



Thursday, 18 September 2025 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's
Hill, Grantham. NG31 6PZ

Members: Councillor Ian Selby, Chairman of the Council
Councillor Anna Kelly, Vice-Chairman of the Council

Councillor Matthew Bailey
Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Pam Byrd
Councillor Richard Cleaver
Councillor Helen Crawford
Councillor Steven Cunnington
Councillor James Denniston
Councillor Phil Dilks
Councillor Richard Dixon-
Warren
Councillor Barry Dobson
Councillor Patsy Ellis
Councillor Paul Fellows
Councillor Phil Gadd

Councillor Ben Green
Councillor Tim Harrison
Councillor Graham Jeal
Councillor Gloria Johnson
Councillor Jane Kingman
Councillor Gareth Knight
Councillor Philip Knowles
Councillor Zoe Lane
Councillor Robert Leadenham
Councillor Bridget Ley
Councillor Nikki Manterfield
Councillor Paul Martin
Councillor Penny Milnes
Councillor Virginia Moran
Councillor Charmaine Morgan
Councillor Chris Noon
Councillor Habib Rahman
Councillor Rhea Rayside

Councillor Nick Robins
Councillor Penny Robins
Councillor Susan Sandall
Councillor Max Sawyer
Councillor Rob Shorrock
Councillor Vanessa Smith
Councillor Peter Stephens
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Rosemary Trollope-
Bellew
Councillor Sarah Trotter
Councillor Murray Turner
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood
Councillor Sue Woolley

Agenda

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

For those Councillors who wish to attend, prayers will be held at 1:55pm before the commencement of the meeting. Please be seated by 1:50pm.

1. Public Open Forum

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

2. Apologies for absence

3. Disclosure of Interests

Members are asked to disclose any interests in matters for consideration at the meeting.

4. Minutes of the meeting held on 17 July 2025 (Pages 7 - 22)

5. Communications (including Chairman's Announcements) (Page 23)

6. Appointments to Committees and Panels of the Council (Pages 25 - 36)

All Political Group Leaders are responsible for nominating Members from within their respective Groups to each of the Committees/Panels, in accordance with the political proportionality of the Authority as appropriate.

7. Proposed Amendment to the Constitution - Scheme of Delegation (Pages 37 - 42)
To update the Scheme of Delegation.

8. Ropsley Conservation Area Appraisal (Pages 43 - 104)
In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report considers whether the Council should designate the Ropsley Conservation Area and adopt the Ropsley Conservation Area Appraisal.

This report has been recommended to Full Council by Cabinet.

9. Aslackby Conservation Area Appraisal (Pages 105 - 164)
In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report considers whether the Council should designate the Aslackby Conservation Area and adopt the Aslackby Conservation Area Appraisal.

This report has been recommended to Full Council by Cabinet.

10. Budget Amendment Proposal - Weekly Food Waste Collection Service and Additional Extended Producer Responsibility Payment (Pages 165 - 173)

This report provides an update on the progress of the mandatory weekly kerbside food waste collection service rollout. The report asks Council to approve an additional revenue budget allocation for service provision within the current financial year. The report also asks Council to accept the additional £953,377.03 Extended Producer Responsibility (pEPR) payment for the financial year 2025/26.

This report has been recommended by Cabinet.

11. Director of Law & Governance and Monitoring Officer (To Follow)

This report proposes a recommendation from Employment Committee that Full Council appoint a suitable candidate to the role of Director of Law & Governance and the statutory position of Monitoring Officer.

12. Contract Procedure Rules Update (Pages 175 - 218)

This report provides details of the proposed updates to the Council's Contract Procedure Rules.

This report has been recommended to Full Council by Governance and Audit Committee.

13. Members' Open Questions

A 45-minute period in which members may ask questions of the Leader, Cabinet Members, the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees and opposition group leaders excluding the Chairman and Vice-Chairman of the Planning Committee, Licensing and Alcohol, Entertainment and Late Night Refreshment Licensing Committees and Governance and Audit Committee.

14. Notices of Motion

a) Councillor Sue Woolley

This Council notes:

- 1. Currently small HMOs (3-4 occupants) can be established without planning permission under permitted development rights, meaning no community consultation*
- 2. There is a widespread perception that HMOs cause over-intensive use, noise disturbance, traffic problems, and negative impacts on property values*
- 3. Many councils including Brent, Ealing, Walsall, Barnet, and Brighton & Hove have successfully introduced comprehensive HMO regulation through Article 4 directions and additional licensing schemes*
- 4. Whilst HMOs can often be a valuable addition to an area's housing stock the Labour government's strategy of moving asylum seekers from hotels to HMOs has tarnished this type of accommodation in the eyes of many residents.*
- 5. The Labour government's failure to address the backlog of asylum applications, necessitating the use of hotels and HMOs across the country, is providing a direct incentive for landlords to convert family homes into HMOs to capitalize on the surge in demand. Contracts with companies like Serco are putting increased demand on our public sector housing stock and reducing the rental market for our*

residents.

6. *There have been 14 new HMO licences issued across Grantham in 2025 so far, totalling 81 permitted occupants. Serco are the licence holders of 4 of these properties.*

This Council believes:

1. *All residents deserve to know about and have input on HMO developments that could affect their neighbourhood.*
2. *Comprehensive regulation through both licensing and planning control provides the best protection for communities while ensuring legitimate housing needs are met.*
3. *Current gaps in regulation allow problematic HMOs to operate without proper oversight or community input.*

This Council resolves:

1. ***To implement a district-wide Article 4 Direction*** removing permitted development rights so that all HMOs (small and large) require planning permission.
2. ***To establish mandatory HMO licensing*** covering all HMOs regardless of size, with robust standards including fire safety, room sizes, parking, noise management, and waste arrangements. This list should be publicly accessible.
3. ***To implement these measures according to the following timeframe:***
 - ***Within 1 months:*** Prepare and commence the required formal public consultation on the proposed Article 4 Direction and draft HMO licensing scheme (minimum 10 weeks consultation period as required by law)
 - ***Within 4 months:*** Complete consultation process, review representations, and confirm Article 4 Direction and HMO scheme.
4. ***To revoke the Officer Delegation to issue any HMO licences*** and assign this responsibility to the Licencing Committee, thereby protecting officers from having to make politically sensitive decisions and ensuring proper democratic accountability.

b) Councillor Sarah Trotter

This council notes:

1. *The High Court judgement in the case of Epping Forest District Council versus Somani Hotels Ltd, popularly known as the Bell Hotel asylum seeker hotel case of 19th August 2025;*
2. *That the fundamental issue in the case was an unauthorised change of use of the hotel from a functioning hotel to accommodation for asylum seekers on behalf of the government;*
3. *The considerable public unrest in the area caused in large*

part following the arrest of a resident of the Bell Hotel for sexual assault, the case ongoing at the time of writing this motion;

- 4. Previous use of hotels in South Kesteven for accommodating asylum seekers including the Urban Hotel in Grantham, the Eden Hotel in Grantham and the Stoke Rochford Hall Hotel in Stoke Rochford parish;*
- 5. The subsequent appeal by the Home Office arguing that the right of asylum seekers trump planning law and the rights of residents;*
- 6. The Appeals Court judgement of 29th August 2025 overturning the High Court.*

This council believes:

- 1. The council has a licencing system for a reason and licence holders should abide by the terms of that licence;*
- 2. That using hotel accommodation for housing asylum seekers is a material change of use;*
- 3. That there must be a democratic mandate placed on any change of use.*

This council resolves:

To write a public letter of support and solidarity to our colleagues at Epping Forest District Council as they continue their legal fight not only on behalf of their residents but on behalf of all planning authorities.

c) Councillor Gareth Knight

This Council notes:

- 1. The ongoing public concern about the housing of asylum seekers by the Labour government;*
- 2. That the closure of asylum hotels is increasingly raising the question of where the government will go next to house asylum seekers;*
- 3. That the private rented sector is a logical area for the government to exploit;*
- 4. The use of Section 21 “no fault eviction” notices and fears from charities and tenants that they are being used to free up accommodation for government contractors to use for asylum seekers before the Renters Rights Bill abolishes Section 21 notices;*
- 5. The Renters Rights Bill scheduled for Royal Assent in July 2025 with implementation scheduled from October 2025 to January 2026 (at time of writing the Bill had still not received Royal Assent);*
- 6. That a wide range of councils have established mandatory registration for private sector landlords, primarily as a means of addressing concerns about “slum landlords” and substandard housing.*

This Council believes:

- 1. In transparency for the sake of community cohesion;*
- 2. In supporting our residents in private sector rental accommodation who fear eviction for no stated reason;*
- 3. That the private rented sector is a valuable part of our housing mix and that landlords should always be supported in removing tenants who break the terms of their rental agreements.*

This Council resolves:

- 1. To immediately introduce a voluntary register of all privately rented accommodation in South Kesteven, the landlords and managing agents of each property and a voluntary declaration as to whether or not the property is being used for a government contract or if Section 21 notices have been served by that landlord at any time in the last 12 months.*
- 2. To ensure our housing officers receive full support in the fast and full introduction of the mandatory register as prescribed in the Renters Rights Bill.*
- 3. To conduct a capacity review of our Private Sector Housing team to ensure they are adequately resourced to give proactive support to ensure our residents in private sector rental properties have safe and high quality accommodation.*

15. Close of meeting

MINUTES

COUNCIL

THURSDAY, 17 JULY 2025

2.00 PM



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

PRESENT

Councillor Ian Selby Chairman
Councillor Anna Kelly Vice Chairman

Councillor Matthew Bailey
Councillor Emma Baker
Councillor Rhys Baker
Councillor Ashley Baxter
Councillor David Bellamy
Councillor Harrish Bisnauthsing
Councillor Pam Bosworth
Councillor Pam Byrd
Councillor Richard Cleaver
Councillor Helen Crawford
Councillor Steven Cunningham
Councillor James Denniston
Councillor Phil Dilks
Councillor Richard Dixon-Warren
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Councillor Max Sawyer
Councillor Vanessa Smith
Councillor Lee Steptoe
Councillor Ian Stokes
Councillor Paul Stokes
Councillor Elvis Stooke
Councillor Sarah Trotter
Councillor Murray Turner
Councillor Mark Whittington
Councillor Jane Wood
Councillor Paul Wood

OFFICERS

Karen Bradford, Chief Executive
Richard Wyles, Deputy Chief Executive and Section 151 Officer
Angela Wakefield, Interim Monitoring Officer
Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer)
Karen Whitfield, Assistant Director – Leisure, Culture and Place
Emma Whittaker, Assistant Director (Planning & Growth)

James Welbourn, Democratic Services Manager
Patrick Astill, Communications Officer
Lucy Bonshor, Democratic Officer

22. Public Open Forum

There were no questions or statements from members of the public.

23. Apologies for absence

Apologies for absence were received from Councillors:

Jane Kingman
Nikki Manterfield
Peter Stephens
Rosemary Trollope-Bellew
Sue Woolley

24. Disclosure of Interests

No interests were disclosed.

25. Minutes of the previous meetings

The minutes of the AGM held on 22 May 2025 on were proposed, seconded and agreed as a correct record.

A query was raised about who was in the post of Deputy Monitoring Officer at the meeting in June. It was confirmed that the draft minutes listing James Welbourn as the Deputy Monitoring Officer were correct.

The minutes of the extraordinary meeting held on 12 June 2025 were proposed, seconded and agreed as a correct record.

26. Communications (including Chairman's Announcements)

The Council noted the Chairman's engagements since the previous meeting of Full Council.

On 16 July 2025 the SK Charity Cup was hosted by Deeping Rangers FC, who went onto beat Harrowby United FC 2-1.

The Chairman wished to highlight the money raised for worthy causes, and also thanked Councillors Baxter, Byrd, Rahman and Rayside for their attendance at the game. Councillor Ashley Baxter kindly sponsored the match ball.

Leader of the Council

The Leader of the Council made the following announcements:

- The picture surrounding Local Government Reorganisation (LGR) changed frequently. The Leader of the Council had attended the Local Government Association (LGA) in Liverpool, where Angela Rayner MP, Secretary of State for Housing, Communities and Local Government had been speaking.
- Lincolnshire Leaders would need to engage on this issue as a group, however it was disappointing to see the launch of 'A Greater Lincolnshire for All' - a proposal by South Holland and East Lindsey District Councils which championed the idea of a northern and southern council in Lincolnshire. This proposal was launched some distance away from those districts in Lincoln.
- At their meeting on 8 July 2025 Cabinet agreed a £75,000 budget to procure external support for business plans, in line with North Kesteven District Council.
- Virginia Moran, Chair of the Deepings Community Interest Company (CIC) along with Sir John Hayes MP (MP for South Holland and the Deepings) met a minister from the Department for Media, Culture and Sport to talk about the Deepings Leisure Centre. The Minister offered to put representatives in touch with Sport England. A positive conversation had taken place with the Leader of Lincolnshire County Council (LCC) and Cabinet Member for Growth at LCC.

Cabinet Member for Planning

The Cabinet Member made the following announcements:

- The second Regulation 18 consultation on the revised draft Local Plan was launched on Thursday 10 July 2025. A recent Government announcement increased South Kesteven's annual housing requirement from 700 new homes per year to almost 900. As a result the Planning team have the challenge of finding the most suitable sites for these new homes.
- Public engagement events were planned for 17 July 2025 in Bourne Market, 30 July in Market Deeping Library, 1 August at Stamford Market, and 2 August in Grantham Market.
- Parish and town councils had been invited to sign up to one of two sessions where they can take part in question-and-answer sessions.

Cabinet Member for Environment and Waste

The Cabinet Member made the following announcements:

- The Waste team were in the process of restructuring the waste collection rounds within the district; many households were likely to see changes to the days and times when their bin would be collected. All addresses would be notified of changes via a leaflet through their letterbox. There would be a mixture on online and offline communications.

- Parish and town councils would also be advertising this topic, and that would be supplemented with information on social media and on the SKDC website. The Cabinet Member would write to members and ask that the information be shared with their communities.

Cabinet Member for Leisure and Culture

Green Flag awards had been received for Grantham's Dysart, Queen Elizabeth, and Wyndham Parks – an achievement to be proud of.

27. Appointments to Committees and Panels of the Council

Members considered the requirements placed on Full Council for the appointment of Members to its Committees and Panels.

Since the AGM on 22 May 2025, political Group Leaders had agreed the membership of Committees under delegation to the Chief Executive. Following this, there had been further changes requested by certain political Group Leaders resulting in this report.

Having been moved and seconded, and following a vote it was **AGREED:**

DECISION

That Full Council approves the following appointments to committee seats as proposed by the respective political Group Leaders:

- **Councillor Susan Sandall to replace Councillor Nikki Manterfield on the Housing Overview and Scrutiny Committee.**
- **Councillor James Denniston replace Councillor Steven Cunnington as a member of the Rural and Communities Overview and Scrutiny Committee (gifted seat from Grantham Independent Group to the Independent Group).**

An appointments to committees document correct as of 17 July 2025 was appended to these minutes.

28. Annual Overview and Scrutiny Report 2024/2025

Members considered a summary of the work undertaken by all Overview and Scrutiny Committees during 2024/2025.

The Chairman of the Finance and Economic Overview and Scrutiny Committee introduced the report, highlighting some of the projects discussed and supported by the various Scrutiny Committees:

1. Backlog of Maintenance of the Councils Assets
2. Increase to the Homelessness Budget

3. Bulky Waste Collection update
4. CCTV transfer update
5. Stock Condition Surveys
6. Tenant Satisfaction Measures Survey
7. Balanced budget

There were a number of different strategies discussed, including:

- Play Area Strategy where £100,000 has been allocated and to support replacement equipment.
- Cultural strategy to support a pop-up cinema, free thinking festival and reinvention of the Gravity Fields Festival.
- Sports and Physical Activity – this was supported by the staff and councillor groups who undertook Step into 2025 in January.

Having been moved and seconded, and following a vote it was **AGREED:**

DECISION

That Full Council notes the Overview and Scrutiny Annual Report for 2024/2025.

29. Pay Award 2025/2026

Members considered a recommendation from Employment Committee to implement a 3.2% pay award in line with the National Employers' for Local Government Services final offer effective from 1st April 2025.

The same offer had been made for the Chief Executive and Chief Officers. SKDC was not part of the national consultation process but had reflected the national pay offer.

A 2% pay offer had been budgeted for, so there was a funding shortfall of 1.2%. There was a budgetary impact of £244,000 on the General Fund and £76,000 for the Housing Revenue Account.

The recommendations within the report were moved and seconded.

An amendment was moved to read:

That Council approves recommendations 1-3 in the Pay Award 2025/26 report except as modified below.

Adds a new Recommendation 4:

“No element of the 3.2 per cent 2025/26 pay award shall be applied to any employee whose aggregate annual remuneration (defined as basic salary + contractual cash allowances + employer pension contributions) exceeds £169,344, the Prime Minister’s current cash salary. Any employee above that threshold will therefore receive no increase – a freeze.”

The amendment was seconded.

Note: Once clarity had been received on the total figure within the scope of the amendment, the Chief Executive left the Council Chamber for the remainder of the debate on the amendment.

Several Councillors spoke in support of the Chief Executive and her work. She was the only officer within the scope of the amendment.

After brief debate, and on being put to the vote, the amendment **FELL**.

Note: The Chief Executive returned to the Council Chamber.

Debate began on the substantive motion:

- The government had not reimbursed SKDC for National Insurance contributions this year. Therefore, the additional cost would be covered by the budget for salaries. The figures within the recommendations did not include National Insurance costs.
- When the budget was being prepared for 2025/2026 assumptions were made using external advice and guidance. As at October 2024 the guidance was that a 2% rise was required.
- The borrowing was a drain on reserves which could have been used for other purposes.
- When budgets were built last year members had several bids for works to consider. Had a 3.2% pay rise been budgeted for, some of those bids along with fees and charges could have been considered differently.
- About 15 years ago SKDC oversaw a buyout of national Green Book arrangements. As part of this there was an agreement that SKDC mirrored the local administration of any pay awards.
- There was a query over whether SKDC staff had the right to strike or whether it had been negotiated out of their terms and conditions.
- There had been several meetings where the overall budget (including staff pay) had been discussed, including the Budget Overview and Scrutiny Committee and the February meeting of Full Council.

Having been moved and seconded, and following a vote it was **AGREED**:

DECISION

That Full Council:

- 1. Note the National Employers' for Local Government Services final pay award offer of 3.2% for the financial year 2025/26.**
- 2. Note the current budget allocation for the pay award is only 2%.**
- 3. Agree additional budgets to fund the proposed pay award of 3.2% from 1 April 2025:**
 - £244k in order to fund the additional General Fund. This is to be funded from the Local Priorities Reserve.**
 - £76k in order to fund the additional Housing Revenue Account (HRA). This is to be funded from the HRA Priorities Reserve.**

30. Members' Open Questions

Question One – Councillor Mark Whittington to the Leader of the Council

Councillor Whittington asked that best wishes be passed onto Ollie Chessum, a local lad who was representing the British & Irish Lions out in Australia. He had previously represented Kesteven Rugby Club.

Councillor Baxter was delighted to pass on his best wishes and to send a card on behalf of all Councillors.

Question Two – Councillor Charmaine Morgan to the Leader of the Council

Councillor Morgan asked the Leader of the Council to join her in welcoming the completion of the United Lincolnshire Hospitals Trust's (ULT) consultation on the future of the old Grantham Hospital site. They had committed to listen to the views of residents before a final decision was reached as to its future.

Councillor Baxter was not surprised that Councillor Morgan was raising this issue following her hard work with the local community on this issue.

Question Three – Councillor Tim Harrison to the Deputy Leader of the Council and Portfolio Holder for Leisure and Culture

Councillor Harrison highlighted the success of the Grantham Guildhall Arts Centre and asked the Deputy Leader to outline which factors had contributed to this success, and whether they could be applied at Bourne Corn Exchange or the Stamford Arts Centre.

Councillor Paul Stokes responded. One of the successes involved looking at the staffing structure. Streamlining staffing and attracting the right people had worked extremely well. Stamford already had a successful Arts Centre with the only cinema in Stamford, and this success would be built on. Bourne had the best multi-use venue in the district and was a wonderful space for rentals, weddings etc. It was doing incredibly well with a wonderful team.

Question Four – Councillor Steven Cunnington to the Portfolio Holder for Housing

Councillor Cunnington requested an update on housing void completion times.

Councillor Moran announced that the number of void properties was considerably under the target set for 9 months' time. There were 77 void properties; major voids were down to 39 from a previous level of 68, and minor voids were down to 26 from a previous level of 38. There were 4 voids awaiting inspection. Caution was needed over a continuous drop in voids, particularly as stock condition reports filtered through.

The downward trend in numbers of voids was where the Portfolio Holder wanted it to be.

Question Five – Councillor David Bellamy to the Portfolio Holder for Planning

Councillor Bellamy had been made aware of several Nationally Significant Infrastructure Projects (NSIPs) in the local area. One example was a solar farm north of Stamford, adjacent to the site of the Mallard Pass Solar Farm, which would span an area of roughly 7 square miles. When there were formal consultations would the Portfolio Holder confirm they would be discussed at Planning Committee?

Councillor Dilks expected these plans to be discussed at Planning Committee but would keep up to date with proceedings and keep members informed.

Question Six – Councillor Max Sawyer to the Leader of the Council

Councillor Sawyer asked whether Councillors were duty bound to stand for re-election if they changed political allegiance after having been elected for another party.

Councillor Baxter felt that Councillors were not always honour bound to do this, but encouraged the Reform UK group of Councillors to do so.

Question Seven – Councillor Elvis Stooke to the Deputy Leader of the Council and Portfolio Holder for Leisure and Culture

Councillor Stooke wanted to congratulate the Portfolio Holder and his staff for the achievement of Green Flag status at the three parks within Grantham and asked whether this was a reason why investors should come here to South Kesteven.

Councillor Paul Stokes agreed that Grantham was a fantastic place to come and visit and was easily accessible from London. He also acknowledged the hard work of town and parish councils in making the district a great place to live and be part of.

Question Eight – Councillor Richard Dixon-Warren to the Leader of the Council and Portfolio Holder for HR, Finance and Economic Development

Councillor Dixon-Warren asked whether it was consistent with the Council's values of 'making a difference', 'supportive to all', and 'kindness' to put a resident at risk of debt or poverty by imposing a council tax second home premium that was nearly as high as their annual state pension.

Councillor Baxter apologised to the resident concerned. Advice was being taken to get the reply in this example right. The situation with second homes was difficult – the desire was to promote the use of housing, and not to have homes empty for large portions of the year. The law changed recently allowing a council tax premium to be placed on second homes; this had risen from 90% of Council Tax to 200% to encourage people to live at the address they were paying Council Tax on.

Question Nine – Councillor Robert Leadenham to the Leader of the Council and Portfolio Holder for HR, Finance and Economic Development

Councillor Leadenham asked how the £75,000 recently approved by Cabinet for consultancy work on Local Government Reorganisation (LGR) would be monitored and reported to allow Councillors to check for value for money.

Councillor Baxter reported that the picture surrounding LGR was not one of unanimity, particularly in places such as Rutland where there were ties to both Lincolnshire and Leicestershire.

To put together a sensible bid there needed to be support within the budget for consultancy work.

Question Ten – Councillor Sarah Trotter to the Leader of the Council and Portfolio Holder for HR, Finance and Economic Development

Councillor Trotter asked the Leader of the Council whether he would write a letter to the Home Secretary in support of Lincolnshire Police and the Police and Crime Commissioner. Councillor Trotter highlighted fears about their future, with the prospect of Lincolnshire Police being declared bankrupt.

Councillor Baxter was happy to write a letter to the Home Secretary with support from Councillors Trotter and Dilks, as representatives on the Lincolnshire Police and Crime Panel.

Question Eleven – Councillor Ben Green to the Chairman of the Environment Overview and Scrutiny Committee

Councillor Green asked the Chairman of the Environment Overview and Scrutiny Committee to commit to regular, scheduled litter picks across the district's stretch of the A1 Road.

Councillor Stooke promised to report back to Councillor Green on this matter.

Question Twelve – Councillor Matt Bailey to the Portfolio Holder for Property and Public Engagement

Councillor Bailey asked for the new opening times of the Conduit Lane toilets in Grantham to be confirmed.

Councillor Cleaver pledged to confirm these times outside of the meeting and would respond to any correspondence from Councillor Bailey on this issue.

Question Thirteen – Councillor Helen Crawford to the Leader of the Council and Portfolio Holder for HR, Finance and Economic Development

Councillor Crawford asked whether other districts in Lincolnshire were looking to include Rutland County Council within their plans for LGR.

Councillor Baxter confirmed that they were. He was looking forward to a positive discussion with the Leaders of Rutland County Council and North Kesteven District Council in the coming weeks.

Question Fourteen – Councillor Gareth Knight to the Portfolio Holder for Corporate Governance and Licensing

Councillor Knight reported that there was an agenda item due at Governance and Audit Committee on 23 July related to 'reporting fraud and whistleblowing', which centred on procurement rules not being followed by a Council owned company. He asked for further clarity to be given to Full Council on this issue ahead of the Governance and Audit Committee meeting next week.

Councillor Knowles highlighted that the incident was an occasion where a rule was not followed by a Council-owned company but had since been rectified.

Question Fifteen – Councillor Graham Jeal to the Leader of the Council and Portfolio Holder for HR, Finance and Economic Development

Councillor Jeal highlighted a recent newspaper column written by Councillor Baxter which had suggested that too many representatives in local government were male, white and mature. He asked whether this was a general statement about the political system or was it local to his electoral ward.

Councillor Baxter stood by his column and suggested that there were not enough women, young people, or people of colour involved in politics. In his view LGR would complicate this process and make it more difficult to stand for election.

Question Sixteen – Councillor Susan Sandall to the Portfolio Holder for Property and Public Engagement

Councillor Sandall wished to know when the St. Martin's Park development in Stamford was due to start, and when the eyesore building at the entrance to the site would be pulled down.

Councillor Cleaver reported that the final planning approvals were gained a month ago. New purchases of land and actual works to the site were awaited.

Question Seventeen – Councillor Zoe Lane to the Portfolio Holder for Environment and Waste

Councillor Lane asked for assurance on future proofing for food collections so that residents don't have another spate of missed bins or changes to collections days.

Councillor Rhys Baker highlighted that changes hadn't been made to waste collection rounds for 12 years. Changing the collection days for most residents was the most fiscally prudent use of resources, but it was accepted that there would be disruption.

Lessons had been learned for previous bin rollouts. Food waste collections were additional to other collections in the community and would be collected every week.

31. Close of meeting

The meeting closed at 3:57pm.

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Membership of Committees – July 2025

Culture and Leisure Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (1)	Grantham Independent (1)	Independent (1)	Liberal Democrat (1)	SK Independent (1)	Labour (0)	Green (1)
Gareth Knight	Barry Dobson (VC)	Chris Noon	James Denniston	Murray Turner (C)	Gift to Democratic Ind		Emma Baker
Matt Bailey	Rhea Rayside						
Rob Leadenham							

Employment Committee (9)

Conservative (4)	Democratic Independent (2)	Grantham Independent (1)	Independent (1)	Liberal Democrat (1)	SK Independent (0)	Labour (0)	Green (0)
Gloria Johnson (VC)	Anna Kelly (C)	Paul Stokes	Ashley Baxter	Harrish Bisnauthsing			
Gareth Knight	Gift to Cllr Rhys Baker						
Susan Sandall							
Ian Stokes							

Environment Overview and Scrutiny Committee (9)

Conservative (4)	Democratic Independent (2)	Grantham Independent (1)	Independent (1)	Liberal Democrat (0)	SK Independent (0)	Labour (0)	Green (1)
Paul Martin	Barry Dobson	Elvis Stooke (C)	James Denniston				Emma Baker (VC)
Gloria Johnson	Max Sawyer						
Nikki Manterfield							
Sarah Trotter							

Finance and Economic Overview and Scrutiny Committee (9)

Conservative (4)	Democratic Independent (1)	Grantham Independent (1)	Independent (1)	Liberal Democrat (1)	SK Independent (0)	Labour (1)	Green (0)
Gareth Knight (VC)	Max Sawyer	Ian Selby	Bridget Ley (C)	Murray Turner		Lee Steptoe	
Vacancy							
Mark Whittington							
Gloria Johnson							

Housing Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (2)	Grantham Independent (1)	Independent (1)	Liberal Democrat (0)	SK Independent (1)	Labour (1)	Green (0)
Zoe Lane (VC)	Anna Kelly	Gift to Green	Bridget Ley	Habib Rahman	Gift to Lib Dems	Lee Steptoe (C)	Emma Baker
Susan Sandall	Charmaine Morgan						
Gloria Johnson							

Licensing Committee (11)

Conservative (4)	Democratic Independent (2)	Grantham Independent (2)	Independent (0)	Liberal Democrat (1)	SK Independent (1)	Labour (0)	Green (1)
Rob Leadenham (VC)	Paul Fellows (C)	Elvis Stooke		Harrish Bisnauthsing	Gift to Conservatives		Gift to Democratic Independent
Jane Kingman	Philip Knowles	Patsy Ellis					
Helen Crawford	Rhea Rayside						
Pam Bosworth							
Susan Sandall							

Governance and Audit Committee (9)

Conservative (3)	Democratic Independent (1)	Grantham Independent (2)	Independent (1)	Liberal Democrat (0)	SK Independent (1)	Labour (1)	Green (0)
Sue Woolley	Rhea Rayside	Tim Harrison (C)	Bridget Ley		Paul Wood (VC)	Rob Shorrock	
Mark Whittington		Paul Stokes					
Rob Leadenham							

Planning Committee (13)

Conservative (5)	Democratic Independent (2)	Grantham Independent (2)	Independent (1)	Liberal Democrat (1)	SK Independent (1)	Labour (0)	Green (1)
Gift to SK Ind	Charmaine Morgan (C)	Tim Harrison	Gift to Democratic Ind	Harrish Bisnauthsing	Penny Milnes (VC)		Vanessa Smith
Sarah Trotter	Pam Byrd	Patsy Ellis			Paul Wood		
Vacancy	Paul Fellows						
Gloria Johnson							
Mark Whittington							

Standards Committee (11)

Conservative (5)	Democratic Independent (2)	Grantham Independent (2)	Independent (1)	Liberal Democrat (0)	SK Independent (1)	Labour (0)	Green (0)
Sarah Trotter (VC)	Pam Byrd (C)	Tim Harrison	Ashley Baxter		Penny Milnes		
Richard Dixon-Warren	Max Sawyer	Chris Noon					
Peter Stephens							
Vacancy							
Mark Whittington							

Rural and Communities Overview and Scrutiny Committee (9)

Conservative (4)	Democratic Independent (2)	Grantham Independent (2)	Independent (0)	Liberal Democrat (1)	SK Independent (0)	Labour (0)	Green (0)
Nikki Manterfield (C)	Rhea Rayside (VC)	Tim Harrison	James Denniston	Habib Rahman			
Richard Dixon-Warren	Pam Byrd	Gift to Independent Group					
Rob Leadenham							
Mark Whittington							

Chief Executive Appeals Panel (3)

Conservative (1)	Democratic Independent (1)	Grantham Independent (1)	Independent (0)	Liberal Democrat (0)	SK Independent (0)	Labour (0)	Green (0)
Vacancy	Richard Cleaver	Tim Harrison					

Chairman's Engagements

10th July 2025 to 9th September 2025

Event Date	SKDC Ref	Organisation and Event	Location
Wednesday 16th July 2025	IS0006	South Kesteven Charity Cup Match	Market Deeping
Thursday 24th July 2025	IS0007	Walton Academy Opening of Garden & Orchard	Grantham
Monday 28th July 2025	SKDC01	Green Flag Raising ceremony at Queen Elizabeth, Wyndham and Dysart Parks	Grantham
Friday 15th August 2025	-	VJ Day 80 Celebrations Flag Raising Ceremony	Grantham
Saturday 16th August 2025	IS0008	Grantham Town Council Ambassador Civic Ceremony	Grantham
Sunday 17th August 2025	IS0009	South Holland District Council VJ Day Parade & Commemorative Service	Spalding
Wednesday 3rd September 2025	-	Merchant Navy Day Flag Raising Ceremony	Grantham
Sunday 7th September 2025	-	Chairmans Civic Service	St Wulframs Church, Grantham
Tuesday 9th September 2025	-	Emergency Services (999) Day Flag Raising Ceremony	Grantham

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Council

Thursday, 18 September 2025

Report of Chief Executive

Appointments to Committees and Panels of the Council

Report Author

James Welbourn, Democratic Services Manager

✉ james.welbourn@southkesteven.gov.uk

Purpose of Report

All Political Group Leaders are responsible for nominating Members from within their respective Groups to each of the Committees/Panels, in accordance with the political proportionality of the Authority as appropriate.

