

# Cabinet



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

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Tuesday, 1 April 2025 at 2.00 pm  
Council Chamber - South Kesteven House, St. Peter's Hill,  
Grantham. NG31 6PZ

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**Committee** Councillor Ashley Baxter, Leader of the Council (Chairman)

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

Councillor Rhys Baker, Councillor Richard Cleaver, Councillor Phil Dilks, Councillor Philip Knowles and Councillor Virginia Moran

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## 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](mailto:democracy@southkesteven.gov.uk)

**2. Apologies for absence**

**3. Disclosure of Interests**

**4. Minutes of the previous meeting**

(Pages 3 - 8)

Minutes of the meeting held on 4 March 2025.

**Items for Cabinet Decision: Key**

**5. Award of Contract - Wheeled Bins**

(Pages 9 - 21)

This report seeks approval to award the contract for the supply of wheeled bins for the next three years.

**Items for information**

**6. Key and Non-Key Decisions taken under Delegated Powers**

(Pages 23 - 24)

This report provides an overview of decisions due to be taken by individual Cabinet Members.

7. **Cabinet Forward Plan** (Pages 25 - 30)  
This report highlights matters on the Cabinet's Forward Plan.
8. **Open Questions from Councillors**

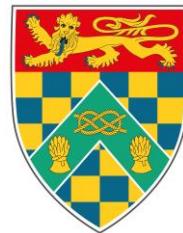
## Minutes

### Cabinet

**Tuesday, 4 March 2025**

**Date of publication: 13 March 2025**

**Call-in expiry: 20 March 2025, decisions  
can be implemented 21 March 2025 (if no  
call-in)**



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

**The Leader: Councillor Ashley Baxter (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

### Non-Cabinet Members

Councillor Tim Harrison

### 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

Emma Whittaker, Assistant Director of Planning and Growth

Karen Whitfield, Assistant Director of Culture, Leisure and Place

Alison Hall-Wright, Director of Housing and Projects

Chris Prime, Communications Manager

David Scott, Assistant Director of Finance and Deputy Section 151 Officer

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

Nick Hibberd, Head of Economic Development and Inward Investment

Patrick Astill, Communications Officer

Amy Pryde, Democratic Services Officer

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### 119. Introductory Comments

The Cabinet Member for Housing informed Cabinet that the turnaround time on void properties had reduced to less than 100 days over the past few months. The turnaround time of less than 100 days was set as a target for the end of the financial year. It was highlighted that work on major void properties was on average

in excess of 200 working hours. Approximately 40 days would be taken up from the property being handed back to the Council, inspections taking place and advertising of the property.

The Cabinet Member for Planning congratulated the Cabinet Member for Housing, the Housing team and all senior officers involved.

It was further noted that the loss of rental income had reduced by 25%. 6 months ago, £2,000 was being lost, whereas the loss was now at £1,500.

Previously one main contractor was given 40 properties in 1 month to work on. Work was successful; however, the contractor was not addressing the backlog.

Another company has now been contracted to work on 40 properties each month. Two other main contractors who carried out normal repairs would assist with 10 void properties each per month, subject to their workload.

## **120. Public Open Forum**

There were no comments from members of the public.

## **121. Apologies for absence**

An apology for absence was received from Councillor Rhys Baker.

## **122. Disclosure of Interests**

There were no disclosures of interests.

## **123. Minutes of the previous meeting**

The minutes of the meeting held on 11 February 2025 were agreed as a correct record.

The Leader of the Council informed Cabinet Members that an Extraordinary meeting of Culture and Leisure Overview and Scrutiny Committee would take place on 13 March 2025 to discuss Grantham Meres Leisure Centre Gym Refurbishment Proposals.

## **124. Damp and Mould Policy**

### Purpose of the report

To seek approval from Cabinet for the adoption of the updated Damp and Mould Policy, as recommended by the Housing Overview and Scrutiny Committee meeting of 20 January 2025.

### Decision

- 1. Approves the adoption of the updated Damp and Mould Policy**
- 2. Delegates authority to the Chief Executive to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.**

Alternative options considered and rejected

To not update the Repairs and Maintenance Policy. This option was discounted for the reasons given in paragraph 2.1 of the report.

Reasons for the decision

This report was presented to the Housing Overview and Scrutiny Committee on 20 January 2025. This policy replaced the current Damp and Mould Protocol document which formed part of the Council's previous Repairs and Maintenance Policy. This standalone Damp and Mould Policy was in line with good practice.

Social landlords must adhere to several regulations relating to damp and mould. A lack of compliance could place a landlord at risk of prosecution or financial penalty. It was therefore essential that the Council had a Damp and Mould Policy in place which meets regulatory requirements.

