to as daisy grills) and in stallrisers, removable shutters or grills. In some rare examples original signage may be retained behind newer fascia boards. Where this is present it should be retained.



Victorian and Edwardian doors may feature intricate carved details.

On some properties shopfronts which have been unsympathetically altered in the past, still possess some good traditional features worthy of retention. In such cases the aim should be to repair and restore such features using traditional materials and techniques, retaining as much historic material as possible and ensure that any alterations to the rest of the shopfront reflect their scale and character.

For entirely new shopfronts however, simply copying this traditional form does not in itself make a design successful.

A fresh approach needs to be taken to each new shopfront, and a design created which is right for the particular building concerned.

A few properties have been adapted for retail from other uses, yet still retain much of their original scale and character.

New purpose-designed shopfronts are unlikely to be permitted on such properties, or on similar properties for which a change of use to a shop might be approved in the future.



This business in Stamford is based in a converted chapel, here a new shopfront or prefabricated fascia would be inappropriate, but clever use of window decoration and a simple hanging sign proves effective.

Design Guidance

General Principles

Key to successful shopfront design is recognising from the outset that a shopfront is part of a much larger building, and therefore needs to be considered as part of its overall architectural composition.

A new shopfront should take account of the placement, style and scale of upper floor windows, as well as any design or structural elements which are common throughout the building.

Where features have been hidden or damaged in the past, they should be carefully exposed, restored and respected in the new design.

Even the most carefully designed shopfront will be unsuccessful if unsuitable materials and designs are used on upper floors, such as the replacement of timber sash windows with UPVC double glazed units.

Each shopfront has to be approached individually. A design, colour, signage or lighting scheme which is suitable for one building may be totally out of place on another.

Uniformity should be avoided, even in circumstances where a business occupies adjacent buildings of different design. Regular shoppers quickly become familiar with the location of shops in the town centre, and both they and visitors to the town will find a well-designed frontage more attractive and inviting than one which has sacrificed good design in the interests of uniformity.

Many of South Kesteven's older buildings are domestic in scale, often characterised by small windows on one or two upper floors, reflecting their original use as residential accommodation.

A traditional form of shopfront will usually be the best choice for such buildings. There are, however, exceptions where an entirely different, and possibly unconventional, approach is needed to complement the design of a particular building.

Piecemeal redevelopment across town centres has been a continuing process. Unfortunately, for the most part their design and appearance pays little respect to the form and character of surrounding buildings, and considerable improvement could be achieved in many cases by a remodelling of the whole frontage.

Nevertheless, the provision of a well-designed imaginative shopfront is likely to catch the eye, and would be an asset in attracting customers.



Successful shopfronts should take account of the style of the building as a whole. Different architecture requires a different approach



Above: The deep fascia and boxed in pilasters hid historic detail.

Below: After renovation, historic details have been revealed and reinstated.



Whenever possible, new schemes should aim to provide a degree of physical separation between neighbouring shopfronts. This will enable them to relate more easily to the buildings of which they are an integral part and help emphasise the individual identity of each shop.

The design and materials of the separation panels must take into account the appearance of the whole of the building, and often carefully selected bricks to match the colour and texture of the upper floors will be the best option.

Where a shopfront extends for virtually the full width of the building, it must be seen to effectively support the upper floors, and this needs to be reflected in its design.

Careful attention needs to be paid to the scale and proportion of the various solid elements to ensure that they are substantial enough to provide an adequate base for the remainder of the façade.

More slender and refined elements may be used where walls already exist forming part of the original building and supporting the upper floors, as their main function will be to provide an attractive frame for the window display.

A shopfront should normally be flush with the remainder of the façade. Recessed shopfronts and splayed back shop windows often leave a building looking incomplete and exaggerate the contrast between ground and upper floors.

A well-proportioned recessed doorway, however, can add interest, facilitate good balance and increase display space, as well as providing potential customers with shelter from the rain whilst looking at goods.

Pilasters, facias and stallrisers fulfil different roles and should be seen as separate elements within a shopfront.

Unbroken wall surfaces which merge these features are bland and anonymous in appearance, resulting in a shopfront devoid of character and unrelated to its parent building.

Facias which are boxed, or project excessively are equally unsuitable as they tend to dominate the lower part of the building.



'Piece-meal' redevelopment has resulted in designs which are not always complementary to the historic environment.



Where shopfronts extend across the majority of the building, the use of more substantial pilasters and facia, along with a dark colour act to visually support the upper floors.



Here a more slender shopfront is balanced by the continuous walls from roof to ground level.



This modern building has been made more respectfull of its historic environment by breaking up the wide expanse of window with mullions.

Where buildings were constructed as terraces, they often retain a unified appearance from first floor level.

The ground floors of such buildings, however, are often occupied by several different businesses, and the shopfronts neither bear any relationship to each other, nor reflect the unity of the terrace. A similar situation can occur where a single building has been divided on the ground floor to form two or more shops.

In either case designers should aim at achieving or maintaining a harmony with adjacent fronts in the same building façade, and a joint scheme involving all the occupiers within a particular terrace or building would undoubtedly produce the best results.

Such an approach could produce an immediate improvement to a significant length of street frontage, restore the unity of the terrace or building and make the shops themselves more attractive. If this is not possible, a well-designed shopfront to one unit can and should set the pattern for the remaining frontages as and when they are renewed.



Where shopfronts form part of a terrace, they benefit from a coordinated approach to design, with businesses agreeing to elements such as the depth of fascia, style of signage, materials for pilasters and stall risers and a harmonious colour pallet

Designs which feature the painting or rendering of the entire façade should be considered carefully. While this can be highly effective and produce a cohesive design, it may result in a higher maintenance burden for the property, as damage or deterioration of the paintwork or render will have an immediate negative impact on the shopfront as a whole.

As with the approach for shopfronts, where a building is part of a terrace, or has been subdivided at street level, a cohesive approach should be taken to any external decoration of the upper floors, including window frames and casements.



A town centre building, of which the shopfront is usually the focus of attention, is a very valuable asset, but all too often its full potential is not realised.

Years ago the shopkeeper and his family would often live above the shop, but this is now rarely the case in town centres. As a result, large areas of usable floorspace above shops have effectively been abandoned, or at best are seriously underused.

The evidence of this is all too often plain to see in poor decoration and lack of routine maintenance, and such neglect can lead to undetected deterioration in the building, and the subsequent need for expensive repairs.

The alteration or replacement of a shopfront presents owners and occupiers with an ideal opportunity to consider the future of the whole building, particularly the question of access to and use of the upper floors.

The first thing to do is to look at the whole building and its curtilage to assess whether it is possible to reach the upper floors from the road via the side or rear. If not, serious consideration needs to be given to including a separate entrance on the street frontage, either incorporated in the new design or as a separate but complementary feature. Where such access already exists, it should be retained and acknowledged in the new scheme.

Where upper floors are, or have previously been used for residential purposes, care should be taken to avoid cluttering the façade of the building with services such as TV aerials, satellite dishes, and the associated wiring.

As technology develops and many people switch to internet-based services, these are becoming less common, but have not fallen entirely out of use.

Property owners should take care to minimise any impact by placing such services to the rear of the property where possible and remove any redundant items and associated wiring as soon as possible when they are no longer used.



A secondary access to the upper floor provides a good opportunity to explore options for residential use in the upper floors, which can help prevent the deterioration of buildings.



Above: Care should be taken to avoid overcluttering shopfronts where the upper floors are used for residential purposes, as this can distract from the shop itself.

Below: Stylised traditional features included in the design of new shopfronts in Bourne.



Whilst many of the features of a traditional shopfront are likely to be present in the design of an entirely new shopfront, attempts to copy historical styles from one building to another are unlikely to be successful.

Each new shopfront should be approached separately, and designers are encouraged to use flair and imagination to create individual solutions based on good design principles which are consistent with the scale and appearance of the building. A variety of well-designed shopfronts will do much to enhance the character of the town centre and make it a more appealing place in which to shop.

Design Guidance Materials

South Kesteven's shopfronts have traditionally been of timber construction, and timber continues to be the most appropriate choice when a new frontage following traditional principles is being considered.

It is extremely versatile, can be finely detailed and moulded to many different profiles and can therefore be readily adapted to suit the needs of a large variety of buildings. In addition it is durable, easy to maintain, and through simple repainting allows for a change in image without detriment to the character of the whole building.

Georgian, Victorian and Edwardian shopfronts were often made from exotic hardwoods such as mahogany and teak but may occasionally have been made from softwoods such as pine.

It is important to note that historically pine was grown more slowly resulting in a tighter grain and a dense, long-lasting timber. Today, to meet the demands of the wider construction industry softwoods such as pine are grown rapidly and are not as resistant to damage or deterioration as those used historically. Therefore, modern pine is not considered to be a suitable material, hardwoods are typically more suitable for use in shopfronts, as they are more durable and hardwearing.

Where stone is used for elements of a shopfront, consideration should be given to what stone has been used historically in the town centres. In South Kesteven limestone is typically used, although there are some examples of sandstone.

More exotic stone such as granite and marble can occasionally be found being used for stallrisers and plinths, particularly on shopfronts built in the late 19th or early 20th centuries (late Victorian and Edwardian), but these are an exception to the general local style.

Where historic stone is present, efforts should be made to match any new stone to the existing materials, as significant changes in colour, texture or grain will have a negative visual impact.



Above: This victorian shopfront in Stamford is made of beautiful glazed brick and tile.

Below: During restoration works it was revealed this shopfront had stone, timber and cast iron components, with remains of historic gilt signage.



This highly decorative shopfront breaks the mould in Stamford with limestone, timber, brick and terracotta elements.

There can be considerable variation in the materials used for stallrisers.

Timber stallrisers with raised and filled panels are common, however stone, brick, tiled, and rendered stall risers can be found in all of South Kesteven's town centres.

Brick stallrisers may be constructed from plain bricks, in which case it is recommended that the colour, size and bond of the bricks reflects those used elsewhere in the building, including the upper floors and any brickwork surrounding the shopfront.

The use of glazed bricks was common in Victorian and Edwardian shopfronts.

Where historic glazed brick or tile stall risers exist, these should be retained and not painted or covered over unless there is significant damage.

The colour of the glazed brick should be a consideration when choosing a suitable colour for the rest of the shopfront.



There is considerable variation in the materials used for stall risers, with stone, brick (either plain, glazed or rendered) and timber used across the district's towns.



Most town centre shops across the district form part of buildings which were built before 1919. These 'traditional' buildings are generally of solid wall construction. This method of construction relied on the use of breathable materials to allow moisture to escape from the fabric of the building to preventing damp and water damage.

Cement or concrete should not be used for renders or pointing on traditional, solid wall buildings, as these materials are not breathable and can trap moisture in the fabric of the building resulting in damp. It can also result in significant, and at times catastrophic damage to brickwork, masonry, and any timbers which are imbedded in or rest on the walls – potentially including floor and ceiling joists, and lintels.

For the same reason modern gypsum plaster should be avoided internally, particularly on external walls or in rooms which regularly have high moisture levels such as kitchens and bathrooms, or any areas which are known to suffer from damp. Instead, lime renders, mortars and plasters are always recommended for solid walled buildings as these materials allow the fabric of the building to breathe.

The use of lime wash, or other highly breathable paints for decorative treatments for lime renders and masonry is recommended. Modern masonry paints are rarely suitable as they are not breathable and will reduce or remove the ability of the lime mortar to release moisture.

Alternative modern materials may be acceptable for shopfronts on non-traditional buildings provided they are sensitively used to produce a well-designed shopfront appropriate to the building and its locality. The use of such materials must not, however, be seen as an excuse to overlook the need for good quality design and attention to detailing.

Design Guidance

Colour

The colour of a new shopfront will have an important bearing on the appearance of the building and needs to be carefully considered as part of the design process.

Equal consideration also needs to be given when a change in the colour of an existing frontage is proposed.

If the property is listed, a change in colour or finish (for example, a change from a matt to a gloss finish) will require listed building consent.

An application for a new shopfront or repainting should always include specific details of the colour proposed in the form of samples, photographs and British Standard numbers.

Stained or treated timber is not a particularly suitable finish for traditional shopfronts. For new builds, where a more innovative approach is required, its versatility could provide the scope for designers to show flair and originality in producing shopfronts of good modern design.

Rich dark colours are usually best for traditional shopfronts, and are particularly important where the shopfront extends across most or all of the building, or has wide pilasters. As well as identifying the shopfront as a positive part of the overall building, such colours help to emphasise its perceived function of supporting the upper floors.

White or light/neutral colours may however be suitable on smaller shopfronts of more slender proportions where areas of walling already extend from the upper floors to the ground.

A single colour should be used for all the major elements. Avoid using alternative colours on major features such as pilasters, stallrisers, fascias or cornices, as this inevitably weakens appearance.

A secondary colour can, however, sometimes be used to good effect to highlight decorative or architectural features within the shopfront. The colour would need to be carefully chosen to complement the main colour, and used selectively to prevent the shopfront from appearing over-fussy or disjointed.



Rich, dark colours are the best option for traditional shopfronts which cover the full width of a building, particularly on listed buildings or in conservation areas.



Light, pale or neutral colours suit shopfronts with lighter, more slender designs



Above and below: carefully chosen secondary colours can provide interest to a shopfront and highlight architectural details



If a shopfront extends over two floors, it may be appropriate for a white or light/ neutral colour to be used on the upper floor, particularly where the shopfront extends across the full width of the building. This can both highlight the detail of the upper floor and maintain the proportion of the building by preventing the shopfront appearing to overpower the structure as a whole. It can also better reflect the domestic scale of the upper floors of surrounding properties.



It should not be assumed that every colour which is available in a 'heritage' paint range is suitable for use on a traditional shopfront. While they often contain some suitable colours and are a good starting point for inspiration, these paint ranges are typically designed for domestic interior use, providing a flat matt finish associated with traditional paints, however, many contain colours which are too bright/ garish or otherwise unsuitable for use on traditional shopfronts.

The surroundings of the shop should also be a consideration in choosing a colour, as some areas will be more sensitive than others.

It should not be assumed that if a colour is used on a shopfront somewhere else in the town it will automatically be acceptable for use everywhere.

For example, Grantham High Street has a considerable proportion of modern infill buildings where more vibrant colours may at times be acceptable, however these colours would likely not be suitable for a property on Vine Street which has a more sensitive historic character.

Likewise, a colour which is considered appropriate for a shopfront on a Victorian building may not be suitable for use on a Tudor building, even within the same street, as the historic character, architecture and style of the building as a whole should be considered.

New shopfronts within conservation areas should avoid bright or garish colours which may detract from the appearance of surrounding traditional properties, and negatively impact the conservation area.

It is advised that before businesses commit to a new or altered colour scheme for their shopfront that they seek advice from SKDC's Conservation and Planning team.