Recommendations

Full Council is asked to:

- 1. Note the changes in political proportionality of the Council and the consequent allocation of seats on committees (Appendix A).**
- 2. Appoint Members to its Committees and Panels, in accordance with political balance.**

Decision Information

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 financial implications associated with this report.

Completed by: David Scott – Assistant Director of Finance and Deputy s151 Officer

Legal and Governance

1.2 Appointments to the Council's Committees and Panels must comply with the relevant legislation, as set out in this report, and provisions within the Council's Constitution.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1. Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 introduced statutory requirements that, where a relevant authority has a membership divided into different political groups, it must ensure that appointments reflect the political balance of the Council as a whole.

2.2. At the annual meeting of Full Council, Members decided the allocation of seats to political groups, in accordance with the Regulations. Members are asked to do this again in light of a new political grouping being formed.

2.3. Those appointments to which the rules of political balance apply are:

- Ordinary Committees or Sub-Committees of the Council.
- Advisory Committees and any Sub-Committees appointed by an Advisory Committee.
- Specified prescribed bodies where at least three seats have to be filled by the relevant Authority

- 2.4 The legislation also requires that in appointing members on a politically proportional basis, it should give effect, so far as reasonably practicable, to the following principles:
- a) That not all seats are appointed to the same political groups.
 - b) That a political group with an overall Council majority gets a majority of seats allocated.
 - c) Subject to a) and b) that the total number of seats each political group has on all ordinary Committees is in proportion to that group's share of seats on the whole Council.
 - d) Subject to a) and c) that each political group has the same proportion of seats as it holds on the Council as a whole.
- 2.5 The Regulations mean that Members who are not aligned to a political group are not considered as part of the calculation. They do not have a right to be appointed to any Council Committee or Panel.

3. Key Considerations

- 3.1. When making appointments, the following factors must be taken into consideration:
- In order to demonstrate a robust and effective scrutiny process, no member of Cabinet may sit on an Overview and Scrutiny Committee.
 - Membership of the Chief Executive's Appeal Panel must include at least one member of Cabinet.
 - Members of the Chief Executive's Appeal Panel should not be Members of the Employment Committee. This is to ensure that any appeal lodged is considered by Members who have not previously been involved with any matters being challenged.
- 3.2 Political groups can 'gift' any of their allocated seats to another political group, or to a designated individual Member of the Council.
- 3.3 Under a political balance calculation across all seats on ordinary committees, groups are allocated a proportion of committee seats which closely matches their percentage of seats on Full Council.
- 3.4 Each political Group leader was required to appoint a representative to the UKPSF Board. These appointments would sit alongside the Cabinet Member for Economic Development and the Chairman of Finance & Economic and Rural & Communities Overview and Scrutiny Committees. The membership of this Board has been established and is not part of these calculations. Councillor David Bellamy was appointed as the representative for Reform UK.

4. Committee Changes

- 4.1 On 17 July 2025 notice was received that a new group had been formed containing three previous members of the Conservative Group – named the ‘Reform UK Group’ - with Councillor Ben Green as Leader and Councillor Graham Jeal as Deputy Leader. This means that the Conservative Group now contains 19 members.
- 4.2 Under a political balance calculation across all seats on ordinary committees, groups are allocated a proportion of committee seats which closely matches their percentage of seats on Full Council. These calculations are attached at Appendix A.
- 4.3 Group Leaders met on 8 September 2025 and endorsed the following amendments/additions to committees in light of this group change:
- **Finance Overview and Scrutiny Committee** – Conservatives lose one seat (currently a vacancy) to be taken by Reform UK group.
 - **Housing Overview and Scrutiny Committee** – SK Independents lose one seat (currently gifted to Councillor Habib Rahman) to be taken by Reform UK group.
 - **Rural and Communities Overview and Scrutiny Committee** – Liberal Democrats and Democratic Independents to lose one seat each (Councillors Habib Rahman and Pam Byrd) to be taken by Independent Group (Councillor James Denniston) and the Labour and Co-operative group (Councillor Lee Steptoe). This left a Grantham Independent Group vacancy, which has been gifted to Councillor Habib Rahman (Liberal Democrats).
 - **Environment Overview and Scrutiny Committee** - Conservatives lose one seat (Councillor Nikki Manterfield) to be taken by Reform UK group.
 - **Planning Committee** - Conservatives lose one seat (currently a vacancy) to be taken by Reform UK group.
 - **Standards Committee** - Conservatives lose one seat (currently a vacancy) to be taken by Reform UK group.
- 4.4 Councillor Tim Harrison, Leader of the Grantham Independent Group notified officers that Councillor Ian Selby was no longer a member of the Finance and Economic Overview & Scrutiny Committee, leaving a vacancy. It is proposed that this will be filled by Councillor Tim Harrison.
- 4.5 Councillor Graham Jeal is no longer a member of the Conservative Group and it is proposed that the Conservative vacancy on the Chief Executive’s Appeals Panel will be filled by Councillor Nikki Manterfield.

5. Reasons for the Recommendations

- 5.1 Full Council must make appointments as prescribed by legislation and the Council's Constitution. The report facilitates this requirement.

6. Consultation

- 6.1 The latest political balance calculation for the Council has been shared and discussed with Political Group Leaders in advance of the publication of this report.

7. Background Papers

- 7.1 The Local Government and Housing Act 1989:
<https://www.legislation.gov.uk/ukpga/1989/42/contents>
- 7.2 Local Government (Committees and Political Groups) Regulations 1990:
<http://www.legislation.gov.uk/uksi/1990/1553/contents/made>

8. Appendices

- 8.1 Appendix A – political balance.
- 8.2 Appendix B – proposed appointments to committees

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SKDC Political Balance

Political balance on the Council					
Group			No.	%	
A	Conservative	Con	19	35.1852%	
B	Democratic Independent	DIG	9	16.6667%	
C	Grantham Independent	GIG	8	14.8148%	
D	Independent	TIG	5	9.2593%	
E	Liberal Democrat	L-D	3	5.5556%	
F	SK Independent	SKI	3	5.5556%	
G	Labour	Lab	2	3.7037%	
H	Green	Grn	2	3.7037%	
I	Reform	Ref	3	5.5556%	
Council of			54	100%	

INCLUDING LICENSING

Councillors	Con	DIG	GIG	TIG	L-D	SKI	Lab	Grn	Ref
54	19	9	8	5	3	3	2	2	3
100%	35.19%	16.67%	14.81%	9.26%	5.56%	5.56%	3.70%	3.70%	5.56%
	36%	16%	15%	9%	5%	5%	4%	4%	5%

Target proportion of seats
% of seats indicated

	Places	Con	Dem Ind	GI	Ind	LD	SK Ind	Lab	Green	Reform
Culture	9	3	1	1	1	1	1	0	1	0
FEOSC	9	3	1	1	1	1	0	1	0	1
Housing	9	3	2	1	1	0	0	1	0	1
Rural	9	4	1	2	1	0	0	1	0	0
Environment	9	3	2	1	1	0	0	0	1	1
Planning	13	4	2	2	1	1	1	0	1	1
G and A	9	3	1	2	1	0	1	1	0	0
Employment	9	4	2	1	1	1	0	0	0	0
Standards	11	4	2	2	1	0	1	0	0	1
Licensing	11	4	2	2	0	1	1	0	1	0
Total	98.00	35	16	15	9	5	5	4	4	5

changes to current

9
9
9
9
9
13
9
9
11
11
Cons lose 1
SK Ind lose 1
LD lose 1, Ind gain
Cons lose 1
Cons lose 1
Cons lose 1
Cons lose 1

Dem Ind lose 1, Lab gain

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Membership of Committees – September 2025

Culture and Leisure Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (1)	Grantham Independent (1)	Ind (1)	Lib Dem(1)	SK Ind (1)	Lab (0)	Green (1)	Reform (0)
Gareth Knight	Barry Dobson (VC)	Chris Noon	James Denniston	Murray Turner (C)	Gift to Democratic Ind		Emma Baker	
Matt Bailey	Rhea Rayside							
Rob Leadenham								

Employment Committee (9)

Conservative (4)	Democratic Independent (2)	Grantham Independent (1)	Ind (1)	Lib Dem (1)	SK Ind (0)	Lab (0)	Green (0)	Reform (0)
Gloria Johnson (VC)	Anna Kelly (C)	Paul Stokes	Ashley Baxter	Harrish Bisnauthsing				
Gareth Knight	Gift to Cllr Rhys Baker							
Susan Sandall								
Ian Stokes								

Environment Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (2)	Grantham Independent (1)	Ind (1)	Lib Dem (0)	SK Ind (0)	Lab (0)	Green (1)	Reform (1)
Paul Martin	Barry Dobson	Elvis Stooke (C)	James Denniston				Emma Baker (VC)	Vacancy
Gloria Johnson	Max Sawyer							
Sarah Trotter								

Finance and Economic Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (1)	Grantham Independent (1)	Independent (1)	Lib Dem (1)	SK Ind(0)	Lab (1)	Green (0)	Reform (1)
Gareth Knight (VC)	Max Sawyer	Tim Harrison	Bridget Ley (C)	Murray Turner		Lee Steptoe		Vacancy
Mark Whittington								
Gloria Johnson								

Housing Overview and Scrutiny Committee (9)

Conservative (3)	Democratic Independent (2)	Grantham Independent (1)	Independent (1)	Liberal Democrat (0)	SK Independent (0)	Lab (1)	Green (0)	Reform (1)
Zoe Lane (VC)	Anna Kelly	Gift to Green	Bridget Ley			Lee Steptoe (C)	Emma Baker	Vacancy
Susan Sandall	Charmaine Morgan							
Gloria Johnson								

Licensing Committee (11)

Conservative (4)	Democratic Independent (2)	Grantham Independent (2)	Independent (0)	Lib Dem (1)	SK Ind (1)	Labour (0)	Green (1)	Reform (0)
Rob Leadenham (VC)	Paul Fellows (C)	Elvis Stooke		Harrish Bisnauthsing	Gift to Conservatives		Gift to Democratic Independent	
Jane Kingman	Philip Knowles	Patsy Ellis						
Helen Crawford	Rhea Rayside							
Pam Bosworth								
Susan Sandall								

Governance and Audit Committee (9)

Conservative (3)	Democratic Independent (1)	Grantham Independent (2)	Independent (1)	Liberal Democrat (0)	SK Ind (1)	Labour (1)	Green (0)	Reform (0)
Sue Woolley	Rhea Rayside	Tim Harrison (C)	Bridget Ley		Paul Wood (VC)	Rob Shorrocks		
Mark Whittington		Paul Stokes						
Rob Leadenham								

Planning Committee (13)

Conservative (4)	Democratic Independent (2)	Grantham Independent (2)	Independent (1)	Lib Dem (1)	SK Ind (1)	Labour (0)	Green (1)	Reform (1)
Gift to SK Ind	Charmaine Morgan (C)	Tim Harrison	Gift to Democratic Ind	Harrish Bisnauthsing	Penny Milnes (VC)		Vanessa Smith	Vacancy
Sarah Trotter	Pam Byrd	Patsy Ellis			Paul Wood			
Gloria Johnson	Paul Fellows							
Mark Whittington								

Standards Committee (11)

Conservative (4)	Democratic Independent (2)	Grantham Independent (2)	Independent (1)	Lib Dem (0)	SK Ind (1)	Labour (0)	Green (0)	Reform (1)
Sarah Trotter (VC)	Pam Byrd (C)	Tim Harrison	Ashley Baxter		Penny Milnes			Vacancy
Richard Dixon-Warren	Max Sawyer	Chris Noon						
Peter Stephens								

Rural and Communities Overview and Scrutiny Committee (9)

Conservative (4)	Democratic Independent (1)	Grantham Independent (2)	Independent (1)	Lib Dem (0)	SK Ind (0)	Labour (1)	Green (0)	Reform (0)
Nikki Manterfield (C)	Rhea Rayside (VC)	Tim Harrison	James Denniston	Habib Rahman		Lee Steptoe		
Richard Dixon-Warren		Gift to Lib Dems						
Rob Leadenham								
Mark Whittington								

Chief Executive Appeals Panel (3)

Conservative (1)	Democratic Independent (1)	Grantham Independent (1)	Independent (0)	Liberal Democrat (0)	SK Ind (0)	Labour (0)	Green (0)	Reform (0)
Nikki Manterfield	Richard Cleaver	Tim Harrison						



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Council

Thursday, 18 September 2025

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

Proposed Amendment to the Constitution - Scheme of Delegation

Report Author

James Welbourn, Democratic Services Manager

✉ james.welbourn@southkesteven.gov.uk

Purpose of Report

To approve proposed changes to the Scheme of Delegation.

Recommendations

Full Council is asked to approve the following amendments to Part 3 (Responsibility for Functions) of the Constitution, under 3(c) – Delegated Powers to Officers:

- 1. Ref 2 (Animals) to remove the *Assistant Director (Governance and Public Protection)* as the 'Officer Granted Delegation' and replace with '*Chief Executive, Deputy Chief Executive and relevant Director or Assistant Director and any other officers they authorise in writing as being appropriately qualified and trained.*'**
- 2. Ref 27 (Public Health) to remove the *Assistant Director (Governance and Public Protection)* as the 'Officer Granted Delegation' and replace with '*Chief Executive, Deputy Chief Executive and relevant Director or Assistant Director and any other officers they authorise in writing as being appropriately qualified and trained.*'**
- 3. Remove the Assistant Director (Governance and Public Protection) as an officer granted a delegation within functions 1 – Air Pollution, 8 – Contaminated Land, 15 – Health and Safety, 17 – Legal Proceedings, 19 – Licensing, 21 – Neighbourhoods and 25 – Private Sector Housing.**

Decision Information

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 financial or procurement implications arising from this report.

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

Legal and Governance

- 1.2 There are no significant governance implications arising from this report which are not already included within the body of the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1. Full Council is asked to consider for approval amendments to the Scheme of Delegation.

3. Key Considerations

- 3.1. The Officer Scheme of Delegation is contained at Part 3(c) of the Constitution and contains several workstreams where officers have been granted delegated power to take decisions on behalf of the Council.
- 3.2. Functions 2 (Animals) and 27 (Public Health) are solely within the delegated purview of the Assistant Director (Governance and Public Protection). This post is currently vacant, with recruitment being undertaken. Functions 2 and 27 are listed below:

Ref	Function	Delegation	Officer(s) Granted Delegation
2	Animals	<p>a) To approve all applications for licences or registrations when all qualifying conditions are met in respect of animal licensing</p> <p>b) To engage a veterinary officer to carry out premises inspections at a fee, if necessary</p> <p>c) To be the Appointed Officer in respect of Dogs.</p> <p>d) To enter premises, serve notices and take all necessary action under relevant legislation in respect of the following:</p> <ul style="list-style-type: none"> ▪ Seizure and detention of stray dogs ▪ Microchipping of dogs <p>e) To enter premises, serve notices and take all necessary action under relevant legislation in respect of the following:</p> <ul style="list-style-type: none"> ▪ Animal boarding ▪ Animal welfare ▪ Breeding and sale of dogs ▪ Dangerous dogs and wild animals ▪ Day care for dogs ▪ Keeping or training animals for exhibition ▪ Pet animals ▪ Riding establishments ▪ Zoos <p>f) Authority is given for delegation to Police Community Support Officers to serve fixed penalty notices in relation to dog fouling</p>	Assistant Director (Governance and Public Protection) and any other officer they authorise in writing as being appropriately qualified and trained
27	Public Health	<p>To act as the Proper Officer of the Council in relation to public health matters and to carry out those public health functions that are the responsibility of the Council in accordance with relevant legislation. The Proper Officer:</p> <p>a) Will notify the UK Health Security Agency of any communicable disease or condition presenting the risk of significant harm to human health on behalf of the Local Authority</p> <p>b) Will carry out the following functions without the authorisation of a Justice of the Peace:</p> <ul style="list-style-type: none"> ▪ Requiring that a child is kept away from school ▪ Requiring a head teacher to provide a list of contact details of pupils attending their school ▪ Disinfect or decontaminate premises or articles on request 	Assistant Director (Governance and Public Protection)

		<ul style="list-style-type: none"> ▪ Request, but not require, individuals or groups to co-operate for health protection purposes ▪ Restrict contact with, or relocate, a dead body for health protection purposes <p>c) Can apply to a Justice of the Peace for an order imposing restrictions or requirements on a person to:</p> <ul style="list-style-type: none"> ▪ Undergo a medical examination, not a treatment or vaccination ▪ Be taken to hospital or other suitable establishment ▪ Be detained in hospital or other suitable establishment ▪ Be kept in isolation or quarantine ▪ Be disinfected or decontaminated ▪ Wear protective clothing ▪ Provide information or answer questions about their or other circumstances ▪ Have their health monitored and the results reported ▪ Attend training or advice sessions on how to reduce the risk of infecting or contaminated others ▪ Be subject to restrictions on where they go or who they have contact with <p>d) Can request for an order from a Justice of the Peace requiring that:</p> <ul style="list-style-type: none"> ▪ A thing(s) is/are seized or retained, kept in isolation or quarantine, disinfected or decontaminated or destroyed and disposed of ▪ A body or human remains be buried or cremated, or that human remains are otherwise disposed of ▪ Premises are closed, premises are disinfected or decontaminated, a conveyance or movable structure is detained or a building, conveyance or structure is destroyed <p>e) Will receive notifications of any communicable disease or condition presenting the risk of significant harm to human health on behalf of the Local Authority</p> <p>f) May enter premises, serve notices and take all necessary action under relevant legislation in respect of the following</p> <p>i) Drainage, when satisfied that immediate action is necessary</p> <p>ii) Requiring works to be carried out in buildings with defective water closets capable of repair</p> <p>iii) Overflowing and leaking cesspools</p>	
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		iv) Unblocking private sewers v) Removal of noxious matter vi) Closing or restricting the use of water from a polluted source of supply vii) Control of rats and mice viii) Private water supplies ix) Securing buildings against unauthorised entry x) Cleansing of filthy or verminous premises or persons g) Will arrange for the burial or cremation of a body of a person who has died or been found dead in the area where no other suitable arrangements have or will be made and seek to recover any costs incurred h) Can appoint a public analyst under Section 77 of the Food Safety Act 1990 Authority is delegated to the Director of Public Health and all other Proper Officers of the UK Public Health Security Agency as follows: i) To apply to the Justice of the Peace for orders in relation to persons suffering from communicable diseases ii) To apply in emergency situations to the relevant Court for the removal to suitable premises of people in need of care and attention	
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3.3 It is proposed to amend the references to Assistant Director (Governance and Public Protection) within the 'Officer Granted Delegation' field and replace with *'Chief Executive, Deputy Chief Executive, relevant Director or Assistant Director and any other officers they authorise in writing as being appropriately qualified and trained'*. This wording is standard throughout the Scheme of Delegation.

3.4 The Assistant Director (Governance and Public Protection) is named throughout Part 3(c) within other delegations, but there are other officers that have an existing delegation for those functions. It is proposed that references to Assistant Director (Governance and Public Protection) be removed from these functions. These areas are:

- 1 – Air Pollution
- 8 – Contaminated Land
- 15 – Health and Safety
- 17 – Legal Proceedings
- 19 – Licensing
- 21 – Neighbourhoods
- 25 – Private Sector Housing

4. Other Options Considered

- 4.1 To not make the amendments to the Scheme of Delegation. If the amendments were not made then new or returning officers, or officers with changing roles within those areas would not be authorised to act under these delegated powers, leaving the Council at risk. This would be a particular risk in areas where enforcement notices needed to be urgently issued.

5. Reasons for the Recommendations

- 5.1. To update the Scheme of Delegation.

6. Consultation

- 6.1 The Chairman and Vice-Chairman of Governance and Audit Committee have been consulted regarding this report, as Constitutional amendments would normally be considered by that committee prior to Full Council. They agreed that due to the urgency of the decision they were content for it to go straight to Full Council.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Council

Thursday, 18 September 2025

Report of Councillor Phil Dilks, Cabinet
Member for Planning

Ropsley Conservation Area Appraisal

Report Author

Ariane Buschmann, Conservation Officer

✉ Ariane.buschmann@southkesteven.gov.uk

Purpose of Report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, The Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report considers whether the Council should designate the Ropsley Conservation Area and adopt the Ropsley Conservation Area Appraisal.

Recommendations

That Full Council

- 1. Approves the formal designation of the Ropsley Conservation Area boundary as shown in Appendix A to this report.**
- 2. Approves the adoption of the Ropsley Conservation Area Appraisal, as part of the Development Plan evidence base and as a material planning consideration; and**
- 3. Delegates the decision making to the Assistant Director of Planning to make minor changes, typographical corrections or non-material amendments to the Ropsley Conservation Area Appraisal and associated documents prior to formal publication and to undertake the necessary statutory actions to implement agreed recommendations.**

Decision Information

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 Housing Effective council
Which wards are impacted?	Lincest;

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 associated with this report.

Completed by: David Scott – Assistant Director of Finance and s151 Officer

Legal and Governance

1.2 Local authorities have a duty to review the overall extent of conservation area designations in their area regularly. Designations such as this remain the principal means by which conservation policies can be applied to particular areas.

Completed by: James Welbourn, Democratic Services Manager

Climate Change

1.3 While the Conservation Area Appraisal is not associated with any direct climate change implications, conservation areas limit permitted development rights and will restrict the ability of homeowners to carry out retrofit work on properties without first seeking planning permission. South Kesteven District Council should remain mindful of the balance of preserving historic buildings versus the requirement to increase the energy efficiency of properties in keeping with sustainability guidance.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

2.1. One of the key ambitions at South Kesteven District Council is to build on, and celebrate, the rich heritage and culture of the District. The contribution historic areas make to quality of life is widely recognised. There are currently 48 conservation areas in South Kesteven. Conservation Areas are a link to the past that can provide a sense of continuity and stability and have the reassurance of the familiar which can provide a point of reference in a rapidly changing world. The way building traditions and settlement patterns provide local distinctiveness can deliver a catalyst for regeneration and inspire well-designed new development which brings economic and social benefits valued by everyone.

- 2.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Act”) requires local planning authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts. Such areas are defined as “*areas of special architectural or historic interest, the character of appearance of which it is desirable to preserve or enhance*”.
- 2.3. The National Planning Policy Framework (NPPF) advises that heritage assets should be conserved in a manner appropriate to their significance (paragraph 202). The guidance goes on to state that local planning authorities should ensure that a conservation area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.
- 2.4. Conservation area appraisals identify the special qualities of a conservation area. The accompanying Management Plans set out how the conservation area can be improved, along with local priorities for enhancements. Conservation area appraisals seek to manage positive change within a designated conservation area, and its setting.
- 2.5. Conservation area appraisals contribute towards the Council achieving its priorities as set out in the Corporate Plan. *A key ambition of the Plan is to ‘celebrate and promote the strong heritage and rich culture of South Kesteven’.*
- 2.6. The South Kesteven Local Plan Policy EN6: The Historic Environment seeks to protect and enhance heritage assets and their settings. The Policy requires development proposals to take into account Conservation Area Appraisals, where these have been taken into account.
- 2.7. By deciding to designate the Conservation Area, the Council would be setting the boundaries of the Conservation Area; this is defined on a map at **Appendix A**. The Conservation Area Appraisal sets out the special qualities of the area to be designated. The Management Plan sets out how the conservation area can be improved along with local priorities for enhancements.

Consultation has been carried out in accordance with the requirements set out in the Legislation from 20th January and 3rd March 2025. A summary of responses received as part of the public consultation are set out in **Appendix B**.

Ropsley Conservation Area Designation

- 2.8. Ropsley is a village within South Kesteven with a long-standing history which can be traced back to the Domesday Book, with evidence of an abbey on the Ropsley Heath. Due to the historic, architectural and archaeological evidence, the Ropsley Conservation Area was designated in 1981 comprising two small separate areas, one covering Chapel Hill and the other following the High Street.

- 2.9. The boundary of the conservation area is very well defined along the village's historic core which follows a linear plan centred on High Street and Peck Hill, created by consistent use of historic materials, areas of open space and archaeological interest.

Ropsley Conservation Area Designation Review

- 2.10. In 2024, a review of the boundary was undertaken including desk-based assessment and site visits. Significant positive improvements to the historic streetscape of the village were identified and consequently, an expansion is proposed. This was revised following the Consultation period.
- 2.11. The review of the boundary now connects the two smaller areas, and includes more areas considered to be of heritage significance, such as positive unlisted buildings, non-designated assets defined in the Historic Environment Record, and important open spaces that add to the landscape significance.
- 2.12. The Rectory, No 50 High Street, and No 48 High Street are proposed to be included. Ropsley Church of England Primary School, No 2-4 School Lane and Holly Cottage are also proposed to be included due to their architectural and historical significance, which adds to the conservation area.
- 2.13. The boundary amendment also proposes the exclusion of no. 2 Peck Hill from the conservation area due to being identified as fragmented in character and of mixed material, negatively impacting the conservation area.

Ropsley Conservation Area Appraisal

The Ropsley Conservation Area was created in 1981; however, there is currently no Conservation Area Appraisal available for Ropsley. Under the Act, it is a legal requirement to provide Conservation Area Appraisals and update them at regular intervals. A draft Conservation Area Appraisal is provided at **Appendix A**.

3. Key Considerations

- 3.1 Conservation Area Appraisals manage positive change within the designated conservation area and its setting, minimising harm and encouraging preservation and enhancement of our heritage assets.
- 3.2 Whilst the Ropsley Conservation Area Appraisal was created in 1981, there is currently no Conservation Area Appraisal available for Ropsley. Conservation Area Appraisals are legally required to be published and reviewed regularly. The Ropsley Conservation Area Appraisal will safeguard Ropsley's historic environment for all to appreciate in the future and highlight the importance of the historic character and fabric present within the village.

- 3.3 A boundary change to the Ropsley Conservation Area is proposed which will connect the two smaller areas and include more areas considered to be of historic importance. The appraisal also proposes the exclusion of building from the conservation area due to being identified as fragmented in character and of mixed quality in terms of design and materials.
- 3.4 The Area Appraisal will also help achieve the Council's aspirations in the Corporate Plan, such as Priority 1: Connecting Communities, which aims to promote the strong heritage and culture of the district, as well as Priority 3: Enabling Economic Opportunity, as the Ropsley Conservation Area is part of the expansive heritage of the district.
- 3.5 The appraisal will provide the public with more in-depth information about the Conservation Area and how the Council aims to manage the area. The proposed expansion and appraisal would also support Priority 5: Effective Council, by providing a fully publicly accessible document explaining the extent, important features and management of the Conservation Area.

Once adopted, the Ropsley Conservation Area Appraisal will be a material consideration when considering planning applications within the conservation area. The adoption of the appraisal document and management plan will allow for the positive management of development whilst safeguarding historic character and appearance.

4. Other Options Considered

- 4.1 The alternative option is not to expand the Conservation Area; however this may result in a failure to preserve or enhance the historic interest and character of the village and the conservation area as identified in the appraisal. Conservation Areas are defined as "designated" heritage assets in the NPPF for the purposes of local plan making and development management. Designated heritage assets are afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets.

5. Reasons for the Recommendations

- 5.1 Section 69(2) of the 1990 Act requires local planning authorities (LPAs) to determine which parts of their area possess special architectural or historic interest and to designate them conservation areas.
- 5.2 As the provision of a Conservation Area Appraisal is a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, it is recommended to approve the updated documents to provide an up-to-date assessment and strategies for the preservation of the conservation area. The adoption of the

Appraisal and Management Plan will allow for the positive management of development whilst safeguarding historic character and appearance.

- 5.3 It is acknowledged that historically, conservation area boundaries have often been drawn too tightly, omitting areas now considered of special interests, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension have taken this into account, considering not just the built heritage, but also the wider streetscape and the impact open space has on the appreciation of the village.

6. Consultation

- 6.1. A public consultation was undertaken for six weeks between 20th January and 3rd March 2025. This included a public engagement event at the Ropsley Village Hall, and the distribution of consultation letters to relevant Consultees and members of the public affected by the proposed update to the Conservation Area.
- 6.2. Consultations were also sent to the Parish Council, Ward Member/s, Historic England, Heritage Lincolnshire and addresses within the proposed Conservation Area. There were no objections received from these organisations.
- 6.3. A total of 10 responses were received by members of the public and Statutory Consultees. A summary of these consultation responses along with officer comments is produced in **Appendices B** and **C**.
- 6.4. Concerns were raised regarding the proposed exclusion of No 16-18 Chapel Lane, as well as No 4 Peck Hill. Further information was provided by members of the public that was thus far unknown. Careful consideration has been given to whether or not these properties should be included or excluded within the Conservation Area, and based on the information provided, however, it was decided that they should remain within the conservation area.
- 6.5. No 2 Peck Hill is still proposed for exclusion. Concerns were also raised regarding restrictions on works to trees within the Conservation Area, as well as future developments. Further advice was subsequently added to the Appraisal and Management Report/.

7. Background Papers

- 7.1. Adopted South Kesteven Local Plan: [The South Kesteven Local Plan | South Kesteven District Council](#)

8. Appendices

Appendix A: Ropsley Conservation Area Appraisal 2025

Appendix B: Table of Public Consultations received and officer response

Appendix C: Table of Public Consultations received with no actions required

Appendix D: Equality Impact Assessment

Conservation Area Appraisal

Ropsley



Ropsley Conservation Area and Management Plan
Designated 1981
Review July 2025
for Adoption

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1. Character Appraisal

1.1. Background

1.1.1. The conservation area at Ropsley was designated in 1981. The purpose of this document is to define the special interest of the conservation area and assess the action needed to protect and enhance the special qualities of the conservation area. The conservation area appraisal and management plan is split into three sections:

- **Section 1:** Conservation area appraisal, which details any proposed changes or extensions as part of the 2025 review.
- **Section 2:** Management plan, which puts forward proposals for preservation and enhancement.
- **Section 3:** Action plan to address those issues drawn out in the appraisal and management plan.

1.1.2. The appraisal and management plan should be read alongside the accompanying map in the appendix.

1.2. Location and Context

1.2.1. Ropsley is a large village located approximately five miles east of Grantham and two miles to the south of the A52. The village stands on a small hillside within the Kesteven Uplands which is characterised by a gently undulating landform of arable limestone heath to the northwest of the village with woodland and pasture to the south-west.

1.2.2. The East Glen River rises to the east of Kirton Wood and meanders through the village as a shallow stream. The village has a primary school, and maintains one of its main public houses, The Green Man; The Ropsley Fox is no longer in use, and has been converted into a dwelling. There are some small-scale businesses, although Ropsley has become primarily a commuter village to the neighbouring towns. Ropsley is well maintained with a number of greenspaces dispersed throughout the settlement.

2. Planning Policy Context

2.1. Planning (Listed Buildings and Conservation Areas) Act 1990

- 2.1.1. Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as ‘an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance’. It is the duty of local authorities to designate such areas in order to ensure that their unique character is preserved and enhanced. Designation grants control over demolition of non-listed buildings, strengthens controls over minor development and also gives special protection to trees. It is the quality and interest of an area as a whole, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.
- 2.1.2. Section 69(2) of the Act imposes a duty on Local Authorities to review their conservation areas from time to time, Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

2.2. National Planning Policy Framework (NPPF)

- 2.2.1. Government Policy on the Conservation of the historic environment is contained within the National Planning Policy Framework (NPPF), last updated in December 2024. The presumption in favour of sustainable development is the guiding principal of the document and the protection and enhancement of the historic environment is embedded within this approach. Sustainable development is defined as meeting the needs of the present without compromising the needs of the future (5) and the introduction of the NPPF breaks down this definition into three dimensions; economic, social and environmental. Within the environmental dimension sustainable development needs to contribute to ‘*protecting and enhancing our natural, built and historic environment*’ (7). According to the NPPF, a conservation area is a ‘heritage asset’ and has been defined in Annex 2 as:
- 2.2.2. *‘A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of*

its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)'.

2.2.3. A 'designated heritage asset' is defined as:

2.2.4. *'A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.'*

2.2.5. Great weight is given to the conservation of designated heritage assets. Heritage assets are an irreplaceable resource and any harm or loss requires clear and convincing justification (202 and 213).

2.2.6. In developing this strategy, the following needs to be taken into account (210):

- The desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
- The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- The desirability of new development making a positive contribution to local distinctiveness;
- Opportunities to draw on the contribution made by the historic environment to the character of place.

2.3. South Kesteven District Council Local Plan

2.3.1. The South Kesteven District Council Local Plan was adopted in July 2020 and is one of the most important parts of the Local Development Framework. It sets out the key principles for development management and the conservation of the historic environment is detailed within policy EN6: The Historic Environment. Development that is likely to cause harm to the significance of a heritage asset or its setting will only be granted permission where the public benefits of the proposal outweigh the potential harm. Proposals which would conserve or enhance the significance of the asset shall be considered favourably.