## **125. Housing Repairs and Maintenance Policy**

Purpose of the report

To seek approval from Cabinet for the adoption of the updated Repairs and Maintenance Policy, as recommended by the Housing Overview and Scrutiny Committee meeting of 14 November 2024.

Decision

- 1. Approves the adoption of the updated Housing Repairs and Maintenance Policy**
- 2. Delegates authority to the Chief Executive to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.**

Alternative options considered and rejected

To not update the Repairs and Maintenance Policy. This option was discounted for the reasons given in paragraph 2.1 of the report.

Reasons for the decision

The current Repairs and Maintenance Policy had been reviewed and updated to reflect the recommendations made by BDO (the Council's internal auditors) following an internal audit of the Repairs Service in 2023/24.

The updated Policy included the proposal endorsed by the Housing Overview and Scrutiny Committee on 19 September 2024. It was noted that whilst there were outstanding requests for access to properties to complete essential inspections/surveys, the Council would refuse to undertake non-emergency reactive repairs if tenants were refusing access for essential inspections and surveys.

The updated Policy also addressed the requirement from the Housing Regulator to set out clear timeframes for carrying out reactive repairs.

The Regulator of Social Housing regulates local authorities and housing associations, including setting Consumer Standards which housing providers must follow. Within the Consumer Standards was the Safety and Quality Standard which became effective from April 2024.

Section 3 of the report provided details of the requirements of the safety and quality standard that the Council.

Section 6 of the report provided detail of the consultation that was undertaken with tenants for the adapted policy. Tenants were supportive of the new policy and provided comments regarding the performance of the service which could be summarised into general themes:

- Length of time for repairs to be completed.
- Communication.
- Quality of works.

All concerns have been considered by the Housing team and would be further addressed as part of the service improvement plan.

A point was raised relating to:

- Whether clarity would be provided through Key Performance Indicators (KPI's) in the future on housing repairs and maintenance.

As part of the work, several Key Performance Indicators (KPI's) were being drafted and would be considered in the future.

## **126. Future High Streets Fund**

### Purpose of the report

To seek approval to enter into contracts to deliver projects as part of the Future High Street Fund. The grant distributor, Ministry of Housing, Communities and Local Government (MHCLG) had agreed an extension to the delivery timescales for

the projects, however all contracts needed to be in place by 31 March 2025. The Chairman of the Council agreed to waive the call-in period for this item due to the time critical nature of the decision.

### Decision

#### **The Cabinet is recommended to:**

##### **1) Delegate authority to the Section 151 Officer in consultation with the Leader of the Council to enter into contracts to secure the works necessary to deliver the following projects as part of the Future High Street Fund:**

- i. Authority to enter into contract with National Grid in relation to the installation of power in Grantham Market Place and Westgate.**
- ii. Authority to enter into contract with Lindum Construction in relation to works to Grantham Museum.**
- iii. Authority to enter into relevant contracts following the completion of necessary procurement for all other projects within the Future High Street Fund extended programme as outlined in this report.**

#### Alternative options considered and rejected

The Council could have done nothing and not entered into contracts to deliver the remaining elements of the programme. However, in this instance the remaining funds would have needed to be returned to Government. This option was therefore discounted.

#### Reasons for the decision

In 2020 the Council was successful in securing £5.2 million in grant funding from the Future High Streets Fund for regeneration work in Grantham town centre. In the subsequent years the programme had successfully delivered a programme of public realm improvement in Grantham Market Place, and improvements to the five-arm junction at Station Approach; as well as awarding grants to support the conversion of vacant upper floor retail space into high quality residential accommodation.

In an update to the Future High Street Fund board (9 January 2025) Lincolnshire County Council (LCC) Highways Officers confirmed that there was an underspend on the project of £882,000. The £882,000 had been allocated in risk and contingency budgets for the two public realm projects delivered through the scheme (Grantham Market Place and Station Approach/ five arm junction improvements). It was confirmed by LCC that, following completion of those works, this portion of the funding was not required and would be released as underspend within the scheme.

Officers, supported by the FHSF project board, have negotiated with the funding body, MHCLG, to secure agreement for the funding to be used to deliver additional works to support and increase the outputs of the original scheme.

MHCLG required that any additional works had clear links to the previously delivered elements of the programme and were not considered as 'new projects'. Furthermore, they required that the Council contractually committed to all additional works prior to 31 March 2025.

A project adjustment request was submitted to Ministry of Housing, Community and Local Government on 7 February 2025, seeking their permission to utilise the programme underspend on seven defined projects, plus funding to support a project officer staff position.

Formal approval of the project adjustment request was received on 14 February 2025.