Shopfronts across two floors may benefit from using a lighter colour on the upper floor to maintain the proportions of the building



Context is important: this green/grey appears weighty enough against the light stone of the building, but could look too pale against a darker stone or brick



This blue is suitable for use in the context of this 20th Century shopfront in an alley, but would be completely inappropriate on the medieval building below (both in Stamford).



Design Guidance

Windows and Doors

Traditional shopfronts generally feature part glazed timber doors. Where historic doors have been retained, these often have additional decorative features such as panelling or moulding, carved details, or attractive period door furniture e.g. kick plates, letter boxes and handles.

Where possible original doors and door furniture should be repaired and retained, however if it is necessary to replace an original door, consideration should be given to the replication of original features, or the reuse of door furniture.

Accessibility is a key issue for retail and business premises, and in particular compliance with the Equality Act (2010) and the Disability Discrimination Act (1995). These Acts impact businesses both as employers and as providers of services.

Under this legislation businesses are required to make 'reasonable adjustments' to ensure that people with disabilities are not put at 'substantial disadvantage' in accessing spaces, services or goods, in comparison to a person without disabilities.

It is a common misconception that listed and heritage buildings are exempt from the Equality Act and the Disability Discrimination Act, this is not the case, although a building's special characteristics may impact what is considered a 'reasonable adjustment' under the legislation.

While neither act overrides preexisting legislation on alterations to Listed Buildings, Government guidance recommends that where possible measures be taken to balance the need to facilitate access to services with preserving the special characteristics of listed or heritage buildings.

Accessibility should therefore be given due consideration when designing or restoring a shopfront.

For example, while features such as automatic sliding doors would not be considered suitable for a historic building, carefully designed inclusion of power assisted opening features could be acceptable.



Victorian and Edwardian shop doors are typically part glazed with panelling or carving as above.

Below. The internal door on this Georgian property is curved and sits under an elegant fanlight.



Where a shopfront includes a secondary door (for example, as separate access to upper floor accommodation) this should also be timber, and of an appropriate style for the age of the building. To achieve a cohesive look, the door should be painted the same colour as the shopfront. The use of UPVC doors or similar is unlikely to be acceptable.

Individual display windows with a horizontal emphasis should normally be avoided. The careful use of mullions or glazing bars to subdivide such areas will enable a shopfront to relate more comfortably to the rest of the building and can be effective in helping to give a shop its own unique character.

Decorative curved detailing to mullions can be found on many of the district's better shopfronts, and a modern interpretation of such features in a new shopfront design will serve to complement and respect a traditional local pattern.

Windows are naturally considered as a fundamental element of a shopfront design, however, display windows are not the only glazing which impacts the appearance of a shopfront.

Where glazed fanlights and pelmets are featured, they are important elements in the design of a shopfront and should not be obliterated by painting out or boarding over the glass panels. As well as obscuring an attractive detail, the appearance of the shopfront is disrupted by creating an additional awkward 'solid' area below the fascia.

Where a false ceiling finishes lower than a fanlight or pelmet, the front section should be raised or angled upwards to take account of these features. If this is not possible, the provision of dark screening in the space above the ceiling, set a short distance behind the glass, would be a suitable alternative.



Fanlights and Pelmets are important elements of design, whether they are ornate Georgian fanlights (right), more simple designs (top right), or art deco features (above)



Above: Matching the colour of the access door to the upper floor with the shopfront makes for a cohesive look



This late Victorian shopfront features both highly decorated curved mullions, and retains its original Art Nouveau style door handle.



Upper floor windows should also be considered as part of the design and maintenance of a shopfront.

Well maintained upper floor windows will complement and enhance the impact of a good quality shopfront, but conversely poor maintenance, or the use of inappropriate materials for repair or replacement can significantly detract from the appearance and minimise the impact of investment in the shopfront.

Window frames, casements and sills should form part of the routine maintenance of the property, including painting where necessary. Regular maintenance of traditional timber or metal windows can considerably extend their lifespan and reduce the need for costly repair and replacement.

Replacement of traditional timber sash or casement windows, or metal framed windows, with UPVC double glazing is undesirable and can considerably detract from the appearance and heritage value of the building.

Care should be taken when replacing historic glass with modern glazing. The different manufacturing processes can result in a significant change in the reflective properties of the glass, which can have a substantial impact on the appearance of a building. Where possible any historic glass should be retained.

Where upper floors are vacant or used as storage for the retail unit, taking simple steps such as removing any old, damaged or discoloured blinds, curtains or nets from windows can significantly improve the appearance of the property and complement a newly installed or refurbished shopfront.



Treatment of the upper floor windows should be considered along with the shopfront design, as their appearance can either add to the shopfront (as above) or detract from it.

It is even more crucial when the upper floors are a distinctive and iconic element of the building's design (below).



Historic glazing comes in many forms. Some shopfronts like this one (left), feature beautiful cut glass which has obvious heritage value, however even plain historic glazing should be retained where possible.

Differences in technology with glass manufacture can make modern glass have very different reflective properties which can alter the appearance of a building.

Design Guidance

Security

The need to provide adequate security for shops is widely recognised.

A number of security solutions are available to retailers, some of which will have a greater effect on the appearance of a building than others.

Sometimes a combination of different and less intensive measures, including wider town centre surveillance cameras, may well reduce the need for more conspicuous means of protection, which can disfigure otherwise attractive buildings.

When choosing new premises retailers should ensure that the security requirements of their particular business can be adequately met without detracting from the character and appearance of the building.

Approval will not be given for unsympathetic additions to attractive shopfronts, and enforcement action could be taken to remove unauthorised security fixings or poorly sited alarm boxes on listed buildings.

The use of retractable shutters is becoming increasingly common, and if this form of protection is considered necessary, it should be located inside the building. The shutter box should not be readily visible when the shop is open and can normally be comfortably accommodated behind the fascia.

As well as creating a blank appearance when the shop is closed, shutter boxes fixed to the outside of buildings can be very ugly and cause damage. External shuttering will only be acceptable when it forms an integral part of a new shopfront design and is never acceptable on listed buildings.

Solid lath shutters can create a security risk as they make the inside of the shop invisible from the street, and any criminal activity within would therefore go unnoticed.

Removable wrought iron or similar grilles can be particularly suitable for traditional shopfronts provided they are well designed and purpose-made to fit neatly into the shop window.



Retractable shutters installed internally and hidden behind the fascia provide necessary security, but are invisible when the shop is open, and do not obscure the shopfront when deployed.



Above: A removable metal grill provides necessary security, while being an attractive feature of the shop.

left: Traditional wooden security shutters are a rare feature of a shopfront

Removable security grilles may be located on the inside or outside of the window, can be painted to match or complement the shopfront, and when in place, still allow a good view of the display inside the shop. They need not necessarily extend for the full height of the window and can be taken off completely and stored within the building when the shop is open.

The system would require permanent mounts fixed to the shopfront to support the grilles, and their location and colour should not detract from its appearance.

Burglar alarm boxes are a common feature of shop security and are normally required to be located in prominent yet inaccessible positions. An attractive façade can easily be marred by the careless siting of an alarm box, and if such an installation is being considered, all the possibilities should be reviewed before a decision is made.

For example, it may be possible with skill and imagination to incorporate a system within the design of a new shopfront.

In all cases a balance must be achieved between the need for adequate security and the need to respect the character of the building, and careful forethought needs to be given to the siting, appearance and colour of any new installation proposed.

Wherever possible, wiring from security devices should be taken inside a building rather than along the façade. If surface wiring cannot be avoided it should match the colour of its background, be securely fixed, and mounted as inconspicuously as possible. This can often be achieved by following existing lines and features on the frontage.

If an alarm box becomes redundant both it, and associated wiring, should be carefully removed.



Removable grilles allow customers to see shop displays even when the business is closed. Permanent fixing points are discrete and do not detract from the shopfront.



Centre: External roller shutter hid this attractive shopfront, created a bland appearance, and contributed to damage to the decorative consoles of this 1890's shopfront.

Bottom: After restoration the beauty of the shopfront was revealed and security was maintained through the use bespoke metal railings and gates which follow the curves of the glass.



Design Guidance

Signage, Advertising and Lighting

The advertisements displayed on a building can have a profound effect on its appearance and should be considered as an integral part of the overall design of a shopfront.

The use of discreet and well-designed advertisements on business premises will not only improve individual buildings but will also enhance the overall appearance of the town centre, adding to its appeal for both visitors and shoppers.

Principle Signage

On traditional frontages, lettering should be sign-written onto the fascia in a single style. It should be easily readable and adjusted in size and content to suit the detailing of the fascia.

Owners should avoid overcrowding the fascia with too much information but should identify in simple terms what they need to say. The shape of the fascia and existing architectural details need to be taken into account when the form of advertisement is being considered.

While signwriting is the 'gold standard' of shop signage, the use of prefabricated signage is increasing.

Where prefabricated individual letters or symbols are proposed for a traditional shopfront, these should be low profile and mounted as flush as possible to the fascia to prevent a 3-dimensional appearance which would make the advertisement over-prominent.

The signage should fit within the fascia, and not overlap any moulding or other decorative detail, and the font choice should be easily readable.

Signage should be limited to one or two colours. Metallic colours are acceptable, but high gloss or reflective finishes are not suitable and should be avoided.

As with traditional sign written advertising, the information should be kept to a minimum and overcrowding of the fascia should be avoided.

Where a shopfront has an existing fascia within its design, signage should be applied directly to the fascia, and it should not be built out onto an additional box or boarding as this will make the signage overly prominent and alter the proportions and profile of the shopfront.



Above: Examples of good primary signage using both signwritten and affixed lettering.

If internal illumination is proposed, the background should be suitably masked to allow the lettering only to appear lit. Large expanses of bright illuminated panelling are unlikely to be acceptable, as they are extremely harsh in appearance, and tend to unduly dominate the street.

Advertisements on properties where there is no purpose-designed fascia will need individual consideration. Possible alternatives could include individual letters fixed direct to the wall, signwriting or transparent transfer on a window, a small well-designed plaque, or a simple projecting sign.

Prefabricated fascia panels, whether of timber, Perspex or some other material, are unlikely to be acceptable on such buildings.

What is right for one building might be totally out of place on another, and the design and detailing of the building will largely dictate the most suitable form and scale of advertising in each case.

Hanging and Projecting Signs

Hanging signs in the form of decorated boards suspended from metal brackets, have long been a recognised form of advertising in town centres, and are equally comfortable on both older and more recent buildings. A well-designed hanging sign can be a very effective form of advertising, an attractive addition to a building and to the local street scene.

The use of alternative shapes and profiles is to be encouraged, as much lively interest can be added to a shopping area by projecting signs of various shapes, sizes and designs. Whenever possible, a pictorial feature should be included, perhaps illustrating the trade being undertaken. Alternatively, a hanging symbol relating to the business could be very effective. As with shopfronts, the use of rich, dark colours or neutral shades will ensure that a sign is not over-dominant.

Lighting schemes for hanging signs should try to ensure that the light source is as inconspicuous as possible. Concealed lighting is an effective means of achieving this. The bulb housing should be the same width as the sign and can form part of the design of the board itself. Better still it can be a separate element located above the sign and coloured to match the supporting frame.



High gloss finishes on lettering detracts from the historic environment and should be avoided (above)

With an appropriate finish, individual lettering can be a good option for ships with no facia (below.)



Simple hanging signs are an effective alternative for buildings with no facia. To avoid visual clutter these should be limited to one per property.

Other forms of projecting sign, such as rigidly fixed boards or internally illuminated boxes, are now commonplace in shopping centres, but rarely add to the character of historic market towns, such as those in South Kesteven, and are unsuitable for use on or adjacent to traditional shopfronts.

Modern projecting signs are often produced to a standard size and format, with little account being taken of the scale of the building or overall appearance of the area.

Within the Conservation Area, where character and appearance are acknowledged as important considerations, signs of this type are best confined to the more modern shop premises, although even here hanging signs are to be preferred.

The overall design of a building should be the major influence in the position of a projecting sign on its façade. There should be clear separation between the projecting sign and the fascia, and the sign should not damage or obscure important features of an attractive shopfront.

Generally speaking, not more than one projecting sign should be displayed on a building.

However, not every frontage may be suitable for such signs, even though they may be present on nearby facades, and the merits of each case need to be considered individually.

Historic signage and advertising

Occasionally traditional shopfronts may retain original signage associated with an earlier use. Where such signage is present it adds to the historic character of the town and supports the understanding of the building's history.

These can take a variety of forms which may include historic signage on facias, signage or advertisements painted or attached to walls, advertisements which are an integral part of the fabric of the building, stained glass or engraved windows, and threshold mosaics.

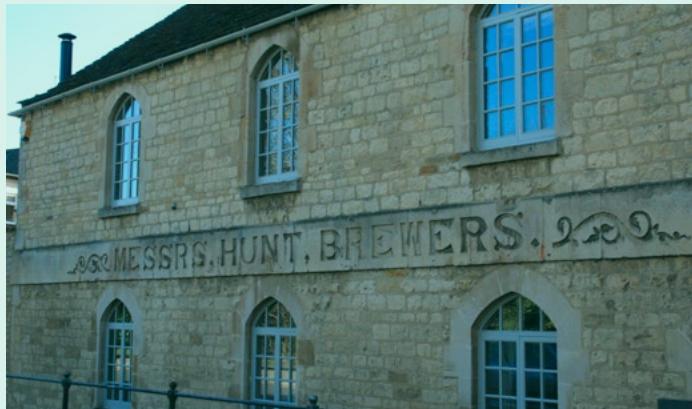
Where historic signage or advertising is present it should be retained wherever possible.



Rigid projecting signs are suitable in modern developments, but are less suitable in the historic environment.



Traditional hanging signs (below) are preferred, and give opportunities for interesting shapes and decorative features.



Historic signs take a wide variety of forms including enamel signage, and signage which is part of the fabric of the building, or the faded remains of painted signs (left).

Temporary Advertisements and Window Vinyls

Temporary advertisements fixed to the inside of doors and windows can spoil the appearance of a building.

They are mostly designed in very bright colours to draw attention to a special event, usually a sale. Such signs should be kept to a minimum (no more than one per window should be necessary) and removed as soon as possible. Similarly, an excessive number of stickers and notices on windows and doors will give the shopfront a cluttered appearance, and should be avoided.

The use of brightly coloured window vinyls to entirely cover windows is not appropriate on a traditional shopfront, as they significantly detract from the quality and heritage value of the property and negatively impact the wider streetscape.

Vinyls should not visually distort or disrupt the proportions or obscure attractive details of the shopfront.

Where a shopfront does not have a fascia, the use of vinyls applied to windows to provide signage can be an acceptable alternative. Signage should be appropriately designed and positioned to suit the scale of the window, and not be so prominent that it obscures or overwhelms the view of goods displayed inside the shop.

Vinyls can also be appropriate when a new business moves into a premises that features historic signage that must be retained. The use of window vinyls allow the new business to advertise without removing the character of the property or area.