3. Summary of Special Interest

- Linear plan form centred on High Street and Peck Hill with minor lanes radiating mainly westwards from this central spine
- Low density of development comprising groups of traditional cottages or former farm buildings which typically stand to the rear of the narrow footways creating an enclosed character.

- St. Peters Church, stands on a rise dominates the village and can be seen from various vantage points.
- The character of the conservation area is derived from the group value of the traditional buildings rather than individual buildings of merit
- Traditional craftsmanship embodied in original building materials and architectural features.
- Visual harmony resulting from the use of a limited palette of natural building materials.
- Visual continuity created by boundary walls delineating boundaries and linking buildings.

4. Historical development

4.1. History Summary

- 4.1.1. The name Ropsley is derived from the Old English incorporating a personal name with the second element 'leah' meaning open place. It was recorded as Ropeslai in the 1086 Domesday Book and had a population of 2 villagers, 29 freemen with 570 acres of woodland and a church.
- 4.1.2. The medieval grange of Vaudey Abbey stood on Ropsley Heath from 1189 to 1550. Excavations of the main building revealed massive stone walls, a hearth and remains dating from the 13th-16th centuries.
- 4.1.3. To the south-east of the village lies the remains of a medieval fishpond known as Ring Dam, which was Scheduled in 2001. Fishponds were common features of the medieval landscape, generally constructed by monasteries or the wealthy as a source of fresh food. The pond originally took the form of a rectangular moat with a central island; three arms of the moat remain but the northern arm was infilled prior to the mid-19th century. It has been little altered since the medieval period and is a scheduled ancient monument.
- 4.1.4. The Duke of Rutland was the landowner for many years during the 19th century. Whilst the majority of the rest of the land belonged to Lord Willoughby de Eresby, J.A. Houblon, Esq.J.L. and Wm. Ostler, Esqs.
- 4.1.5. The village evolved as a prosperous agricultural community which supported a number of associated trades such as corn millers and blacksmiths. A Public Elementary School was constructed in 1874 to replace the school established in 1717 by James Thompson.
- 4.1.6. Crown Hill Farm is the principal farm in the village; it is a fairly large farm with a number of outbuildings occupying Crown Hill. The area surrounding the village is almost all arable farmland growing crops from barley to oilseed rape. There are also a number of disused quarries nearby.

4.2. Bishop Richard Foxe (1448- 1528)

- 4.2.1. The conservation area also has a significant historic association with an important Bishop; Richard Foxe who was born in the village at Pullock Manor which is now the site of Peakcock Farm.



Plate 1: Birthplace of Richard Foxe

Richard attended Magdalen College in Oxford and The University of Paris. During this time, he became acquainted with Henry Tudor, Earl of Richmond and was later appointed Secretary of State to Kings Henry VII and Henry VIII, and Bishop of Exeter, Wells, Durham and Winchester. He founded Grantham Grammar School, today's Kings School and Corpus Christ College at Oxford University. A local lasting memory to his birthplace is the building of the south porch to St Peter's church which was built 1483.

5. Character and Appearance

5.1. Spatial Character and Townscape Quality

5.1.1. Ropsley is a fairly large village with a spacious character built around the Church of St. Peter. The historic core has a relatively linear plan form centred on High Street and Peck Hill with minor lanes radiating mainly westwards from this central spine. It is characterised by a low density of development comprising of groups of traditional cottages or former farm buildings which typically stand to the rear of the narrow footways creating an enclosed character.



Plate 2: View down High Street

5.1.2. The linear plan form has been partially eroded by the post war expansion of the village to the north of Church Lane and the south side of Grantham Road. Buildings are more set back towards the west of Grantham Road.

5.1.3. The two small greens located at the junction with High Street and Chapel Hill provide an attractive setting for the streetscene and the traditional buildings which front onto them. Interestingly, the village pond known as 'Mop Hole' used to be located adjacent to the two greens however they were later filled in by cottages. The large village green on the west side of High Street provides a pleasant contrast with the enclosed character of the conservation area and forms part of the wider setting of St Peter's Church. It connects to a small area of woodland leading from the village green to Chapel Hill via a public footpath.



Plate 3: Ropsley War memorial on the green at north end of High Street

5.1.4. The character of the conservation area is derived from the group value of the traditional buildings rather than individual buildings of merit. This is exemplified in there being only four listed buildings within the conservation area. High Street and Chapel Hill have a defined building line as the traditional buildings typically front onto the highways, or stand gable end, to

the rear of the narrow footways. Some have retained their large rear gardens which are an important part of the historic plan form of the village.



Plate 4: No.15 High Street, made of brick which is fairly unique to the conservation area, but it is unfortunate that the 1st floor windows have been replaced with uPVC.

5.1.5. The post war houses on the east side of High Street are at variance with the established linear plan form as they are set back from the highway and enclosed by boundary walls or hedges which contribute to the continuity of the building line and partially screens some of the buildings from view. The

grouping of the Green Man public house together with 20 High Street is important and contributes towards views along the High Street. The Green Man has been brought

back into use after a period of laying vacant, and presents a well-maintained front elevation. They are addressed further in the management plan.

5.1.6. In contrast, the buildings along Crown Hill and Church Lane are typically set back from the highway with modest front gardens enclosed by boundary walls or hedges which obscure some of the buildings along Crown Hill from view.



Plate 5: Church Street, northern side, with set back properties.

5.1.7. St Peter's Church stands in the centre of the village in an elevated position, which reinforces its important social and spiritual role within the community.

Professor Baldwin Brown, in a letter to the Grantham Journal in 1928 was quoted as saying the Church of St. Peter dominated its rustic surroundings 'like a cathedral'. Since that time there has been some post war development to the north-west and south of the church, nonetheless its elevated position still makes the church visually dominant within the conservation area.

5.1.8. The attractive cluster of traditional cottages and former farm buildings with relatively unaltered elevations to the west and east of the churchyard contribute to the setting of the church. The churchyard and cemetery are elevated above

the highway and enclosed by boundary walls which provide enclosure along the street. The cemetery extends across Church Lane towards an area with a small pond. A Public Right of Way runs along this section of the cemetery, and terminates on Somerby Road.

- 5.1.9. Ropsley benefits from a high number of Public Rights of Ways, running the course of historic footpaths, although some of the open fieldscape has been lost due to developments in the last century.

5.2. Architecture and Building Materials

- 5.2.1. The conservation area has a harmonious character derived from a broad similarity of scale, vernacular architectural style and common material palette. The traditional buildings are constructed of coursed limestone rubble with ashlar dressings and clay pantile roof coverings although some have unfortunately been re-roofed with unsympathetic concrete tiles.



Plate 6: Cedar House, High Street with an Edwardian shop front. This used to be the village store known as 'Rowell's.'

- 5.2.2. There are some examples of brick buildings, but this is less common, especially in the core of the village. Brick buildings are more common the further out of the village one travels, indicating the Victorian and early 20th century expansions of the settlement. Chimneys are prominent features which add to the visual interest of the conservation area. There is a mixture of eaves facing and gable end facing dwellings, with the eaves facing being somewhat more prevalent. Terraces are present, but of short length, at most of four to five dwellings. Detached or semi-detached houses are the most common.
- 5.2.3. Throughout the recent decades, barn conversions have slightly changed the streetscape, however this resulted in the retention of a number of historic buildings, which is a positive benefit of the conversions.
- 5.2.4. The use of unsympathetic uPVC to standardised designs for windows and doors detract from the appearance of individual buildings and from the overall character of the conservation area. The post war buildings do not reflect the vernacular character or material palette of the conservation area. Whilst they are largely

excluded from the boundary they do have an impact upon the setting of the conservation area, particularly along the east side of High Street.

- 5.2.5. Boundary walls are an important feature of the conservation area which link buildings and maintain the continuity of the building line along the street. They are predominantly constructed of stone although some brick is also used. On occasion, hedgerows have been used as part of these boundaries.



Plate 7: 35 High Street, remnants of the original lower roofline visible on gable end.

- 5.2.6. An interesting feature of the conservation area that is common on the stone buildings is the addition of an extra storey to a traditional one and a half storey. This is visible on the gable end of the properties where there is visual evidence in the stonework of a much earlier building quite often with a very steep pitch indicating that the original roof

covering was thatch. Cedar House (Nos 12-16 High Street) has a historic shop front that dates to the Edwardian period,

this used to be the village store known as 'Rowell's'. The shop front is an important historic feature that should be retained.

- 5.2.7. There are a number of ancillary buildings within the conservation area which are located at the rear or to the side of dwellings that are former outhouses, WCs or coal stores. Many of these are contemporary with the main dwelling and constructed in the local vernacular and also contribute towards the character and appearance of the conservation area.

5.3. Key Views

- 5.3.1. The landscape is an important part of the setting of the conservation area and forms an attractive backdrop to views within and outside the boundary, particularly southwards along High Street and eastwards from Chapel Hill.



Plate 8: View across the green towards the church from High Street.

- 5.3.2. Views within the conservation area

constantly unfold due to the undulating topography and gentle curved alignment of the roads.

5.3.3. The church is a prominent landmark which is visible from several vantage points within the boundary, particularly westwards from High Street across the green and along Church Lane and Hall Close.

5.3.4. Given the linear character of development in the conservation area, other views are generally constrained along the streets. For example, from Chapel Hill there are attractive views in both directions whereby the groups of stone houses on either side of the road make a positive contribution.



Plate 9: View of St. Peters Church from Church Street.

5.3.5. From the east end of High Street there are views towards the open sloping fields behind Peacock Farm.

5.3.6. There are some views looking into the conservation area from outside the boundary at Somerby Road adjacent to Willow Farm. Other than this there are few views looking into the conservation area from outside the conservation area boundary.

5.4. Contribution of Trees, Hedgerows and Open Space



Plate 10: Small green space with trees at School Lane

5.4.1. Trees and hedgerows are a significant feature of the conservation area which frame key views and contribute to its rural setting. They are mainly located within private gardens and areas of public open space but also include the distant tree belts which form the backdrop to views outside of and within the conservation area.

5.4.2. Grass verges are important features of the conservation area

providing a sense of spaciousness. There are examples at Church Lane, Hall Close, School Lane, as well as along High Street.

- 5.4.3. One of the unique characteristics of the conservation area is the large proportion of open space within its centre. This provides an attractive spacious setting for the parish church, as well as contributing towards key views. This includes the green to the east of High Street, St Peters Churchyard and St Peters cemetery.

5.5. Floorscape, Street Furniture and other features

- 5.5.1. There are no notable floorscape or street furniture features of interest within the conservation area. There are some dispersed award plaques for 'Best Kept Village' which add to the streetscape. There are however, some fine examples of railings and gate piers, such as those fronting No.4 High Street and Ropsley House on the High Street (formerly the entrance to The Old Rectory). There used to



Plate 11: Gate piers to Ropsley House (formerly The Old Rectory) are a fine feature of the street-scene along High Street.

be a historic ERII post box in the conservation area at Chapel Hill and a GR in the gable end wall of Cedar House on High Street. The one on Chapel Hill appears to have been removed in recent years, and replaced with a modern post box on the nearby green.

6. Key Historic Buildings

6.1. Listed Buildings

6.1.1. A listed building is one that is included on the government's Statutory List of Buildings of Special Architectural or Historic Interest. These buildings are protected by law and consent is required from South Kesteven District Council before any works of alteration (to the interior or exterior), that affects its character or appearance can be carried out. List descriptions are available online via the National Heritage List at: <https://historicengland.org.uk/listing/the-list/>.



Plate 12: No 1 Chapel Hill, also referred to as Manor House.

6.1.2. There are four listed buildings within the boundary of the conservation area. **St Peter's Church** (Grade I) dates from the 11th century (NHLE 1261821), it has an Anglo Saxon nave with an Early English tower and 14th century broach spire. **No. 1 Chapel Hill** (NHLE 1253288) which dates from 1700 with minor 19th century alterations; **Crown Hill Farm**, an 18th century farmhouse with early 19th century additions and alterations (NHLE 1253351); and the **Slate Headstone** of John Pickwell which dates from 1730 (NHLE 1253289), are all Grade II listed.

6.2. Positive non-listed buildings

6.2.1. In addition to listed buildings, the conservation area contains a high number of non-listed buildings and structures that make a positive contribution to the character or appearance of the conservation area.

6.2.2. These are identified on the townscape appraisal map as 'positive non-listed buildings' and follows advice provided by Historic England and NPPF, both of which stress the importance of identifying and protecting such buildings.



Plate 13: Ropsley Primary School

- 6.2.3. The criteria used for selection of positive buildings are those set out within the 'positive contributors' section of Historic England's guidance document 'Conservation Area Appraisal, Designation and Management' (2019). Where a building has been adversely affected by modern changes and restoration is either impractical or impossible, they are excluded. Some efforts have been made in the last few years with the use of more appropriate window styles, such as flush timber effect uPVC.
- 6.2.4. Examples of the recent improvements include the former Methodist Chapel on Chapel Hill which was built in 1837 to accommodate 90 people. It has 1837 inscribed above the doorway and an attractive pantile hipped roof. The windows had been replaced with bulky uPVC historically, but recent refurbishment of the building saw the installation of more appropriate sash windows with marginal glazing bars.
- 6.2.5. No. 3 High Street and No.4 Chapel Hill are also interesting non-listed buildings, with both displaying similar architectural characteristics which suggest that they were built by the same owner or architect. No. 3 High Street is an important historic building that currently marks the entrance to the conservation area from the east. It presents an interesting Georgian façade, with large stone lintels and projecting key stones. A large datestone is set above the doorway.
- 6.2.6. The Rectory at No 50 High Street is a large feature property to the east of High Street. Historically, the building maintained a large, designed garden fronting High Street, with the Rectory set at the eastern extent of the property. No 42 and the outbuilding along the south-western extent of the boundary were interconnected with the Rectory, with footpaths intertwined between both properties. While this large property has been disturbed by the construction of No 48 High Street, the overall shape and extent has been preserved, which adds positively to the area.
- 6.2.7. Albeit not in the Conservation Area, the former Ropsley Fox building are worth noting as building of special character and architecture, which add to the streetscape of Grantham Road, which forms the north-western approach to the conservation area. The buildings were recently redeveloped from public house into a series of dwellings, thus sadly losing their historic purpose. The car park was separated off and redeveloped for three detached dwellings in red brick.
- 6.2.8. Ropsey Primary School, which is proposed to be included in the Conservation Area, is not just of historical significance, but also of architectural value: the 19th century school buildings comprise two one and a half storey buildings of coursed

limestone, under a pitched gabled roof of slate. The earlier building, likely dating from around 1846, has a small bell tower with bell and apparatus in situ. The building also retains a small gabled porch and small decorative barge boards. The other east to west aligned building to the north, was likely constructed between 1888 and 1904.

- 6.2.9. The village war memorial is of local importance; it provides a focal point to Chapel Hill as well as being a site for remembrance to those who have been lost in the First and Second World War. It was erected in 1920 by public subscription.



Plate 14: From left to right No.3 High Street and No.4 Chapel Hill. Both buildings display similar characteristics and likely to have been built by the same architect in the early 19th century

7. Archaeology

- 7.1.1. Lincolnshire County Council holds the historic environment record (HER) for the County that contains records on historic buildings, sites, structures and below and above ground archaeology.
- 7.1.2. Currently there are 13 records within Ropsley Conservation Area (see Appendix 2). The majority of these relate to listed building records however there are some interesting records relating to archaeology such as at Crown Hill. During field walking in 1979 archaeologists unearthed a number of finds including late Saxon artefacts, together with remains of a former stone building.
- 7.1.3. There also are a number of records relating to ridge and furrow, which surround the village. The field to the south of Ropsley at Holly Cottage shows traces of ridge and furrow. Post-medieval finds were made during a series of archaeological interventions near Hall Close.
- 7.1.4. Other records, outside the conservation area boundary but nonetheless important in terms of the history and development of the village include crop

mark enclosures to the south of Humby which have yielded finds from multiple periods including Neolithic and Bronze Age flints and a large concentration of Iron Age pottery.

- 7.1.5. Remains from the Roman period include a large scatter of building stone and pottery dating from 3rd-4th centuries found at Ropsley Rise Woods.
- 7.1.6. To the south-west of the conservation area is Ring Damn, which is a scheduled ancient monument. It is a medieval fishpond which survives as a series of earthworks and buried deposits which have been little altered since medieval times indicating that archaeological remains are likely to survive intact.

8. Changes since Designation

8.1.1. There have been relatively few changes to the conservation area since original designation. Any development has mainly been small scale extensions and conversions and there are no significant development threats. The largest area of modern development within proximity to the Conservation Area is the redevelopment of the former Ropsley Fox car park for three detached dwellings.

9. Boundary Review

9.1.1. Historic England Advice Note 1: (2019, Conservation Area Appraisal, Designation and Management) states that current boundaries should be reviewed as part of the appraisal process, particularly if there is evidence to suggest that early conservation areas were drawn too tightly that excluded historic rear plots with archaeological interest, later phases of development (such as 20th century housing), or parks, cemeteries and historic green spaces, now considered to be of special interest. Historic England guidance also states that if the original interest has been eroded by piecemeal changes or by inappropriate development the boundary should be revised.

9.1.2. Prior to this review, the conservation area comprises of two separate areas. The northern area encompasses the traditional buildings at the eastern end of Chapel Hill and the buildings which front onto the green, including No. 1 Peck Hill. The second area is centred on High Street, Church Lane and Crown Hill but excludes the post war buildings on the east side of High Street and south side of Church Lane.

9.1.3. Please note that no appraisal can ever be completely comprehensive and the omission of any particular building, feature or space should not be taken to imply that it is of no interest.

9.1.4. As part of the 2025 review the following amendments are proposed:

9.2. To extend the conservation area:

- Boundary to include 26 and 30 Chapel Hill,
- Holly Cottage and adjacent barn, Humby Road,
- Ropsley Rectory and garden, 50 High Street
- Ropsley Primary School, School Lane, and 2- 4 School Lane (Honeypot Cottage)
- Any properties formerly only partially included.

- 9.2.1. No 26 and 30 Chapel Hill are attractive stone cottages and former farm buildings, which reflect the vernacular character and material palette of the conservation area.
- 9.2.2. Holly Cottage similarly is an attractive small farmstead at the southern approach of Ropsley, which retained many historic features. The field to the west of Holly Cottage is an important area of open space and contributes towards the setting of the cottage which looks out onto it. It also maintains some remnants of ridge and furrow.
- 9.2.3. Ropsley Old Rectory, 50 High Street, has been a noticeable feature in the village since at least the 19th century, with an expansive, designed garden towards High Street. Ropsley House was built on the western extent of this garden in the second half of the 20th century, blocking the view towards the rectory, however the Rectory and the overall extent of its historic property is retained. The garden is considered to be of importance to the setting of the Rectory, as well as the Conservation Area.
- 9.2.4. Ropsley Primary School has already been noted as a heritage asset of local significance with its inclusion in the Historic Environment Record. The building provides a focal point of the community, and maintains historic features not often retained, such as the small belltower. The adjacent No 2 - 4 School Lane (also known as Honeypot Cottage) clearly also reflect the local vernacular character and material palette as observed throughout the Conservation Area.
- 9.2.5. It is considered that these buildings would make a positive contribution to the character of the conservation area and are considered to be of sufficient interest to justify inclusion within the boundary.
- 9.2.6. Additionally, the current boundary has some anomalies where it bisects plots of land. It is proposed that this should be rationalised to follow existing boundary lines, as highlighted on the accompanying map.

9.3. To exclude from the Conservation Area

- Exclude Nos. 2 Peck Hill from the conservation area boundary
- 9.3.1. This building adds a fragmented character to the conservation area, as it is of mixed quality in terms of design and materials. Nos. 2 Peck Hill comprise of a post war bungalow which does not enhance the appearance or character of the conservation area.
- 9.3.2. It may be appropriate to amend the boundary to exclude this building.

10. Management Plan

10.1. Introduction

10.1.1. In addition to a definition of special interest, local authorities have a duty to formulate and publish proposals on the preservation and enhancement of their conservation areas as specified in the Planning (Listed Buildings and Conservation Areas Act: 71).

10.1.2. The aim of the management plan is to put in place management measures to ensure that the character and appearance of the conservation area is preserved and enhanced.

10.1.3. As part of the management proposals, the conservation area appraisal and management plan will need to be reviewed periodically and updated or modified where appropriate.

10.2. Effects of Designation

10.2.1. The national legislative framework for guiding development in conservation areas is provided by the Planning (listed building and conservation areas Act) 1990. The main effects of conservation area designation are:

- Planning Permission required to demolish a building in a conservation area. It is a criminal offence to demolish a building without first obtaining consent.
- Six weeks written notice is required prior to any work being carried out to uproot, fell, lop or top (the removal of the crown and natural structure) trees in a conservation area, not already protected by Tree Preservation Orders. Small trees which are less than 75mm in diameter, fruit trees and bushes are exempt.
- Applicants will need to demonstrate that any development proposal preserves or enhances the character or appearance of a conservation area. Extra publicity is given on planning applications affecting the character or appearance of conservation areas.
- Local planning authorities can further restrict permitted development rights on dwellings where the development fronts a public area through Article 4 (2) Direction.
- Permitted Development Rights of non residential properties can be restricted using Article 4 (1) Directions.

10.2.2. The General Permitted Development Order 2015 (GPDO 2015) requires planning applications for certain types of development that do not require planning applications elsewhere and are 'permitted development':

- Any extension and alterations of a school fall under Part 7 Class M of the General Permitted Development Order 2015, restrictions by being in the Conservation Area are focused on ensuring any extension or alterations 'have a similar external appearance to those used for the building being extended or altered'.

10.3. Article 4 Directions

10.3.1. Article 4 (1) and (2) directions can be introduced by a local authority to protect important features of a heritage asset that are at threat from incremental erosion. These directions withdraw permitted development rights of the GPDO 2015.

10.3.2. Article 4(1) directions can be used to withdraw permitted development rights on any type of building or land, whether or not fronting onto highway, waterways or open space. Article 4 (2) directions relate to dwelling houses, buildings and structures that front onto a highway, waterway or open space.

10.3.3. The Article 4 directions are confirmed once it is advertised locally (except for certain types that can be made immediately), site notices are displayed and notice is served to residents.

10.3.4. Whereas before April 2010 the Secretary of State confirmed article 4 directions, it is now for local planning authorities to confirm all article 4 directions (except those made by the Secretary of State) in the light of local consultation.

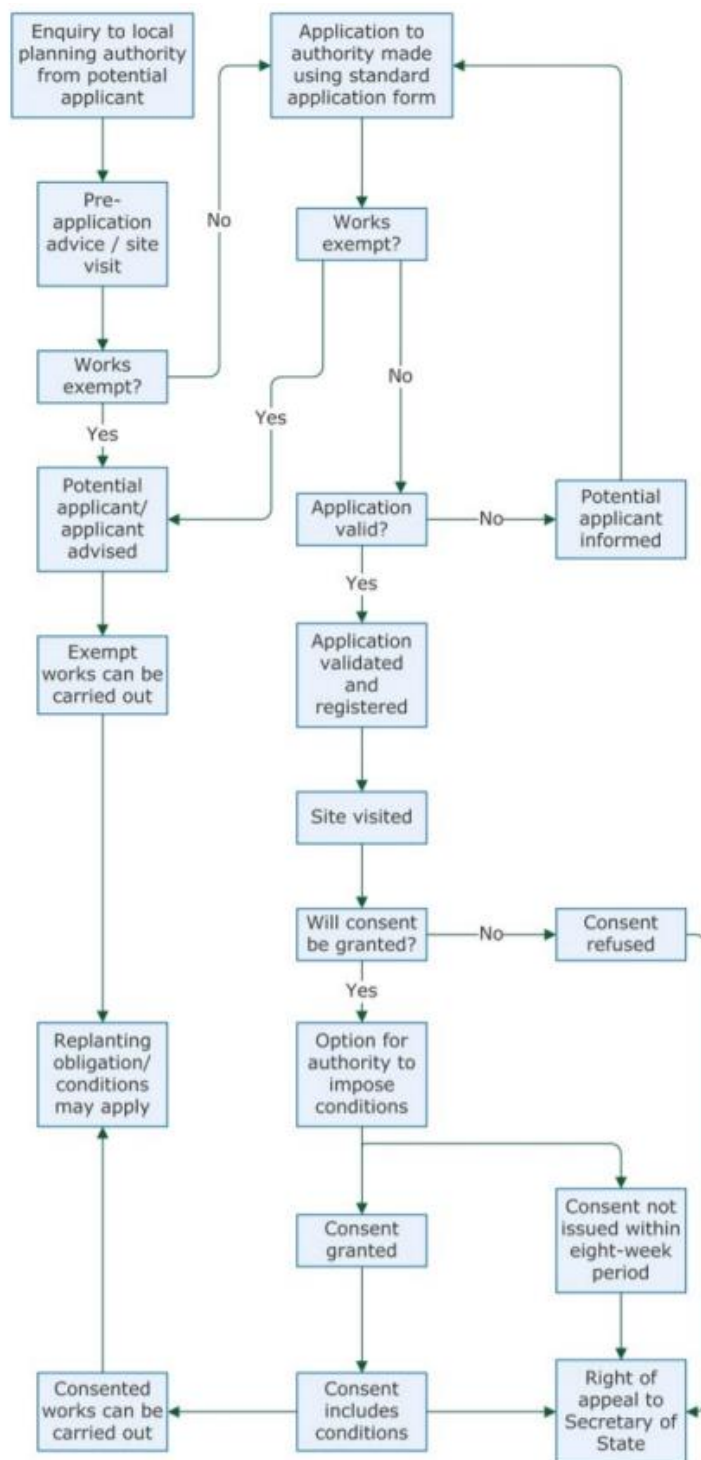
10.3.5. The Secretary of State will only exercise their powers in relation to article 4 directions if there are very clear reasons why intervention at this level is necessary.

10.4. Protection for Trees

10.4.1. Many trees are protected by 'Tree Preservation Orders' (TPO) and consent is required to prune or fell them. In conservation areas, if not already protected by a TPO, 6 weeks written notice is required for any works involving lopping or felling a tree greater than 75mm in diameter measured at 1.5m above ground level, under a Section 211 Notice. Consent is valid for 2 years.

10.4.2. The UK government website has further information of the process and includes the flowchart below outlining the process for tree applications within the

conservation area. (<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>):



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10.4.3. Where a tree presents an immediate risk of serious harm, and thus works are urgently required to remove that risk, written notice should be given to the local planning authority as soon as practicable possible after the works being carried out. Work should only be carried out to remove the risk as necessary. Proof of the dangerous condition is required to be provided to prove that the works fall within an exemption. A dangerous condition can be defined as the tree presenting an immediate risk due to its state, its size, and its position. Further exemptions noted by the Government include the following works:

- on dead trees and branches;
- to comply with an Act of Parliament;
- to prevent or abate a nuisance;
- necessary to implement a planning permission;
- on fruit trees;
- by or for statutory undertakers;
- for highway operations;
- by the Environment Agency and drainage bodies; and
- for national security purposes.

10.4.4. It is advised to contact the Local Planning Authority about any proposed work, especially in the case of felling.

10.5. Monitoring Condition

10.5.1. A survey is carried out from time to time at both a national and local level to assess the condition of significant heritage assets. This survey includes the identification of buildings that have fallen into disuse, dereliction or disrepair, commonly known as 'Buildings at Risk'. This survey provides a useful means of monitoring many significant historic buildings within conservation areas and elsewhere and indicates when the action may be required to halt or reverse deterioration.

10.5.2. The national Heritage at Risk Register covers Grade I and II* buildings at risk and is available through Historic England available at <https://historicengland.org.uk/advice/heritage-at-risk/>. There are no buildings on the 'at risk' register within Ropsley Conservation Area. However, there are some buildings that are in a poor state of maintenance and in need of attention that are having a detrimental impact on the character and appearance of the conservation area.

10.5.3. The condition of buildings will be monitored and appropriate action instigated where necessary. The Planning (Listed Building and Conservation Areas) Act 1990 gives the local authority powers to protect significant buildings through the following measures:

Urgent Works Notice

10.5.4. If the condition of a historic building is at imminent risk, the Act enables the Local Planning Authority to carry out urgent works for the preservation of listed buildings following notice to the owner. These powers can be used in respect of unoccupied parts of listed or non-listed buildings in conservation areas. In the case of the latter, this can only be employed by agreement of the Secretary of State, advised by Historic England. The powers are used to address emergency repairs to ensure the building is weather tight and safe from collapse.

Repairs Notice

10.5.5. If the Local planning Authority considers that a listed building is not being properly preserved it may serve a Repairs Notice on the owner. The notice specifies the works, which the authority considers reasonably necessary for the proper preservation of the building and can only be served on statutory listed buildings.

Section 215 Notice

10.5.6. Local authorities have the power to serve a section 215 notice on the owner (or occupier) of any land or building whose condition is adversely affecting the amenity of the area. The notice requires the person responsible to clean up the site or building, or the authority may carry out works and reclaim the costs. This can be particularly affective at addresses amenity issues within conservation areas.

Compulsory Purchase Orders (CPO)

10.5.7. This affords local authorities with the power to compulsory purchase land or buildings that are required to secure development and are normally used as part of a wider regeneration scheme.

11. Enforcement

- 11.1.1. Unauthorised works and breaches of planning control can cumulatively harm the quality of both the built environment and surrounding spaces within a conservation area. An obvious example of this is unauthorised works to a listed building. A listed building is a building of special architectural or historic interest and is enshrined in law under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed Building Consent is required for any works of alteration to a listed building and it is a criminal offence to carry out unauthorised works. The removal of traditional timber windows and doors, for example, and their replacement with uPVC or poor modern imitations, can be detrimental to the building's intrinsic special interest.
- 11.1.2. It is not only alterations to listed buildings that can damage the character and appearance of conservation areas. The unauthorised demolition of buildings, or detrimental alterations to non-listed buildings can all erode the special character of a conservation area. The use of non-approved materials, for example, can be particularly harmful (e.g. modern cement rendering). It is important, therefore, that the Council investigates breaches of planning law within conservation areas, as this can help preserve the quality of the historic environment. Anyone can report a suspected planning breach by contacting the Council's Enforcement Team. The District Council will follow up reports of unauthorised work and this may lead to enforcement action being instigated.

12. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

12.1. Strengths

- Harmonious use of materials across the conservation area.
- Good proportion of open space within the centre of the conservation area and reoccurring smaller areas of open green space throughout.
- Church and spire dominating the village and contributing towards key views.
- Historic association of the conservation area with Richard Foxe.
- Large areas of open space contributing towards a spacious quality.
- High number of positive non-listed buildings.
- Overall, the condition of the conservation area is good.



Plate 15: The Green Man Public House, is currently the only public house, recently reopened.

12.2. Weaknesses

- Overhead cables detracting from the character and appearance of the conservation area.
- Erosion of character through loss of fabric and original architectural details.
- The post and timber fence to No. 37 High Street and the concrete block walling to the cemetery on Church Lane are at variance with the traditional use of stone or brick boundary walls. If the opportunity arose the appearance of the conservation area could be enhanced by the reinstatement of more appropriate boundary treatments.
- Disrepair of boundary walls.
- Use of unsuitable UPVC windows and doors.
- Deterioration of pavements and roads distracting from the positive street-scene.
- On-street parking in narrow roads, impacting the overall streetscape and safety.
- Use of unsuitable rendering on buildings.

12.3. Opportunities

12.3.1. There are many buildings in the conservation area; some of which are recognised as being 'positive non-listed buildings' and have a level of significance that also contributes towards local distinctiveness and identity. In the absence of a local list many of these buildings are unrecognised for the special contribution they make to the conservation area. There is the opportunity for the parish council to develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Ropsley.

12.3.2. The repair of boundary walls with lime mortar to preserve the enclosure along the street.

12.4. Threats

- Further erosion of character through loss of fabric and original architectural details.
- Incremental erosion through loss of boundary features including walls and hedgerows.
- Erosion of special character of the area through loss of important trees or open space.
- Overhead cables detract from the setting and character of the village. If the opportunity arose the possibility of undergrounding the cables should be encouraged.
- Erosion of character of the buildings through substantial extensions, that distract from the building, and general streetscape.



Plate 16: Church wall recently repaired. Some areas still need cleaning of vegetation.