The Chief Executive thanked the team for their extensive work carried out on the Future High Streets Fund project.

## **127. Cabinet Forward Plan**

The Forward Plan was noted.

The Chief Executive highlighted that the Cabinet meeting on 6 May 2025 would need to be rearranged, due to the pre-election period for local elections.

## **128. Open Questions from Councillors**

### Question 1 - Councillor Tim Harrison

Councillor Tim Harrison asked if the Council could secure any funding for speed awareness measures within Grantham.

The Cabinet Member for Property and Public Engagement explained that the Lincolnshire Road Safety Partnership would need to be involved. Town and Parish Councils were asked to fund speed awareness kits for relevant groups once they were established.

The Chief Executive noted a cross-party group was being established to explore road safety and speeding. SKDC were unable to fund road safety measures, however, the Council would encourage Town and Parish Council's to bid for funding through the UK Shared Prosperity Fund for 2025/26.

## **129. Close of meeting**

The meeting ended at 14:30.



## Cabinet

Tuesday, 1 April 2025

Report of Councillor Rhys Baker  
Cabinet Member for Environment and  
Waste

## Award of Contract – Wheeled Bins

### Report Author

Kay Boasman, Head of Waste Management and Market Services

✉️ [kayleigh.boasman@southkesteven.gov.uk](mailto:kayleigh.boasman@southkesteven.gov.uk)

### Purpose of Report

This report seeks approval to award the contract for the supply of wheeled bins for the next three years.

### Recommendations

**That Cabinet approves the award of the wheeled bin contract to IPL Plastics for a period of three years.**

### Decision Information

Is this a Key Decision?

Yes

Does the report contain any exempt or confidential information not for publication?

Yes – the Appendix is restricted due to its commercial sensitivity.

What are the relevant corporate priorities?

Sustainable South Kesteven

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 The Council's annual spend on wheeled bins is £100,000 per annum. In accordance with the Council's Contract Procedure Rules, a procurement exercise has been undertaken to identify a preferred supplier to provide the service for three years.

*Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer*

### ***Procurement***

- 1.2 A compliant procurement process has been followed to identify a preferred supplier for wheeled bins. The process has been supported by Welland Procurement and was conducted in accordance with best practice and the Public Contract Regulations 2015. The principles of transparency, equity and fairness have been adhered to throughout the process.

*Completed by: Helen Baldwin, Procurement Lead*

### ***Legal and Governance***

- 1.3 A compliant procurement exercise has been undertaken, and Cabinet is the appropriate body to take this decision.

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

## **2. Background to the Report**

- 2.1. The Council has a statutory duty under the Environmental Protection Act 1990 (EPA 1990) to collect residual and recycling waste from every household within the district. This law also gives Councils the authority to determine the size, type and quality of the bins.
- 2.2. South Kesteven District Council (SKDC) provide two bins to each household. This includes a black bin for residual waste and a silver bin for dry mixed recycling. Should the resident participate in the garden waste collection service, then a green bin is also provided. Purple lidded paper and card bins are currently supplied by Lincolnshire County Council.
- 2.3. In addition to the statutory requirements to supply the bins, the Council has a duty of care to employees and residents to provide a service which is compliant with Health and Safety regulations. The bins provided by the Council are of a high quality and can withstand the bin emptying process. Bins which are purchased at shops by residents can be of low quality and risk 'bouncing' off the lifting gear and causing an injury.
- 2.4. To ensure the Council complies with the requirements of the EPA 1990, it delivers bins to the residents of the district as required. To ensure a good stock of bins, there are regular deliveries of bins throughout the year.
- 2.5. A tender exercise has been undertaken to secure a supplier with the ability to meet the demands of the Waste Service. The contract specification requires that high quality bins can be delivered within the agreed timescales in the desired quantities.
- 2.6. A total of four tenders were received and evaluated on a 60% price and 40% quality split. Following evaluation and moderation, IPL Plastics were the successful tenderer.

## **3. Other Options Considered**

- 3.1. No other options were considered due to the statutory requirement to provide the receptacles (bins) under the EPA 1990.

## **4. Reasons for the Recommendations**

- 4.1. The Council has a statutory duty under the EPA 1990 to provide suitable receptacles (bins) to residents. This contract allows the Council to fulfil this requirement.

- 4.2. A failure to provide bins would mean the Council is in breach of its statutory duties under the EPA 1990.

## **5. Appendices**

- 5.1 Appendix 1 – Procurement summary report – please note this appendix is exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as it contains information relating to the financial business affairs of the Council and contains commercially sensitive information.