Where a business requires a degree of privacy in their operation, frosted vinyl coverings may be appropriate, as these can obscure the view into the property while not overwhelming the shopfront.

As well as this guidance, and any planning or listed building consent which may be required, signage and advertising may require specific advertising consent.

Further information on advertising consent can be found here: ['Outdoor advertisements and signs: a guide for advertisers'](#)



Before: Brightly coloured full window vinyl overwhelmed this charming shopfront and were inappropriate in a conservation area. After: Following redesign the detail of the delicate shopfront is revealed.



Three good examples of vinyl use.

Top: Thematic vinyls add to the window display of this shop

Middle: Frosted vinyl signage gives an opportunity for advertising without over dominating the building

Bottom: Sensitively designed vinyls display branding on this

Lighting

External illumination will always be the preferred choice for advertisements, and the only acceptable option for traditional shopfronts.

Strip lighting concealed within a projecting cornice can be both effective and unobtrusive when included in the design of a new shopfront but is less easily added to existing designs.

The use of LED strip lighting is a cost effective and discrete alternative which can often be integrated into both facias and projecting signs without the need for sizable bulb housing.

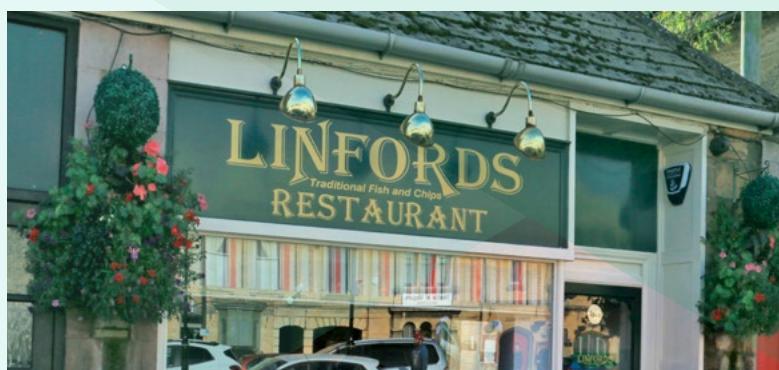
LED lighting offers a wide range of colours for lighting, however any illumination should be a single colour, white or warm white is recommended as the use of other colours would be unlikely to be acceptable on a traditional shopfront, or in a conservation area.

Where LED or similar illumination is proposed, it should be static. Flashing, moving, or colour changing lighting is not acceptable.

Small floodlights are also acceptable provided they are sparingly used and sensitively located. One or two should normally be sufficient, preferably fixed directly to the building. Projecting brackets should be avoided, if possible, as they tend to make the lights more prominent than the advertisement itself. Where there is no reasonable alternative, however, such lights should be simply designed and few in number, with the minimum possible projection from the wall.

Large lamps with ornate brackets tend to draw attention to themselves rather than the advertisement and should be avoided.

Adding external lighting to a listed building will always require consent. It is recommended that business owners discuss the addition of any lighting with SKDC's Planning and Conservation teams before committing to a lighting solution.



Above: Lighting can be effectively built in to the design of hanging sign brackets.



Above: Here bulbs are discretely located below the cornice.



Above: This pub features floodlights at roof level, strip lighting built into the hanging sign, and attached under the principle signage, and carriage style lights near the door - all without overwhelming the building.

On smaller properties with traditional shopfronts this volume of lighting would likely be inappropriate

Left: Small lamps can be a good solution to illuminating signage, particularly for businesses which can expect night time trade, however care should be taken not to overclutter the facade, and lighting should be kept as minimal as possible

Design Guidance

Canopies and Blinds

The need to protect goods from damage by sunlight should always be taken into account when a new shopfront is being considered. If a blind or awning is thought to be necessary, it should be included as an integral part of the shopfront design. It should be fully retractable and pulled down only when required.

The traditional, and perhaps most logical arrangement for blinds of this type is to incorporate them as part of the cornice, although immediately below the fascia can be an acceptable alternative in appropriate cases.

The blind fabric should preferably be of a plain, light, neutral colour, and be non-reflective.

The use of shiny plastics and vivid or stridently contrasting colours will make the blind appear excessively prominent and look out of place.

Dutch blinds and plastic or similar window and door canopies are not generally acceptable and should be avoided. All too often canopies of this type have little practical use, their main function being to serve as additional advertising space. Invariably they bear no relationship to the appearance of the building to which they are fixed and can obscure and sometimes destroy part of the existing shopfront.

Retailers who are likely to display goods susceptible to sunlight damage should take extra care to ensure that the premises they intend to occupy are suitable for their purposes. Formal approval will be necessary for most canopy or blind additions, and it should not be assumed that such approval will be forthcoming simply on the grounds that a canopy or blind is necessary or desirable for the type of shop proposed.

It may be helpful to remember that they will not normally be necessary where the shop window faces northwards, or because of its relationship to other buildings, will receive little or no direct sunlight.

Retailers may also wish to consider the use of transparent UV and solar protective films which can be applied directly to windows. These films are commonly used in historic houses and libraries to protect the collections from light damage, and are a non-invasive, removable and cost-effective solution, which would not typically require consent. Such films can also have insulating properties and assist with improving thermal efficiency of glazing.

It is important to note that coloured, mirrored or reflective films would not be considered suitable for use.



Traditional awnings are the best option for use on shopfronts in historic settings. Below: Clever use of the edging of a traditional awning gives the appearance of a narrow fascia for this shopfront when closed



Below: Some historic shopfronts may retain awning/ blind boxes and mechanisms which should be retained and reused where possible

Post War and Modern Shopfronts

The majority of historic shopfronts in South Kesteven date from the mid-19th – early 20th centuries, which follow a largely consistent pattern of general design, and used similar materials. This began to change following the first world war, when the influence of art deco design and changes in building methods began to introduce new styles and materials including concrete, steel, aluminium, granite and vitrolite (a form of decorative glass) became popular. Metal framed casement windows became more common for upper floors.

The shopfronts ranged from minimalistic to highly ornate, and often feature decorative details on windows, ventilation grills and door furniture. Art deco buildings are quite rare in South Kesteven, and where they are present, they are of historic value.

Between the 1940s – 1980s, there was considerable redevelopment in South Kesteven's town centres, particularly in Grantham and Bourne.

These developments rarely considered the historic environment in their design and today are often considered to be less attractive and of lower quality and can be visually jarring against traditional shopfronts.

There was a preference for large, long windows with no glazing bars or mullions which gave buildings a squat, horizontal aspect. Decorative features, such as pilasters and console brackets were omitted from designs and stall risers were minimised with display windows often reaching to floor level. Where present, facias are often considerably wider and deeper than in traditional shopfronts, built out using boxes and extending across the full frontage of the building with little to no space between the facias of neighbouring properties.

Shopfronts were often metal framed which makes them more difficult to maintain and repair than traditional timber framed shopfronts.

Where these shopfronts remain today, often the best approach is a complete redesign and installation of a new shopfront.

Where the modern shopfront has been added to a historic building, it is often possible to design a new shopfront which reinstates the traditional features which would once have been found there. These are most successful when the design is influenced by archival research into the original shopfront design.

Where this is not possible, minimising the size of the facia and signage can be an effective way of making the shopfront appear to be more in keeping with the historic streetscape.

Bright colours for facias and signage should be avoided, as should any signage with a 3-dimensional appearance.



Much of the post WWII development of town centres did not consider the historic environment, and used materials such as steel and aluminium which were quicker and less expensive to construct but which are harder to maintain in the long term than traditional timber shopfronts.

Below: Modern developments adjacent to the historic environment often offer a consistency of approach which sits well in the environment, aided by design elements such as consistently sized facias



Is Permission Required

Planning permission needs to be obtained for any alteration to a shop or similar property which materially affects its external appearance.

This includes changing windows or doors, using different materials on any part of the shopfront, enlarging the fascia or adding canopies or blinds, and permission would of course be required for the installation of an entirely new shopfront.

A separate form of consent is required for the display of advertisements, even where the sign proposed has been shown on the planning application drawings.

Some signs on shops and business premises can be displayed without the need to obtain advertisement consent depending on their size, position and content. If in any doubt, it is always best to seek the advice of the Planning Department as to whether or not an application is needed.

Many of South Kesteven's shops are located in listed buildings and any alterations to such buildings which affect their character or appearance require listed building consent.

This could include exterior painting (including advertisements or changing either the colour or finish of the shopfront), the affixing of lettering, sign boards or projecting signs, security grilles, blinds, alarm boxes and internal alterations. It is required in addition to any planning permission or advertisement consent which may be necessary.

In Stamford additional measures, known as an Article 4 Directive, are in place which removes some permitted development rights for unlisted buildings. More detail is provided later in this document, under 'Special Consideration – Stamford'.

If you are unsure if your property is listed, you can consult Historic England's 'Search the list' function on their website ([Search the List - Find listed buildings, monuments, battlefields and more | Historic England](https://www.historicengland.org.uk/listing/search-the-list/)).

It is important to note that properties can be listed as part of a group, so if it is suspected that a property is listed but a search for the address does not return a result, check neighbouring properties to determine if they are included in a group. The map search function can be particularly useful for this.

Before undertaking any alterations to a shopfront, it is essential to ensure that all the necessary approvals have been obtained.

Enforcement action may be taken against unauthorised work, and this can lead to the need for further alterations or reinstatement – an unnecessary expense which is easily avoided if the correct procedures are followed. In addition, fines of up to £20,000 or imprisonment can be imposed through the courts for unauthorised work to listed buildings, even if approval is subsequently granted for the alterations which have taken place.

If in any doubt about the planning consents required, seek advice from the Planning Department before undertaking any work.

Where either an entirely new shopfront, or considerable alteration to an existing shopfront is proposed building control regulations will also apply.

How to Apply for Consents

Planning applications can be made online through the SKDC website ([Planning \(Development Management\) | South Kesteven District Council](#)) which also provides further information on when planning consent may be needed, and the various types of consent which may apply.

When applying for listed building consent, planning permission or advertisement consent, it is essential that the plans and accompanying information show exactly what is proposed to be done and how the finished product will look.

Schemes which seem to be satisfactory on a small-scale drawing can easily be spoiled by poor detailing and finishings when a builder relies on guesswork and assumption in the absence of clear illustrations and instructions.

The importance of accuracy and care in the preparation of drawings cannot be over-emphasised.

Applications for planning permission or listed building consent to alter or replace a shopfront should be accompanied by:

- a) Detailed elevation drawings of the whole of the existing façade of the building at a minimum scale of 1:50, showing all existing architectural detailing, plus relevant details of the buildings on either side.
- b) Detailed drawings at the same scale showing the front elevation of the building as proposed, indicating clearly the proposed alterations within the context of the whole building, including any existing features which are proposed to be altered or removed.
- c) At least one sectional drawing of the shopfront showing its profile and position relative to the upper part of the building.
- d) Plans, elevations and sections at a minimum scale of 1:25 showing as necessary the detailing of architectural features, including pilasters, cornices and window details.
- e) A precise indication of the materials and

colours proposed to be used, either by the submission of samples or photographs, and by reference to British Standard numbers.

Advertising Consent

The drawings accompanying applications for advertisement consent should include an elevation of the whole shopfront (minimum scale 1:50) with the size and design of all letters and symbols accurately shown, together with details of the colour scheme.

Where individual letters are proposed, sections or samples should be submitted showing the profile and thickness of the letters, as well as details of materials and the method of fixing.

Projecting Signs

Where a projecting sign is proposed, detailed drawings should be submitted which show accurately the size, materials and shape proposed for the sign and supporting bracket, the size and design of all letters and symbols, and the colours to be used. A drawing of the front elevation of the building is also necessary showing where the sign is to be located.

All this information is needed to enable a proposal to be accurately assessed, and applications accompanied by inadequate information will be considered incomplete until all the necessary details have been supplied.

A pre-application advice service is available to support the development of planning and listed building consent applications. Fees apply to this service and full details can be found through the following link: [Pre-application advice and Guidance](#).

Special Considerations - Stamford

Stamford is a town of particularly high heritage value, it boasts over 600 listed buildings, and was designated as the country's first Conservation Area in 1967.

Almost all the retail premises within the town centre are located within the conservation area and are subject to heightened levels of planning control.

The historic character of the town is predominantly Georgian, although many of the fine stone facades front older properties originally dating back to the medieval era.

Where purpose-built shopfronts are present in the town centre, many are of late Victorian or Edwardian design, however several Georgian/ early Victorian style shopfronts remain.

Due to the exceptional retention of historic buildings within the town centre, and the importance of the town's historic environment to the local economy, particular sensitivity is given to decisions around colour, signage, illumination or other decorative additions to shopfronts such as foliage.

The use of bright or garish colours is unsuitable as either a primary or secondary colour for shopfronts and should also be avoided within signage and advertisements.

Where bright colors form part of company branding, careful consideration should be given to whether it is appropriate for this branding to be displayed across the shopfront, or if alternate signage can be used, and the branding be displayed elsewhere within the shop.

The use of prefabricated fascia panels, or the addition of such panels where a fascia does not already exist is unlikely to be approved.

Illuminated signage is unlikely to be considered suitable, and this may also extend to illuminated signage as part of shop window displays, such as illuminated barber poles or neon signs.

External illumination, either incorporated into projecting signage, or as small, discrete lights attached to the façade may be acceptable, however this will require consent which will be determined on a case-by-case basis and will consider the nature of the building and its particular context within the town centre.



It should not be assumed that lighting which is present on a building elsewhere in the town will automatically be approved on any other property.

The predominant building material in Stamford is limestone, and shopfronts are typically of timber, with either timber or stone stall risers. The use of brick or tile stall risers is rare, and this should be considered when traditional shopfronts are reinstated.

As of December 2018, additional planning controls, known as an Article 4 Directive, have been in place. This removes certain permitted development rights for works on unlisted residential and commercial properties within the town's conservation area.

This does not prevent works from going ahead entirely but means that planning consent must be granted before any works can take place, or enforcement and penalties may apply.

The full list of permitted development rights suspended by the Article 4 Directive can be found on SKDC's website here: [Article 4 Direction – Stamford Conservation Area | South Kesteven District Council](#).

Although all of the provisions of the Article 4 Direction apply to unlisted buildings in the conservation area, the following restrictions will be of particular relevance to those designing shopfronts

- Enlargement, improvement or other alteration (including alterations to windows, doors, stone and brickwork).
- Installation, alteration or replacement of a satellite antenna on a building
- The replacement of cast iron guttering with plastic, or the addition of new guttering and down pipes
- The painting of the exterior of a building
- The installation, alteration or replacement of solar panels or solar thermal equipment.

The Article 4 Directive does not apply to listed buildings, as such work is not considered permitted development and would require Listed Building Consent.

It is recommended that before making any alteration to a shopfront in Stamford that advice is sought from the Planning and Conservation teams.