13. Action Plan

Proposed Measure	Issue Addressed	Action Required
1- To develop a list of buildings and monuments that have significant local heritage interest for Ropsley.	Undesignated heritage assets that make a positive contribution towards local distinctiveness are not afforded recognition and protection that is proportionate to their significance.	The Council to work together with the parish council, local residents, Heritage Lincolnshire and the Lincolnshire Historic Environment Record to nominate and develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Ropsley.
2- Items of historic street furniture and floorscape to be retained and maintained.	Historic street furniture and Floorscape contributes towards the local distinctiveness of Ropsley.	<p>Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area.</p> <p>Where appropriate, work with local community groups to monitor the condition of street furniture and assist with any grant funding opportunities which may be available for their repair.</p> <p>Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.</p>
3- Ensure that any highway works respect the Conservation Area.	The use of inappropriate materials, design and location of street signage and street lighting can have a detrimental effect on the character and appearance of the Conservation Area.	Liaise with highway authority prior to the installation of street signage and modern lighting to ensure that works are sympathetic to the character and appearance of the Conservation Area. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.

Proposed Measure	Issue Addressed	Action Required
<p>4- Removal of overhead cables and replacement of underground cables.</p>	<p>The uses of intrusive overhead cables have a negative impact on the character and appearance of the Conservation Area.</p>	<p>The Council will encourage the appropriate agencies to undertake schemes to ensure that overhead cables are replaced with underground cables.</p>
<p>5- Any proposed changes must have regard to the historic context in terms of scale, alignment, height, form, style, design and materials.</p> <p>The impact of change upon other important elements including the existing street pattern, trees, views and open spaces is also an important material consideration.</p> <p>Proposals should seek to promote or reinforce local distinctiveness</p> <p>Alterations or extensions to existing buildings should be carried out in natural</p>	<p>The negative effect on the character of the Conservation Area through the use of inappropriate materials and design.</p> <p>Development within a designated Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.</p>	<p>The Council will strive to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers in accordance with its statutory obligations.</p>

Proposed Measure	Issue Addressed	Action Required
<p>materials appropriate to the location, should be subordinate to the main building and reflect its character in terms of scale, appearance and detailing.</p>		
<p>6- Ensure that heritage assets within the Conservation Area are maintained to a high standard.</p>	<p>Heritage assets are an irreplaceable resource and make a valued contribution to Ropsley and need to be conserved and enhanced for now and future generations.</p>	<p>The Council expects that owners and occupiers of heritage assets will respect and care for them and will, therefore, encourage appropriate repairs or restoration.</p> <p>Monitor the condition of the buildings in the conservation area which are in poor condition and liaise with owners/occupiers where necessary. The Council to use enforcement measures where necessary, particularly in relation to listed buildings.</p>
<p>7- To ensure that alterations to the Conservation Area (windows, doors, chimneys, rendering and boundary treatments) seek to preserve and enhance its character.</p>	<p>Unsympathetic features contribute to incremental erosion of character within the Conservation Area</p>	<p>Improved access to design guidance (e.g. street furniture) and advice on maintenance and repair for homeowners, developers, property owners and agents.</p> <p>Consider the introduction of article (4) directions to restrict permitted development rights. Article 4 directions will result in planning permission being required for changes to roofs, vent pipes, boundary walls, gate piers, doors and windows.</p>

Proposed Measure	Issue Addressed	Action Required
8- Remove unauthorised satellite/ TV antenna/ broadband receiver	Satellite/TV antenna/ broadband receivers are visually intrusive and create a cluttered appearance within the streetscene	Develop an enforcement strategy to address unauthorised works.
9- Any proposals for development will have consideration to the above and below archaeological potential of the Conservation Area.	Inclusion of a site on the HER means it is a material consideration in the planning system	Guidance/consultation should be sought from Heritage Lincolnshire for any proposals that affect the site or setting of a record on the HER. This may also incur a requirement prior to a decision for a field evaluation or historic building survey where there is substantial demolition or alteration to a heritage asset.
10-All historic floorscape features to be retained	Historic street furniture and floorscape contribute towards the local distinctiveness of Ropsley, and are at risk from inappropriate development and maintenance works.	Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area. If the opportunity arose, to investigate, better reveal and enhance any historic floorscape that has been identified in the appraisal.
11-To monitor the condition of heritage assets in the Conservation Area.	Heritage assets that are at threat from deterioration in their structural condition or low occupancy levels.	Heritage assets that are unoccupied or not in active use may be deemed 'at risk' and consideration must be given to their inclusion on the local authority 'at risk' register, or Historic England's 'at risk' register, where appropriate.
12-Chimneys are an important feature which should be retained.	Removal of chimneys that make a positive contribution harms the significance of the Conservation Area.	The local planning authority to continue to use its enforcement powers in accordance with its statutory obligations to address unauthorised works to chimneys.
13-Grass verges and	Development proposals that may have a	Ensure that development proposals take into

Proposed Measure	Issue Addressed	Action Required
important areas of open space to be retained.	negative impact on important areas of open space including grass verges.	account the contribution that important area of open space and grass verges make towards the Conservation Area.
14- Preserve and enhance existing hedgerows and boundary walls, railings and gate piers.	Removal of hedgerows and important boundary features.	<p>Consideration will be given to the contribution that hedgerows and boundary walls make to the character and appearance of the conservation area when dealing with development proposals.</p> <p>Encourage regular maintenance and repair of existing boundary features through the production design guidance. Encourage replanting of new hedgerows.</p> <p>The Council will strive to ensure existing hedgerows and boundary walls are retained by using its enforcement powers in accordance with its statutory obligations, where there have been any planning breaches.</p> <p>Consideration will be given to the contribution that individual trees and tree groups make to the character and appearance of the Conservation Area when dealing with development proposals</p>

14. References

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Pevsner, 1964 *The Buildings of England: Lincolnshire*, Penguin
National Planning Policy Framework, 2023
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Planning (Listed Buildings and Conservation Areas) Act 1990
South Kesteven District Council. 2020. *The South Kesteven Local Plan Lane. T.W. 1995 The archaeology and developing landscape of Ropsley and Humby, Lincolnshire.*
Ropsley, memories at the Millenium, Alwayn and Malcom Sentance, Published 1999, Firs Publishing.

15. Useful Contacts

For enquiries regarding listed buildings and conservation areas please ask to speak to the Council's **Conservation Officer**:

planning@southkesteven.gov.uk

For enquiries related to the Historic Environment Record for Lincolnshire please contact:

Lincolnshire Historic Environment Record:

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX
Telephone: 01522 782070
Email: lincssmr@lincolnshire.gov.uk

For any enquiries relating to Archaeology please contact:

Heritage Lincolnshire:

The Old School
Cameron Street
Heckington
Lincolnshire
NG34 9RW
Phone: 01529 461499
Email: htladmin@heritagelincolnshire.org

Historic England

The Foundry
82 Granville Street
Birmingham
B1 2LH
Phone: 0121 625 6888
Email: midlands@HistoricEngland.org.uk

The Georgian Group

6 Fitzroy Square
London
W1T 5DX
Telephone: 020 7529 8920
Email: office@georgiangroup.org.uk

The Victorian Society,

1 Priory Gardens,
London
W4 1TT
Telephone 020 8994 1019
Email: casework@jcnas.org.uk

Society for the Protection of Ancient Buildings

37 Spital Square
London
E1 6DY
Telephone 020 7377 1644
Email: info@spab.org.uk

Historic Buildings and Places

The Courtyard
37 Spital Square
London
E1 6DY
Telephone: 020 7236 3934

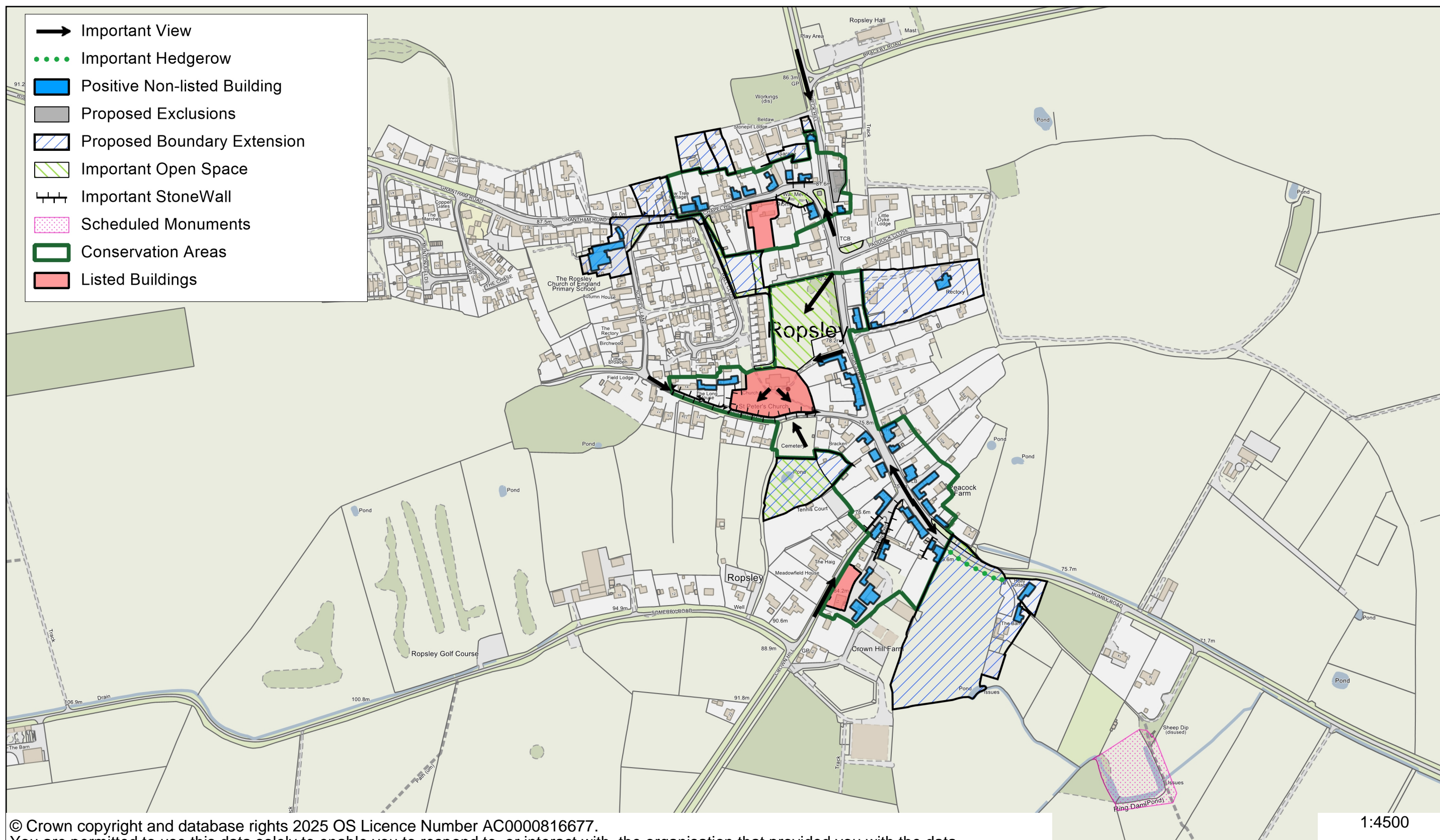
The Twentieth Century Society

70 Cowcross Street
London EC1M 6EJ
Telephone: 020 7250 3857
Email: casework@jcnas.org.uk.
caseworker@c20society.org.uk

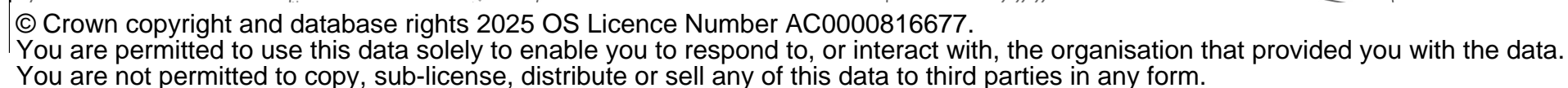
The War Memorials Trust

14 Buckingham Palace Road,
London
SW1W 0QP
Email: conservation@warmemorials.org

Appendix 1: Ropsley Conservation Area Map



Appendix 2: Ropsley Historic Environment Record Map



Contact details

Alternative formats are available on request:
audio, large print and Braille

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Ropsley Conservation Area Appraisal

Appendix B

Comment

Summary of representations:

Concerns were raised about the removal of No 16-18 Chapel Hill. This was formerly the village bakery until 1908, likely dating from the 1860s, set back from the road. The stone extension, built in 2000, faces Chapel Hill. The building is considered to add to the conservation area, due to its history and appearance.

Response:

The additional information we received regarding No 16-18 Chapel Hill resulted in a reconsideration of the exclusion. The building has now been added back into the Conservation Area, as a neutral feature within the streetscape.

Action:

No 16-18 Chapel Hill will be inclusion back into the Conservation Area. The boundary will be adjusted to include all of the property.

2610

Comment

Respondent: Mrs Suzanne Cordon

Summary:

I agree with all the suggestions apart from removing 16-18 Chapel Hill from the conservation area. It is noted that an extension running parallel with the road has been added to part of the property at the rear but the rest of the building is original. The extension is also in keeping with character of the village. Therefore, 16-18 Chapel Hill should be retained within the conservation area.

2613

Comment

Respondent: Mr Harry Whinney

Summary:

Regarding 18 Chapel Hill, statement 9.3.3. on the Conservation Area Appraisal document is incorrect. Formerly the village bakery until 1908, this stone-built 1860s house extends to the North away from Chapel Hill. The stone extension, built in 2000, faces Chapel Hill. As such, it brings the house to the road, reversing the argument that this house has been altered to face away, or distract from, the Conservation Area. Although planning permission for the 2000 extension granted uPVC windows & doors, [REDACTED] the front door has been replaced with a traditionally crafted timber door to reflect the heritage of the house & village.

2617

Comment

Respondent: Mrs Jane Whinney

Summary:

Re 18 Chapel Hill, Ropsley. Formerly village bakery until 1908. Object to para in from SKDC letter 6.1.25 Ropsley Conservation Area 2025 'The proposed amendments....'. The houses continues to offer positive contribution to the Conservation Area. To take number 18 out of the conservation area based on the quote given above would be erroneous.

Comment

Summary of representations:

The property was originally the village blacksmith. The front doorway of the property is wider than a normal doorway which was to accommodate heavy horses in and out, this fact seemed to be confirmed when a new door was required as this had to be made to measure. On the strength of this information a stable door was made as part of keeping the character of the original use.

Response:

Further study of historic maps confirmed that No 4 Peck Hill is of historic origin. While it could not be confirmed the building was a smithy in the 19th century, the building is the last remnant of a courtyard of buildings, all other buildings have been removed in the mid to late 20th century. Albeit heavily altered, the building has some level of historic significance as part of the historic layout of the village. As such, the proposed exclusion of the building is being reversed.

Action:

No 4 Peck Hill is being added back into the CA, No 2 Peck Hill is still excluded.

2616

Comment

Respondent: Mrs Jean Doughty

Summary:

Paragraph 9.3.2. - The property was originally the village blacksmith. I was told no one was aware of this information and said that it could be of interest. The front doorway of the property is wider than a normal doorway which was to accommodate heavy horses in and out, this fact seemed to be confirmed when a new door was required as this had to be made to measure. On the strength of this information a stable door was made as part of keeping the character of the original use.

Comment

Summary of representations:

The appraisal seeks to enhance the harmonious character of the area by including additional traditional buildings and removing those that do not contribute. The recommendation includes an extension to include No 48 High Street, which is a post war, 1970s, property that does not match the style of the properties upon which the conservation area focuses. The frontage of the No 48 plot is already included, covering visuals of the high street. It is proposed that the entire plot of No 48 should not be included as the extant inclusion of frontage of the plot and associated TPO already suffices.

Response:

While No 48 is not considered as a positive unlisted feature, the plot of No 48, its landscaping within the grounds and garden contributes positively to the conservation area. The decision is based on the historic extent of the Rectory, now set to the rear of No 48. When comparing the area to historic cartographic material, especially the 1887 OS map, it became clear that the property was once part of the landscaped/designed garden of the rectory, and intertwined with No 42. The area is therefore considered to be of importance to the setting of the rectory, as well as the conservation area. It contributes positively to the conservation area, and links the rectory to the Conservation Area through its historic grounds and plot.

Action:

The proposed extension is retained. Further clarifications regarding the reasoning for its inclusion will be added to the report.

2619

Comment

Respondent: Mr Allan Marshall**Summary:**

The appraisal seeks to enhance the harmonious character of the area by including additional traditional buildings and removing those that do not contribute. The recommendation includes an extension to include No 48 High Street, which is a post war, 1970s, property that does not match the style of the properties upon which the conservation area focuses. The frontage of the No 48 plot is already included, covering visuals of the high street. It is proposed that the entire plot of No 48 should not be included as the extant inclusion of frontage of the plot and associated TPO already suffices.

Comment

Summary of representations:

Hopefully the amendments won't affect the schools ability to grow + adapt to suit the future needs of children, and not be limited by being in the conservation area.

Response:

Any extension and alterations of a school fall under Class M of the General Permitted Development Order 2015, restrictions by being in the Conservation Area are focused on ensuring any extension or alterations are of similar external appearance of the principal building.

Action:

Excerpts of the restrictions to be added into the document.

2620

Comment

Respondent: Elizabeth Hicks**Summary:**

Hopefully the amendments won't affect the schools ability to grow + adapt to suit the future needs of children, and not be limited by being in the conservation area.

Comment

Summary of representations:

Some confusion about which Ropsley Rectory, as there has been several in Ropsley.

Please can you confirm why these boundaries have changed and the choice of the boundary changes and confirmation of which Ropsley Rectory?

Concerned regarding potential restrictions on building a garage/carport within the conservation area.

Nos 2&4 School Lane misleadingly named, it is 2-4 School Lane, also 'Honeypot Cottage'.

Response:

To avoid confusion, we will confirm in text that the Rectory, High Street, is referred to.

Boundary changes are reflective of a re-assessment of the area, through which buildings and areas were identified to either positively contribute to or detract from the village, and thus the conservation area.

The construction of car ports and garages would fall under Class E restrictions of the General Permitted Development Order 2015.

No 2&4 School Lane will be relabelled to the correct address as provided.

Action:

Amendments to text will be undertaken to clarify the buildings referred to and adjusting the address.

2628

Comment

Respondent: Cllr Sarah Trotter

Summary:

Some confusion about which Ropsley Rectory, as there has been several in Ropsley, but the original Rectory is on the High Street, although the private bungalow on School Lane was also once lived in by the local Rector.

Please can you confirm why these boundaries have changed and the choice of the boundary changes and confirmation of which Ropsley Rectory?

Concerned regarding potential restrictions on building a garage/carport within the conservation area.

Nos 2&4 School Lane misleadingly named, it is 2-4 School Lane, also 'Honeypot Cottage'

Comment

Summary of representations:

There are concerns regarding the upkeep of trees within areas to be added to the conservation area.

Response:

Details regarding the potential limitations of works to trees can be noted within the document. It is acknowledged that any works to trees within a conservation area will require a Section 211 notice. This would not incur a fee, and a response to the notice would be provided within six weeks. The Council strives to respond as soon as possible within the six week period. In emergencies, where trees are dangerous or dead, works can be undertaken without a notice in place, however evidence and justification for these works should still be provided to the local planning authority. Useful information is provided here: <https://www.planningportal.co.uk/planning/planning-applications/consent-types/consent-under-tree-preservation-orders>

Action:

Additional information regarding works to trees will be provided in the document.

2621

Comment

Respondent: Ann Cook

Summary:

I'm concerned about limitations to the up-keep of trees.

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Ropsley Conservation Area Appraisal

2622

Comment

Respondent: Historic England**Summary:**

Thank you for consulting Historic England on the draft conservation area character appraisal for Ropsley

There are over 1000 conservation areas in the East Midlands. While we do not provide detailed advice on every appraisal and management plan due to resource implications, if there are specific issues that would merit our closer involvement on this occasion please advise us of this.

The policy considerations relating to conservation area designation and appraisal are dealt with extensively in the NPPF and its associated guidance.

2623

Comment

Respondent: Lincolnshire County Council**Summary:**

From both an archaeology and built heritage perspective, we have no comments to make on the draft appraisal.

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Conservation Area Appraisals
2. Summary of aims and objectives of the policy/funding activity/event	<p>South Kesteven contains 48 Conservation Areas within its district, the oldest, Stamford, dating to 1967 and the most recent, Grantham St Annes dating from 2013. It is a legal requirement to produce Conservation Area Appraisals for all designated conservation areas.</p> <p>Each Conservation Area Appraisal identifies the special qualities of the conservation area and seeks to manage positive change within the designated area, and its setting. Accompanying management plans sets out how the conservation area can be improved, along with local priorities for enhancements.</p> <p>Once adopted, the Conservation Area Appraisals will be a material consideration when considering planning applications within each the Conservation Area.</p>
3. Who is affected by the policy/funding activity/event?	Those living, working and visiting Conservation Areas.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	Each individual Conservation Area Appraisal will be consulted upon with relevant parties, and all comments received will be considered when finalising the Conservation Area Appraisal.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	A review of the Conservation Area Appraisals should be undertaken at regular intervals as noted in the Planning (Listed Building and Conservation Area) Act 1990 to ensure that the District's conservation areas are up to date and not impacted upon negatively.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <i>(The Action Log below should be completed to provide further detail)</i>
Age	Negative	Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility, visual and other issues caused by their age. Existing areas, buildings and features may not be	Proposals to alter features or add features such as mobility aids will be considered through the planning process.



		fully accessible and may not be easily altered due to significant historic fabric or character.	
Disability	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with disabilities.</p> <p>Existing areas, buildings and features may not be fully accessible and may not be easily altered due to significant historic fabric or character.</p>	Proposals to alter features or add mobility aids such as handrails will be considered through the planning process.
Gender Reassignment	Neutral		
Marriage and Civil Partnership	Neutral		
Pregnancy and Maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Other Factors requiring consideration			
Socio-Economic Impacts	Neutral		
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral		

Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.		
Group/Organisation	Date	Response



Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.				
Negative Impact	Action	Timeline	Outcome	Status
Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility and visual issues caused by their age or disability.	Proposals to alter features or add features such as mobility aids will be considered through the planning process.		Potential issues to be addressed on a case by case basis through the planning process, focused on the individual needs of the person impacted	

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.		
Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	There is the potential that individuals with mobility and visual issues may be impacted by features and material of historic significance, which could cause a barrier or trip hazard. Adjustments would be considered on a case by case basis.	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed		
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people	x	It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable.



less than others, providing justification for this decision		Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.
---	--	--

Did you consult with an Equality Ally prior to carrying out this assessment? Yes

Sign off

Name and job title of person completing this EIA	Ariane Buschmann
Officer Responsible for implementing the policy/function etc	Conservation and Planning Teams
Date Completed	14 November 2024
Line Manager	Shaza Brannon
Date Agreed <i>(by line manager)</i>	19 November 2024
Date of Review <i>(if required)</i>	

Completed EIAs should be included as an appendix to the relevant report going to a Cabinet, Committee or Council meeting and a copy sent to equalities@southkesteven.gov.uk.

Completed EIAs will be published along with the relevant report through Modern.Gov before any decision is made and also on the Council's website.



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Council

Thursday, 18 September 2025

Report of Councillor Phil Dilks, Cabinet
Member for Planning

Aslackby Conservation Area Appraisal

Report Author

James Adams, Conservation Officer

✉ James.adams@southkesteven.gov.uk

Purpose of Report

In accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council is required to review its Conservation Areas from time to time and to prepare and publish any proposals for the preservation and enhancement of any parts of the District that are designated as a Conservation Area. This report considers whether the Council should designate the Aslackby Conservation Area and adopt the Aslackby Conservation Area Appraisal.

Recommendations

That Full Council

- 1. Approves the formal designation of the Aslackby Conservation Area boundary as shown in Appendix A to this report.**
- 2. Approves the adoption of the Aslackby Conservation Area Appraisal, as part of the Development Plan evidence base and as a material planning consideration; and**
- 3. Delegates the decision making to the Assistant Director of Planning in consultation with the Cabinet Member for Planning to make minor changes, typographical corrections or non-material amendments to the Aslackby Conservation Area Appraisal and associated documents prior to formal publication and to undertake the necessary statutory actions to implement agreed recommendations.**

Decision Information

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 Housing Effective council
Which wards are impacted?	Aveland;

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 associated with this report.

Completed by: David Scott – Assistant Director of Finance and Deputy s151 officer

Legal and Governance

1.2 Local authorities have a duty to review the overall extent of conservation area designations in their area regularly. Designations such as this remain the principal means by which conservation policies can be applied to particular areas.

Completed by: James Welbourn, Democratic Services Manager

Climate Change

1.3 Whilst the Conservation Area Appraisal is not associated with any direct climate change implications, conservation areas limit permitted development rights and will restrict the ability of homeowners to carry out retrofit work on properties without first seeking planning permission. South Kesteven District Council should remain mindful of the balance of preserving historic buildings versus the requirement to increase the energy efficiency of properties in keeping with sustainability guidance.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1. One of the key ambitions at South Kesteven District Council is to build on, and celebrate, the rich heritage and culture of the District. The contribution historic areas make to quality of life is widely recognised. There are currently 48 conservation areas in South Kesteven. Conservation Areas are a link to the past that can provide a sense of continuity and stability and have the reassurance of the familiar which can provide a point of reference in a rapidly changing world. The way building traditions and settlement patterns provide local distinctiveness can deliver a catalyst for regeneration and inspire well-designed new development which brings economic and social benefits valued by everyone.
- 2.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 (“the Act”) requires local planning authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts. Such areas are defined as “*areas of special architectural or historic interest, the character of appearance of which it is desirable to preserve or enhance*”.
- 2.3. The National Planning Policy Framework (NPPF) advises that heritage assets should be conserved in a manner appropriate to their significance (paragraph 202). The guidance goes on to state that local planning authorities should ensure that a conservation area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.
- 2.4. Conservation area appraisals identify the special qualities of a conservation area. The accompanying Management Plans set out how the conservation area can be improved, along with local priorities for enhancements. Conservation area appraisals seek to manage positive change within a designated conservation area, and its setting.
- 2.5. Conservation area appraisals contribute towards the Council achieving its priorities as set out in the Corporate Plan. *A key ambition of the Plan is to ‘celebrate and promote the strong heritage and rich culture of South Kesteven’.*
- 2.6. The South Kesteven Local Plan Policy EN6: The Historic Environment seeks to protect and enhance heritage assets and their settings. The Policy requires development proposals to take into account Conservation Area Appraisals, where these have been taken into account.
- 2.7. By deciding to designate the Conservation Area, the Council would be setting the boundaries of the Conservation Area; this is defined on a map at **Appendix A**. The Conservation Area Appraisal sets out the special qualities of the area to be designated. The Management Plan sets out how the conservation area can be improved along with local priorities for enhancements.

- 2.8. Consultation has been carried out in accordance with the requirements set out in the Legislation from 20th January and 3rd March 2025. A summary of responses received as part of the public consultation, and an officer response, is set out in **Appendix B**.

Aslackby Conservation Area Designation

- 2.9. Aslackby is a village within South Kesteven. The current Aslackby Conservation Area is comprised of mostly Temple Road and Aveland Way and the lower end of Kirby Underwood Road. The review of the boundary proposes to expand the area further along Kirby Underwood Road. This includes more areas considered to be of heritage significance, such as positive unlisted buildings, non-designated assets defined in the Historic Environment Record, and important open spaces that add to the landscape significance.
- 2.10. The boundary of the conservation area is very well defined along the village's historic core which follows a dispersed plan form focused on Temple Road, Aveland Way and Kirby Underwood Road, created by consistent use of historic materials, areas of open space and archaeological interest.

Aslackby Conservation Area Designation Review

- 2.11. In 2024, a review of the boundary was undertaken including desk-based assessment and site visits. Significant positive improvements to the historic streetscape of the village were identified and consequently, an expansion is proposed. This was revised following the Consultation period.
- 2.12. The review of the boundary has resulted in a proposed expansion, and includes more areas considered to be of heritage significance, such as positive unlisted buildings, non-designated assets defined in the Historic Environment Record, and important open spaces that add to the landscape significance.
- 2.13. Homeview, 8 Kirby Underwood Road, The Old School, The Laurels and associated outbuildings, Averley, The Lilacs, Moorfield Cottage and Monks Cottage are proposed to be included due to their architectural and historical significance, which adds to the conservation area.
- 2.14. The boundary amendment does not propose any exclusions conservation area.

Aslackby Conservation Area Appraisal

- 2.15. The Aslackby Conservation Area was created in 1991; however, there is currently no Conservation Area Appraisal available for Aslackby. Under the Act, it is a legal requirement to provide Conservation Area Appraisals and update them at regular intervals. A draft Conservation Area Appraisal is provided at Appendix A.

3. Key Considerations

- 3.1. Conservation Area Appraisals manage positive change within the designated conservation area and its setting, minimising harm and encouraging preservation and enhancement of our heritage assets.
- 3.2. Whilst the Aslackby Conservation Area Appraisal was created in 1991, there is currently no Conservation Area Appraisal available for Aslackby. Conservation Area Appraisals are legally required to be published and reviewed regularly. The Aslackby Conservation Area Appraisal will safeguard Aslackby's historic environment for all to appreciate in the future and highlight the importance of the historic character and fabric present within the village.
- 3.3. A boundary change to the Aslackby Conservation Area is proposed which will expand the Conservation Area to include more areas considered to be of historic and architectural importance.
- 3.4. The Area Appraisal will also help achieve the Council's aspirations in the Corporate Plan, such as Priority 1: Connecting Communities, which aims to promote the strong heritage and culture of the district, as well as Priority 3: Enabling Economic Opportunity, as the Aslackby Conservation Area is part of the expansive heritage of the district.
- 3.5. The appraisal will provide the public with more in-depth information about the Conservation Area and how the Council aims to manage the area. The proposed expansion and appraisal would also support Priority 5: Effective Council, by providing a fully publicly accessible document explaining the extent, important features and management of the Conservation Area.
- 3.6. Once adopted, the Aslackby Conservation Area Appraisal will be a material consideration when considering planning applications within the conservation area. The adoption of the appraisal document and management plan will allow for the positive management of development whilst safeguarding historic character and appearance.

4. Other Options Considered

- 4.1 The alternative option is not to expand the Conservation Area; however this may result in a failure to preserve or enhance the historic interest and character of the village and the conservation area as identified in the appraisal. Conservation Areas are defined as "designated" heritage assets in the NPPF for the purposes of local plan making and development management. Designated heritage assets are afforded considerably more protection both in planning policy but also in legislation than non-designated heritage assets

5. Reasons for the Recommendations

- 5.1. Section 69(2) of the 1990 Act requires local planning authorities (LPAs) to determine which parts of their area possess special architectural or historic interest and to designate them conservation areas.
- 5.2. As the provision of a Conservation Area Appraisal is a requirement as noted in the Planning (Listed Buildings and Conservation Areas) Act 1990, it is recommended to approve the updated documents to provide an up-to-date assessment and strategies for the preservation of the conservation area. The adoption of the Appraisal and Management Plan will allow for the positive management of development whilst safeguarding historic character and appearance.
- 5.3. It is acknowledged that historically, conservation area boundaries have often been drawn too tightly, omitting areas now considered of special interests, especially green spaces and open space, boundary treatment or smaller outbuildings. The appraisal and proposed extension have taken this into account, considering not just the built heritage, but also the wider streetscape and the impact open space has on the appreciation of the village.

6. Consultation

- 6.1. A public consultation was undertaken for six weeks between 20th January and 3rd March 2025. This included a public engagement event at the Aslackby Village Hall, and the distribution of consultation letters to relevant Consultees and members of the public affected by the proposed update to the Conservation Area.
- 6.2. Consultations were also sent to the Parish Council, Ward Member/s, Historic England, Heritage Lincolnshire and addresses within the proposed Conservation Area. There were no objections received from these organisations.
- 6.3. A total of 12 responses were received by members of the public and Statutory Consultees. A summary of these consultation responses along with officer comments can be found at **Appendices B and C**.
- 6.4. Concerns were raised regarding the proposed extension to include The Lilacs, as well as the original exclusion to include Monks Cottage. Further information was provided by members of the public that was thus far unknown. Careful consideration has been given to whether these properties should be included or excluded within the Conservation Area. Based on the information provided, the properties have been included within the conservation area.
- 6.5. Concerns were also raised regarding restrictions on works to trees within the Conservation Area, as well as future developments. Further advice was subsequently added to the Appraisal and Management Report.