# Appendix 1

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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1 April 2025

Report of the Chief Executive

## Key and Non-Key Decisions taken under delegated powers

### Report Author

Lucy Bonshor, Democratic Officer

l.bonshor@southkesteven.gov.uk

### Purpose of Report

This report provides an overview of decisions due to be taken by individual Cabinet Members.

### 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?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1.1 Since the Cabinet last met on 4 March 2025, the following Key and Non-Key decisions have been taken under delegated authority:

1.1.1 **SK Community Fund – Changes to Funding Criteria**

Non-Key decision taken by the Deputy Leader and Cabinet Member for Leisure and culture on 25 March 2025.

Date decision effective: 2 April 2025.

The accompanying report can be viewed online at:

<https://moderngov.southkesteven.gov.uk/mglIssueHistoryHome.aspx?Id=36168>

1.2 Any decision made after the publication of the agenda will be reported at the next meeting of the Cabinet.



1 April 2025

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**  
**24 March 2025 to 23 March 2026**

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
<b>SK Community Fund - Changes to Funding Criteria – Non Key Decision</b>			
To seek approval to approve changes to the funding criteria of the SK Community Fund to be implemented during the 2025/2026 financial year and to put a delegation in place to give delegated authority to the Community Engagement Manager, in consultation with the Cabinet Member whose portfolio includes the SK Community Fund to make future, minor, amendments to the fund's criteria as required to enable appropriate access by the voluntary and community sector of South Kesteven.	25 Mar 2025		Carol Drury, Community Engagement & Manager <b>E-mail:</b> <a href="mailto:c.drury@southkesteven.gov.uk">c.drury@southkesteven.gov.uk</a>
<b>Wheeled Bin Procurement - Key Decision</b>			
This report seeks approval to award the contract for the Supply of Wheeled Bins for the next three years.	1 Apr 2025	Approval to award the contract for the provision of wheeled bins.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Kay Boasman, Head of Waste Management and Market Services <b>E-mail:</b> <a href="mailto:kayleigh.boasman@southkesteven.gov.uk">kayleigh.boasman@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Decant Policy - Key Decision</b>			
To seek approval from Cabinet for the Decant Policy	Not before 13th May 2025	To consider approving the Policy.	Cabinet Member for Housing (Councillor Virginia Moran)  Sarah McQueen, Head of Service (Housing Options) <b>E-mail:</b> <a href="mailto:sarah.mcqueen@southkesteven.gov.uk">sarah.mcqueen@southkesteven.gov.uk</a>
<b>Vehicle Procurement - Key Decision</b>			
To approve the Capital spend of over £200,000 for 2024/25 for street cleaning, refuse vehicles and vans, and other assorted vehicles.	Not before 13th May 2025	To approve the spend.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Kay Boasman, Head of Waste Management and Market Services <b>E-mail:</b> <a href="mailto:kayleigh.boasman@southkesteven.gov.uk">kayleigh.boasman@southkesteven.gov.uk</a>
<b>SKDC - Use of Pesticides – Non Key Decision</b>			
To consider a recommendation from a joint meeting of the Environment and Rural and Communities Overview and Scrutiny Committees following a Motion to Council to eliminate the use of pesticides on Council land.	Not before 13th May 2025	To consider approving the Policy.	Cabinet Member for Environment and Waste (Councillor Rhys Baker)  Karen Whitfield, Assistant Director – Leisure, Culture and Place <b>E-mail:</b> <a href="mailto:karen.whitfield@southkesteven.gov.uk">karen.whitfield@southkesteven.gov.uk</a>
<b>Mobility Vehicle Policy – Non Key Decision</b>			
To present the Mobility Vehicle Policy to Cabinet having been recommended by the Housing Overview and Scrutiny Meeting held on 17 March 2025.	Not before 13th May 2025	To consider agreeing the Policy.	Cabinet Member for Housing (Councillor Virginia Moran)  Alison Hall-Wright, Director of Housing and Projects <b>E-mail:</b> <a href="mailto:A.Hall-Wright@southkesteven.gov.uk">A.Hall-Wright@southkesteven.gov.uk</a>

Summary	Date	Action	Contact
<b>Lease to Grantham Town Football Club – Non Key Decision</b>			
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	Not before 3rd Jun 2025	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 <b>E-mail:</b> karen.whitfield@southkesteven.gov.uk
<b>Customer Experience Strategy 2025 to 2028 - Key Decision</b>			
To present the Customer Experience Strategy 2025 to 2025 to Cabinet for recommendation to Council	1 Jul 2025	Recommendation to Council	Cabinet Member for People & Communities  Claire Moses, Head of Service (Revenues, Benefits Customer and Community) <b>E-mail:</b> claire.moses@southkesteven.gov.uk