Special Considerations - Grantham

Grantham's street layout retains much of its medieval form, but the buildings themselves largely reflect the town's industrial development which was linked to both the Grantham Canal and more latterly the introduction of the Railway.

Retained traditional shopfronts are typically late Victorian or Edwardian, and considerable alterations were made to Grantham's streetscape during this time, with the loss of many older buildings.

This alteration of the street scape continued following the second world war, with considerable redevelopment from the 1950s – 1980s. Many of these infill properties were built without consideration for the wider historic street scape and would benefit from sensitive redesign.

Streets including High Street, St Peter's Hill and Wharf Road have experienced a higher degree of modern redevelopment and infill, and a wider range of design styles are seen in these areas, however the general principles as outlined in this guide, should still be applied.

Areas where there has been less of this infill are considered to be more sensitive to change, and traditional style shopfronts are the most appropriate in these areas. This includes Westgate, Market Place, Vine Street, and areas around St Wulfram's Church and areas of Watergate.

Buildings are typically of brick, although a few prominent stone or timber framed buildings are retained. Particular sensitivity should be taken in the design of shopfronts or signage in these areas.

Between 2015 – 2024 various shopfront regeneration grant schemes operated within Grantham town centre which were funded by SKDC and Historic England.

This programme resulted in the repair or reinstatement of over 30 properties which provide a template for successful design within the town.



Special Considerations - Market Deeping

The retail centre of Market Deeping has two distinct character areas.

The historic town, centred on the marketplace, and along the B1525 is predominantly stone built and Georgian in character.

There is a mixture of traditional shopfronts and converted domestic properties with no formal shop front.

Where no purpose-built fascia exists on a property, the addition of a new stand-alone prefabricated fascia or boxed signage is unlikely to be appropriate.

Alternative signage options including wall mounted individual lettering, projecting signs and sensitive window design featuring sign painting or discrete vinyl signage is preferred.

This contrasts with the modern retail development centered primarily around the Precincts, which has a notably different design style. Here there are a mix of shopfronts which have been designed along a traditional style, as well as entirely modern designs. All have purpose-built facias which should be used as the primary advertising space.

As Market Deeping town centre is compact, inappropriate design can have a disproportionately negative impact on the appearance of the town.

Advertising signage should be given special consideration to ensure that it does not over dominate not only the property to which it is affixed, but the street as a whole.

The general guidance on illuminated signage should be followed, however it should be noted that in some areas of the town, in particular, shopfronts located along the B1525 towards Deeping St James, illuminated signs may not be considered appropriate.

Where illumination is being considered as part of a shopfront design on a historic property or within a conservation area, business owners should consult with the SKDC Conservation Officers before undertaking any installation works.



Special Considerations - Bourne

Bourne's town centre has been significantly disrupted by the routing of major roads through what was historically the Market Place, and as a result the retail core of the town can seem disconnected.

Therefore, it is easy for the wider context of the town's street scene to be forgotten when designing an individual shopfront.

Through considered shopfront design it is possible to create a sense of cohesion across the retail spaces in the town, bolstering the sense of place and redirecting the attention of residents and visitors from the impact of the highway to the shops.

For the most part Bourne's shopfronts follow a traditional pattern, and the general guidance given in this document should apply.

Due to the extent of the highway through the town, pavements are narrow and the use of A-boards to provide additional advertising space should be avoided, and where additional signage is required permanent projecting signs should be considered.

Alongside the historic core of the town's retail which radiates out from the former market place cross-roads and extends along North Street, South Street, West street and Abbey Road, are several areas of new build retail which have been incorporated or infilled into the historic streets.

Various attempts have been made to incorporate elements of traditional shopfront design into the modern shops.

The Angel Precinct contains good examples of incorporating traditional design style into new shop units. While these shops are clearly modern, their design is in keeping with the historic surroundings and they provide a good template for future designs.

A different approach was taken in the Burghley Centre, but again here are good examples of how new design can fit within an existing historic environment as the precinct honours the scale of the traditional shopfronts.

Across the town there are several examples of historic signage which add both character and insight into the history of the town. Where these are present, they should be retained.



A Note on Maintenance

Across South Kesteven's towns there are traditional shopfronts which have been in place for over 150 years. With appropriate materials, design and maintenance new shopfronts could last as long and in time become part of the district's heritage.

Design and installation of a new shopfront, or restoration or refurbishment of an existing one can be a significant investment, therefore considering maintenance needs during the design process, and implementing a regular maintenance schedule is crucial for maximizing the benefits of investment.

Simple regular maintenance measures to prolong the life and appearance of a shopfront include:

- Removing vegetation
- Clearing gutters, hopper heads and any debris from drains
- Touching up areas of worn paint, and periodically repainting timber shopfronts and window frames (painting like-for-like colour and finish would not normally require planning consent)
- Replacing broken, blocked or leaking downpipes (note this may require planning consent)
- Periodic repointing of brickwork as needed.

Often like for like maintenance work and small repairs to listed buildings do not require listed building consent; however, medium to large scale repairs do require consent.

For example the like for like replacement of one or two slipped or broken roof tiles would not require consent, but replacing a significant proportion of the roof would.

If you are unsure as to whether repair works will require consent, it is recommended that you contact SKDC's planning department for advice before beginning any works.

Further Information

In addition to the information provided in this guide a number of additional resources are available online which may be of use when planning a new shopfront design or shopfront renovation.

Historic England have a wide range of guidance documents available for free on their website (historicengland.org.uk) which are regularly updated to reflect the latest research and legislation.

The following may be of particular interest:

[Search the List - Find listed buildings, monuments, battlefields and more](#)

[Listed Building Consent](#)

[Introduction to heritage assets - shopping-parades](#)

[Traditional Windows: their care, repair and upgrading](#)

[Adapting Historic Buildings for Energy and Carbon Efficiency](#)

[Easy Access to Historic Buildings | Historic England](#)

Understanding the historic character of the town is an important consideration in the approach to shopfront design.

Lincolnshire County Council recently completed Extensive Urban Surveys of Grantham, Bourne, Stamford and Market Deeping, which provide information on the how the towns have developed through time and identifies and defines historic character areas for each.

The survey reports can be accessed free of charge through the following link:

[LEUS Towns and Reports - Lincolnshire Heritage Explorer](#)

Note: These links are provided for information only. SKDC does not take any responsibility for the content of third-party websites.



Market Deeping Cemetery Public Spaces Protection Order

Report Author

Ayeisha Kirkham, Head of Public Protection

 ayeisha.kirkham@southkesteven.gov.uk

Purpose of Report

To give due consideration to the approval of a proposed Public Spaces Protection Order (PSPO) at The Spinney, Market Deeping Cemetery in South Kesteven with the requirement for people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery.

Recommendations

That Cabinet:

1. Notes the results of the public consultation undertaken with regard to this Public Spaces Protection Orders.
2. Approves the Public Spaces Protection Order for The Spinney, Market Deeping in the District of South Kesteven for up to a 3-year period, unless the Council extends or varies this Order.
3. Decides and confirms whether the length of lead referred to in the Order should be 1 metre in length.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Effective council
Which wards are impacted?	Market & West Deeping;

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no budget implications related to the proposed consultation.

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

Legal and Governance

- 1.2 The Anti-Social Behaviour, Crime and Policing Act 2014 sets out the requirements for consultation. A PSPO can be made if, on reasonable grounds, the local authority is satisfied that the required conditions are met. As stated in the report, PSPOs can last for up to three years once approved and can be varied or extended more than once.

Completed by: Graham Watts, Monitoring Officer

2. Background to the Report

- 2.1 PSPOs were introduced by the Anti-social Behaviour, Crime and Policing Act 2014 to deal with nuisance or problems in specific areas that are detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are intended to help ensure that the law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour. They can apply to any public space. The definition of public space is wide and includes any place to which the public or any section of the public has access.
- 2.2 A PSPO can be made by the Council if it is satisfied, on reasonable grounds, that the activity or behaviour concerned, carried out, or likely to be carried out in a public space:
 - has had, or is likely to have, a detrimental effect on the quality of life of those in the locality;
 - is, or is likely to be, persistent or continuing in nature;
 - is, or is likely to be, unreasonable; and
 - justifies the restrictions imposed.

3. Key Considerations

- 3.1. PSPOs are a useful tool in local authorities, working in partnership with the Police, being proactively able to tackle specific issues occurring in particular public spaces. The prohibition of certain activities acts as a deterrent and gives authorised officers the tools in which to tackle the behaviours which are affecting the wider community.
- 3.2. The proposed Order is attached to this report at Appendices 1 and 2.
- 3.3. Evidence to support the proposed PSPO has been gathered and reviewed and is provided within this report at Appendix 3.

4. Other Options Considered

- 4.1 Cabinet may agree not to put the new Order in place; this would restrict the ability to enforce against the matters covered by the proposed Order.
- 4.2. Cabinet may determine that the legal test has not been met. In this case the Order should not be approved.

5. Reasons for the Recommendations

- 5.1. To ensure an effective mechanism is available to deal with issues detailed in the Order.
- 5.2. It is recommended that the length of lead referred to in the order is 1 metre as this will enable the owner to prevent the dog(s) going on the internment area.

6. Consultation

- 6.1. Under s72 of the Anti-social Behaviour, Crime and Policing Act 2014, a local authority must carry out the necessary consultation before extending, varying or making a PSPO. Necessary consultation means consulting with the Chief Officer of Police, the local policing body whatever community representatives the authority deems appropriate and the owner or occupier of land within any of the restricted area. For this consultation stakeholders consulted included:

- Any individual or body who visits, lives or works near the area referred to in the PSPO, or has an opinion on the proposed PSPO, who wanted to make a representation
- The Police; to include the Chief Officer of Lincolnshire Police and the Neighbourhood Policing Team for the Deepings area
- The Police and Crime Commissioner for Lincolnshire
- Parish, town, district and county councillors for Market Deeping

6.2. The primary objective of the consultation was to ensure that various stakeholders were given the opportunity to comment on this proposal. The secondary objectives of the consultation were to:

- Demonstrate SKDC have met the requirements as set out in s72 of the Anti-Social Behaviour Crime, Policing Act 2014. These are to carry out the necessary consultation, publicity, and notification before making, varying or extending a PSPO
- Inform the decision that will be taken by SKDC in respect of the proposal to re-introduce the PSPO
- Measure the degree of support or otherwise for the proposal
- Understand and be aware of the impact taking this decision may have on specific stakeholders
- Assess any potential impact of the PSPO on the community including demonstrating that the Council has had due regard to compliance with the Equality Act 2010

6.3. A four-week public consultation was undertaken from 31st July 2024- 28th August 2024. The draft Orders which were subject to consultation are at Appendix 1, with the associated plan in Appendix 2.

6.4. The consultation took the form of a questionnaire on the council's website. Full details of the consultation methodology can be found on Pages 4-5 of Appendix 3.

6.5. Full details of the consultation, a list of consultees and breakdown of responses is at Appendix 3. In total, 33 responses were received. A summary of responses is detailed below.

Consultation Results

6.6. Those participating in the consultation were asked if they agreed or disagreed with the proposal to re-instate a Public Spaces Protection Order (PSPO) which, if approved, will require people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery. **Three quarters of them (25 or 75.8%) supported the proposal. A quarter of them (8 or 24.2%) did not.**

6.7. The third question on the survey asked respondents if implementing the Public Spaces Protection Order would have a negative impact on them. If approved, the PSPO would require a person in charge of a dog to put and keep that dog on a lead of no more than 1 metre in length whilst walking in the Spinney, Market Deeping Cemetery. **Three quarters of those responding (21 or 75.0%) did not think the implementation of the PSPO would have a negative impact on them.** The Neighbourhoods Team were contacted separately by one of the individuals responding to the consultation. The respondent did not support the proposed Public Spaces Protection Order for the area known as the Spinney in Market Deeping Cemetery, because he had concerns about the length of the lead referred to in the

order. He has requested that the lead length referred to in the draft PSPO be amended from one metre in length to two metres, on animal welfare grounds. He attached two documents to substantiate his request, one being an article written by the RSPCA, and the other an extract from legislation – Schedule 2 of The Countryside and Rights of Way Act 2000.

7. Background Papers

- 7.1 [Cabinet Report 10th October 2023](#)

8. Appendices

- 8.1. Appendix 1: Proposed PSPO
- 8.2. Appendix 2: Map associated with the proposed PSPO
- 8.3. Appendix 3: Consultation Report.

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The Anti-social Behaviour, Crime and Policing Act 2014, Section 59



SOUTH
KESTEVEN
DISTRICT
COUNCIL

South Kesteven District Council Dogs on Leads, The Spinney, Market Deeping Cemetery Public Spaces Protection Order 2024

South Kesteven District Council (in this Order called "the Council") in exercise of its powers under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act ") hereby makes the following Order:

The Order is made and sealed on the _____ 2024. The Order will have effect from the date it was made and will expire three years after the decision to make the Order was taken by the Council, unless the Council extends or varies this Order before it has expired: it shall expire at 23:59hrs on the _____ 2027.

General provisions:

1. This Order applies to the land in the Restricted Area specified in the Schedule to this Order.
2. The Council is satisfied that both of the conditions set out in Section 59 of the Act are satisfied, because the activity, identified in paragraph 5 of this Order, which is carried on in a public place ("the Restricted Area") has a detrimental effect on the quality of life of those in the locality and this effect is or is likely to be of a persistent or continuing nature, such as to make the activity unreasonable and justifies the restrictions imposed by this Order.
3. The Order is available for inspection on the Council's website and also by appointment at the offices of South Kesteven District Council. Appointments can be made by contacting 01476 406080 or emailing neighbourhoods@southkesteven.gov.uk
4. If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date on which this Order is made.

Obligations on persons with dogs:

5. Dogs on leads

A person in charge of a dog on land specified in the Schedule to this Order must keep the dog on a lead of not more than 1 metre in length unless-

- (a) he or she has reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

Exemptions

Nothing in this Order shall apply to a disabled person (within the meaning of the Equality Act 2010) whose disability restricts his ability to comply with the Order and the dog is their guide dog or assistance dog.

For the purpose of this Order:

- (a) Restricted Area means the land designated in the Schedule to this Order.
- (b) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog
- (c) An assistance dog, in general, is one that is trained to aid or assist a disabled person.
- (d) An "authorised officer" means an officer who is authorised in writing by the Council for the purposes of giving directions under the Order.

Penalty

A person who fails to comply with any obligation imposed by this Order is guilty of an offence and liable to a fine on summary conviction not exceeding level 3 on the standard scale.

An authorised officer may issue a fixed penalty notice (currently £100) to a person who they reasonably believe has breached the requirements of this Order. A fixed penalty notice offers the recipient the opportunity to discharge the liability to conviction for the offence by paying the fixed penalty notice within 14 days of issue of the notice.