7. Background Papers

- 7.1. Adopted South Kesteven Local Plan: [The South Kesteven Local Plan | South Kesteven District Council](#)

8. Appendices

Appendix A: Aslackby Conservation Area Appraisal 2025

Appendix B: Table of Public Consultations received and officer response

Appendix C: Table of Public Consultations received with no actions required

Appendix D: Equality Impact Assessment

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Conservation Area Appraisal



Aslackby



Aslackby Conservation Area and
Management Plan
Designated 1991
Review July 2025
for Adoption

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1 Character Appraisal

1.1. Background

1.1.1. The conservation area at Aslackby was designated in 1991. The purpose of this document is to define the special interest of the conservation area and assess the action needed to protect and enhance the special qualities of the conservation area. The conservation area appraisal and management plan is split into three sections:

- **Section 1:** Conservation area appraisal, which details any proposed changes or extensions as part of the 2025 review.
- **Section 2:** Management plan, which puts forward proposals for preservation and enhancement.
- **Section 3:** Action plan to address those issues drawn out in the appraisal and management plan.

1.1.2. The appraisal and management plan should be read alongside the accompanying map in the appendix.

1.2. Location and Context

1.2.1. Aslackby is a small, dispersed settlement located approximately 2 miles south of Folkingham and 7 miles north of Bourne. It lies in the Fen Margins, a transitional landscape where the slopes of the Kesteven Uplands give way to the flat topography of the Fens to the east of the A15. It is one of a line of settlements from Bourne in the south to Billingborough in the north which occupy the higher dryer ground alongside the A15 and B1177. The landscape is characterised by a mix of arable and pasture farmland with hedgerows and trees providing enclosure.

1.2.2. The village has one public house and a parish church; however there are no shops or other services available.

2 Planning Policy Context

2.1. Planning (Listed Buildings and Conservation Areas) Act 1990

- 2.1.1. Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as ‘an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance’. It is the duty of local authorities to designate such areas in order to ensure that their unique character is preserved and enhanced. Designation grants control over demolition of non-listed buildings, strengthens controls over minor development and also gives special protection to trees. It is the quality and interest of an area as a whole, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.
- 2.1.2. Section 69(2) of the Act imposes a duty on Local Authorities to review their conservation areas from time to time, Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

2.2. National Planning Policy Framework (NPPF)

- 2.2.1. Government Policy on the Conservation of the historic environment is contained within the National Planning Policy Framework (NPPF) 2024. The presumption in favour of sustainable development is the guiding principle of the document and the protection and enhancement of the historic environment is embedded within this approach. Sustainable development is defined as meeting the needs of the present without compromising the needs of the future (7) and the introduction of the NPPF breaks down this definition into three dimensions; economic, social and environmental. Within the environmental dimension sustainable development needs to contribute to ‘*protecting and enhancing our natural, built and historic environment*’ (8.c). According to the NPPF, a conservation area is a ‘designated heritage asset’ and has been defined in Annex 2 as:
- 2.2.2. ‘A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation’.

- 2.2.3. The NPPF defines a heritage asset in Annex 2 as: 'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).'
- 2.2.4. Great weight is given to the conservation of designated heritage assets. Heritage assets are an irreplaceable resource and any harm or loss requires clear and convincing justification (202 and 213).
- 2.2.5. In developing this strategy, the following needs to be taken into account (210):
- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation
 - The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring
 - The desirability of new development making a positive contribution to local distinctiveness
 - Opportunities to draw on the contribution made by the historic environment to the character of place

2.3. South Kesteven District Council Local Plan

- 2.3.1. The South Kesteven District Council Local Plan was adopted in July 2020 and is one of the most important parts of the Local Development Framework. It sets out the key principles for development management and the conservation of the historic environment is detailed within policy EN6: The Historic Environment. Development that is likely to cause harm to the significance of a heritage asset or its setting will only be granted permission where the public benefits of the proposal outweigh the potential harm. Proposals which would conserve or enhance the significance of the asset shall be considered favourably.

3 Summary of Special Interest

- Dispersed plan form.
- Informal rural character with buildings scattered along the principal roads of Temple Road, Kirby Underwood Road and Aveland Way.
- The grouping of St. James Church, The Elms, The Rectory and Manor House which are all listed buildings making a significant contribution to the character and appearance of the conservation area.



Plate 1: The conservation area has a dispersed open character contributed by large areas of green space and development scattered across the village.

- Informal areas of green space studded with trees at Temple Road conferring an open character.
- Parish Church of St James the Great is the centrepiece of the conservation area.
- The ford at Kirby Underwood Road, which is a tributary of the South Forty Foot Drain (the main channel for land drainage in the fens), is an attractive feature that is a reminder of the early history of the village.
- Historic association of the village with the Knights Templar, who founded a preceptory in the village at Temple Farm in approximately 1154 by Hubert of Rye.
- High archaeological significance relating to the scheduled monument at Aslackby Castle and other features of archaeological importance such as Temple Farm and medieval earthworks.
- Traditional craftsmanship embodied in original building materials and architectural features.
- Visual harmony resulting from the use of a limited palette of natural building materials.
- Visual continuity created by boundary walls delineating boundaries and linking buildings.

4 Historical development

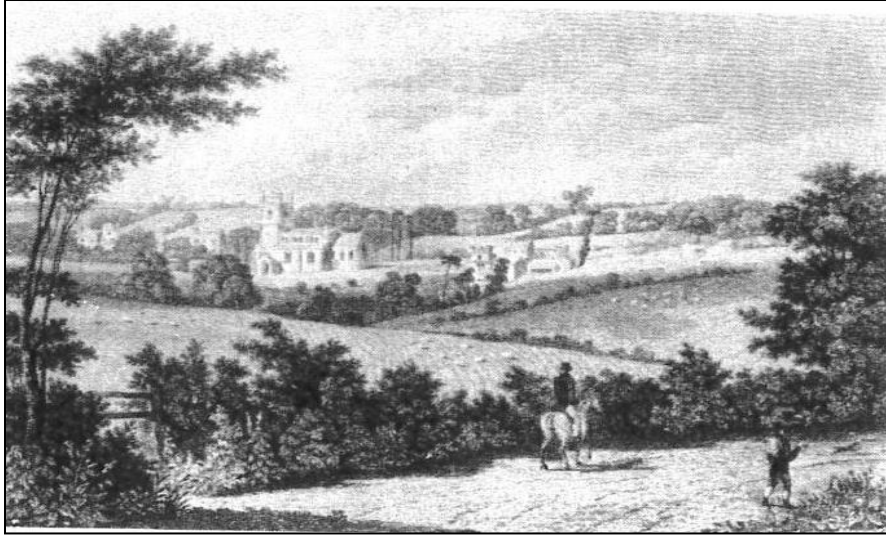


Plate 2: The Village of Aslackby circa 1835. From an engraving by W. Watkins, after a sketch by J.B. Topham. (Source: Lincolnshire Museums information Sheet The Knights Templar's at Temple Bruer and Aslackby).

- 4.1.1. The village of Aslackby has early origins and can be traced back to the Domesday book. At Temple Farm, to the south of Temple Road there was a preceptory founded in the reign of Richard I by Hubert of Rye in circa 1192. Like other Templar buildings, this was taken by the Crown in 1312 and subsequently passed on to the Knights of St John in 1338. The preceptory church was dedicated to St John and was still being served in 1514. Part of this church survived into the last century. The round church still stood in the 18th century, and Temple Farm was built out of the ruins. There was a gatehouse tower at the south end which was taken down in 1891 as it was dangerous; however there are some remains of ornamental stonework visible within the farmhouse and the remains of a two light 15th century window and a pinnacle which is in the garden of the farmhouse.
- 4.1.2. The village has a peaceful character with few services other than a church and a public house which is located on the A15 trunk road, outside of the Conservation Area. Agriculture has continued to play an important role in the village and there is at least one working farm within the boundary of the conservation area. There were previously two, however in recent years Temple Farm appears to have become vacant.

5 Character and Appearance

5.1. Spatial Character and Townscape Quality

Temple Road

- 5.1.1. As Temple Road is approached from the A15 development is arranged in a linear form, comprising late 20th century detached properties set back from the highway. As the conservation area is entered there is a falling topography and the character is open, comprising two fairly large farmsteads.
- 5.1.2. Temple Farm, (Grade II, NHLE 1062758) is located on the south side of the road, set back within a large area of open space, surrounded by mature trees and hedges with a range of barns to the rear and an open field to west which confers an open character.
- 5.1.3. Moorfield Farm (Grade II, NHLE 1317654) is more exposed in its setting, located on a rise and its strong use of Georgian architectural detailing makes this very prominent within the streetscene. The building is enclosed by a brick boundary wall that creates a formal sense of enclosure. To the rear of both Temple Farm and Moorfield Farm are a range of barns. However, it is noticeable that some of these barns are in a declining condition and in need of some basic maintenance works.
- 5.1.4. There are broad grass verges on both sides of the road which are important areas of open space and some street furniture items such as the cast iron signpost and Grade II listed K6 telephone box (NHLE 1260497) that are part of the historic character of the village. There are attractive views in a westerly direction towards the church and in a southern direction across the open field to the west of Temple Farm, with further views towards the surrounding countryside.



Plate 3: Deep grass verge studded with open trees to the front of Moorfield Farm and K6 telephone box opposite, Temple Road confers an open quality.

Aveland Way

- 5.1.5. Aveland Way has an open character with a dispersed settlement pattern. The group of The Church of St. James, The Elms, The Rectory and The Manor House, all of which are listed make a strong contribution, as examples of mid to high status buildings that are of high heritage significance. The broad grass verges studded with trees contribute towards a sense of spaciousness and The Church of St. James (Grade I, NHLE 1062757) acts as the centrepiece to the conservation area, having visual dominance being located on a rise.
- 5.1.6. To the rear of the church is a large field, which is the location of the Scheduled Monument of Aslackby Castle (NHLE 1004952), with a number of visible earthworks. This is a highly significant archaeological site that adds to the value of the conservation area. The earthworks are also attractive historic features that contributes towards key views and the wider setting of the church. Church View also makes an important contribution as a non-listed building; the building and its siting obviously designed to benefit from the southern view of the church. Interestingly, on the 1905 historic OS map of the village, a 'viewpoint' is identified from this location.
- 5.1.7. The development at Dovecote Meadows does not reflect the historic plan form of the conservation area however the layout of the development has retained a spacious quality. Mature trees and hedgerows confer a rural character and there is an area of open space to the west of Dovecote Meadows, which is studded by fairly young fruit trees. There is a public right of way running through this area of open space; which is well used by walkers and members of the public.

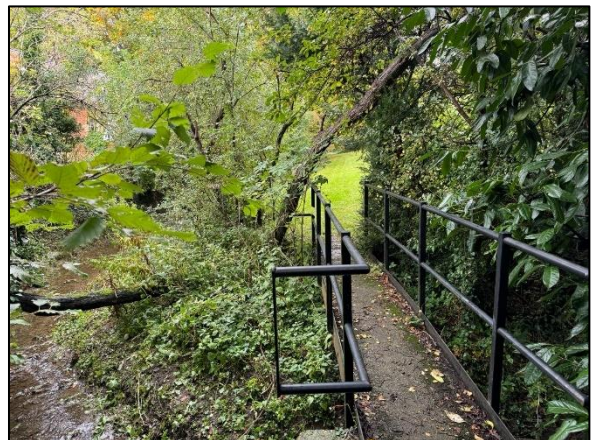


Plate 4: Public Right of Way with a bridge over the River Ave, to the south of Aveland Way



Plate 5: The Chapel, Aveland Way, now used as a dwelling. The building is located within a picturesque setting with the two mature trees framing views towards it.

5.1.8. The former methodist chapel sits picturesquely, within mature gardens, set back from the road across the beck that runs through the village. Upon entrance to the chapel are two very large trees that frame the building and create a formal sense of enclosure. Brookside Cottage, dating to the early 19th century, is set back from the road within a long and narrow plot. It has a traditional vernacular design and has been built using locally sourced materials. The long narrow plot in which it is situated form part of the historic plan

form of the village and it was likely that these long narrow plots were used for growing vegetables or as market gardens. Adjacent to Brookside Cottage, Verandah cottages is set even further back from the road with an attractive long and narrow plot to the front that is in keeping with the presiding open character of the conservation area.

5.1.9. On the north side of the road, Grade I listed Manor House (NHLE 1062750) is enclosed by a boundary wall with an entrance gate that creates a formal sense of arrival. The entrance gate, Grade II* listed (NHLE 1360115), dates to the 17th century and has a gabled top and ball finial. The Manor House is partially screened from view, however from the south, the two ornate brick dutch gables can be clearly seen. These gables are built in the *fen mannerism* style (more detail can be found



Plate 6: Brooklands, Middle Cottage and Harrison. It is pleasing to see that a good number of the Yorkshire sliding sash windows have been retained.

within the architecture and building materials section) and are distinctive elements of the conservation area. The property is located within large mature and well maintained gardens, of which are open regularly to the public during 'open garden' events.

5.1.10. The road tapers as you progress in a westerly direction and development comprises small scale terraces and cottages clustered together with small gardens

on the south side. On the north side of the road, the open character is retained with development comprising detached cottages located in fairly spacious gardens enclosed by mature hedgerows. It is unfortunate that many of the original wooden windows and doors in the terraced properties have been replaced with uPVC, however Brooklands, Middle Cottage and Harrison remains largely intact (apart from the concrete roof tiles) and is an attractive example of a late 19th century terrace. The house has a hedgerow to the front which creates a soft boundary to the property which should be retained.

Kirby Underwood Road



Plate 7: The Ford at the bottom of Kirby Underwood Road reinforces the rural character of the village.

5.1.11. Kirby Underwood Road, in contrast to the rest of the conservation area, has an enclosed character. The Ford is an attractive historic feature that adds to the rural character of the village and from this location there are views of the Church of St. James. The road gently curves and the topography becomes steeper as progress is made in a southerly direction. Mature trees and hedgerows appear in private gardens and line the frontage of buildings.

5.1.12. The conservation area boundary terminates at Seraphina and Jasmine Cottage on the west side, and just beyond the ford on the east side. However, there are currently a number of heritage assets outside the conservation area, which could be positive additions if the conservation boundary is extended as proposed as part of this

appraisal. This includes The Old School, Bay House Farmhouse and outbuildings alongside Averley, The Lilacs, Moorfield Cottage and Monks Cottage.

5.2. Architecture and Building Materials

- 5.2.1. The traditional buildings date from the mid-17th - early 19th centuries and are mainly constructed of coursed limestone rubble or brick some of which have rendered or colour washed frontages. Roofs are generally constructed of red pantile or slate and on many of the higher status houses surrounding the Church slate is very common – reflecting an obvious move forward from the vernacular tradition of red brick and red pantiled roofs. It is unfortunate that many of the original slate or pantile roofs have been replaced with interlocking concrete tiles.



Plate 8: The Elms, Aveland Way (Grade II) with gothic detailing on the central gable and proportioned fenestration either side.

- 5.2.2. The earlier buildings within the village that are of medieval or post medieval date, such as Temple Farm (Grade II, NHLE 1062758) and the rear wing of Manor House, are constructed of stone – random rubble or coursed. The later buildings are built using brick; however, there are a number of examples of early handmade brick, which is orange in colour and adds vibrancy to the material palette of the conservation area. Examples include Moorfield House Farm, Temple Road and Seraphina and Jasmine Cottage, Kirby Underwood Road.
- 5.2.3. There is an example of a ‘mud and stud’ cartshed to the rear of the Manor House, which is Grade II listed in its own right (NHLE 1360116). Mud and stud is a traditional method of construction from Lincolnshire, where rough timbers were set in earth and joined together at the top to form a box while the wide spaces in between were filled by a thin palisade of vertical staves daubed with clay and mud.
- 5.2.4. Within the historic core of the conservation area, the group of higher status houses on the north side of the road display finer architectural detailing, which adds to the overall quality of the conservation area. Examples include The Elms (Grade II, NHLE 1360096) which has limestone ashlar dressings and a central gable with gothic pointed arched windows; The Rectory (Grade II, NHLE 1062791), that has three large cambered brick arches to the front façade; and The Manor House (Grade I, NHLE 1062750) with its exuberant Dutch gables.

- 5.2.5. The loss of traditional timber windows and doors and the inappropriate replacement with uPVC to standard designs detracts from the appearance of the individual buildings and from the overall character of the conservation area.
- 5.2.6. Boundary walls are a significant feature of the conservation area which link buildings and maintain the continuity of the building line along the street. However, hedgerows are also common and add to the verdant quality of the conservation area, particularly to the west of Aveland Way.
- 5.2.7. Metal fencing, such as noted at Temple Farm and The Rectory, are attractive boundary treatments that help to retain the open quality of the buildings and their settings.

5.3. Key Views

- 5.3.1. One of the most important views in the conservation area is the view towards the Church of St. James from the Ford at Kirby Underwood Road. There are also very attractive panoramic views from Church View, Aveland Way across the broad grass verge towards the group of buildings on the north side of Aveland Way, including the Elms, the Rectory and the Parish Church itself.



Plate 9: View of Grade I listed Church of St. James from Kirby Underwood Road.

- 5.3.2. At the rear of the Church of St James there are important views towards the scheduled monument of Aslackby Castle, and at Temple Road there are some important views across the open space to the west of Temple Farm and beyond, towards the distant tree belts and surrounding countryside.
- 5.3.3. Other views are constrained along the length of the roads, however there are some picturesque views from Aveland Way towards Aslackby Manor and from the footpath across the area of open space to the west of Dovecote Meadows.
- 5.3.4. From outside the conservation area boundary, due to the flat topography of the area, views are generally limited however there are views towards the conservation area from the A15 where the church tower can be seen.

5.4. Contribution of Trees, Hedgerows and Open Space

- 5.4.1. Trees are a feature of the conservation area which frame key views or form the backdrop to views within and outside the boundary. The trees lie mainly within private gardens or studded on the broad grass verges that are common within the village, but also include the distant tree belts beyond. Broad grass verges feature very strongly within the conservation area and create a sense of spaciousness, as well as contributing towards the setting of those buildings that front onto them, particularly along Aveland Way.
- 5.4.2. At Aslackby Manor there are a number of trees within its private gardens that contribute towards the setting of the house. According to historic maps, many are likely to have been planted a number of generations ago. Surrounding The Elms and The Rectory are a number of large mature trees that create shelter and frame views of these two attractive listed buildings.
- 5.4.3. Important areas of open space include the site of Aslackby Castle, the small field to the west of Temple Farm, the open space to the west of Dovecote meadows, the open space to the south of Dovecote meadows and the grass verges that are found throughout the conservation area.

5.5. Floorscape, Street Furniture and other features



Plate 10: Cast iron fingerpost, at the junction of Temple Road with Kirby Underwood Road.

5.5.1. At the junction of Temple Road with Kirby Underwood Road there is a cast iron signpost on the north side of Temple Road and a K6 telephone box (Grade II, NHLE 1260497) on the south side of Temple Road which contributes positively to the conservation area. There are some attractive railings that enclose the church to the south east and the cast iron railings that enclose Temple Farm.

6 Key Historic Buildings

6.1. Listed Buildings

6.1.1. A listed building is one that is included on the government's Statutory List of Buildings of Special Architectural or Historic Interest. These buildings are protected by law and consent is required from South Kesteven District Council before any works of alteration (to the interior or exterior), extension or demolition can be carried out. List descriptions are available online via the National Heritage List website at <https://historicengland.org.uk/listing/the-list/>

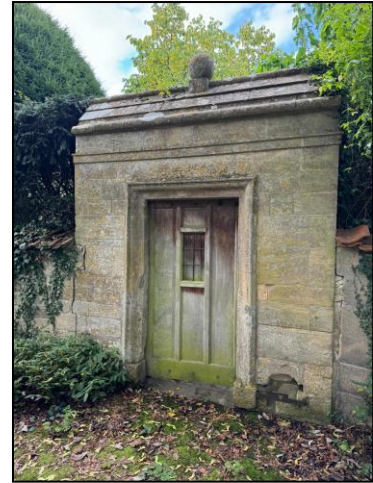


Plate 11: The Grade II listed Gateway to Aslackby Manor (NHLE 1360115) dates to the mid 17th century and provides an attractive enclosing feature to the Manor House.*

- 6.1.2. Currently there are 11 listed buildings within the boundary of the conservation area. One of the most interesting is Aslackby Manor House (NHLE 1062750), which is Grade I listed. The rear stone wing is a survival from an earlier medieval house with evidence of an open hall, whilst the elaborate east wing, which was built in circa 1650, has Dutch gables, pilasters and hooded-moulds in red brick.
- 6.1.3. According to Pevsner in his survey of buildings in Lincolnshire the building is an outstanding example of *Fen Fen Artisan Mannerism*. This was popular during the mid 17th century where country houses departed from the local vernacular and there was a fashion for adding pediments and other uncoordinated details, such as brick quoins and string courses.
- 6.1.4. The Grade I listed Church of St. James (NHLE 1062757) makes a striking contribution and is the centrepiece to the conservation area. The church dates to circa 1300, with additions from 1320 and the mid-15th century. The chancel is Early English, largely rebuilt 1856, and there is a perpendicular tower and nave.
- 6.1.5. There is medieval stained glass dating to the 14th to 15th centuries.
- 6.1.6. The majority of the listed buildings within the conservation area are located to the north of Temple Road, are mid to high status, located within large grounds, have outbuildings with a strong execution of architectural detailing.

6.1.7. Temple Farmhouse (Grade II, NHLE 1062758) is the exception to this, although of great historic interest, there is no distinctive design of the farmhouse with the existing structure being a mix of the remains of the preceptory and later 19th and 20th century alterations. Some parts of the building have been rendered, which compromises its historic character. There are a number of outbuildings to the rear of the property that are in poor condition and in need of repair.



Plate 12: Moorfield House Farm, located on a slight rise contributing towards its prominence. It is constructed of a mix of brick and limestone with a later brick extension to the rear.

6.1.8. Moorfield Farmhouse (Grade II, NHLE 1317654) makes a particularly strong contribution as the conservation area is entered at Temple Road. It has a well proportioned three bay front constructed of local handmade brick with a deep orange colour, a mansard roof and a central doorway with semi-circular headed latticework porch.

6.2. Positive Non-listed Buildings



Plate 13: Church View, an attractive terrace located directly opposite the Church. It is unfortunate that many of the windows have been replaced with PVCu.

6.2.1. There are a number of buildings that make a positive contribution to the character and appearance of the conservation area. The criteria used for selection of positive buildings are those set out within the 'positive contributors' section of Historic England's guidance document 'Conservation Area Designation, Appraisal and Management'. Where a building has been adversely affected by modern changes and restoration is either impractical or impossible, they are excluded.

6.2.2. Examples of positive non-listed buildings include Church View, a small terrace of cottages with an attractive hedge boundary to the front located directly opposite the church. From outside the property there are attractive views of the Church, The Elms, The Rectory, The Manor House and the broad grass verge to the front.

6.2.3. As Aveland way is approached there are a cluster of houses that have suffered from gradual loss of features over the years, however, their traditional design and clustered arrangement facing towards each other makes a positive contribution to the character and appearance of the conservation area. These include Sunnybrook, Bri Hill, Kissgate Cottage, The Olde Cottage and Inglenook. The Old Chapel is a very attractive building, by virtue of its tranquil setting located across the brook, set within mature



Plate 14: Sunnybrook Cottage and Bri- Hill, Aveland Way. It is likely that these terraces originally formed one dwelling. It is unfortunate that this character has been undermined by modern alterations however, still visible is the stone/brick banding and central

gardens and its historic interest and late Georgian design. The datestone of 1903 relates to when the Wesleyans purchased the building, however it was probably built in 1872 and was originally a Calvinist Chapel. It was converted to a house in 1985. Other examples include Stone Cottage, Aveland Way, Brookside Cottage, Temple Road and a small handful of other cottages and outbuildings that are of a traditional design and add to the historic character of the conservation area.

6.3. Locally Listed Buildings

6.3.1. Currently there are no locally listed buildings within the conservation area. Buildings identified on the conservation area map as 'positive non-listed buildings' are recommended for consideration for inclusion on any future Local List of buildings of architectural or historic interest.

7 Archaeology

7.1.1. Lincolnshire County Council holds the historic environment record (HER) for the County that contains records on historic buildings, sites, structures and below and above ground archaeology. Currently there are 21 records within the conservation area boundary. Records relate predominantly to listed buildings however there are also good number archaeological records. The most significant include:

Aslackby Castle

7.1.2. This is a scheduled monument, located within a field to the north of the Parish Church. Although referred to as a Castle, this originates from when an academic named Leyland mistakenly described the Castle in Bourne as being in Aslackby in the early 19th century. More likely it was a medieval moated enclosure with a medieval pond. The moated enclosure is still clearly visible in earthworks and from aerial maps.



Plate 15: The site of Aslackby Castle, which is a scheduled ancient monument with earthworks still clearly visible.

Preceptory of the Knights Templar



Plate 16: Temple Farm, Temple Road, which is built using the ruins of the tower that formed part of the Knights preceptory.

7.1.3. This is located at Temple Farm, Temple Road, and the site extends to the south of the farm outside the conservation area boundary. The preceptory was founded in the reign of Richard I by Hubert de Rye in circa 1192 and was later given to Knights Hospitallers. The Tower, which was very similar to the tower at Temple Bruer, was demolished in 1891 and the round church stood until the 18th century. The farm which now stands on this site, 'Temple Farm', is built out of the ruins.

7.1.4. Other records relate to Saxon pottery found in the churchyard of St James, found within graveyard soil, ridge and furrow to the south of Temple Farm and some records at Aveland Way. For the records at Aveland Way, one is located at Dovecote meadows and relates to evidence of medieval activity that was noted during a watching brief in the early 2000s, the other, is also at Dovecote meadows and relates to an undated track at Aveland Way, which is believed to have been built after the 12th century.

7.1.5. To the south-west of the conservation area, outside of the boundary of the village but nonetheless worthy of note, is the site of The Aveland which is the traditional meeting place of the Wapentake of Aveland, to which there are several references in the Domesday Survey. It is said that, in about 1736, the sessions for the division were opened here under an oak tree, but they were subsequently adjourned to Folkingham. Sources suggest that the site was moated however no trace of this remains.

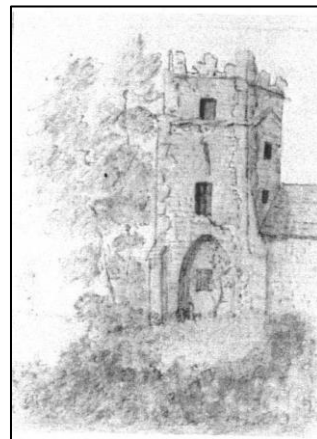


Plate 17: The Tower at Aslackby preceptory from a water colour drawing by hon. John Byng. 1791 (Source: Lincolnshire Museums Information Sheet, The Knights Templars at Temple Bruer and Aslackby).

8 Changes since Designation

8.1.1. There have been only a few changes to the conservation area since designation. The most significant being the development of two dwelling houses at Dovecote Meadows. Although not in keeping with the historic plan form of the conservation area, the development has retained the open character of the site, and is generally in keeping with overall character of the conservation area.

9 Boundary Review

9.1.1. Historic England guidance (2019, Historic England Advice Note 1 (Second Edition), Conservation Area Appraisal, Designation and Management: 7) states that current boundaries should be reviewed as part of the appraisal process, particularly if there is evidence to suggest that early conservation areas were drawn too tightly that excluded historic rear plots with archaeological interest, later phases of development (such as 20th century housing), or parks, cemeteries and historic green spaces, now considered to be of special interest. Historic England guidance also states that if the original interest has been eroded by piecemeal changes or by inappropriate development the boundary should be revised.

9.1.2. The boundary of the conservation area is very well defined, with it being centred on the historic core of the village with a cohesive character contributed by

consistent use of historic materials, areas of open space and archaeological interest. As part of the 2025 review, the boundary of the conservation area has been assessed and the following amendments are being proposed:

- Extension of the boundary to include 'Homeview', '8 Kirby Underwood Road', 'The Old School', 'Bay House' and associated outbuildings, 'Monks Cottage', 'Averley', 'The Lilacs' and 'Moorfield Cottage'.

9.1.3. Currently the conservation area only includes a small section of Kirby Underwood Road. This is an attractive, narrow curving lane with small to mid-sized properties arranged directly addressing the highway, with a number of mature trees and hedgerows. There are a number of heritage assets that are consistent with the character of the conservation area and worthy of inclusion within the boundary:-

9.2. The Lilacs and Moorfield Cottage, Kirby Underwood Road



Plate 18: The Lilacs and Moorfield Cottage, Kirby Underwood Road.

9.2.1. These are a pair of late 19th century red brick cottages, with attractive decorative buff brickwork around the windows and a slate roof. They sit on a slight rise in the road and although some of the original windows have been altered, they make a positive contribution in terms of their age and architectural quality.

9.3. The Old School, Kirby Underwood Road



Plate 19: The Old School, Kirby Underwood Road.

9.3.1. As the name suggests this was the Old School, however this was converted for residential use in the 1970s. It is constructed of brick with prominent gables and highly decorative bargeboards and is likely to date to the late 19th century. It has an attractive tiled roof with a deep colour that adds to the material palette of the conservation area. It is enclosed by an attractive boundary wall and metal gates.

9.3.2. Since the conservation area was last reviewed, The Old School has been added to the Historic Environment Record.

9.4. Bay House, Kirby Underwood Road



Plate 20: The Bay House Farmhouse and Barns, Kirby Underwood Road

9.4.1. Bay House is a late 19th century Farmhouse, it has a 'T'-shaped plan form with a proportioned 3 bay range to the front and a range to the rear. It has attractive stone quoining and a very large barn with cart openings, which is set back facing the road. The spatial arrangement of the farmstead is similar to that at Temple Farm. This is a traditional Lincolnshire Farmstead, and by virtue of its design, arrangement and historic interest is worthy of inclusion within the conservation area. Like The Old School it is noted in the Historic Environment Record.

9.5. Monks Cottage, Kirby Underwood Road



Plate 21: Monks Cottage, Kirby Underwood Road

- 9.5.1. Monks Cottage has 17th century origins and is of considerable historic value. The building has undergone alterations, particularly in the 20th century with a large extension and conservatory. During the watching brief for the construction of the extension, bones were found thought to represent a family group. There is cist burial nearby which could indicate the presence of a cemetery. It is thought that the building has an association with the nearby Knights of Templar situated at present-day Temple Farm.
- 9.5.2. 'Homeview', '8 Kirby Underwood Road' and 'Averley' are modern buildings however, their alignment, spatial arrangement and garden plots make an important contribution to the streetscene and overall quality of this part of the conservation area. To not include these properties within the boundary would result in a disjointed character and it is therefore intended to include these properties as they are integral to the overall appearance of Kirby Underwood Road.
- 9.5.3. **Please note that no appraisal can ever be completely comprehensive and the omission of any particular building, feature or space should not be taken to imply that it is of no interest.**

10 Management Plan

10.1. Introduction

10.1.1. In addition to a definition of special interest, local authorities have a duty to formulate and publish proposals on the preservation and enhancement of their conservation areas as specified in the Planning (Listed Buildings and Conservation Areas Act:71).

10.1.2. The aim of the management plan is to put in place management measures to ensure that the character and appearance of the conservation area is preserved and enhanced.

10.1.3. As part of the management proposals, the conservation area appraisal and management plan will need to be reviewed periodically and updated or modified where appropriate.

11 Effects of Designation

11.1.1. The national legislative framework for guiding development in conservation areas is provided by the Planning (listed building and conservation areas Act) 1990. The main effects of conservation area designation are:

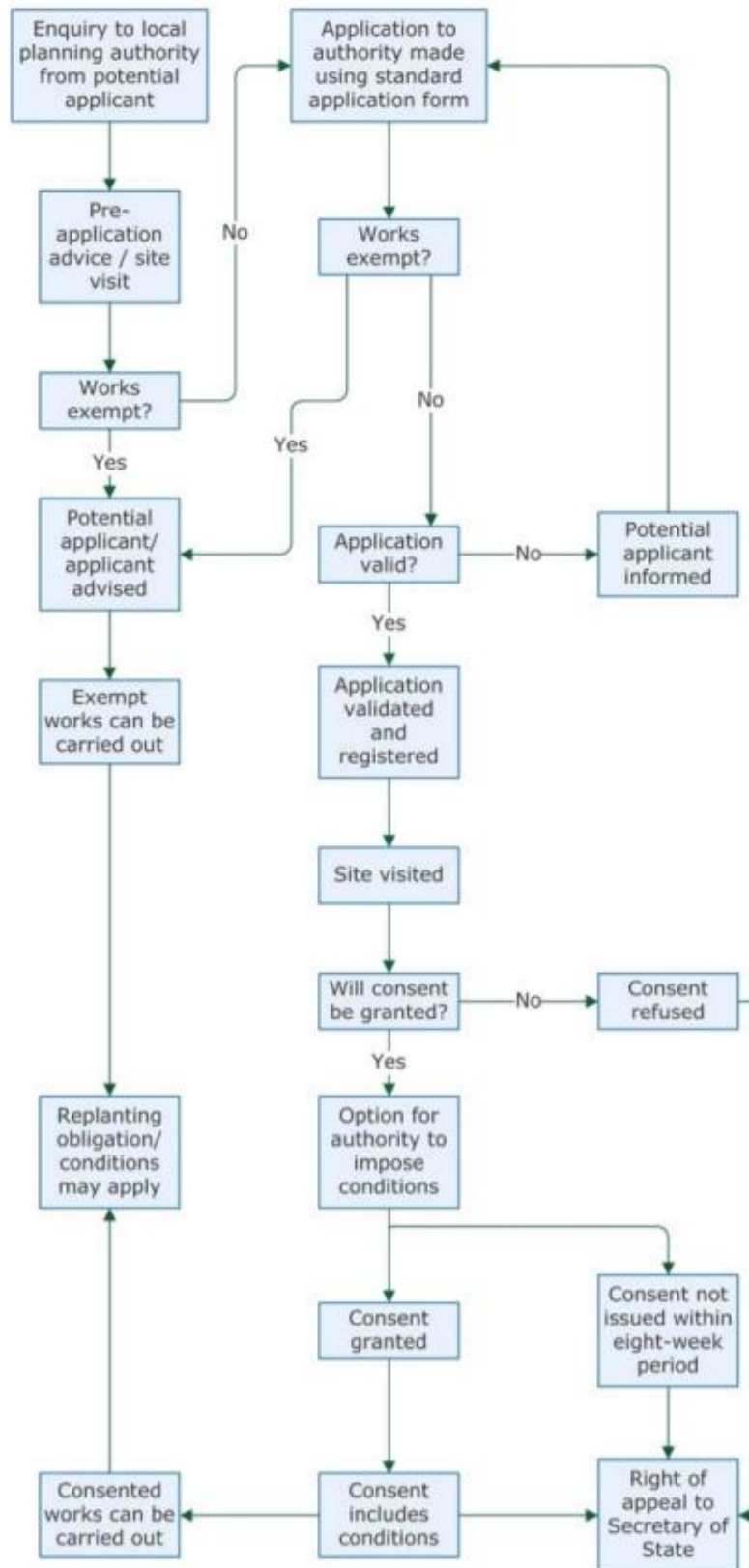
- Planning Permission required to demolish a building in a conservation area. It is a criminal offence to demolish a building without first obtaining consent.
- Six weeks written notice is required prior to any work being carried out to uproot, fell, lop or top (the removal of the crown and natural structure) trees in a conservation area, not already protected by Tree Preservation Orders. Small trees which are less than 75mm in diameter, fruit trees and bushes are exempt.
- Applicants will need to demonstrate that any development proposal preserves or enhances the character or appearance of a conservation area. Extra publicity is given on planning applications affecting the character or appearance of conservation areas.
- The general permitted development order 2015 (GPDO 2015) requires planning applications for certain types of development that do not require planning applications elsewhere and are 'permitted development'.
- Local planning authorities can further restrict permitted development rights on dwellings where the development fronts a public area through Article 4 (2) Direction.
- Permitted Development Rights of non residential properties can be restricted using Article 4 (1) Directions.

12 Article 4 Directions

- 12.1.1. Article 4 (1) and (2) directions can be introduced by a local authority to protect important features of a heritage asset that are at threat from incremental erosion. These directions withdraw permitted development rights of the GPDO 2015.
- 12.1.2. Article 4(1) directions can be used to withdraw permitted development rights on any type of building or land, whether or not fronting onto highway, waterways or open space. Article 4 (2) directions relate to dwelling houses, buildings and structures that front onto a highway, waterway or open space.
- 12.1.3. The Article 4 directions are confirmed once it is advertised locally (except for certain types that can be made immediately), site notices are displayed and notice is served to residents.
- 12.1.4. Whereas before April 2010 the Secretary of State confirmed Article 4 directions, it is now for local planning authorities to confirm all article 4 directions (except those made by the Secretary of State) in the light of local consultation.
- 12.1.5. The Secretary of State will only exercise their powers in relation to article 4 directions if there are very clear reasons why intervention at this level is necessary.

13 Protection for Trees

- 13.1.1. Many trees are protected by 'Tree Preservation Orders' (TPO) and consent is required to prune or fell them. In conservation areas, if not already protected by a TPO, 6 weeks written notice is required for any works involving lopping or felling a tree greater than 75mm in diameter and 1 m above ground level. Under a Section 211 Notice, consent is valid for 2 years.
- 13.1.2. The UK government website has further information of the process and includes the flowchart below outlining the process for tree applications within the conservation area. (<https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>)



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13.1.3. Where a tree presents an immediate risk of serious harm, and thus works are urgently required to remove that risk, written notice should be given to the local planning authority as soon as practicable possible after the works being carried out. Work should only be carried out to remove the risk as necessary. Proof of the dangerous condition is required to be provided to prove that the works fall within an exemption. A dangerous condition can be defined as the tree presenting an immediate risk due to its state, its size, and its position. Further exemptions noted by the Government include the following works:

- on dead trees and branches;
- to comply with an Act of Parliament;
- to prevent or abate a nuisance;
- necessary to implement a planning permission;
- on fruit trees;
- by or for statutory undertakers;
- for highway operations;
- by the Environment Agency and drainage bodies; and
- for national security purposes.

13.1.4. It is advised to contact the Local Planning Authority about any proposed work, especially in the case of felling.

14 Monitoring Condition

14.1.1. A survey is carried out from time to time at both a national and local level to assess the condition of significant heritage assets. This survey includes the identification of buildings that have fallen into disuse, dereliction or disrepair, commonly known as 'Buildings at Risk'. This survey provides a useful means of monitoring many significant historic buildings within conservation areas and elsewhere and indicates when the action may be required to halt or reverse deterioration.

14.1.2. The local survey covers only Grade II and significant local interest buildings at risk. The Council's At Risk Register is not yet available on-line but it is intended that it will be following the next survey. The national Heritage at Risk Register covers Grade I and II* buildings at risk and is available through Historic England available at <https://historicengland.org.uk/advice/heritage-at-risk/> There are no buildings on the 'at risk' register within Aslackby Conservation Area, however there are a small

number of farm buildings, so as those to the rear of Temple Farm that are in need of some repair works.

14.1.3. The condition of buildings will be monitored and appropriate action instigated where necessary. The Planning (Listed Building and Conservation Areas) Act 1990 gives the local authority powers to protect significant buildings through the following measures:

14.2. Urgent Works Notice

14.2.1. If the condition of a historic building is at imminent risk, the Act enables the Local Planning Authority to carry out urgent works for the preservation of listed buildings following notice to the owner. These powers can be used in respect of unoccupied parts of listed or non-listed buildings in conservation areas. In the case of the latter, this can only be employed by agreement of the Secretary of State, advised by Historic England. The powers are used to address emergency repairs to ensure the building is weather tight and safe from collapse.

14.3. Repairs Notice

14.3.1. If the Local planning Authority considers that a listed building is not being properly preserved it may serve a repairs notice on the owner. The notice specifies the works, which the authority considers reasonably necessary for the proper preservation of the building and can only be served on statutory listed buildings.

14.4. Section 215 Notice

14.4.1. Local authorities have the power to serve a section 215 notice on the owner (or occupier) of any land or building whose condition is adversely affecting the amenity of the area. The notice requires the person responsible to clean up the site or building, or the authority may carry out works and reclaim the costs. This can be particularly effective at addressing amenity issues within conservation areas.

14.5. Compulsory Purchase Orders (CPO)

14.5.1. This affords local authorities with the power to compulsory purchase land or buildings that are required to secure development and are normally used as part of a wider regeneration scheme.

15 Enforcement

15.1.1. Unauthorised works and breaches of planning control can cumulatively harm the quality of both the built environment and surrounding spaces within a conservation area. An obvious example of this are unauthorised works to a listed building. A listed building is a building of special architectural or historic interest and is enshrined in law under the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed Building Consent is required for any works of alteration to a listed building and it is criminal offence to carry out unauthorised works. The removal of traditional timber windows and doors, for example, and their replacement with uPVC or poor modern imitations, can be detrimental to the buildings intrinsic special interest.

15.1.2. It is not only alterations to listed buildings that can damage the character and appearance of conservation areas. The unauthorised demolition of buildings, or detrimental alterations to non-listed buildings can all erode the special character of conservation area. The use of non-approved materials, for example, can be particularly harmful (e.g. modern cement rendering). It is important, therefore, that the Council investigates breaches of planning law within conservation areas, as this can help preserve the quality of the historic environment. Anyone can report suspected planning breach by contacting the Council's Enforcement Team. The District Council will follow up reports of unauthorised work and this may lead to enforcement action being instigated.

16 Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis

16.1. Strengths

- High archaeological significance of the conservation area owing to the Scheduled Monument site at Aslackby Castle and the site at Temple Farm.
- Large areas of open space conferring a rural character.
- Overall, the condition of the conservation area is good.
- Quality of the conservation area is high and reflected in the high significance of the listed buildings within the boundary.

16.2. Weaknesses

- Overhead cables detracting from the character and appearance of the conservation area.

- Erosion of character through loss of fabric and original architectural details.
 - Use of modern materials, such as uPVC windows and cementitious render and mortar that are inconsistent with the traditional performance of the historic fabric within the conservation area.
 - Poor condition of a number of farm buildings, a number of which are listed. This includes farm buildings at Bay House, Temple Farm and Moorfield Farm.

16.3. Opportunities

- There are many buildings in the conservation area; some of which are recognised as being ‘positive non-listed buildings’, and have a level of significance that also contributes towards local distinctiveness and identity. In the absence of a local list many of these buildings are unrecognised for the special contribution they make to the conservation area. If the opportunity arose.
- Given the archaeological significance of the conservation area, such as the site at Aslackby Castle and Temple Farm the conservation area would benefit from some better interpretation to promote the heritage of the village and provide an opportunity for increased learning.

16.4. Threats

- Further erosion of character through loss of fabric and original architectural details.
- Further erosion of character and setting through inappropriate new developments, particularly on the fringes of the conservation area boundary.
- Incremental erosion through loss of boundary features including walls and hedgerows.
- Erosion of special character of the area through loss of important trees or open space.
- Loss of character through the use of insensitive highways schemes including street clutter, poor quality paving and obtrusive road markings.
- Overhead cables detract from the setting and character of the village. If the opportunity arose the possibility of undergrounding the cables should be encouraged.
- Parking on the grass verges creating visual clutter, particularly where key views are affected such as at the grass verge on the north side of Aveland Way

17 Action Plan

Proposed Measure	Issue Addressed	Action Required
1- To develop a list of buildings and monuments that have significant local heritage interest for Aslackby.	Undesignated heritage assets that make a positive contribution towards local distinctiveness are not afforded recognition and protection that is proportionate to their significance.	The Council to work together with the parish council, local residents, The Heritage Trust of Lincolnshire and the Lincolnshire Historic Environment Record to nominate and develop a 'local heritage list' of buildings and monuments that are valued as distinctive elements of the historic environment of Aslackby.
2- Items of historic street furniture and floorscape to be retained and maintained.	Historic street furniture and floorscape contributes towards the local distinctiveness of Aslackby.	Ensure that development proposals and maintenance works take into account the contribution that historic street furniture and floorscape make towards the Conservation Area If the opportunity arose to undertake an appraisal of the street furniture on the village green and consider siting items more appropriately to reduce visual clutter. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.
3- Ensure that any highway works respect the Conservation Area.	The use of inappropriate materials, design and location of street signage and street lighting can have a detrimental effect on the character and appearance of the Conservation Area.	Liaise with highway authority prior to the installation of street signage and modern lighting to ensure that works are sympathetic to the character and appearance of the Conservation Area. Guidance to be sought from Lincolnshire County Council's 'Streetscape Design manual'.
4- Removal of overhead cables and replacement of underground cables.	The uses of intrusive overhead cables have a negative impact on the character and appearance of the Conservation Area.	The Council will encourage the appropriate agencies to undertake schemes to ensure that overhead cables are replaced with underground cables.

Proposed Measure	Issue Addressed	Action Required
<p>5- Any proposed changes must have regard to the historic context in terms of scale, alignment, height, form, style, design and materials.</p> <p>The impact of change upon other important elements including the existing street pattern, trees, views and open spaces is also an important material consideration.</p> <p>Proposals should seek to promote or reinforce local distinctiveness</p> <p>Alterations or extensions to existing buildings should be carried out in natural materials appropriate to the location, should be subordinate to the main building and reflect its character in terms of scale, appearance and detailing.</p>	<p>The negative effect on the character of the Conservation Area through the use of inappropriate materials and design.</p> <p>Development within a designated Conservation Area should be of a high standard of design and should preserve or enhance the traditional character of the area.</p>	<p>The Council will strive to ensure that new development makes a positive contribution to the character of a Conservation Area through the development control process and enforcement powers in accordance with its statutory obligations.</p>

Proposed Measure	Issue Addressed	Action Required
6- Ensure that heritage assets within the Conservation Area are maintained to a high standard.	Heritage assets are an irreplaceable resource and make a valued contribution to Aslackby and need to be conserved and enhanced for now and future generations.	The Council expects that owners and occupiers of heritage assets will respect and care for them and will, therefore, encourage appropriate repairs or restoration.
7- To ensure that alterations to the Conservation Area (windows, doors, chimneys, rendering and boundary treatments) seek to preserve and enhance its character.	Unsympathetic features contribute to incremental erosion of character within the Conservation Area	Improved access to design guidance (e.g. street furniture) and advice on maintenance and repair for home owners, developers, property owners and agents. Consider the introduction of article (4) directions to restrict permitted development rights. Article 4 directions will result in planning permission being required for changes to roofs, vent pipes, boundary walls, gate piers, doors and windows.
8- Remove unauthorised satellite/TV antenna	Satellite/TV antenna are visually intrusive and create a cluttered appearance within the streetscene	Develop an enforcement strategy to address unauthorised works.
9- Ensure that new development seeks to retain and enhance original plot and historic field boundaries	Subdivision of plots for residential infill development	Consideration will be given to the contribution that historic plot and field boundaries make to the character and appearance of the Conservation Area when dealing with development proposals.
10-Any proposals for development will have consideration to the above and below archaeological potential of the Conservation Area.	Inclusion of a site on the HER means it is a material consideration in the planning system.	Guidance/consultation should be sought from Heritage Lincolnshire for any proposals that affect the site or setting of a record on the HER. This may also incur a requirement prior to a decision for a field evaluation or historic building survey where there is substantial demolition or alteration to a heritage asset.
11-To monitor the condition of heritage assets in the Conservation Area.	Heritage assets that are at threat from deterioration in their structural condition or low occupancy levels.	Heritage assets that are unoccupied or not in active use may be deemed 'at risk' and consideration must be given to their inclusion on the local authority 'at risk'

Proposed Measure	Issue Addressed	Action Required
		register, or Historic England's 'at risk' register, where appropriate. The Council to monitor the condition of the outbuildings at Moorfield Farm and Temple Farm and liaise with owners where appropriate.
12-Chimneys are an important feature which should be retained.	Removal of chimneys that make a positive contribution harms the significance of the Conservation Area.	The local planning authority to continue to use its enforcement powers in accordance with its statutory obligations to address unauthorised works to chimneys.
13-Grass verges and important areas of open space to be retained.	Development proposals that may have a negative impact on important areas of open space including grass verges.	Ensure that development proposals take into account the contribution that important area of open space and grass verges make towards the Conservation Area.
14-Preserve and enhance existing hedgerows and boundary walls, railings and gate piers.	Removal of hedgerows and important boundary features.	<p>Consideration will be given to the contribution that hedgerows and boundary walls make to the character and appearance of the conservation area when dealing with development proposals.</p> <p>Encourage regular maintenance and repair of existing boundary features through the production design guidance. Encourage replanting of new hedgerows.</p> <p>The Council will strive to ensure existing hedgerows and boundary walls are retained by using its enforcement powers in accordance with its statutory obligations, where there have been any planning breaches.</p>

18 References

Historic England, 2019 *Conservation Area Appraisal, Designation and Management*,
Historic England, 2017 *The Setting of Heritage Assets, Historic Environment Good Practice Advice in Planning: 3 (2nd Edition)*
Pevsner, 1964 *The Buildings of England: Lincolnshire*, Penguin
National Planning Policy Framework, 2023
National Planning Practice Guide, 2023
Planning (Listed Buildings and Conservation Areas) Act 1990
South Kesteven District Council. 2020. *Local Plan 2011-2036*
Aslackby Village File, Grantham Library, Reference Section
Lincolnshire Museums, Information Sheet, *The Knights Templars at Temple Bruer and Aslackby*

19 Useful Contacts

For enquiries regarding listed buildings and conservation areas please ask to speak to the Council's **Conservation Team**:

Email: planningpolicy@southkesteven.gov.uk

For enquiries relating to development proposals and planning applications please contact the Council's **Duty Planning Officer**:

Telephone 01476 406080

For enquiries related to the Historic Environment Record for Lincolnshire please contact the Lincolnshire **Historic Environment Record**:

Lincolnshire Historic Environment Record
Lincolnshire County Council
Witham Park House
Waterside South
Lincoln LN5 7JN
Telephone: 01522 782070
Email: Dev_PlanningEnquiries@lincolnshire.gov.uk

For any enquiries relating to Archaeology please contact **Heritage Lincolnshire**:

Heritage Lincolnshire
The Old School
Cameron Street
Heckington
Sleaford
Lincolnshire
NG34 9RW
Telephone: 01529 461 499
Email: htladmin@heritagelincolnshire.org

Historic England
 The Foundry
 82 Granville Street
 Birmingham
 B1 2LH
 0121 625 6888
 Email: midlands@HistoricEngland.org.uk
 The Georgian Group
 6 Fitzroy Square
 London
 W1T 5DX
 Telephone: 020 7529 8920
 Email: office@georgiangroup.org.uk

The Victorian Society,
 1 Priory Gardens,
 London W4 1TT
 Telephone 020 8994 1019
 Email: admin@victoriansociety.org.uk

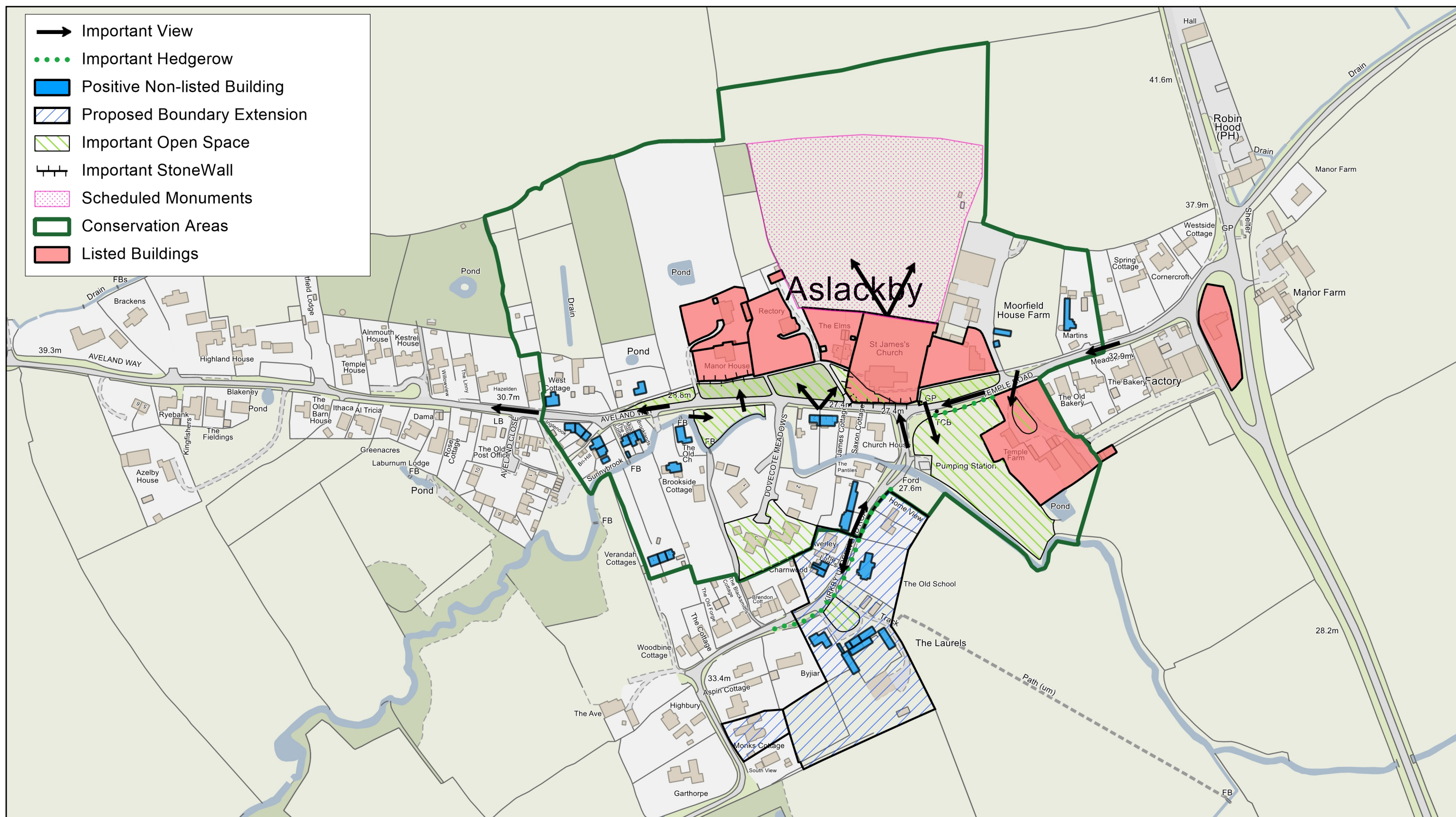
Society for the Protection of Ancient
 Buildings
 37 Spital Square
 E1 6DY
 Telephone 020 7377 1644
 Email: info@spab.org.uk

The War Memorials Trust
 14 Buckingham Palace Road
 London
 SW1W 0QP
 Telephone: 020 7834 0200
 Email: info@warmemorials.org

Historic Buildings & Places
 The Courtyard
 37 Spital Square
 London
 E1 6DY
 Telephone: 020 7236 3934
 Email: office@hbap.org.uk

The Twentieth Century Society
 70 Cowcross Street
 London EC1M 6EJ
 Telephone: 020 7250 3857
 Email: caseworker@c20society.org.uk

20 Appendix: Aslackby Conservation Area Map



Contact details

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



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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Aslackby Conservation Area Appraisal

Comment

Summary of representations:

The Lilacs, opposed to be included in any extended Conservation Area. Opposed to potential restrictive costs for 'enhancement', such as replacing the existing UPVC windows. Opposed to constraint of six-week notice to manage trees in garden, The Lilacs is an old house with shallow footings on clay soils, ongoing management occurs.

Response:

The Lilacs has been included as it has a positive contribution to the streetscape of Kirkby Underwood Road and the overall village core of Aslackby. The inclusion of The Lilacs within the Conservation Area will not require the replacement of existing UPVC windows with timber. Whilst it is acknowledged that works to trees within a conservation area will require a Section 211 notice, there is no fee for the notification and takes six weeks for the notice period to expire and the Council to provide a response. The Council strives to respond as soon as possible within the six week period. If the Council does not provide a response within the six weeks then the works can be carried out. Where trees are dangerous or dead then a notice or consent is not required, however evidence of this should be provided to the local planning authority, particularly regarding felling of trees. Regular maintenance such as repointing does not require planning permission as this will not change the appearance of the property within the proposed Conservation Area.

Action:

Provide information regarding the process for Proposed Works to Trees within Conservation Areas.

2611

Comment

Respondent: Mr Simon Weatherley

Summary:

The Lilacs, opposed to be included in any extended Conservation Area. Opposed to potential restrictive costs for 'enhancement', such as replacing the existing UPVC windows. Opposed to constraint of six-week notice to manage trees in garden, The Lilacs is an old house with shallow footings on clay soils, ongoing management occurs.

Comment

Summary of representations:

Discovery of an old cistern and four skulls in Monks Cottage garden - perhaps suggests a medieval cemetery linked to the nearby preceptory.

Response:

The comments provided regarding the significance of Monks Cottage and the potential archaeological remains as well as the historic nature of the property have been considered.

Action:

Monks Cottage is to be included within the Aslackby Conservation Area boundary due to archaeological and architectural significance.

2689

Comment

Respondent: Beverley Hickmott**Summary:**

Discovery of an old cistern and four skulls in Monks Cottage garden - perhaps suggests a medieval cemetery linked to the nearby preceptory.

Comment

Summary of representations:

Positive of expansion of conservation area. Questions raised on why Monks Cottage is not included

Response:

Monks Cottage to be included within the expanded Aslackby Conservation Area due to historical and archaeological significance has been considered.

Action:

The boundary will be expanded to include Monks Cottage.

2612

Comment

Respondent: Mrs Elaine Pay**Summary:**

Totally agree that the conservation area needs to expand to include Kirkby Underwood Road & to protect the history of the village .

2614

Comment

Respondent: Mrs Michelle Keith**Summary:**

I full support the plans to extend the conservation area given the level of historical significance these properties and areas hold for our village.

2615

Comment

Respondent: Mrs Elizabeth King**Summary:**

I am in full agreement with extending the conservation area. It is also good to see that the open nature & views of the village is being considered important.

There are more good views from the public footpath, which starts next to The old schoolhouse.

2618

Comment

Respondent: Mr Robert Keith**Summary:**

I 100% support the extension of the conservation area in Aslackby, to protect and preserve this important historic village

2624

Comment

Respondent: Carol Schofield**Summary:**

Very encouraging to see the new proposed boundary of conservation. I think it's important to keep the integrity of the village. I wonder why Monks Cattage is not included in the new proposal.

2625

Comment

Respondent: Ali Ray**Summary:**

A very good idea to preserve the village views and character

APPROVE.

2626

Comment

Respondent: Alison Carr-Bilas**Summary:**

I FULLY SUPPORT THE PROPOSED EXTENSION TO THE CONSERVATION AREA AND THE PROTECTION THIS WOULD AFFORD THE AMBIENCE AND VISTAS THROUGH THE CENTRE OF THE VILLAGE FROM THE VANTAGE POINT AS YOU PROGRESS UP KIRKBY UNDERWOOD ROAD

2627

Comment

Respondent: Bea Mitchell**Summary:**

I like that there is a proposed extension to include a larger part of the centre of the village in the conservation area. I feel it is important to maintain and add to the integrity of the village and it's very positive.

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Aslackby Conservation Area Appraisal

2690

Comment

Respondent: Historic England

Summary:

Thank you for consulting Historic England on the draft conservation area character appraisals for Aslackby.

There are over 1000 conservation areas in the East Midlands, a testament to the enduring popularity of this designation as a means of protecting the historic environment. While we do not provide detailed advice on every appraisal and management plan due to resource implications, if there are specific issues that would merit our closer involvement on this occasion please advise us of this.

2691

Comment

Respondent: Lincolnshire County Council

Summary:

Thank you for your consultation on the proposed amendments to the Aslackby Conservation Area boundary.

From both an archaeology and built heritage perspective, we have no comments to make on the draft appraisal.

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Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	Conservation Area Appraisals
2. Summary of aims and objectives of the policy/funding activity/event	<p>South Kesteven contains 48 Conservation Areas within its district, the oldest, Stamford, dating to 1967 and the most recent, Grantham St Annes dating from 2013. It is a legal requirement to produce Conservation Area Appraisals for all designated conservation areas.</p> <p>Each Conservation Area Appraisal identifies the special qualities of the conservation area and seeks to manage positive change within the designated area, and its setting. Accompanying management plans sets out how the conservation area can be improved, along with local priorities for enhancements.</p> <p>Once adopted, the Conservation Area Appraisals will be a material consideration when considering planning applications within each the Conservation Area.</p>
3. Who is affected by the policy/funding activity/event?	Those living, working and visiting Conservation Areas.
4. Has there been any consultation with, or input from, customers/service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please complete the consultation table below.	Each individual Conservation Area Appraisal will be consulted upon with relevant parties, and all comments received will be considered when finalising the Conservation Area Appraisal.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	A review of the Conservation Area Appraisals should be undertaken at regular intervals as noted in the Planning (Listed Building and Conservation Area) Act 1990 to ensure that the District's conservation areas are up to date and not impacted upon negatively.

Protected Characteristic	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact e.g. adjustment to the policy <i>(The Action Log below should be completed to provide further detail)</i>
Age	Negative	Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility, visual and other issues caused by their age. Existing areas, buildings and features may not be	Proposals to alter features or add features such as mobility aids will be considered through the planning process.



		fully accessible and may not be easily altered due to significant historic fabric or character.	
Disability	Negative	<p>Development within a Conservation Area may require the use of specific materials, which may negatively impact people with disabilities.</p> <p>Existing areas, buildings and features may not be fully accessible and may not be easily altered due to significant historic fabric or character.</p>	Proposals to alter features or add mobility aids such as handrails will be considered through the planning process.
Gender Reassignment	Neutral		
Marriage and Civil Partnership	Neutral		
Pregnancy and Maternity	Neutral		
Race	Neutral		
Religion or Belief	Neutral		
Sex	Neutral		
Sexual Orientation	Neutral		
Other Factors requiring consideration			
Socio-Economic Impacts	Neutral		
Carers (those who provide unpaid care to a family member, friend or partner)	Neutral		

Consultation

Negative impacts identified will require the responsible officer to consult with the affected group/s to determine all practicable and proportionate mitigations. Add more rows as required.		
Group/Organisation	Date	Response



Proposed Mitigation: Action Log

To be completed when barriers, negative impact or discrimination are found as part of this process – to show actions taken to remove or mitigate. Any mitigations identified throughout the EIA process should be meaningful and timely. Add more rows as required.				
Negative Impact	Action	Timeline	Outcome	Status
Development within a Conservation Area may require the use of specific materials, which may negatively impact people with mobility and visual issues caused by their age or disability.	Proposals to alter features or add features such as mobility aids will be considered through the planning process.		Potential issues to be addressed on a case by case basis through the planning process, focused on the individual needs of the person impacted	

Evaluation Decision

Once consultation and practicable and proportionate mitigation has been put in place, the responsible officer should evaluate whether any negative impact remains and, if so, provide justification for any decision to proceed.		
Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	There is the potential that individuals with mobility and visual issues may be impacted by features and material of historic significance, which could cause a barrier or trip hazard. Adjustments would be considered on a case by case basis.	
Final Decision	Tick	Include any explanation/justification required
1. No barriers identified, therefore activity will proceed		
2. Stop the policy or practice because the data shows bias towards one or more groups		
3. Adapt or change the policy in a way that will eliminate the bias		
4. Barriers and impact identified , however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people	x	It is accepted that the legislation governing conservation areas could result in a negative impact for people with disabilities, however, the Council remains mindful of the need to make or allow all reasonable adjustments necessary to improve equality wherever practicable.



less than others, providing justification for this decision		Therefore, any change required which results from equality legislation will be considered on a case-by-case basis.
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Did you consult with an Equality Ally prior to carrying out this assessment? Yes

Sign off

Name and job title of person completing this EIA	Ariane Buschmann
Officer Responsible for implementing the policy/function etc	Conservation and Planning Teams
Date Completed	14 November 2024
Line Manager	Shaza Brannon
Date Agreed <i>(by line manager)</i>	19 November 2024
Date of Review <i>(if required)</i>	

Completed EIAs should be included as an appendix to the relevant report going to a Cabinet, Committee or Council meeting and a copy sent to equalities@southkesteven.gov.uk.

Completed EIAs will be published along with the relevant report through Modern.Gov before any decision is made and also on the Council's website.



**SOUTH
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COUNCIL**

Council

Thursday, 18 September 2025

Report of Councillor Rhys Baker
Cabinet Member for Environment and
Waste

Budget Amendment Proposal - Weekly Food Waste Collection Service and Additional Extended Producer Responsibility Payment

Report Author

Kay Boasman, Head of Waste Management and Market Services

✉ kayleigh.boasman@southkesteven.gov.uk

Purpose of Report

This report provides an update on the progress of the mandatory weekly kerbside food waste collection service rollout. The report asks Council to approve an additional revenue budget allocation for service provision within the current financial year. The report also asks Council to accept the additional £953,377.03 Extended Producer Responsibility (pEPR) payment for the financial year 2025/26.