Date Order Made:

Executed as a DEED by affixing the)

COMMON SEAL of SOUTH KESTEVEN)

DISTRICT COUNCIL)

In the presence of:

Full name:

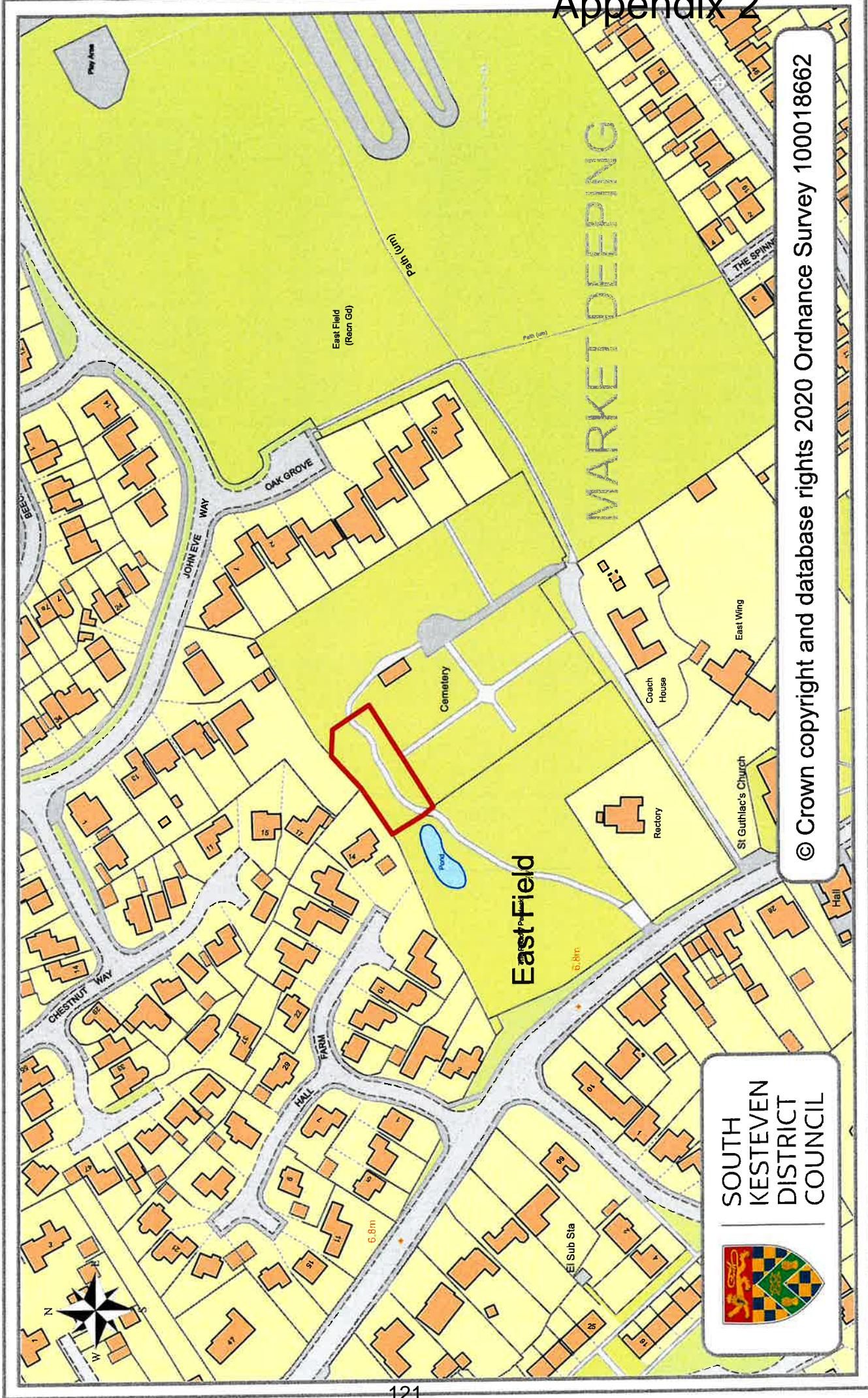
Schedule

This Order applies to land which is within the administrative area of South Kesteven District Council, edged red in the attached plans, which is open to the air (which includes land which is covered, but open to the open air on at least one side) and to which the public are entitled or permitted to have access (with or without payment).

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The Spinney, Market Deeping Cemetery

Appendix 2



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Public Spaces Protection Orders Consultation Report

The Spinney – Market Deeping Cemetery -

September 2024



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Introduction

1. Public Spaces Protection Orders (PSPOs) are powers given to local councils and were introduced as part of the Anti-Social Behaviour Act 2014. Designed to target a particular nuisance in a defined area, they work by prohibiting certain things or requiring that specific things should be done, by law. Failure to comply with a PSPO can result in a fine.
2. The orders are time limited and can only last for up to three years. They can be extended by the Council at any point prior to their expiry date by up to three years.
3. Unfortunately, due to an administrative oversight, the Public Spaces Protection Order the Council had in place which required anyone walking a dog to always keep it on a lead whilst in the Spinney in Market Deeping Cemetery, lapsed. Because it was not renewed within the time frame specified (which is three years), it has been necessary to consult on the implementation of the order again, despite it being the subject of consultation during August and the early part of September last year.
4. The decision was taken to consult on this proposed Public Spaces Protection Order separately, due to its specific nature. If approved, the PSPO would apply to those walking a dog/dogs in one specific location in the district, and not to anywhere else.
5. This report outlines the results of the consultation undertaken in respect of this proposal.

Purpose of this consultation

6. The purpose of this consultation is to inform the decision SKDC will make in respect of a Public Spaces Protection Order (PSPO) which will require people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery.
7. The results of the consultation are contained within this report. They will be reviewed by SKDC's Environment Overview and Scrutiny Committee and considered by the Council's Cabinet - informing the decision they will take about whether to approve the implementation of a PSPO requiring dog walkers to keep their animals on a fixed length lead whilst in the Spinney in Market Deeping Cemetery.

Scope

8. The scope of this consultation:
 - Is focused on the re-establishment of the order in its current form (which unfortunately, because of an administrative error, was allowed to lapse)

- Ensures that the views of those who may be affected by the proposed restriction are reflected in the responses, as well as those who would like to see the order re-established

9. Because the focus of this consultation was purely to establish the extent of support for the re-introduction of a Public Spaces Protection Order for the Spinney in Market Deeping Cemetery, it does not include any proposals relating to the approval of additional PSPOs or the amendment of existing orders as these were subject to a separate consultation process.

Objectives

10. The primary objective of the consultation was to ensure that various stakeholders were given the opportunity to comment on this proposal. The secondary objectives of the consultation were to:

- Demonstrate SKDC have met the requirements as set out in s72 of the Anti-Social Behaviour Crime, Policing Act 2014. These are to carry out the necessary consultation, publicity, and notification before making, varying or extending a PSPO
- Inform the decision that will be taken by SKDC in respect of the proposal to re-establish the PSPO
- Measure the degree of support or otherwise for the proposal
- Understand and be aware of the impact taking this decision may have on specific stakeholders
- Assess any potential impact of the PSPO on the community including demonstrating that the Council has had due regard to compliance with the Equality Act 2010

Timescales

11. Preparatory work was undertaken during July 2024. The consultation opened on 31 July 2024 for a period of four weeks. Analysis of results took place once the consultation closed on 28th August 2024. The results of the consultation will then be presented to SKDC's Environment Overview and Scrutiny Committee on 7th October with a final decision on whether to approve the proposed PSPO or not, being made by Cabinet on 5th November 2024.

Stakeholders

12. The stakeholders were identified as follows:

- Any individual or body who visits, lives or works near the area referred to in the PSPO, or has an opinion on the proposed PSPO, who wanted to make a representation
- The Police; to include the Chief Officer of Lincolnshire Police and the Neighbourhood Policing Team for the Deepings area
- The Police and Crime Commissioner for Lincolnshire
- Parish, town, district and county councillors for Market Deeping

- Other community representatives. These include resident associations, local businesses, any commissioned service providers, charities and other relevant interest groups

Methodology

13. The table below identifies the method(s) that were used to contact each of the stakeholder types:

Stakeholders	Method(s)	Details
Members of the public - general	Members of the public were made aware of the consultation through the following channels: SKDC web site Market Deeping Parish Council web site	Potential respondents were referred online to participate in the consultation. Webpage contained the information needed as part of the consultation including a map detailing the area covered by the order. Survey included link to webpage. Copy of poster on parish council website Printed copies of survey were made available on request for those who did not want/ were unable to submit an online response. Respondents asked to contact the Neighbourhoods Team.
Members of the public – specific. Those who visit the Spinney – Market Deeping Cemetery	Posters displayed around the perimeter of the Spinney, Market Deeping Cemetery. These promoted the opportunity to take part in the consultation. Business cards promoting the consultation also available.	Poster included link to survey, QR code and also how to take part if no access to the internet. Posters were put up by Market Deeping Parish Council's clerk. She also promoted the consultation on the parish's website.
The Police – Neighbourhood Team and the Lincolnshire Police and Crime Commissioner	Neighbourhoods Team for Lincolnshire Police and the Police and Crime Commissioner contacted	AB contacted the Neighbourhoods Team for Lincolnshire Police (Deepings area) and also the Police and Crime Commissioner for Lincolnshire by email: NEIGHBOURHOODS TEAM – DEEPINGS AREA: Mark Hillson - Inspector Emma-Jane Crisp – Sergeant Claire Wilson – Police Constable Police and Crime Commissioner: mailto:lincolnshire-pcc@lincs.pnn.police.uk

County/district and parish councillors	<p>Parish Clerk for Market Deeping Parish Council informed of the consultation via email. She was asked to forward the survey to all parish council members. Copies of the poster were sent to the clerk for her to display on any noticeboards</p> <p>District Councillors for Market Deeping were informed of the consultation via email</p> <p>County councillors were informed of the consultation via email.</p>	<p>SKDC's Neighbourhoods Team contacted.</p> <p>Market Deeping Town Council:</p> <p>Gail Darnes – Town Clerk</p> <p>townclerk@marketdeeping-tc.gov.uk</p> <p>District Councillors for Market and West Deeping:</p> <p>Cllr Ashley Baxter ashley.baxter@southkesteven.gov.uk</p> <p>Cllr Pam Byrd pam.byrd@southkesteven.gov.uk</p> <p>Cllr Virginia Moran</p> <p>virginia.moran@southkesteven.gov.uk</p> <p>County Councillors for Deepings East and Deepings West and Rural:</p> <p>Cllr Phil Dilks cllp.dilks@lincolnshire.gov.uk</p> <p>Cllr Ashley Baxter clla.baxter@lincolnshire.gov.uk</p>
Lincolnshire County Council		Neighbourhoods Team contacted LCC.
Those representing community groups/ other organisations		AB asked CD if there were any voluntary or community groups on the Community Engagement database that might be interested in participating in this consultation - either because they are based in this area or have an interest in this topic. There were not any.

14. The opportunity to participate in the consultation was promoted on the Council's website and posters and business cards – both of which contained the web link to the survey. Due to the specific nature of the consultation, the consultation was not promoted more widely on either SKDC's social media channels or by distributing a press release.

Details

15. Several actions were identified. These included:

- The preparation and approval of content for the survey
- Setting up the survey
- Determining the content for webpage. This included a copy of the map identifying the area which the order would apply to, if approved.
- Drafting an email to stakeholders
- The design, printing and display of posters and business cards to promote the consultation

16. The survey included the following sections:

- An introduction to the consultation, why SKDC needed their help and how their feedback will be used to inform the decision that will be taken in respect of a PSPO to apply to those walking dogs in the Spinney - Market Deeping Cemetery
- Details of the proposal and a copy of the map illustrating the area covered by the restriction
- A question to ascertain the degree of support for the proposal to re-introduce the PSPO which requires anyone walking a dog to always keep it on a lead whilst in the Spinney, Market Deeping Cemetery
- A space for them to suggest any amendments to the proposed PSPO
- A space for them to detail any negative impacts approving the proposal may have
- An option for them to ask questions or make further observations about the proposal
- An opportunity for them to supply their details so that they can be contacted in relation to their query
- A statement on how any personal data they supply will be treated
- A question to identify their gender, age, and postcode
- A thank you and closing date

17. The webpage included:

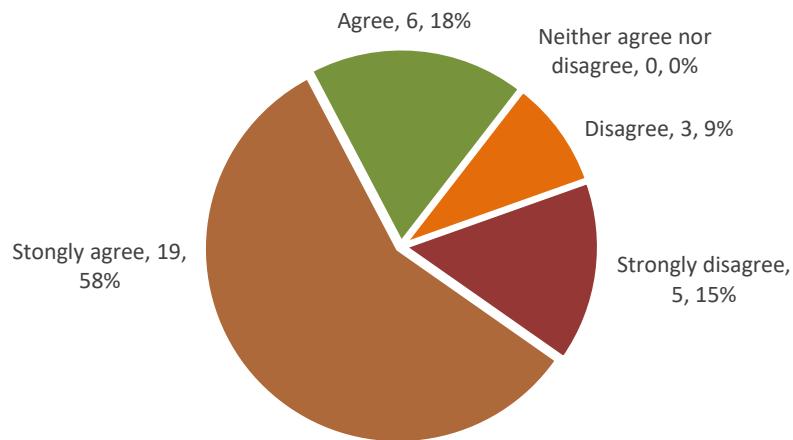
- An introduction to the consultation, why we need their help and how their feedback will be used to inform the decision that will be taken in respect of a Public Spaces Protection Order for the Spinney in Market Deeping Cemetery which requires anyone with a dog to always have that dog on a fixed length lead
- Details of the proposal along with the draft Order and associated map of the restricted area

18. The consultation closed on 28th August 2024. 33 responses were received.

The results

19. Those participating in the consultation were asked if they agreed or disagreed with the proposal to re-instate a Public Spaces Protection Order (PSPO) which, if approved, will require people to always keep their dog on a fixed length lead whilst in the Spinney, Market Deeping Cemetery. Three quarters of them (25 or 75.8%) supported the proposal. A quarter of them (8 or 24.2%) didn't. This is illustrated in the pie chart overleaf:

Q1. To what extent do you agree or disagree with this proposal?



20. When asked to substantiate why they had answered in this way, the responses fell into two main categories - those who don't think dogs should be restrained if they are under control and those who believe dogs should be kept on a lead as a sign of respect whilst walking in or near an area where ashes have been scattered. These opposing viewpoints are illustrated in the quotes below:

“These places are for quiet reflection, as a dog owner I would want my dog to be on a lead to show respect for my (& others) loved ones who have their ashes there.”

“I understand that the area is used for the sprinkling of ashes and therefore would be inappropriate for dogs to be walked other than on a lead.”

“Under control off lead should be allowed, no issues for 8 years walking 4 dogs off lead. If responsible dog owner should be no problem.”