Recommendations

That Council:

- 1. Approve the formation of a revenue budget of £542,195 for the 2025/26 financial year to facilitate the rollout of the weekly food waste collection service,**
- 2. Approve the use of £400,125.45 from the allocated revenue transitional funding and an additional £142,069.55 from the Waste Service Reserve to create the revenue budget,**
- 3. Approve an increase to the vehicle replacement capital budget of £171,850 from the Waste Service Reserve to contribute towards funding the food waste collection vehicles and caddies, and**

4. **Accept the additional pEPR payment of £935,377.03 for the financial year 2025/26 and to allocate this funding to the established Waste Services Reserve.**

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?	Sustainable South Kesteven 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 is substantial revenue costs associated with the rollout of the domestic food waste collection service. The estimated revenue costs for year 1 are £542,195 (part year effect in 2025/26). Government has granted SKDC £400,125,45 in transitional revenue costs, however, this is £142,069 below what is required to establish the service. This report recommends that a £542,195 revenue budget is established from the transitional revenue funding and the Waste Service Reserve to facilitate the rollout of food waste collections.
- 1.2. Furthermore, the capital funding issued by Government to purchase vehicles and caddies was £171,850 below the actual cost of buying these items (£1,543,000) and this report recommends the vehicle replacement capital budget is allocated the additional £171,850 from the Waste Service Reserve.
- 1.3. The additional funding payment relating to EPR will be added to the Waste Services Reserve and utilised to fund waste service improvements in accordance with the requirements of the payment.

Completed by: Richard Wyles, Deputy Chief Executive and S151 Officer

Legal and Governance

- 1.4. The legal implications are detailed within the report. As this is a capital budget amendment of over £500k Full Council are required to agree to this decision.

Completed by: James Welbourn, Democratic Services Manager

Climate Change

- 1.5. Food waste makes up around one third of residual waste bins, it is also a major contributor to carbon emissions via its current disposal route. The new food waste collection service will ensure that food waste is taken out of the residual waste stream (black bins) and disposed of through anaerobic digestion, which is a more environmentally friendly way of disposing of this waste stream.
- 1.6. Introduction of a new way of separating and disposing of food waste will reduce carbon emissions associated with their current disposal route, as well as improving the recycling and reuse opportunities of other materials in the waste stream. Nevertheless, the operation of an additional 12 vehicles has the potential to increase fuel consumption overall for the fleet and therefore carbon emissions associated with the operation of the Council's vehicle fleet.

Completed by: Serena Brown, Sustainability and Climate Change Manager

2. Background to the Report

- 2.1. On the 29th November 2024 the Government announced the new default requirements for business and household waste collections under the Simpler Recycling collection reforms. These reforms form part of the updated Environment Act 2021.
- 2.2. The reforms are designed to simplify the rules and make recycling easier for people in England; they enable consistent, more streamlined collections from all households and businesses. The approach is designed to ensure the same set of materials are collected everywhere in England. The reforms aim to reduce confusion, end the postcode lottery of bin collections and ensure the correct materials are captured for recycling.
- 2.3. The new default requirements include four **separate** collection containers for:
1. Residual (non-recyclable) waste,
 2. Food waste,
 3. Paper and card,
 4. All other dry recyclable materials (plastic, metal and glass).
- 2.4. It is because of these new requirements that the Council **will be required** to introduce weekly kerbside food waste collections, from the 31st March 2026.
- 2.5. To facilitate the rollout of this service, the Government have promised to fund the service using three sources of funding. These are shown in Table 1.

Table 1: Government funding for weekly food waste collections in SKDC

Funding	What is Covered	Amount Awarded (£)	Allocation (£)
Initial capital funding	<ul style="list-style-type: none"> 9 x food waste collection vehicles Indoor and outdoor caddies 	1,371,150	<ul style="list-style-type: none"> 308,000 for purchase of caddies 1,235,000 for purchase of 12 vehicles
Revenue transitional funding	<ul style="list-style-type: none"> Container delivery Project management Procurement Communications 	400,125.45	400,125.45 allocated to 25/26 revenue costs (highlighted in Table 2)
Ongoing revenue funding	To be confirmed	To be confirmed	To be confirmed

- 2.6. The initial capital funding allocated £450,450 for the purchase of indoor and outdoor caddies; through a competitive joint procurement exercise with the Lincolnshire Waste Partnership (LWP), SKDC were able to secure the caddies for £308,000 (ODD Food Waste Caddies <https://moderngov.southkesteven.gov.uk/documents/s44775/ODD%20Food%20Waste%20Caddies.pdf>).
- 2.7. Furthermore, the initial capital funding allocated £920,700 for vehicle purchase, however, the actual cost of purchasing the vehicles was £1,235,000. This is because the funding only covered the purchase of 9 vehicles, however, SKDC require 12 vehicles to deliver a reliable service.
- 2.8. Based on the cost of caddies and vehicles, the initial capital funding from DEFRA, which totalled £1,371,150 was £171,850 less than the actual cost of buying the vehicles and caddies (£1,543,000). This report recommends that the additional £171,850 in capital costs is sourced from the Waste Service Reserve.
- 2.9. Whilst DEFRA have promised to provide ongoing revenue costs, at the time of writing this report, it is not known if the funding will cover the ongoing revenue costs required to deliver this service.
- 2.10. This report also refers to the pEPR payment which the Council has received from DEFRA to improve the efficiency and effectiveness of the waste collection services. The payment for 2025/26 was initially estimated to be 837,000, however, this estimate has now increased to £1,772,377.03 (estimate at July 2025). This payment is due to be paid in three instalments with the first payment due in late 2025. Whilst this figure is subject to change, this is the figure provided by DEFRA and therefore the most accurate estimate at this time. This report recommends that Council accept the additional £935,377.03 (this figure is £1,772,377.03 minus the 837,000 already accepted).

3. Key Considerations

Revenue Costs

- 3.1. Table 2 shows the estimated revenue costs for year 1 of the service. All costs shown in Table 2 are prorated for a period of 3-months (January – March 2026) and they are reflective of the costs expected to be incurred when initiating the service.
- 3.2. The total estimated revenue costs are £542,195 for year 1 (2025/26). Although the service doesn't start until April 2026, there are costs associated with introducing the service (vehicle costs, staff recruitment, communications, caddy delivery etc). The transitional revenue funding provided by Government covers £400,125.45 of these costs, meaning a further £142,069.55 of funding is required to establish the service. This report recommends that a revenue budget of £542,195 is established

using the transitional revenue funding with a top up from the Waste Service Reserve.

- 3.3. At this time, no information has been provided on the level of ongoing revenue funding for service provision from 31st March 2026. Despite DEFRA acknowledging that the funding will be released this year, there has been no indication on how much this will be and when it will be received. Based on this, a further update will be provided once the ongoing revenue funding figures have been released.
- 3.4. The costs associated with the 2026/27 service will be included in the budget proposals for the next financial year and any financial shortfall will be highlighted through the budget setting process for 2026/27.

Table 2: Revenue costs for weekly kerbside food waste collections (2025/26)

	2025/26 £
Transport Revenue Costs	
Road Tax	910
Tyres	2840
Maintenance	27,500
Fuel Usage	24,960
Vehicle insurance	20,000
Total Transport Revenue Costs (a)	76,210
Other Revenue Costs	
Training	3,000
Protective Clothing	11,400
Route Optimisation	18,302
Caddy Liners	15,000
Communications Strategy	90,000
Total Other Revenue Costs (b)	137,702
Additional Staff Revenue Costs	
10 x Drivers	103,160
20 x Loaders	167,510
Project Support Officer (Estimate SK9)	20,967
Refuse Supervisor (SK9MS)	21,852
Additional Workshop Hours (25 hours)	14,794
Additional Staff Total Costs (c)	328,283
Total Revenue Costs (a+b+c)	542,195

Proposed Timelines

- 3.5. DEFRA have **mandated** that the weekly food waste collection service must be in place by 31st March 2026. SKDC will start collecting food waste on Monday 13th

April. This is slightly later than DEFRA's deadline as Lincolnshire authorities are staggering their start dates to enable a more organised rollout. The LWP is writing to DEFRA to inform them of the planned rollout dates for each authority, and we do not anticipate any issues with this delay.

- 3.6. Appendix 1 outlines the key actions and dates for SKDC's weekly food waste collection service rollout.
- 3.7. Establishing the funding is critical to achieving the deadlines set out in Appendix 1 as recruitment of operatives will need to start in November 2025. Furthermore, in January 2026 an intensive communications campaign is scheduled to commence alongside operational actions e.g., container delivery, route planning, training.

4. Other Options Considered

- 4.1. The following options were considered:
 - 1. Do nothing until the ongoing revenue funding is released by DEFRA – this option is not feasible as it would result in missing the mandated rollout deadline by a significant amount of time.
 - 2. Do not introduce the weekly food waste collection service – this option is not feasible as the change has been mandated through the Environment Act 2021.

5. Reasons for the Recommendations

- 5.1. This report asks Council to:
 - 1. Approve the formation of a revenue budget of £542,195 for the 2025/26 financial year to facilitate the rollout of the weekly food waste collection service,
 - 2. Approve the use of £400,125.45 from the allocated revenue transitional funding and an additional £142,069.55 from the Waste Service Reserve to create the revenue budget,
 - 3. Approve an increase to the vehicle replacement capital budget of £171,850 from the Waste Service Reserve to contribute towards funding the food waste collection vehicles and caddies, and
 - 4. Accept the additional pEPR payment of £935,377.03 for the financial year 2025/26 and to allocate this funding to the established Waste Services Reserve.
- 5.2. These recommendations enable the Council to meet the requirements to provide a weekly food waste collection service to the residents of South Kesteven within the mandated timescale. It will ensure the Council does not face penalties from DEFRA or reputational damage for non-delivery of the service.

6. Appendices

6.1 Appendix 1 – Key actions and dates.

Appendix 1: Key actions and dates for the SKDC weekly food waste collection service rollout



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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Council

Thursday, 18th September 2025

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

Contract Procedure Rules Update

Report Author

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

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Purpose of Report

This report provides details of the proposed updates to the Council's Contract Procedure Rules. The report was recommended to Council by Governance and Audit Committee at their meeting held on 23 July 2025.

Recommendations

Council is asked to approve the proposed updated Contract Procedure Rules as detailed at Appendix A.

Decision Information

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
Housing
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 The updated Contract Procedure Rules propose changes that incorporate the requirements arising from the Procurement Act 2023. The updated rules also propose changes to specific financial thresholds. Should these changes to the thresholds be approved then the Council financial procedures will be updated accordingly. The Financial Regulations will be reviewed later in the financial year.

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

Legal and Governance

- 1.2 Council has responsibility to approve any proposed revisions or significant amendments to the Council's Financial Procedure Rules and Contract Procedure Rules. This report facilitates this requirement in respect of Contract Procedure Rules. The Governance and Audit Committee in accordance with its terms of reference, has considered the proposed changes at their meeting on 23 July 2025 and has recommended the new Rules be approved by Council.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1. The Council's Contract Procedure Rules (CPR) were last updated and approved by Council in May 2022. The CPR form part of the Constitution and govern the way in which the Council procures goods, services and works.
- 2.2. It is important these are regularly reviewed as part of the Council's governance process as they contribute to the Council's system of effective internal control and are intended to promote good procurement practice, public accountability and to ensure value for money.
- 2.3. The proposed amendments include updates to reflect the necessary changes in accordance with the requirements of the Procurement Act 2023 (the Act) which came into effect on 24 February 2025.

- 2.4. In addition to incorporating changes relating to the Procurement Act 2023 it has provided an opportunity to review the overall CPR to ensure at an operational level they remain fit for purpose to support efficient and effective procurement.
- 2.5. The proposed amendments incorporate detailed procedural guidance, and enhanced compliance and transparency measures. These changes aim to improve the efficiency, accountability, and effectiveness of the Council's procurement activities. The proposed Contract Procedure Rules are provided in Appendix A.

3. Key Considerations

- 3.1. The current CPR's have been in place since May 2022 and following the introduction of the Procurement Act 2023 it is appropriate to update the current Rules and identify other parts that require reviewing.
- 3.2. Following discussion with internal stakeholders and procurement officers a number of changes are being proposed. This review includes increasing the procurement financial thresholds in order to ensure procurement activities is cost effective, encourages greater participation from local suppliers whilst retaining value for money. This will enable greater flexibility whilst simplifying the Rules.

Procurement Act 2023 – Key Updates

- 3.3. The Act aims to create a simpler and more transparent regime for public sector procurement that will deliver better value for money and reduce costs for suppliers and the public sector. A short guide for suppliers can be found here [The Procurement Act 2023: A short guide for suppliers \(HTML\) - GOV.UK](#)
- 3.4. Procurement procedures have been simplified and the Act introduces two procedures of competitive tendering: the open procedure and the competitive flexible procedure.
- 3.5. **The open procedure** is a single stage procedure, and all information is submitted by suppliers at the tender stage. This could be used for a known and simple requirement with a small market where there is no need to reduce the number of suppliers that are assessed.
- 3.6. **The competitive flexible procedure** provides the ability to design your own procurement process. The Council could use this procedure where its requirements are complex, and it would like to have formal engagement with suppliers during a negotiation or dialogue stage. The Council could also assess conditions of participation before inviting a tender submission to reduce the number of suppliers invited to participate.

- 3.7. The Act highlights a transparency by default position by introducing 17 procurement notices. Transparency will apply for the lifecycle of the procurement, for example, from planning procurement pipeline activity and conducting preliminary market engagement, reporting on supplier performance, contract modification and termination notices.
- 3.8. The Act introduces implied payment terms for all public procurement contracts to include a 30-day payment term. This term extends to subcontracts. Contracting authorities are required to publish payment compliance notices every 6 months which will detail compliance with paying invoices within 30 days of receiving the invoice. The aim is to set standards when paying suppliers and promote prompt payment.
- 3.9. As part of the Act, contracts over £5m need a minimum of 3 KPI's and the suppliers performance against the KPIs need to be publicly reported via a new Centralised Digital Platform. In addition, there is an additional 'Payments Compliance Notice' which will need to be issued. Both of these requirements haven't come into effect yet as the Government are still to make the required new functionality available and will therefore come at a later date.

Council Specific Updates

Procurement Thresholds

- 3.10. Following a review of procurement activities and analysis of procurement spend it is proposed to update the procurement thresholds as outlined in the table below:

Route	Current Value	Proposed value
Single Quote	0 - £10,000	0 - £24,999
3 Quotes	£10,000 - £49,999	£25,000 – £99,999
Tender/ FW Mini comp	£50,000 – and above	£100,000 and above

- 3.11. The primary objective for the proposed threshold changes is to create the environment that will enable local suppliers to be directly appointed for low value works as evidence shows that smaller suppliers tend not to tender for works due to the time and cost of doing so. This was evidenced from a number of 'meet the buyer' events held by the Council across the district. This proposed threshold change has the primary benefit of supporting the local supply chain whilst reducing the overall costs as local suppliers will be less likely to sub-contract out parts of the work compared to larger suppliers.
- 3.12. This will provide greater flexibility to award on single quotes which will provide a slightly faster route to contracting.
- 3.13. The current thresholds have been in place for a number of years and are now out of alignment with the average procurement values. These low levels are meaning that there is additional time and resource seeking multiple quotes for low value works.

- 3.14. Whilst the new Procurement Act does aim to remove barriers to allow SMEs (Small and Medium Enterprises) to have a greater chance of winning contracts the new act still requires the Council to consider aggregate spend so under the current thresholds it would still mean they would be under increased competition through the tender process.
- 3.15. Under the under the new internal thresholds (quotes up to £100K), The Council could ask local suppliers to informally quote for each category and award 2 year contracts to the top 2/3 suppliers. This would achieve the following –
- Suppliers are formally contracted
 - Pricing is standardised
 - Much simpler process for suppliers
 - Provides suppliers assurance they will get work for a number of years
- 3.16. Officers will still have the flexibility to consider any requirement whether single quote, multiple quotes, mini competition or tender is most appropriate and provide a scope of the works if required.

Social Value and Sustainability

- 3.17. Local authorities are required to consider how economic, social, and environmental wellbeing may be improved by services that are procured and how procurement may secure those improvements under the provisions of the Public Services (Social Value) Act 2012.
- 3.18. In order to strengthen this element (although the Council currently considers Social Value and Sustainability) it is proposed that a formal weighting is included as part of the evaluation on all tenders above the Procurement Act 2023 thresholds and which will carry as a minimum a 10% weighting to the overall assessment where it is proportionate and applicable.
- 3.19. It is also outlined that officers should consider on a case-by-case basis that Social Value and Sustainability is considered for any lower value contracts providing it is relevant and proportionate to do so.

Local Suppliers

- 3.20. Within the CPR there is reference to local suppliers which is a subjective heading and is therefore open to a definition. A number of options were discussed with the Governance and Audit Committee of which they endorsed the recommendation to use East Midlands which is in line with other local authority definitions:
- East Midlands (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland).

Local suppliers that fall under this definition can expect that undisputed invoices will be paid within 10 days of approval in order to support their business and their cashflow.

Approval and Contract signature levels

- 3.21. The following are proposed in order to update the thresholds in line with procurement spend levels:
- Service Manager or Equivalent role up to £49,999
 - Heads of Service or equivalent £50,000 to £99,999
 - Assistant Directors and Directors over £100,000
- 3.22. Following consideration of the updated CPR they will then be presented to Council approval for their inclusion into the Council's Constitution.
- 3.23. Taking into consideration all of the above points Appendix A provides the proposed update Contract Procedure Rules.

4. Other Options Considered

- 4.1 The Council could choose not to approve the revised Contract Procedure Rules but there would be the risk that the current Contract Procedure Rules become out of date and would not include legislative changes of the Procurement Act 2023.

5. Reasons for the Recommendations

- 5.1. The reason for seeking approval of the revised Contract Procedure Rules are set out in the report and it is a requirement within the constitution that Council approve any proposed changes.

6. Consultation

- 6.1. The draft Contract Procedure Rules were considered by Governance and Audit Committee at their meeting on 23 July 2025.

7. Appendices

- 7.1. Appendix A – Updated Contract Procedure Rules



Contract Procedure Rules September 2025

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1. Introduction

- 1.1 The purpose of these Contract Procedure Rules is to set out the principles, roles and processes involved in procurement at the Council. All procurements must comply with these rules, the Officer Scheme of Delegation, the Council's Financial Regulations, English law and European law in force in England.
- 1.2 All procurements must realise value for money through the optimum combination of whole life costs and quality of outcome.
- 1.3 These Rules seek to protect the Council's reputation by maximising value for money, making savings where possible, and minimising the risk of allegations of corruption, dishonesty and failure to meet legal obligations, as such they must be followed in all commercial activity undertaken on behalf of the Council and within a partnership relationship, regardless of the source of funding.
- 1.4 If there is any change to the law which affects these Rules, then that change must be observed until these Rules can be revised. If these Rules conflict in any way with the law, then the law takes precedence.
- 1.5 These Rules are supported by detailed, practical guidance available in the Procurement section of the Intranet and further supported by the Councils Procurement Lead and the Councils outsourced tendering agent which is currently Welland Procurement; wellandprocurement@melton.gov.uk.
- 1.6 Any values stated within these Rules are exclusive of VAT.
- 1.7 All procurement activities must be carried out in a fair, open, transparent, proportionate, and non-discriminatory manner.
- 1.8 These Rules apply to:
 - 1.8.1 Contracts or agreements with external organisations where the Council pays for:
 - 1.8.1.1. Goods and/or Services;
 - 1.8.1.2. Works of any kind; and
 - 1.8.1.3. Hire, rental or lease of equipment, material and/or plant.
 - 1.8.2 Grant money received unless the grant conditions state otherwise.
- 1.9 These Rules do not apply in the following circumstances:
 - 1.9.1. The purchase or lease of property, land acquisition, interest in land, transaction in land or disposal. This does not extend to any service, supplies or works contracts that may be required to make the land, existing buildings or immoveable property ready for acquisition, disposal or leasing.
 - 1.9.2. Direct employment of permanent or fixed term employees, for the avoidance of doubt these Rules do apply to consultancy and employment agency contracts.

- 1.9.3. Instructing barristers or solicitors (as long as those costs do not exceed the relevant Public Procurement Threshold).
- 1.9.4. The lending or borrowing of money by the Council.
- 1.9.5. Contracts between Local Authorities as defined by Paragraph 2, Schedule 2 of the Procurement Act 2023 (PA23)
- 1.9.6. Contracts between Local Authorities as defined by Paragraph 2, Schedule 2 of the Procurement Act 2023 (PA23)

2. Roles and Responsibilities Officers

- 2.1. The Officer responsible for the procurement must comply with these Contract Procedure Rules and the Financial Regulations. The Officer is also responsible for ensuring that any Agents acting on behalf of the Council do so in compliance with these Rules and must seek written confirmation of their agreement.
- 2.2. All procurements must realise value for money through the optimum combination of whole life costs and quality of outcome.
- 2.3. The Officer must check whether a suitable Corporate Contract or other Publicly Available Contract exists before seeking to let another Contract. Where such a contract does exist, its use should be considered.
- 2.4. Where an above Procurement Act Threshold procedure is required, the Officer must contact the Procurement Lead before embarking on the procurement. The Procurement Lead is also available to provide advice on all procurement activity.
- 2.5. Officers must take all necessary legal, financial and other professional advice. All officers are required to obtain the necessary approvals BEFORE commencing a procurement process. These approvals vary according to value and whether the procurement is considered a Key Decision.
- 2.6. Officers must ensure that the contracts for which they are responsible are effectively managed and monitored to ensure they deliver the requirement as intended.
- 2.7. Where an Officer has a potential conflict of interest within a procurement, the Officer must declare this immediately to the relevant Strategic Director and Monitoring Officer. The Officer may be required to withdraw from the procurement process. Any Officer who fails to declare such a conflict of interest may be subject to disciplinary proceedings and sanctions and also risks being prosecuted under the Bribery Act 2010.
- 2.8. A 'Conflict of Interest Declaration form' can be found on the Council's and will be monitored by tendering officers throughout any tendering process they support on.
- 2.9. As part of the service planning process Officers are expected to highlight all required procurement support through the annual Procurement Service Plan in advance of the next financial year.
- 2.10. Officers are responsible for the contracting activity, and must ensure:

- a) Continued compliance with the Council's requirements;
- b) Value for money;
- c) Compliance with these Rules as well as any legal and statutory requirements;
- d) Compliance with any relevant Council policy and Key Decision Threshold; and
- e) That contracts are signed/sealed before the commencement of any Works, Services or Good delivered.

2.11. The Officer is responsible for ensuring adequate notice is given to the Procurement Lead on new requirements, where a procurement lead will be involved in supporting the activity, taking into account the time required for mini comps, tenders and any internal approvals required.

2.12. Before beginning a commercial activity, the Officer responsible for it must carry out an appraisal and consider:

- (a) The requirements from any relevant Best Value or other review;
- (b) The need for the expenditure and its priority e.g., has a business case been developed which sets out the service objectives, the criteria for evaluation and the options for delivery;
- (c) Defining the objectives of the purchase;
- (d) The risks associated with the purchase over its life and how to manage them;
- (e) What procurement method is most likely to achieve the purchasing objectives, including internal or external sourcing, and collaboration with other purchasers;
- (f) If corporate contracts and/or suitable frameworks exist and assess their suitability;
- (g) Consulting users as appropriate about the proposed procurement method, contract standards, and performance and user satisfaction monitoring; and
- (h) Selecting the most appropriate procurement method.

The Officer's approach to the appraisal tasks should be proportionate to the complexity, risks, and value of the procurement.

2.13. Officers will need to ensure they have the relevant budget approved (as per the Constitution) and available prior to embarking upon a procurement process. Budget approval ensures you have provision to fund any commitment within your own budget, and where sufficient budget isn't available the additional required funding has been sought and approved in accordance with the Council's Constitution.

2.14. Officers will need written approval to procure and award in line with the constitution. This approval needs to be sought regardless of the procurement route i.e., Tender, Quotation, Framework Direct Award or Exception. Please see Appendix 3 for the relevant Forms.

2.15. Contract Approval and Signing

2.15.1. For contracts with a total value up to and including £49,999 the approval will be given by the relevant Service Manager (or equivalent post). This must be done in writing (email is sufficient). Contract to be signed by Service Manager

- 2.15.2. For contracts with a total value between £50,000 and £99,999 then approval will be given by Heads of Service (must be recorded via an Officer Delegated Decision (ODD). Contract to be signed by Heads of Service.
- 2.15.3. For contracts with a total value over £100,000 but up to the key decision threshold as set out in the Councils constitution then approval will be given by the Director or Assistant Director and must be recorded via an Officer Delegated Decision (ODD). Contracts to be signed by Director or Assistant Director.
- 2.15.4. For contracts with a total value above the key decision threshold constitutes a Key Decision, which must be on the forward plan. Democratic Services must be engaged prior to any procurement process commencing which is above the key decision threshold. Note that any applicable “call in” period must be observed before the Decision is implemented. Section 17 provides further information where Contracts need to be signed and sealed.
- 2.15.5. ODDs requiring comment/approval from Procurement should be sent to Procurement Lead to fill out. Officers should not fill this section out and approve under the Procurement Leads’ name without the knowledge and consent of the procurement Lead.
- 2.15.6. Copies of signed Approvals should be saved in SharePoint under the relevant departments folder
- 2.15.7. A summary of information is available at Appendix 6 Quick Reference Guide.
- 2.16. It is the Officer’s responsibility to carry out due diligence on successful suppliers, both at Contract Award, and for the duration of the Contract.
- 2.17. Officers must ensure details of bidders and their submissions are kept confidential (subject to Freedom of Information considerations).
- 2.18. Officers shall complete the Council’s electronic Contract Register (to record all contracts with an estimated total value of £5,000 and above including any changes over the contract life e.g., extensions).
- 2.19. Officers shall notify the Procurement Lead of any contracts awarded with an estimated total value of £25,000 (ex. VAT) and above (including any changes over the contract life e.g., extensions), so that a Find a Tender Award Notices can be published.

Service Managers, Heads of Service, Assistant Directors and Directors (or equivalent postholders)

- 2.20. Service Managers and Heads of Service must ensure that staff are aware of their responsibilities under these Rules, receive adequate training and guidance and that they and their Officers comply with these Rules at all times, and that sufficient budget is available and approved before procurement process begin.
- 2.21. Service Managers and Heads of Service must ensure that Value for Money is achieved in all procurements and ensure officers have obtained the necessary approvals BEFORE commencing a procurement process.
- 2.22. Service Managers and Heads of Service must ensure that they have in place a scheme of delegation that records in writing what action Officers are authorised to take under these Rules and what action needs to be referred to Cabinet or Council.
- 2.23. The relevant Service Manager or Head of Service is responsible for ensuring there is a process in place so that the Council's Contracts Register is updated as required following procurement activity.
- 2.24. Where a Service Manager or Head of Service has a potential conflict of interest within a procurement process, the officer must declare this immediately to the relevant Strategic Director and Monitoring Officer. The Head of Service may be required to withdraw from the procurement process. Any Head of Service who fails to declare such a conflict of interest may be subject to disciplinary proceedings and sanctions and also risks being prosecuted under the Bribery Act 2010.
- 2.25. A 'Conflict of Interest Declaration – Confidentiality Agreement' form can be obtained the councils intranet.

3. Non-Compliance with these Rules

- 3.1. Where an Officer becomes aware of any non-compliance with these Rules (which cannot be remedied), they must declare this to the relevant Director and Monitoring Officer.

4. Procurement Processes – General

- 4.1. Officers will need to ensure they have the relevant budget approved and available prior to embarking upon a procurement process. This approval will be from the Budget Holder, in accordance with budget authorisation limits (as outlined in the Financial Regulations). Officers will also need written approval to procure (email is sufficient).

4.2. Estimating the Total Contract Value

- 4.3. Total Value is the maximum potential contract value. This is an estimation of the annual value, multiplied by the maximum contract length (including any extensions).
This calculation is to be used for contracts that fall under the Procurement Act 2023. All references to "value" within these Rules refer to Total Value.

- 4.4. Where a proposed work or provision of services may result in contracts being awarded in the form of separate lots, account shall be taken of the total estimated value of all such lots. Where the aggregate value of the lots is equal to or greater than the relevant Public Procurement Threshold, please speak to the Procurement Lead for further guidance on aggregation.
- 4.5. For works contracts, the calculation of the estimated value shall take account of both the cost of the works and the total estimated value of the supplies and services that are made available to the contractor by the Council if they are necessary for executing the works.
- 4.6. For the appointment of consultants, the Estimated Total Contract Value shall be calculated using the requisite rate for the consultant, multiplied by the total duration of the assignment required to complete all the activities and deliverables of the consultant for their entire appointment.
- 4.7. For Concessions contracts (where the supplier makes money from the right given by the Council to provide), contract values are based on what it is worth to the supplier or the cost the Council would incur to provide the contract. The Total Value for these contracts shall be the total turnover of the concessionaire generated over the duration of the contract, as estimated by the Council, taking into account:
- (a) the value of any form of option and any extension of the duration of the concession contract;
 - (b) revenue from the payment of fees and fines by the users of the works or services other than those collected on behalf of the Council;
 - (c) payments or any other financial advantages, in any form, from the Council to the concessionaire, including compensation for compliance with a public service obligation and public investment subsidies;
 - (d) the value of grants or any other financial advantages, in any form, from third parties for the performance of the concession contract;
 - (e) revenue from sales of any assets which are part of the concession contract;
 - (f) the value of all the supplies and services that are made available to the concessionaire by the Council, provided that they are necessary for executing the works or providing the services;
 - (g) any prizes or payment.
- 4.8. Officers will ensure that values are not split in an attempt to avoid the applicability of these Rules or the Procurement Act 2023.
- 4.9. Re-occurring Contracts shall not be put in place with the effect of preventing it from falling within the scope of these Rules, thresholds, or any relevant Public Procurement Act. Spend must be aggregated where it is appropriate to do so, whether that is within Council services, or across multiple services for the same scope of work; to ensure value for money is achieved and reduce the duplication of work. Examples of where aggregate spend would be appropriate includes (but is not limited to):
- (a) One service spot purchasing similar pieces of work on a regular basis throughout the financial year;
 - (b) Multiple Council services purchasing the same services under different contracts; and

- (c) Individual contracts being kept under a certain threshold to avoid procurement obligations within these Rules.
- 4.10. Where a proposed work or provision of services may result in contracts being awarded in the form of separate lots, account shall be taken of the total estimated value of all such lots. Where the aggregate value of the lots is equal to or greater than the relevant Procurement Act Threshold, the Procurement Lead must be consulted.
- 4.11. Where the Council may be contributing only part of the total value of a contract, it is nevertheless the Estimated Total Contract Value that should be applied in determining the correct procedures to be applied under these Rules. Examples of where this would be appropriate includes (but is not limited to):
- (a) Collaborations between services within the Council;
 - (b) Collaboration between the Council and at least one other Contracting Authority; and
 - (c) Where the Council is only part funding a project, in partnership with another funding source.
- 4.12. In the event that the estimated Total Contract Value is below the Procurement Act Threshold, and following a procurement process the proposed winning bidder's Total Bid Value exceeds the relevant Procurement Act Threshold, the Officer must not award the contract without consulting with the Procurement Lead as to the risks associated with awarding the contract.
- 4.13. **Tupe**
- 4.14. Where any employee of the Council or of a Supplier may be affected by any transfer arrangement (TUPE), the Officer must ensure that the Transfer of Undertaking (Protection of Employment) issues are considered and obtain relevant advice. More information can be found in Appendix 7 and on the Intranet.
- 4.15. When obtaining quotes, consideration should be given to selecting SME/Local suppliers for quotes wherever possible.
- 4.16. Quotations can be submitted via email but should be PDF documents to prevent tampering or accusations thereof; the onus will be on the bidder to make this decision. Quotations are not to be "opened" prior to the deadline for return if one is given (not applicable if only one quote is being sought).
- 4.17. The quotation must be received before any order is processed and must include the following information:

Under 24,999	Between £25,000 and £100,000
A description of the goods, services or works to be supplied;	A specification (covering the goods, services or works) to be supplied; the "where" and "when" they are to be supplied; and any relevant performance and contract management details)

When and where they will be supplied;	Instructions to bidders:
The value of the requirement;	Evaluation criteria
Payment terms.	How to respond
<ul style="list-style-type: none"> - If high risk (e.g Building Works, technical works, working with the public/accessing people's homes, working in areas where there is public access). - The short form terms and conditions to be applied (available Standard T's & C's, unless using another appropriate set of terms and conditions, as agreed by Legal Services or Procurement Lead). 	How clarification messages are to be asked (who sent to, any deadlines for messages)
	Information bidders need to include within response
	Deadline for responses (day and time); and
	The short form terms and conditions to be applied (available Standard T's & C's, unless using another appropriate set of terms and conditions, as agreed by Legal Services or Procurement Lead).