21. The third question on the survey asked respondents if implementing the Public Spaces Protection Order would have a negative impact on them. If approved, the PSPO would require a person in charge of a dog to put and keep that dog on a lead of no more than 1 metre in length whilst walking in the Spinney, Market Deeping Cemetery. Three quarters of those responding (21 or 75.0%) didn't think the implementation of the PSPO would have a negative impact on them, as shown here:

“No. I am happy to continue putting my dog on a lead when walking in this area.”

Four respondents were against the proposal. The quote below is indicative of the comments made:

“Yes, it would. I would avoid the area.”

Three individuals expressed other concerns about the PSPO - including the length of the lead, as illustrated here:

“It would cause me concern over the welfare of the dogs which were subject to this lead length restriction.”

22. The Neighbourhoods Team were contacted separately by one of the individuals responding to the consultation. The respondent did not support the proposed Public Spaces Protection Order for the area known as the Spinney in Market Deeping Cemetery, because he had concerns about the length of the lead referred to in the order. He has requested that the lead length referred to in the draft PSPO be amended from one metre in length to two metres, on animal welfare grounds. He attached two documents to substantiate his request, one being an article written by the RSPCA¹, and the other an extract from legislation – Schedule 2 of The Countryside and Rights of Way Act 2000². A separate request was also received from the same individual, asking if the wording for the draft order could be available to view as part of the consultation process.

Demographics

23. Responses were received from various stakeholders including residents, parish, town, district and county councillors and Lincolnshire Police. Most responses were received from local people (29 or 87.9%). Two responses were received from local councillors and one from Lincolnshire Police.

24. Three fifths of responses were from females (19 or 57.6%). Four out of ten responses (13 or 39.4%) were from males. One respondent preferred not to specify.

25. If the age distribution of the sample is compared to that of the district it becomes obvious immediately that there are elements of the population that are not represented. No responses were received from anyone under the age of 25. The sample was representative of those aged between 25 and 34 and those aged 45 and over were over-represented in the sample as illustrated in the table below:

	Number	%	Number	%	Weighting
Under 18	0	0	32,431	22.2	-
18 to 24	0	0	4,814	3.3	-
25 to 34	3	9.1	14,042	9.6	0.95
35 to 44	1	3.0	17,451	11.9	0.25
45 to 54	6	18.2	18,857	12.9	1.41
55 to 64	10	30.3	21,859	14.9	2.03
65 and over	11	33.3	36,907	25.2	1.32
Prefer not to say	2	6.1			
Total	33	100.0	146,361	100.0	

¹ [What equipment should I use when teaching my dog or puppy to walk on a leash? – RSPCA Knowledgebase](#)

² [countryside and rights of way act 2000 schedule 2.pdf](#)

Para 6 specifies that a short lead means a lead of fixed length and of no more than 2 metres

Whilst this may be due in part to the demography of dog owners³, it should be noted by those considering the responses to this consultation that the demographics of the sample for both age and gender are not representative of the wider population.

26. To ensure that those living locally were represented in the responses that were gathered, respondents were asked for their postcode. More than 80% of responses (28 or 84.8%) were from those living in the postcode area PE6 8, with the rest of the responses coming from the following postcode areas LE15 7, NG32 3, PE10 0 and PE4 7.

Anything else

27. The final question on the survey asked respondents if they had any questions or wanted to comment on anything included in the survey. A couple of respondents used the opportunity to reiterate the importance of dogs remaining on a lead whilst in the area. One referred to plans that she had outlined.⁴ Others thought that the PSPO should be targeted towards other types of anti-social behaviour including vandalism and smoking cannabis. One respondent asked if the wording of the draft order could be provided as part of the consultation whilst another asked if there would be any fines issued for non-compliance with the order. The main themes of their feedback are summarised below:



³National Dog Survey: Describing UK Dog and Ownership Demographics undertaken by the Dogs Trust during Sept and Oct 2021. 61.9% of owners were aged 45 or over, 16.9% were under 35.

⁴ Not submitted as part of consultation

Conclusion

28. Members are asked to note the results of this consultation. Responses were received from 33 participants, and responses were also received from both statutory and voluntary organisations, ensuring the legislative requirements as set out in s72 of the Anti-Social Behaviour Crime, Policing Act 2014 were fulfilled.
29. Members are also asked to note the response received separately from a district resident, and determine what course of action, if any, they think is appropriate. Disagreeing with the proposed Public Spaces Protection Order because he had concerns about the length of the lead being prescribed on animal welfare grounds, he has asked if the lead length cited in the Public Spaces Protection Order could be extended from one metre to two metres, if it is approved. He has also asked that the draft order be prepared and be available to view as part of the consultation process.

Prepared by Deb Wyles
Communications and Consultation
4 September 2024

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Cabinet

Tuesday, 5 November 2024

Report of Councillor Philip Knowles,
Cabinet Member for Corporate
Governance and Licensing

Councillor Development Strategy

Report Author

Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

 graham.watts@southkesteven.gov.uk

Purpose of Report

To request approval of the Councillor Development Strategy for South Kesteven District Council.

Recommendations

Cabinet is recommended to approve the Councillor Development Strategy for South Kesteven District Council.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Effective council
Which wards are impacted?	(All Wards)

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no significant legal or procurement implications arising from this report.

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

Legal and Governance

1.2 There are no legal or governance implications arising from this report.

Completed by: Graham Watts, Monitoring Officer

2. Background to the Report

- 2.1. A commitment to the development of the Council's elected members is included within the Corporate Plan 2024-27.
- 2.2. Under the 'Effective Council' priority of the Corporate Plan, the Council aspires to:

"Produce and deliver a Councillor Development Strategy and accompanying programme to achieve accredited Councillor Development Charter status".

3. Key Considerations

- 3.1. The East Midlands Councillor Development Charter provides a nationally recognised framework for Councillor development. It is an accreditation which demonstrates that the Councillors of an Authority are appropriately developed and supported so that they can be effective in their roles.
- 3.2. Working towards Charter status requires the Council to demonstrate that it meets a range of criteria which will be adjudicated by East Midlands Councils. A significant piece of evidence to support the Council's commitment to the development of its Councillors is a Councillor Development Strategy.
- 3.3. The Councillor Development Strategy emphasises the Council's commitment to the ongoing training and development of its elected members, ensuring that all Councillors have access to opportunities enabling them to perform effectively in their current and future roles. The draft Strategy is attached at **Appendix A**.

- 3.4. The Council has historically delivered a Member Development Programme consisting of sessions ranging from informal briefings to mandatory training, led by a mixture of internal and external facilitators. Councillors have also been provided with opportunities to participate in events hosted by organisations such as East Midlands Councils and the Local Government Association, as well as participate in schemes such as the Local Government Association's Leadership Programme.
- 3.5. Furthermore, a comprehensive induction programme for newly elected and re-elected members was delivered following the all-out District Council elections held in May 2023.
- 3.6. The Councillor Development Strategy seeks to build upon the current Member Development Programme and improve the Council's offer to its elected members with a more structured approach. The Strategy acknowledges the different roles and responsibilities Councillors hold on the Council and the varying knowledge and skills associated with them, whether that be in the context of a ward member in their community leadership role, or other roles of special responsibility on the Council.
- 3.7. A Personal Development Plan process included within the Strategy will assist Councillors in the assessment of their own knowledge and skills, their current role and their future aspirations on the Council. This will not only help identify any areas for further improvement from a personal perspective but may also identify a wider training and development need for the Council, which could in turn shape the content of the Member Development Programme.
- 3.8. Feedback and evaluation of training and development is a feature of the Strategy, ensuring that the quality and effectiveness of sessions held for Members can be assessed and measured. This evaluation will be led by the re-established Councillor Development Group, consisting of the Leader of the Council, Cabinet Member for Corporate Governance and Licensing and all political group leaders of the Council, who will also drive the principles of the Strategy forward.
- 3.9. The Councillor Development Group formally recommended the Councillor Development Strategy to Cabinet for approval at its meeting on 12 September 2024.

4. Other Options Considered

- 4.1 Not to adopt a Councillor Development Strategy.
- 4.2 To adopt the draft Councillor Development Strategy attached at Appendix A.
- 4.3 To suggest any amendments to the draft Councillor Development Strategy.

5. Reasons for the Recommendations

- 5.1. It is considered good practice for Councils to have a strategic approach in place to identify and facilitate the training and development of their elected members.
- 5.2. The criteria of the East Midlands Councillor Development Charter specifies an expectation that the Council has a Councillor Development Strategy in place. It would therefore be difficult to demonstrate that the Council meets the necessary criteria to achieve accreditation of Charter status without having adopted a Strategy.

6. Consultation

- 6.1. The Councillor Development Group has considered the draft Councillor Development Strategy and has recommended its approval.

7. Appendices

- 7.1. Appendix A – Councillor Development Strategy

Councillor Development Strategy

2024



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Introduction

Life as a Councillor is very different to the outside world. Whilst experience and knowledge gained in other fields can prove useful, the skills required to be an effective Councillor can be very different.

That's why the opportunity to benefit from specialist training is so valuable and I would encourage all Councillors to think about how they could enhance their knowledge and abilities and commit to this.

Councillor Virginia Moran

Chairman of the Councillor Development Working Group



Councillors carry out critical roles on behalf of the communities they represent across South Kesteven, whether that be in their capacity as community leaders, scrutineers and decision-makers or in undertaking a range of other strategic and regulatory functions. It is therefore essential that they are provided with the opportunity to enhance their knowledge and skills to continue fulfilling their duties to the highest possible level.

This Councillor Development Strategy sets out the Council's commitment to delivering continuous development and training which is accessible to all 56 elected members and is focused around their needs, whether that be in relation to their current role or future aspirations on the Council. As Chief Executive, I believe that investment in the training and development of Councillors will greatly contribute towards the delivery of the Council's corporate priorities and their wider community leadership role.

Karen Bradford

Chief Executive



Aims and Purpose of the Councillor Development Strategy

South Kesteven District Council held its all-out elections on 4 May 2023 whereby all 56 seats on the Council were up for election. Of those 56 seats, 22 new Councillors were elected, resulting in a change in administration on the Council. A new Leader of the Council has been elected, resulting in a new Cabinet for the authority consisting of representatives from several political groups.

A comprehensive induction programme for newly elected and re-elected Councillors was delivered from May until September 2023, providing the necessary information, guidance and support to ensure that all Councillors were able to act in their capacity as elected Members.

The Councillor Development Strategy sets out South Kesteven District Council's continued commitment to supporting its elected Members in the roles they undertake, ensuring that they have the necessary skills and knowledge to fulfil their respective duties and responsibilities.

A key component of the Strategy is identifying how the development and training needs of Councillors are identified, the options available to Councillors for undertaking and engaging in continuous learning and development, how this is monitored and evaluated and, importantly, how this is fed back into the wider Council.

To ensure that the Strategy supports the effective delivery of the Council's corporate objectives, all training and development activities for Elected Members will be themed in order that they can demonstrate a contribution to the following priorities as outlined in the Council's Corporate Plan:

Connecting Communities – to enhance the strength, wellbeing, security and capacity of all our communities for a thriving and cohesive society that all our residents are proud to belong to.

Sustainable South Kesteven – to meet the challenge of climate change and ensure a clean, green and healthy natural and built environment for present and future generations.

Enabling Economic Opportunity – To enable and support a dynamic, resilient and growing local economy, which benefits all our communities.

Housing – To ensure that all residents can access housing which is safe, good quality, sustainable and suitable for their needs and future generations.

Effective Council – To deliver trusted, high quality and value-for-money services that fulfil the needs and expectations of all our residents.

A specific ambition of the Corporate Plan under the Effective Council priority is to achieve accredited Councillor Development Charter Status, which will be a key focus of the Strategy.

The Strategy will also reflect and promote the #TeamSK Values of the Council which are: Trust, Empowerment, Accountability. Making a difference, Supportive to all, Kindness

The Strategy will underpin the integral role Councillors play in supporting the Council deliver these aspirations.

Commitment to development and training

The Strategy recognises the importance of Councillor development and the continual improvement of the Council's Elected Members. This is demonstrated by a commitment to ensure appropriate training is in place to support Councillors in their various roles, which includes:

The following mandatory training for all Councillors:

- Councillor Code of Conduct
- Equality, Diversity and Inclusion
- PREVENT
- Safeguarding
- Mandatory training for those Members of the Governance and Audit Committee, Licensing Committee, Planning Committee and Standards Committee
- The provision of corporate and procedural development and training opportunities for all Councillors to assist in their ability to undertake their day-to-day functions as a Councillor, as well as effectively participate in the Council's decision-making processes

- The provision of training to support other 'special responsibilities' held by individual Councillors, such as the Leader of the Council, Chairman of the Council, Chairmen of Committees and Cabinet Members, for example
- The provision of briefings and workshops on specific topics pertinent to upcoming decisions or matters of local, regional or national interest potentially impacting the Council

In order to support this further, development and training sessions are offered in a variety of forms, including in-person, remotely, hybrid and through e-learning, as well as at differing times of the day and evening to cater for those with other external commitments.

The Strategy embraces opportunities for networking locally, regionally and nationally, which can facilitate the sharing of good practice, identifying challenges for the sector and anticipating future needs, risks and priorities.



"I believe that it is particularly important, not to say critical, that SKDC actively develops the programme of continuous development for Members so that the Administration, Cabinet and Members undertaking their various duties are all fresh in their roles. This is particularly important when you consider the significant number of Councillors who were newly elected in the May 2023 local elections"

Councillor Philip Knowles - Cabinet Member for Governance and Licensing

Mechanisms to drive, review and deliver the development of Councillors

A cross-party Councillor Development Group has been established to co-ordinate and oversee the authority's Councillor Development Strategy, Councillor Development Programme and associated budget and performance. The terms of reference of this Group are attached at Appendix A.

Members of the Councillor Development Group are as follows:

Councillor Ashley Baxter – Leader of the Council

Councillor Philip Knowles – Cabinet Member responsible for Member Development and Training

Councillor Graham Jeal – Leader of the Opposition

Councillor Richard Cleaver – Deputy Leader of the Democratic Independent Group

Councillor Tim Harrison – Leader of the Grantham Independents

Councillor Vanessa Smith – Leader of the Green Party Group

Councillor Virginia Moran – Leader of the Independent Group

Councillor Harrish Bisnauthsing – Leader of the Liberal Democrat Group

Councillor Lee Steptoe – Leader of the Labour and Co-operative Group

Councillor Virginia Moran has been appointed as Chairman of the Councillor Development Group.

In addition, the following Officers have been designated as key in supporting the successful delivery of the Councillor Development Strategy:

Karen Bradford, Chief Executive
Graham Watts, Monitoring Officer

James Welbourn, Democratic Services Manager and Deputy Monitoring Officer
Samantha Selby, Member Support Officer

The Councillor Development Group has a key role in shaping and approving the Member Development Programme of the Council.

A comprehensive induction programme is provided to all newly elected or re-elected Councillors following all-out District Council elections or any by-elections held through a municipal year.

Training and development needs are identified in a number of ways, as follows:

- Requests by specific bodies or committees
- Requests by Political Group Leaders
- Requests by individual Councillors
- Councillor Personal Development Plans
- Suggestions or recommendations by the Councillor Development Group
- Suggestions or recommendations by Officers
- Suggestions or recommendations by professional associations
- Legislation, Regulation or guidance

Requests for training and development are considered, evaluated and prioritised by Officers in conjunction with the Councillor Development Group, based upon the following criteria:

- Impact on deliverability of the Council's Corporate Plan priorities
- Timeliness
- Proportionality and relevance to role
- Budgetary implications and value for money

Personal Development Plans for Councillors are an essential way of

offering individuals the opportunity to reflect on where there may be gaps in their knowledge or skills pertinent to their role, as well as identify what development may be required to achieve a more senior role on the Council. They represent a structured process for reviewing their individual needs, conducted by Political Group Leaders with the support of Officers, if necessary. A copy of the Council's Personal Development Plan template for Councillors is attached at Appendix B.

The Council is committed to inclusivity and acknowledges the commitments its Elected Members have outside of their roles as Councillors. Development and training sessions, where possible, are offered in person, remotely or as a hybrid at different times of the day or evening to ensure that everyone has the ability and opportunity to engage and participate. Development and training sessions can also take the following forms:

- Internally or externally facilitated formal training (in-person, remotely or hybrid)
- Internally or externally facilitated briefings on emerging topics (in-person, remotely or hybrid)
- E-learning courses
- Case studies and examples of best practice

- Attendance at conferences, seminars or workshops
- Personal development planning discussions
- Peer to peer learning, both internally and externally with key stakeholders
- Mentoring

All development and training sessions will include a scope to identify clear objectives, how they relate to delivery of the Council's Corporate Plan and their relevance to those Councillors who have been invited to attend.

The Councillor Development Programme, incorporating the above styles of facilitation, can accommodate changing needs in the event of unprecedented circumstances, challenging times or disruption to 'business as usual'.

All Councillor development sessions will be followed up with an evaluation form which all participants will be asked to complete and return to the Member Support Officer. These will be collated, evaluated and reviewed by the Councillor Development Group on a regular basis to ensure that all feedback is considered and shared to inform how future sessions are delivered. This will include sharing feedback with external facilitators and other key stakeholders.

MEMBERS' LOUNGE

Councillor Development offer

The Councillor Development Strategy provides all elected Members of South Kesteven District Council with the opportunity to develop in their current roles or support them in their aspiration to hold other roles on the authority.

Role descriptions, attached at Appendix C, have been developed which assist in identifying the experience, knowledge and skills that may be required for key positions on the Council:

- Leader of the Council
- Cabinet Member
- Chairman of the Council
- Chairman of a Committee
- Ward Councillor

Support for Councillors is available at every stage of their term of office and the Personal Development Plan process is an effective way to reflect upon what development opportunities could be undertaken to support them in their current role or prepare them for any position they may seek to take up in the future.



"Training is an important part of being a local elected representative – staying on top of changing policies, procedures and legislation. It is important that this is delivered in a manner that doesn't pose too much of a burden on already overworked staff and in a manner that builds upon the skills and experiences of members to allow them to do their jobs to the best of their abilities."



"I have found the Members' training and development sessions that have been run by SKDC incredibly informative and this has enabled me to better fulfil my role as an effective councillor. Aside from the general duties of this elected position, training has allowed me to take on more specific roles. For example, without the education provided I would not have had sufficient understanding to have been a member of the Planning Committee. Ongoing training helps Members stay up to date on topics essential to the role of District Councillor."

Councillor Vanessa Smith - Leader of the Green Party Group

Councillor Graham Jeal - Leader of the Opposition

Appendix A

Councillor Development Group

Terms of Reference

Purpose

South Kesteven District Council has established a cross-party Councillor Development Group to:

- Co-ordinate, develop and oversee implementation of the authority's Councillor Development Strategy
- Co-ordinate, develop and oversee implementation of the authority's annual Councillor Development Programme
- Review budget and performance associated with Councillor development activity

Membership

The membership of the Councillor Development Group is as follows:

- Leader of the Council
- Cabinet Member responsible for Member Development and Training
- Leader of the Opposition
- Leader or Deputy Leader of each of the Council's political groups

Political Group Leaders are entitled to nominate a permanent replacement to sit on the Councillor Development Group as their representative.

The Councillor Development Group will be supported by the following officers:

- Chief Executive
- Assistant Director (Governance and Public Protection) and Monitoring Officer

- Democratic Services Manager and Deputy Monitoring Officer
- Member Support Officer

Chairman/Vice-Chairman

The Chairman and Vice-Chairman of the Councillor Development Group will be elected at its first meeting and at the commencement of each municipal year thereafter.

Substitutions

There will be no right of substitutions on the Councillor Development Working Group.

Attendance

All Members of the Council will be entitled to attend meetings of the Councillor Development Working Group and may contribute at the discretion of the person presiding the meeting.

Quorum

The quorum for the meeting will be three Councillors, including the Chairman or Vice-Chairman.

Frequency of meetings

The Working Group will meet at least quarterly but may meet more regularly as and when deemed necessary.

Appendix B

Councillor Personal Development Plan

Councillor Name

Date first elected onto the Council

Positions held on the Council

Date of Assessment

Future Ambitions as a District Councillor

What do you hope to achieve over the next year in your role as a Councillor?

Record of training and development undertaken in the last twelve months:

Title of training and development session	Key learning points

Title of training and development session	Key learning points

Knowledge and skills	Fully competent	Further training is desirable my current or future role	Further training is essential for my current or future role	Not applicable
Community Leadership Your role in your local wards as community leaders				
Governance The Council's committee structure, decision-making processes and rules of procedure				
Partnership Working Your approach to and involvement in partnership or team working				
Analytical and Questioning Your ability to solve problems and utilise your analytical and questioning skills effectively				
Adaptability and Flexibility Your ability to demonstrate flexibility and adapt to circumstances beyond your control, as well as being open-minded to others' views				
Prioritisation and Time Management Your approach to being organised, having good time management and your ability to prioritise your time and workload				
Political Understanding Your understanding of the political environment within which you operate				
Use of Technology Your ability to use your laptop or tablet effectively, including access to emails and electronic agendas and reports via the Modern Gov App				
Chairmanship Your ability to effectively chair the Council's public meetings				
Leadership Your ability to demonstrate strong leadership skills amongst your peer group and on behalf of the Council				
Coaching and mentoring Your ability to coach, mentor and support fellow Councillors				

Assessment of Knowledge and Skills:

Taking into account the Councillor role descriptions included within the Councillor Development Strategy, this exercise helps you assess the skills and behaviours which may be necessary to help you be more effective in the roles. This may also identify areas where further development may be needed and assist in the development of an action plan if necessary. Please tick those boxes which apply:

Knowledge and skills	Fully competent	Further training is desirable my current or future role	Further training is essential for my current or future role	Not applicable
The Council's Services The services the Council provides, key officers or points of contact				
Strategic Leadership Your strategic role as a District Councillor in respect of developing, shaping and taking decisions on key policies and strategies of the Council				

Appendix C

Councillor role descriptions

South Kesteven District Council's elected members have a number of key roles and duties.

Ward Councillor

All Councillors represent a ward in the district of South Kesteven and act as community leaders for the residents they serve. They are a point of contact for residents and conduit between communities and the Council, as well as contributing at formal meetings to represent the interests of their constituents.

In accordance with Article 2 of the Council's Constitution, all Councillors will:

- Collectively be the ultimate policy makers for the Council and carry out a number of strategic and corporate management functions
- Contribute to the good governance of the area and actively encourage community participation and public involvement in decision-making
- Effectively represent the interests of their ward and of individual residents
- Balance different interests identified within their ward and represent the ward as a whole
- Be involved in decision-making
- Be available to represent the Council on other bodies
- Maintain the highest standards of conduct and ethics

In addition to their community-based role, ward Councillors (or back-bench Councillors) therefore also contribute to the work of the Council and may be involved in:

- The development of service-specific strategies or policies
- Overview and scrutiny of the Council's

- decision-makers and service delivery
- Regulatory matters such as the determination of licensing or planning applications
- Decision making generally, such as determining the Council's budget at the Annual Meeting of Full Council

The Local Government Association recognises the following useful skills which help Councillors carry out their role:

- Acting as a leader in their communities
- Demonstrating good communication skills
- Effective partnership and team working
- Being able to solve problems and demonstrate questioning and analytical skills
- Being flexible, adaptable and open-minded
- Being organised and having good time management
- Having political understanding
- South Kesteven District Council's elected members have a number of key roles and duties.

Leader of the Council

The Leader is appointed by Full Council, normally for a four-year term of office, as the principal political spokesperson for the authority.

Main responsibilities for the Leader of the Council will include:

- Overall responsibility for representing the Council's views to the public, media and other key stakeholders
- To represent the Council on matters of corporate and strategic policy to the Government, other authorities, agencies and organisations relevant to the Council's business
- Overall responsibility for the

development, implementation, monitoring and review of the corporate objectives, priorities and vision of the Council

- Overall political responsibility for effective corporate governance of the Council
- To provide strong community leadership
- Appoint and manage the Council's Cabinet, consisting of Cabinet Members responsible for portfolios relating to the Council's service areas, and agree the Cabinet scheme of delegation
- To preside over meetings of Cabinet
- To manage the Cabinet Forward Plan of decisions required to be taken throughout the year
- To represent Cabinet as appropriate at meetings of the Council
- To take decisions in accordance with the Council's scheme of delegation in the capacity of Leader of the Council
- To act in the absence of any Cabinet Member
- To act as a final arbiter between Cabinet portfolios
- Regular liaison and consultation with the Chief Executive, Corporate Management Team and senior officers
- Regular liaison with other political group leaders and Councillors in other key roles, such as Chairmen of committees
- Monitoring and managing the performance of individual Cabinet Members and Councillors in other key roles
- Attendance at external events representing the Council

The Leader of the Council may also be responsible for a portfolio of services as a Cabinet Member in addition to their role as Leader.

The following knowledge or skills would assist a Councillor acting in their capacity as Leader of the Council:

- Acting as a leader in their communities
- Demonstrating strong communication skills

- Effective partnership and team working
- Being able to solve problems and demonstrate questioning and analytical skills
- Being flexible, adaptable and open-minded
- Being organised and having good time management
- Having strong political understanding and acumen
- Demonstrating an understanding of local government strategy and policy and the relationship between national and local politics
- Having sound awareness and understanding of issues facing the Council
- Demonstrating an understanding of the roles and responsibilities of the Chief Executive, Corporate Management Team and Senior Leadership Team
- Recognising skills amongst fellow Councillors in order to effectively appoint them or recommend their appointment to key roles
- Having strong negotiation skills
- Being able to effectively coach and mentor
- Effective presiding of meetings and setting of clear agendas and work programmes
- Being able to effectively prioritise
- Demonstrating knowledge of the Constitution, including rules of procedure and codes of practice

Cabinet Member

Each Cabinet Member will normally have special responsibility for the exercise of a portfolio of Cabinet functions, linked with service areas of the Council. The Leader of the Council appoints Cabinet Members and will determine which Cabinet Member is to be responsible for each portfolio. They are members of the Council's Cabinet and will therefore have a vote at meetings of Cabinet when it meets, which is usually once per month.

Main responsibilities for Cabinet Members will include:

- Overall responsibility for the services

- Taking decisions in accordance with the Council's scheme of delegation in relation to their portfolio
- Speaking or issuing statements relating to the services under their responsibility as part of their portfolio
- Contributing to the development, implementation, monitoring and review of the corporate objectives, priorities and vision of the Council
- Contributing to the effective corporate governance of the Council
- To provide strong community leadership
- To contribute to the development of the Cabinet Forward Plan of decisions required to be taken throughout the year
- To represent Cabinet as appropriate at meetings of the Council
- Regular liaison and consultation with senior officers for the services under their responsibility as part of their Portfolio
- Regular liaison with the Leader of the Council and other Cabinet Members
- Attendance at meetings of Cabinet
- Attendance at external events pertinent to the responsibilities of their portfolio
- Regular liaison with other Councillors in key roles, such as relevant Overview and Scrutiny Committee Chairmen

The following knowledge or skills would assist a Councillor acting in their capacity as a Cabinet Member:

- Acting as a leader in their communities
- Demonstrating strong communication skills
- Effective partnership and team working
- Being able to solve problems and demonstrate questioning and analytical skills
- Being flexible, adaptable and open-minded
- Being organised and having good time management
- Having strong political understanding and acumen
- Demonstrating an understanding of local government strategy and policy and the relationship between national and local politics

- Having sound awareness and understanding of issues facing the services under their responsibility
- Having strong negotiation skills
- Being able to effectively prioritise

Committee Chairman

The Council has a number of Committees in its structure with different functions and areas of responsibility as set out in Part 2 (Articles) or Part 4 (Rules of Procedure) of the Council's Constitution. These range from Overview and Scrutiny Committees, such as the Finance and Economic Overview and Scrutiny Committee, or Regulatory Committees such as the Planning Committee.

The Council appoints Chairmen of all Committees as part of its Annual Meeting. The main responsibilities of Chairmen of Committees are:

- Presiding meetings of the Committee and managing its business effectively
- Leading the development and implementation of the Committee's work programme
- Providing leadership and direction for the Committee
- Promoting the role of the Committee and encourage participation both internally and externally
- Speaking or issuing statements relating to the remit of the Committee, or business transacted by the Committee
- Representing the Committee at other bodies, such as presentation of decisions or recommendations agreed
- Representing the Council at external events pertinent to the remit of the Committee
- Regular liaison and consultation with senior officers in relation to matters under the remit of the Committee
- Regular liaison with the Leader of the Council and other Cabinet Members regarding the remit of the Committee
- Attendance at external events pertinent to the responsibilities of their portfolio

Effective chairing of meetings can:

- Provide for clear leadership and direction
- Ensure that debates are focused and balanced
- Enable decisions to be reached

The following knowledge or skills would assist a Councillor acting in their capacity as a Committee Chairman:

- Demonstrating strong communication skills
- Demonstrating strong listening skills and an ability to sum up other people's views
- Effective partnership and team working
- Being able to solve problems and demonstrate questioning and analytical skills
- Being flexible, adaptable and open-minded
- Being organised and having good time management
- Having strong political understanding and acumen
- Having strong negotiation skills
- Being able to effectively prioritise
- Demonstrating knowledge of the Constitution, including rules of procedure and codes of practice pertinent to the Committee
- Acting impartially

Chairman of the Council

The Chairman of the Council is elected by Full Council for a one-year term of office at its Annual Meeting.

The Chairman of the Council has two distinct roles, one being ceremonial and a symbol of the authority's open society and an expression of social cohesion, with the other being the formal presiding over meetings of Full Council.

Ceremonial duties can include attendance at royal visits, religious or cultural services, Remembrance Day, reviews of troops, civic banquets and functions, visits of

other civic heads, civic funerals, visits of consular officers or those of a similar nature, civic visits abroad and any other official engagements that may take place throughout the municipal year.

In terms of presiding over meetings of Full Council, the Chairman of the Council is required to:

- Uphold and promote the purposes of the Constitution and to interpret the Constitution when necessary
- Preside over meetings of Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community
- Ensure that the Full Council meeting is a forum for the debate of matters or concern to the local community in accordance with Council Procedure Rules
- Promote public involvement in the Council's activities
- Be the conscience of the Council

The following knowledge or skills would assist a Councillor acting in their capacity as Chairman of the Council:

- Demonstrating strong communication skills
- Demonstrating strong listening skills and an ability to sum up other people's views
- Effective partnership and team working
- Being able to solve problems and demonstrate questioning and analytical skills
- Being flexible, adaptable and open-minded
- Being organised and having good time management
- Having strong political understanding and acumen
- Having strong negotiation skills
- Being able to effectively prioritise
- Demonstrating knowledge of the Constitution and strong knowledge of Council Procedure Rules
- Acting impartially

Contact details

For further details relating to the Councillor Development Strategy or Councillor Development Programme, please email the Council's Member Services Officer at **Memberservices@southkesteven.gov.uk** or telephone (01476) 406430

**Alternative formats are available on request:
audio, large print and Braille**

South Kesteven District Council

01476 40 60 80

 **communications@southkesteven.gov.uk**

 **www.southkesteven.gov.uk**



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Age Friendly Communities

Report Author

Karen Whitfield, Assistant Director – Leisure, Culture and Place

 karen.whitfield@southkesteven.gov.uk

Purpose of Report

To consider a proposal for the Council to work towards becoming an Age Friendly Community.

Recommendations

That Cabinet:

1. Agree that South Kesteven District Council registers to become an Age Friendly Community and engages in the necessary work to fulfil the criteria.
2. Request that the Council's Rural and Communities Overview & Scrutiny Committee monitor the progress of this work to maximise the impact of this opportunity.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting Communities
Which wards are impacted?	All Wards

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no financial implications arising from this report. Should any budget or investment be required for any of the initiatives identified, then an appropriate business case will be developed to demonstrate the cost and associated benefits to the community.

Completed by: Paul Sutton Interim Head of Finance (Deputy 151)

Legal and Governance

- 1.2 There are no legal and governance issues arising from this report.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

Equalities, Diversity and Inclusion

- 1.3 The Equality Act 2010 protects people from discrimination based on a range of characteristics, one of which is age. It is therefore against the law to treat someone unfairly or discriminate against them on the basis of their age.
- 1.4 In addition to this legal duty, there are many advantages to providing an environment in which people can grow old well and feel supported. Feeling disconnected from society can have an adverse effect on people's mental and physical health, which can in turn lead to increased support being required from the Council and community health services.
- 1.5 The ability to grow old well and live an independent life does not only rely on an individual's personal capability but also on the social and physical environments in which they live. Ensuring the district provides a supportive environment can play an important role in assisting older residents to maintain activity levels and their independence for longer.

Completed by: Carol Drury, Community Engagement Manager

2. Background to the Report

- 2.1. Within the Council's Corporate Plan (2024 – 2027) the Council has identified its mission to be 'A thriving District to live in, work and visit'. This is under-pinned by the priority of Connecting Communities which aims to enhance the strength, wellbeing and capacity of communities across the district, and work towards providing a cohesive society that all our residents can be proud to belong to.
- 2.2. The population of South Kesteven is forecasted to age significantly. Below are some of the relevant key statistics relating to the age profile of residents within the district:
 - 23% of the population are currently aged 65+ which is higher than the national average of 18%.
 - This is projected to increase to 24% by 2028, 27% by 2035 and 29% by 2043.
 - There are more residents aged 65+ than there are under the age of 20.
 - In 2036 more than half of the population are projected to be 50 and over.
 - From the Census information 14% of households consist of a single individual aged 66+.
 - The district has one of the highest proportion of veterans in England and 83% of veterans are over 50.

Age Friendly Communities

- 2.3. The Director of Public Health's Report 2023: Ageing Better in Lincolnshire – Adding Life to Years recommended that all Lincolnshire district councils became Age Friendly Communities. This is an initiative developed by the World Health Organisation to support residents in later life to live healthy and active lives and was developed in consultation with older people around the world.
- 2.4. The [UK Network of Age-friendly Communities](#) is a growing movement with over 75 places across the country having already committed to making their community a better place to age in.
- 2.5. To support the recommendation from the Director of Public Health, the Lincolnshire Health and Wellbeing Board set up an 'Ageing Well Working Group' to oversee progress. In addition, Lincolnshire County Council have formed a strategic partnership with the [Centre for Ageing Better](#) with the aim of tackling inequalities for ageing residents, working to make homes and workplaces more suitable for people as they get older, and to challenge negative perceptions around ageing.
- 2.6. The aim of becoming an Age Friendly Community is for local groups, councils, businesses and older residents to work together to make changes in the social and physical environment to ensure they are fit for purpose. This includes looking to address transport issues, improving outdoor spaces, providing volunteering and

employment opportunities, and improving access to leisure and community services.

2.7. To identify the necessary improvements to be made the World Health Organisation has developed a framework of eight domains, these are:

- Outdoor spaces and buildings.
- Transportation.
- Housing.
- Social participation.
- Respect and social inclusion.
- Civic participation and employment.
- Communication and information.
- Community support and health.

2.8. A four-step programme cycle has also been developed to support organisations interested in becoming an Age Friendly Community as follows:

- **Engage and Understand** - gain political commitment, form a committee of stakeholders and gather findings.
- **Plan Strategically** - stakeholders develop a shared vision, to determine the priorities for action and plan how the community will achieve its age-friendly outcomes.
- **Act and Implement** - implement an age-friendly action plan.
- **Monitor and Evaluate** - identify successes and challenges, defining priorities for future improvements.

2.9. Becoming an Age Friendly Community is an ongoing process involving an initial five-year commitment. During the first two years the expectation is that a baseline assessment is undertaken which then informs the development of an action plan which is then delivered over the following years. There is no requirement for the Council to commit to all actions identified.

2.10. Work towards becoming an Age Friendly Community can be incorporated into the valuable work which is already ongoing to deliver the Districts Health and Wellbeing Strategy which was adopted in March 2023. The action plan developed to support this Strategy has five key themes which have been identified to positively impact the health and wellbeing of South Kesteven residents. These include housing and homelessness, activity and wellbeing, the environment and sustainability, economic inclusion and community engagement.

3. Key Considerations

- 3.1. The Council has an opportunity to demonstrate political and community leadership by applying to become part of the UK network of Age Friendly Communities. This would support the Council's corporate ambitions and help the district become a great place to grow old in.
- 3.2. In addition, this would support the Lincolnshire Health and Wellbeing Board's strategic ambition to co-ordinate a county wide response to the opportunities and challenges presented by ageing.
- 3.3. Becoming an Age Friendly Community would allow the Council and its residents to access tools, support and guidance from the Centre for Ageing Better and other networks across the UK.

4. Other Options Considered

- 4.1 The Council has the option to do nothing. However, this would not support the Council's corporate ambition to provide an environment which supports all residents to live active and healthy lives.

5. Reasons for the Recommendations

- 5.1. Cabinet is requested to provide political commitment to support South Kesteven becoming an Age Friendly Community and request that progress is overseen by the Rural and Communities Overview & Scrutiny Committee.

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5 November 2024

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

Recommendations

That Cabinet:

- 1. Notes the content of this report.**

Decision Information

Is this a Key Decision? No

Does the report contain any
exempt or confidential
information not for
publication?

Which wards are impacted? All

1. Cabinet's Forward Plan

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

2. Appendices

- 2.1** Appendix 1 – Cabinet's Forward Plan



CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
23 October 2024 to 22 October 2025

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
PSPO- Market Deeping Cemetery (dogs on leads) – Non Key Decision			
To propose the authorisation or refusal of a Public Spaces Protection Order requiring dogs to be kept on leads at all times when visiting Market Deeping Cemetery.	5 Nov 2024	PSPO- Market Deeping Cemetery (dogs on leads)	Cabinet Member for People & Communities (Councillor Rhea Raysia) Ayeisha Kirkham, Head of Public Protection E-mail: ayeisha.kirkham@southkesteven.gov.uk
Councillor Development Strategy - Non Key Decision			
To ask Cabinet to agree to the Councillor Development Strategy.	5 Nov 2024	To agree the Strategy.	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer E-mail: graham.watts@southkesteven.gov.uk
Age Friendly Communities - Non Key Decision			
To note the Council intend to sign up to become an age friendly community	5 Nov 2024	For noting	Cabinet Member for People & Communities (Councillor Rhea Raysia) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Extension of Cattle Market Car Park, Stamford - Key Decision			
To seek approval to successful tender for extension works to the Cattle Market Car Park, Stamford, subject to the planning application process.	5 Nov 2024	To award a tender to the successful bidder for the contract	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gareth Dawkins, Corporate Property Services E-mail: gareth.dawkins@southkesteven.gov.uk

Summary	Date	Action	Contact
South Kesteven Shopfront Design Guide - Non Key Decision			
<p>The purpose of this report is to seek feedback from Cabinet regarding the updated South Kesteven Shopfront Design Guide 2024 draft as a technical document to be used alongside the existing supplementary planning policies relating to shopfront design as a material consideration in planning decisions.</p> <p>Approval to publish and signpost members of the public to this document for queries relating to shopfront design, and to support the delivery of the soon to launch UKSPF Shopfront Maintenance Grant.</p>	5 Nov 2024	For Cabinet to agree to adopt the draft South Kesteven Shopfront Design Guide as a technical note with material consideration in planning decisions.	Cabinet Member for Planning (Councillor Phil Dilks) Claire Saunders, High Street Heritage Action Zone Project E-mail: claire.saunders@southkesteven.gov.uk
Award of Contract - Security Services - Key Decision			
To award a contract in respect of the Council's requirement for security services	3 Dec 2024	To award a contract to the preferred supplier	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Major Voids Contract Award - Key Decision			
To obtain approval to enter into a contract for the provision of Major Voids works for a period of 2 years with the option to extend for 1 year plus 1 year	3 Dec 2024	To approve the contract	Cabinet Member for Housing (Councillor Virginia Moran) Alison Hall-Wright, Director of Housing E-mail: A.Hall-Wright@southkesteven.gov.uk

Summary	Date	Action	Contact
Guildhall Arts Centre Pantomime Procurement - Key Decision			
To approve the recommendation of the Pantomime Production company named following procurement procedures.	3 Dec 2024	To agree the procurement.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk
Facilities Management for Corporate Buildings - Key Decision			
To agree a new contract for Facilities Management.	3 Dec 2024	To agree a new contract for Facilities Management.	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Neil Smith, M and E Project Officer E-mail: neil.smith@southkesteven.gov.uk
Lease to Grantham Town Football Club - Non Key Decision			
The granting of a lease and delegation of authority to the Deputy Chief Executive in consultation with the Cabinet Member for Culture and Leisure to enter into it	3 Dec 2024	To agree to enter into the lease.	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Karen Whitfield, Assistant Director – Leisure, Culture and Place E-mail: karen.whitfield@southkesteven.gov.uk

Summary	Date	Action	Contact
Finance Update Report: April - September 2024 - Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of September 2024. The report covers the following areas: <ul style="list-style-type: none">• General Fund Revenue Budget• Housing Revenue Account Budget• Capital Programmes – General Fund and Housing Revenue Account• Reserves overview – General Fund and Housing Revenue Account	3 Dec 2024	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of September 2024 and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Assistant Director of Finance/Deputy Section 151 Officer E-mail: paul.sutton@southkesteven.gov.uk
Council Tax Base 2025/2026 - Key Decision			
To determine the Council Tax Base to form the basis of the 2025/2026 budget proposals to be recommend to Full Council.	3 Dec 2024	To recommend the Tax Base to Full Council.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk
Discretionary Council Tax Payment Policy 25/26 - Non Key Decision			
That the draft Discretionary Council Tax Payment Policy (25/26) be formally approved	3 Dec 2024	To approve the Policy	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Discretionary Housing Payment Policy 25/26 - Non Key Decision			
That the draft Discretionary Housing Payment Policy (2024/2025) be formally approved.	3 Dec 2024	To approve the Policy	<p>The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p>E-mail: claire.moses@southkesteven.gov.uk</p>
Air Quality Action Plan 2024-2029 - Non Key Decision			
The Air Quality Action Plan is required as part of having an Air Quality Management Area. Currently there is an Air Quality Management Area in place for the centre of Grantham, the previous Air Quality Action Plan is out of date and requires updating.	16 Jan 2025	Approves the AQAP	<p>Cabinet Member for Environment and Waste (Councillor Rhys Baker)</p> <p>Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing</p> <p>E-mail: tom.amblin-lightowler@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Local Council Tax Support Scheme - Key Decision			
To consider the Council's Local Council Tax Support Scheme for the 2025/2026 financial year.	16 Jan 2025	To recommend the Scheme to Full Council.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk
Vehicle Procurement - Key Decision			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	16 Jan 2025	To approve the spend.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk
Draft Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Non Key Decision			
To consider the draft Budget Proposals for 2025/2026.	16 Jan 2025	To agree the draft proposals.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk

Summary	Date	Action	Contact
Finance Update Report: April to December 2024 - Non Key Decision			
To present the Council's forecast 2024/25 financial position as at end of December 2024. The report covers the following areas: <ul style="list-style-type: none">• General Fund Revenue Budget• Housing Revenue Account Budget• Capital Programmes – General Fund and Housing Revenue Account• Reserves overview – General Fund and Housing Revenue Account	11 Feb 2025	That Cabinet 1. Reviews and notes the forecast 2024/25 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of December 2024 and identifies any variances that might require action or investigation	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Paul Sutton, Assistant Director of Finance/Deputy Section 151 Officer E-mail: paul.sutton@southkesteven.gov.uk
Fleet Strategy - Non Key Decision			
To provide an overview of the new Fleet Strategy which outlines the Council's commitment to sustainable vehicle management.	11 Feb 2025	Approval of the Strategy.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Kay Boasman, Head of Waste Management and Market Services E-mail: kayleigh.boasman@southkesteven.gov.uk
Budget Proposals for 2025/2026 and Indicative Budgets for 2026/2027 and 2027/2028 - Key Decision			
To consider the proposed Budget.	11 Feb 2025	To recommend the Budget to Full Council.	The Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk

Summary	Date	Action	Contact
Customer Experience Strategy 2025 to 2028 - Key Decision			
To present the Customer Experience Strategy 2025 to 2025 to Cabinet for recommendation to Council	6 May 2025	Recommendation to Council	<p>Cabinet Member for People & Communities (Councillor Rhea Rayside)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community)</p> <p>E-mail: claire.moses@southkesteven.gov.uk</p>

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