4.18. The contract award must be authorised by the budget holder using the relevant Approval Route (ODD, etc)

4.19. Where the value of the contract is more than £5,000, the resultant contract must be added to the Contract Register (on ProContract) to ensure compliance with Transparency Regulations.

4.20. It is the Officer's responsibility to carry out due diligence on successful suppliers, both at Contract Award, and for the duration of the Contract. This will involve requesting, obtaining and maintaining records (and asking for appropriate evidence) of relevant due diligence, annual inspections and any future expiration/renewals.

This may include (but not be limited to):

- a) Insurance certificates (new certificates to be requested upon expiry of the individual insurance policy);
- b) Details as required by the selection/suitability criteria asked as part of the procurement process (annually, upon anniversary of Contract start date):
 - i. Supplier policies
 - Quality Management
 - Environmental
 - Equality
 - Health and Safety
 - Data protection/GDPR
 - ii. Licences/certificates/registrations
 - iii. Business continuity plans
 - iv. Required training (and updates for staff (Council and supplier)
 - v. Staff certifications/qualifications (Council and staff); and

Finance can provide reports from the Council's credit check facility, and where required undertake a financial ratio analysis.

4.21. Exceptions / Direct Awards

- 4.21.1. Direct Awards are not a substitute for instances where procurement planning has not been exercised, and Officers find themselves with insufficient time to undertake a competitive process. Officers must still consider commercial awareness and achieve value for money.
- 4.21.2. Officers must obtain a fully signed Approval to Direct Award form in advance of awarding a contract and must ensure that the actual spend does not exceed the total value stated in the approved form.
- 4.21.3. Officers will need to ensure they have the relevant budget approved and available prior to submitting an exception or Direct award or exemption request. This approval will be from the Budget Holder, in accordance with budget authorisation limits (as outlined in the Financial Procedure Rules).
- 4.21.4. Signed contracts that have a total value of £5,000 or more must be scanned in and saved to the central procurement SharePoint area and added to the contract register. Officers must then provide Governance with any paper copies of the Contract for the subsequent storage and safe keeping.
- 4.21.5. Direct Awards must be approved by the relevant departments' Director or secondary Director in the instance where a Director is initiating the Direct Award themselves, upon completion of the Approval to Direct Award Form subject to one of more of the following criteria being fulfilled:
 - No genuine competition: proprietary or patented goods or services; requirement of such a specialist nature that it can genuinely only be fulfilled by one person or organisation; compatibility with existing goods or services is required and where those existing goods or services can only be sourced from the same supplier.
 - There is a sound business case and/or an independent review that there is no value for money in running a full procurement process. Supporting evidence will need to demonstrate market testing and enquiries to other suppliers. This must not be used to avoid competition or where decisions to procure have been postponed/left to the last minute and there are insufficient timelines to procure.
 - Genuine emergencies: critical preventative or remedial work where there is a real and imminent risk to the safety of people or property arising from hitherto unforeseen 'catastrophic' events or incidents, for example fire, bombing, landslide etc.
 - Urgent Situations not of the Council's own making: the urgency must have been reasonably unforeseeable (e.g., existing supplier going into liquidation) and genuinely be a case of time is of the essence. Urgency arising from the Council's own making (e.g., lack of planning) shall not justify an exception. Where this exception is used, a compliant procurement must be implemented as soon as possible.

- Collaborative/Joint Procurement: where another authority/public body is acting as the 'lead buyer' and provided that the Officer can demonstrate those arrangements comply with relevant Regulations and best practice.
- Grants which the Council may receive or make: except where the grant is the form of payment for a contract for services where the Council specifies the output or outcomes to be delivered. The awarding of grants by the Council or on behalf of the Council must be carried out under the principles of openness, fairness, non-discrimination and value for money. Officers cannot choose to treat procurement as a grant in order to avoid conducting a competitive process. **This exception cannot be used if the grant funding guidance states a procurement process must be conducted (such as ERDF funding); Officers must be fully aware of all requirements of the relevant funding body and ensure full compliance.** Please discuss with the Procurement Lead before any exception on this basis is requested.
- An award notice is required on Find a Tender for all Contracts with a total value of £25,000 or above. The Procurement Lead is responsible for such award notices. Officers must formally advise the Procurement Lead of the award details, so that they can publish the award notice.

4.22. For all procurements, the Officer must keep the following records saved in Sharepoint under Procurement section of the Intranet, within their relevant department :

- a) A record of all decisions from pre to post procurement.
- b) The method of obtaining tenders.
- c) Tender documents produced by the Council.
- d) Tenders received from bidders. The successful tender should be retained for at least the life of the contract. Unsuccessful tenders should be retained for the first 12 months of the contract.
- e) A written record of the evaluation.
- f) A record of the Award approval.
- g) A signed copy of the Contract which should be retained for the life of the contract and in normal circumstances for 6 years thereafter.

4.23. Communications to and from bidders during the procurement process.

4.24. Contract management

4.25. The named Contract Manager should be noted in the Contract Register. All contracts must have a named Contract Manager for the entirety of the contract and that Contract Manager is responsible for the application of these Rules.

4.26. During the life of the contract, the Contract Manager must monitor the overall performance of the contract closely in order to ensure any issues of underperformance are formally addressed as soon as possible.

4.27. Before the contract commences (and regularly throughout the duration of a contract), contract managers should request and inspect key health and safety records to provide assurance that controls are operating effectively. The frequency of requests and types of records to be reviewed should be agreed and outlined as part of the procurement process. Records should include but not be limited to:

- Up to date Health and safety policies
 - Risk Assessments
 - COSHH assessment
 - Induction and training records
 - Fire safety logbooks (if applicable)
 - PAT certificates
 - Health and Safety inspections (as well as any actions arisen, and how they are being followed up on, reviewed and regularly monitored) and whether these are carried out by the Council or the supplier
 - Accident reporting
- 4.28. Throughout the duration of the contract, Council Officer's must keep a record (and ask for appropriate evidence) of relevant due diligence as well as any future expiration /renewals.
- 4.29. All contracts must contain the right to terminate the contract in the event of a contractor offering any inducement, committing fraud, or committing an offence under the Prevention of Corruption Acts.
- 4.30. **Contract Modifications**
- 4.31. Any variation to contract for a contract valued above the Threshold can only be varied if the variation is a permitted modification and not a substantial modification or a material change in accordance with Procurement Legislation (PCR 2015 and New Act – PA2023)
- 4.32. A material change is one which:
- Would have allowed the admission of other Bidders or the acceptance of another tender; or
 - Extends the scope of the contract considerably to goods, services or works not initially covered by the Specification; or
 - Changes the economic balance in favour of the contractor in a manner not provided for in the procurement documents.
- 4.33. All above threshold variations should be reviewed by Procurement Lead prior to the agreement of any variation.
- 4.34. Permitted modifications include:
- Change provided for in the contract
 - Urgency and protection of life (PA 2023)
 - Unforeseen circumstances (subject to the change not exceeding 50% of the value of the original contract under PCR 2015 and PA2023)
 - Materialisation of a known risk (subject to the change does not increase the estimated value of the contract by more than 50% PA 2023)
 - Additional goods, services or works (under PCR 2015 and PA2023 provided that any increase in price does not exceed 50% of the value of the original contract)
 - 'Convertible contract' (PA 2023)

- 4.35. Variations to Relevant Below-Threshold Contracts (subject to whether it is a convertible contract) are allowed. Input from the procurement lead should be requested by Officers.
- 4.36. **PA 2023 – Above threshold**
- 4.37. Before any modification to a contract can be made, a contract change notice must be published unless there is an exception (such as if the modification increases or decreases the estimated value of the contract by 10% or less for goods or services or 15% or less for works; or the contract term by 10% or less of the maximum term provided for on award).
- 4.38. Changing the term of a contract term by more than 10% of the maximum term is considered substantial (calculated in months). Officers must therefore ensure they account for all possible extensions in all Relevant Contracts.
- 4.39. If the change increases or decrease the estimated value of the contract by 10% or less for goods or services or 15% or less for works unless the modification is permitted in relation to novation or transfer of the contract on corporate restructuring.
- 4.40. Modifications apply to the value of the contract at the time of the modification (i.e. the estimated value of the contract immediately before the modification is made) - therefore if more than 1 modification is applied to the contract, the value will be the new value (including the previous modification) rather than the old value.
- 4.41. Officers may observe a voluntary standstill period of at least 8 working days from the day of publication of the contract change notice and it is strongly recommended to do so to provide additional protection for the Council.
- 4.42. For modification of contracts over £5M a copy of the modified contract (redacted) must be published within 90 days of entering into it
- 4.43. **Public Contracts Regulations 2015 (PCR 2015)**
- 4.44. Officers must note that any changes made to Relevant Above-Threshold Contracts that started their procurement process or existed before the PA 2023 came into effect are still subject to the modification rules of the PCR 2015. It is important to check when the contract was procured and if calling off a framework agreement, check when the framework agreement was established. If they were procured with the PCR 2015 were in force, then the PCR 2015 will apply to modifications under them.
- 4.45. Permitted modifications are allowed if the value is below 10% of the initial contract value for service and supply contracts and 15% of the initial contract value for works Contract Extensions.

5. Procurements valued £24,999 and under

- 5.1. Where the contract is valued £24,999 and below, Officers are required to seek at least one written quotation (email is acceptable). Value for money remains a primary objective and so Officers may decide to seek more than one quotation to ensure that objective is achieved. Officers are encouraged to seek quotations from local suppliers wherever possible.

6. Procurements valued between £25,000 and £99,999

- 6.1. Where the contract is valued between £25,000 and £99,999, at least three written quotations must be sought. Those quotations can be invited from identified suppliers as no procurement advertising is needed to take place.

- 6.2. For contracts with a total value of £25,000 or more, if the Council chooses to publicly advertise a quotation, for example because:

6.2.1. The Officer cannot immediately identify three potential suppliers to invite to quote; and/or

6.2.2. The procurement opportunity is either politically sensitive or high profile

then it must be simultaneously advertised via the Procurement Lead on Contracts Finder.

- 6.3. Where the Procurement Lead is instructed to support the procurement, the Officer must complete a Procurement Initiation Document (PID), available on the intranet, prior to the commencement of the procurement process (at pre-procurement stage).
- 6.4. It is recommended that the Request for Quotation template document is used which can be found on the Intranet. In any case the criteria for selecting the most advantageous quotation must be established before the quotations are invited and be made clear in the procurement documentation.
- 6.5. At least one of the suppliers invited to submit a quotation should be local, where local means operating from a business address within the geographical boundary of the East Midlands.
- 6.6. Where fewer than three potential suppliers can be identified, the Officer must keep a written record of the reason and all potential suppliers should be invited to quote. It is accepted that the Officer may receive fewer than three quotations even where three or more suppliers have been invited to quote.
- 6.7. Quotations can be submitted via email but should be PDF documents to prevent tampering or accusations thereof; the onus will be on the bidder to make this decision. Quotations are not to be "opened" prior to the deadline for return if one is given (not applicable if only one quote is being sought).
- 6.8. The Officer must keep copies of the Council's procurement documentation as well as copies of all quotations received and any communication between the Council and the bidders.

- 6.9. As part of the procurement process (quotation), potential bidders can seek clarification on either the information published or the process itself.
- 6.10. The nature of any clarification or response from the Council must not materially change the scope/substance of the requirement. If it does, Officers may need to abandon the process and restart, using revised documentation. Please discuss this with the Procurement Lead.
- 6.10.1. All requests for clarification and questions relating to the quote (and its associated documents) must be submitted as per the instruction document (via email or ProContract).
- 6.10.2. The Council must respond to all clarifications as soon as possible (via email or ProContract).
- 6.10.3. A copy of all requests for clarifications and the responses must be anonymised and published to all potential bidders (who have either been invited to quote or have expressed an interest in the quote) where the clarification and response are not considered confidential.
- 6.10.4. If a potential bidder wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish it in an anonymised format.
- 6.10.5. Officers must state a deadline for receipt of clarifications.
- 6.10.6. Officers must keep a record of communications between potential bidders and the Council.
- 6.10.7. Unless it is part of a clarification and the above is observed, Officers must not:
- 6.10.7.1. Make contact with suppliers/potential bidders; or
 - 6.10.7.2. Send information to suppliers/potential bidders.
- 6.11. If a supplier/potential bidder makes contact with an Officer, they should advise them that messages must be submitted as per the instruction document; via email or ProContract.
- 6.12. Evaluation of the quotations received must be carried out using the evaluation criteria identified in the procurement documentation. Any subjective evaluation (such as quality) must be carried out independently by a minimum of two evaluators (preferably three), and then moderated by an independent moderator to reach a final agreed score. The evaluators should be fully briefed on the evaluation process.
- 6.13. Clarification questions may be asked where responses would not result in a material change of the bid received.
- 6.14. The 'Conflict of Interest Declaration – Confidentiality Agreement' on the procurement portal gives further guidance on evaluation principles and best practice; it is advisable to ask all evaluators to complete, sign and return this document to the Council lead. The procurement Lead can act

as the independent moderator but cannot undertake any scoring. Clarification questions may be asked where responses would not result in a material change of the bid received.

- 6.15. Contract award must be approved as per 2.15 of these Rules.
- 6.16. All bidders must be notified of the Award decision simultaneously in writing (via the Council's electronic tendering system or email, depending on the method of obtaining quotations) by the Officer (or the Procurement Lead), whether or not their bid was successful.
- 6.17. The contract or terms and conditions must be signed by an officer authorised in accordance with the delegation scheme. In certain circumstances the contract may require sealing, please see Section 18 below.
- 6.18. If a Council Officer or Supplier needs to sign contract documentation electronically, please speak to Governance for advice and guidance on the use of electronic signatures.
- 6.19. The resultant contract must be added to the Council's Contract Register (on ProContract) to ensure compliance with Transparency Regulations.
- 6.20. All signed contracts must be scanned in and saved to the relevant Directorate in SharePoint and added to the Contracts Register. Officers must then provide Governance with any paper copies of the Contract for the subsequent storage and safe keeping.
- 6.21. If the contract is valued at £25,000 and over, an award notice on Find a Tender is required. Further contract management notices may also be required under the new Act. The Procurement Lead is responsible for such award notices. If an Officer has managed the procurement process without assistance from the Procurement Lead, they must formally advise them of the award details, so that they can publish the award notice full details of Notices required can be found at Appendix 3.
- 6.22. It is the Officer's responsibility to carry out due diligence on successful suppliers, both at Contract Award, and for the duration of the Contract.

7. Procurements valued at £100,000 and above

- 7.1. All Procurements with a value over £100,000 must be competed formally
- 7.2. The Procurement Lead should be notified giving at least 4 months' notice in respect of all contract requirements with a total value of £100,000 and above to allow time for tendering agent to schedule the procurement into their master service plan.
- 7.3. Where the Procurement Lead is instructed to support the procurement, the Officer must Notify the Lead who will add the requirement to Tendering Agents Service Plan. Tendering Agent will assign a procurement officer who will support with the tender.
- 7.4. In the first instance, Tendering Agent will arrange a startup meeting where they will discuss the requirement with the stakeholder and assist in filling out Section 1 of the Procurement Toolkit

Document. Once completed, stakeholder will need to get signed off to ensure approval has been sought to procure.

- 7.5. The Procurement Took Kit document can be found on the Council's intranet.
- 7.6. All required external notices up to the point of contract award will be published on Find a Tender service by Tendering Agent. All contract management notices will need to be managed by the Contract Manager.
- 7.7. Tenders valued at over £5M require at least 3 KPI's setting and performance against KPIs are to be published.
- 7.8. Once contract is awarded, service is required to circulate the contract for signing
- 7.9. Once contract is signed, Tendering Agent will add to the register and will advise of any further contract notices which may be required during the life of the contract when handing over the completed Procurement Toolkit.
- 7.10. The Contract manager is responsible for publishing any further notices required during the life of the contract. These may include;
 - 7.10.1. Contract Change Notice
 - 7.10.2. Payment compliance notice (Contracts over £5M)
 - 7.10.3. Contract performance notice (contracts over £5M)
 - 7.10.4. Contract termination notice
- 7.11. Council Officers must conduct the Tender process using the Council's tender portal (unless agreed otherwise by the Chief Finance Officer).
- 7.12. The Tender template documents must be used to ensure that the required Suitability Questions are used (available from Tendering Agent).
- 7.13. The Officer must work with Tendering Agent to ensure that all relevant procurement documents are finalised before the procurement is advertised, these will include at least the Specification, Draft Terms and Conditions of Contract, TUPE information (where applicable) and evaluation criteria.
- 7.14. The specification must cover the scope of the requirement i.e., the goods, services or works to be supplied, the "where" and "when" they are to be supplied as well as any relevant performance and contract management details. Further training on writing scopes is available by booking onto Tendering Agent training session via the Intranet
- 7.15. As part of the procurement process (tender), potential bidders can seek clarification on either the information published or the process itself.

- 7.16. The nature of any clarification or response from the Council must not materially change the scope/substance of the requirement. If it does, Officers may need to abandon the process and restart, using revised documentation. Please discuss this with the Procurement Lead.
- 7.16.1. All requests for clarification and questions relating to the tender (and its associated documents) must be submitted as per the instruction document (via ProContract).
 - 7.16.2. Tendering Agent will manage the clarifications
 - 7.16.3. The Council must respond to all clarifications as soon as possible so Tendering Agent can publish responses.
 - 7.16.4. A copy of all requests for clarifications and the responses must be anonymised and published to all potential bidders (who have expressed an interest in the tender) where the clarification and response are not considered confidential.
 - 7.16.5. If a potential bidder wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Tendering Agent and the Council, the clarification is not confidential, Tendering Agent will publish it in an anonymised format.
 - 7.16.6. Tendering Agent must keep a record of communications between potential bidders and the Council.
 - 7.16.7. Unless it is part of a clarification and the above is observed, Officers must not:
 - 7.16.7.1. Make contact with suppliers/potential bidders; or
 - 7.16.7.2. Send information direct to suppliers/potential bidders.
 - 7.16.8. If a supplier/potential bidder makes contact with an Officer, they should advise them that messages must be submitted as per the instruction document; via ProContract.
- 7.17. Tenders will be received via the electronic tendering system. The Procurement Officer will be responsible for opening tenders.
- 7.18. Tenders must be evaluated in accordance with the advertised evaluation criteria, clarification questions may be asked as long as the response would not have the effect of materially changing the tender received. Any subjective evaluation (such as quality) must be carried out independently by a minimum of two evaluators (preferably three), then moderated by an independent moderator to reach a final agreed score. The evaluators should be fully briefed on the evaluation process. The 'Conflict of Interest Assessment – Confidentiality Agreement' will be assessed as part of the Procurement Toolkit Document.
- 7.19. Further guidance on evaluation, principles and best practice can be found by booking on to the Evaluations training session via the Intranet and can also be provided by the procurement Lead.
- 7.20. The Procurement Lead officer can act as the independent moderator but cannot undertake any scoring.

- 7.21. The bidder with the highest evaluation score will be awarded the contract. If this is not case, the advice of the Procurement Lead Officer must be sought prior to award.
- 7.22. Contract award must be approved in in accordance with the approval levels set out at 2.16 of these Contract Procedure Rules.
- 7.23. All bidders must be notified of the Award decision simultaneously in writing (via the e tendering system) by the Procurement Lead Officer, whether or not their bid was successful.
- 7.24. The contract must be signed and/or sealed, please see Section 18 below.
- 7.25. The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations and saved to relevant Directorate on SharePoint. The Officer is responsible for ensuring the original signed contract is given to Governance for safekeeping.
- 7.26. Where Tendering Agent has managed the procurement on behalf of the Council, the Officer must ensure that the above documents are returned to the Council upon completion of the process.
- 7.27. An award notice is required on Find a Tender; the Procurement Lead Officer is responsible for such award notices.
- 7.28. It is the Officer's responsibility to carry out due diligence on successful suppliers, for the duration of the Contract.

8. Procuring via a Framework Agreement, Dynamic Purchasing System (DPS) or Dynamic Market (DM)

- 8.1. A contract of any value can be procured via a Framework agreement DPS or Dynamic Market (DM) Providing there is a business justification for doing so.
- 8.2. Direct awards under Frameworks, where permissible under the Framework guidance must be approved by completing and signing the Approval to Direct Award' from.
- 8.3. Under the new Act (PA23), Dynamic Purchasing system (DPS) is replaced by Dynamic Markets (DMs). Currently, use of DM's only apply to above threshold requirements.
- 8.4. Frameworks and DPS's which were established before 24th February 2025 are to be used in accordance with Public Contracts Regulations 2015. Any new Frameworks created after 24th February are to be used in accordance with the new Procurement Act 2023 (PA23).
- 8.5. Compliance with these Rules and relevant national law is achieved through compliance with the framework agreement / DPS / DM terms and conditions. This will involve:
 - 8.5.1. reviewing relevant Framework/DPS/DM guidance document(s);
 - 8.5.2. reviewing the correct process for call off (which may be through further competition or direct award); and

- 8.5.3. following the stated call off process, as laid out in the Framework/DPS/DM documentation.
- 8.5.4. Officers must ensure they are fully conversant with the eligibility of the Council to use the framework, as stated within the Framework Agreement. If these Rules are not sufficiently detailed for the Officer to be assured of the eligibility and requisite process, they must engage with the Procurement Lead to seek advice on the validity of the Framework Agreement.
- 8.6. Mini Competitions/Further Competitions should be carried out by working with Tendering Agent
- 8.7. As part of the procurement process (call off), potential bidders can seek clarification on either the information published or the process itself.
- 8.8. For the avoidance of doubt, a framework agreement, DM or DPS is considered a compliant procurement route where:
- a) It has been entered into by the Council in compliance with these Rules; or
 - b) Another contracting authority, purchasing consortium or Central Government has tendered the framework agreement or DPS in compliance with national procurement law and the Council is named as a potential user of the arrangement.
- 8.9. All goods, services and works with a procurement total value in excess of the relevant Public Procurement threshold are enforced by the Public Contracts Regulations 2015 (before 24th February 2025) and The Procurement Act 2023 (post 24th Feb 2025). These Regulations set out strict processes which must be followed, as well as remedies available to suppliers. The principles that Officers need to comply with are:
- a) equal treatment;
 - b) non-discrimination;
 - c) mutual recognition;
 - d) proportionality; and
 - e) transparency.
- 8.10. It is recommended that the Further Competition Template documents are used which can be obtained from the Intranet or the Procurement Lead; if template documentation is provided by the Framework/DPS Owner, Officers can make use of this.
- 8.11. In any case the criteria for selecting the most advantageous submission must be established before call offs submissions are invited and be made clear in the procurement documentation. The call offs must contain (as a minimum):
- a) The goods, services or works to be supplied;
 - b) The “where” and “when” they are to be supplied; and
 - c) Instructions to bidders:
 - a. Evaluation criteria
 - b. How to respond
 - c. How clarification messages are to be asked (who sent to, any deadlines for messages)
 - d. Information bidders need to include within response
 - e. Deadline for responses (day and time); and
 - f. The terms and conditions to be applied to the call off (as per

Framework/DPS guidance document, please use the terms stated; these must be agreed by Legal Services).

In some instances, Officers may need to consider TUPE implications.

- 8.12. Submissions must be evaluated in line with the Framework/DPS/DM guidance document and the Contract award must be approved as per 2.15 of this document.
- 8.13. All bidders must be notified of the Award decision simultaneously in writing (via the method used to run the procurement process i.e., email, ProContract or other system used by the Framework/DPS/DM owner) by the Procurement Lead or the Framework/DPS owner), whether or not their bid was successful.
- 8.14. The contract must be signed/sealed in line with the appropriate Rule, dependent on the total value of the contract.
- 8.15. Where the Council is using an external framework, and the total value of the contract is £5,000 or above, the resultant contract must be added to the Contract Register to ensure compliance with Transparency Regulations.
- 8.16. Under PA23 external notices must be published for every call off
- 8.17. Where the Council has set up a framework, only the framework is necessary to be recorded on the register. It is not necessary to record the individual call-offs from the framework, however external notice must be published for every call off.
- 8.18. Where a Tendering Agent has managed the procurement on behalf of the Council, the Officer must ensure that the above documents are returned to the Council upon completion of the process.
- 8.19. These documents should be stored in the Council's central Procurement filing system in SharePoint
- 8.20. It is the Officer's responsibility to carry out due diligence on successful suppliers, both at Contract Award, and for the duration of the Contract.

9. Creating an internal Framework Agreement

- 9.1. Framework agreements set out the general terms under which specific purchases ("call offs") can be made under the agreement. The purpose of using a framework is to enable contracting authorities to award individual contracts without going through a full tender process each time. A framework agreement may be established with one supplier ("single supplier frameworks") or with more than one ("multiple supplier frameworks").
- 9.2. Under the new Procurement Act, there are now two types of frameworks. Standard Framework and Open Framework
- 9.3. A standard framework runs for a maximum of 4 Years. Once the Framework has been awarded, it is fixed, and new suppliers cannot be added at a later date.

- 9.4. An Open Framework can run up to 8 years and can be re-opened periodically throughout the 8 Year duration to allow new bidders to apply to be added.
 - 9.4.1. When running the initial tender for an Open Framework, how the framework will run, how call offs will take place and when the framework will re-open for new bidders must be set out.
 - 9.4.2. The framework must reopen at least once in the first three years of its life and at least every 5 years thereafter
 - 9.4.3. Each time the framework re-opens, there can be no substantial amendments to the scope of terms and no amendments to the award criteria.
 - 9.4.4. If only one supplier bids and is awarded either to the framework or to a specific Lot of the Framework, the Open framework can only run for a maximum of 4 years, thorough market engagement should therefore be conducted to ensure there is a likelihood of more than one bidder.
- 9.5. The minimum number of suppliers for a multiple supplier framework is two.
- 9.6. Call-off contracts based on framework agreements may be longer than four years and may extend beyond the expiry date of the framework.
- 9.7. Under the new Act, an award notice must be published for every call off.
- 9.8. Framework agreements should be set up to allow for mini competitions to run as the first option for selecting a supplier. Where this is not the case, the Procurement Lead should be consulted.
- 9.9. As Standard Framework agreements are “closed” for the term, consideration should be given to the impact of this and ensure that the benefits and length of the Framework are justified.
- 9.10. Formal advice from the Procurement Lead must be sought as early as possible and in any case before any procurement activity takes place. The relevant Rules and Regulations should be followed according to the total potential value of the Framework (the value to be taken into consideration shall be the maximum estimated value inclusive of VAT of all the contracts envisaged for the total term of the framework agreement). It is the Officer’s responsibility to monitor, and track spend against the framework.
- 9.11. Where the Council has set up a framework, details of the framework itself must be recorded on the Council’s Contract Register (on ProContract). The estimated value of the framework must be recorded and all of the suppliers associated with the framework must be listed.
- 9.12. Purchase orders raised under the framework must reference the contract reference number so spend against the framework can be monitored.
- 9.13. Where the Council has set up a framework, only the framework is necessary to be recorded on the register. It is not necessary to record the individual call-offs from the framework, however, public award notices must be published for every call off.

10. Setting up a Dynamic Market (DM)

- 10.1. A Dynamic Market (DM) is similar to an electronic framework agreement, with three exceptions, new suppliers can join at any time, it is to be run as a completely electronic process and no direct awards are allowed – mini comps/quotations must be sought for each call off.
- 10.2. Dynamic Purchasing Systems are used exclusively by public sector organisations. They save time and money by being a quick and easy way to access goods, services and works through a compliant route. However, Dynamic Markets can only be used for call-off over the PA233 Threshold.
- 10.3. There is no maximum term for a DM; the period of validity of the DM should be indicated in the call for competition.
- 10.4. All bidders that meet the selection criteria shall be admitted to the DM, and the number of bidders accepted on to the DM shall not be limited.
- 10.5. Formal advice from the Procurement Lead must be sought as early as possible and in any case before any procurement activity takes place. The relevant Rules and Regulations should be followed according to the total potential value of the DPS (the value to be taken into consideration shall be the maximum estimated value net of VAT of all the contracts envisaged for the total term of the DM). It is the Officer's responsibility to monitor, and track spend against the DM.

11. Social Value and Sustainability

- 11.1. Local authorities are required to consider how economic, social, and environmental wellbeing may be improved by services that are to be procured, and how procurement may secure those improvements under the provisions of the Public Services (Social Value) Act 2012.
- 11.2. Social Value and Sustainability refers to approaches which maximise the additional benefits that can be created through the delivery, and procurement of goods and services, above and beyond those directly related to those goods and services themselves.
- 11.3. This covers areas such as:
 - 11.3.1. Health and wellbeing
 - 11.3.2. The wider economy
 - 11.3.3. Tackling economic inequality
 - 11.3.4. Equal opportunity
 - 11.3.5. Climate change and the environment
 - 11.3.6. Community cohesion and empowerment
- 11.4. Before starting a procurement process, the Officer should think about whether the services they are going to buy, or the way they are going to buy them, could secure these benefits for their area or stakeholders.
- 11.5. All Contract with a value above the PA23 threshold must include a Social Value assessment worth 10% of the overall score.
- 11.6. For below threshold contracts, the Council must consider, in the form of a Social Value appraisal whilst recognising the principal of proportionality.
 - a) how what is proposed to be procured might improve the economic, social, and environmental well-being of the relevant area, and

- b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

11.7. The Officer must consult the Procurement Lead for advice on specifying requirements under Social Value, and how to evaluate tenders against these requirements.

11.8. Further support can be provided by the Economic Development team for Social Value and the Sustainability & Climate Change Officer for Sustainability

12. Conflicts of Interest

12.1. Clauses 2.8 and 2.9 define when a conflict of interest must be declared

12.2. For contracts with a total value of between £25,000 and £99,999, all Officers, Members and other stakeholders involved in procuring for the Council sign a Declaration of Interest form at the start of the procurement process. This form is available on the intranet.

12.3. For contracts with a total value of £100,000 or more, all Officers, Members and other stakeholders involved in procuring for the Council must sign a Declaration of Interest Assessment at the start of the procurement process. This process will be managed by Tendering Agent if they support the procurement.

13. GDPR and Data Protection Act 2018 Requirements

13.1. The General Data Protection Regulations and Data Protection Act 2018 impose greater obligations on the Council to protect an individual's information.

13.2. Officers conducting a procurement should ensure that the GDPR screening questions, available from the Procurement Lead, are completed as early as possible in the planning stages of that procurement.

13.3. Should any of the GDPR screening questions be answered positively, further advice must be sought from the Procurement Lead and the Council's Data Protection Officer before any further action is taken. A non-disclosure data protection agreement (available from Legal Services) must be entered into either prior to or upon commencement of the Contract.

13.4. Officers shall consider the information governance requirements of the contract if they anticipate any Personal Data is to be processed as part of the contract e.g., data protection, security of information, records management.

13.5. Where Personal Data may be processed as part of the contract, a Data Protection Impact Assessment, available from the Governance Support Team, shall be completed. This will help the Council identify the most effective way to comply with their data protection obligations and meet individuals' expectations of privacy.

13.6. Where requirements are identified by the Data Protection Impact Assessment, the Officer shall ensure that any requirements of contractors are considered and built into the specification and assessed where necessary as part of the evaluation.

13.7. Any queries relating to this should be directed to the Council's Data Protection Officer.

14. Freedom of Information

14.1. The Council has specific obligations under the FOI Act 2000, regarding disclosure of information. Officers have an obligation to record and maintain accurate records relating to Contracts, as well as complying with FOI requests.

14.2. Bidders should be asked to identify any information they supply that is confidential or commercially sensitive, and detail why they consider this the case. This justification should be considered when responding to FOI requests.

14.3. Any queries relating to this should be directed to the Council's Data Protection Officer.

15. Modern Slavery

15.1. The Council is committed to ensuring that modern slavery does not exist within its supply chains.

15.2. All procurements with a total value of £100,000 or more are required to include the Standard Selection Question regarding Modern Slavery Act compliance.

15.3. Where procurement is considered high risk in terms of modern slavery, for example transport and waste related procurements, additional award questions should be considered with advice from the Procurement Lead.

15.4. Where a supplier is required to comply with the Modern Slavery Act, i.e., their turnover is above £36 million, that compliance should form part of the contract management (as per 5.1).

15.5. A Modern Slavery Helpline is available on Tel: 08000 121 700 or online (<https://www.modernslaveryhelpline.org/>). The Helpline provides information and advice about modern slavery, a 24-hour telephone reporting line and an online reporting function through the website

16. Safeguarding Provisions in Contracts and Grant Arrangements

16.1. Any service engaged by the Council should be provided on the basis of agreed terms or a contract. Safeguarding compliance should be included in all arrangements. All services commissioned by the Council must operate within the requirements of the Council's Safeguarding Policy and meet the relevant legislative standards. Where appropriate, procuring officers will need to ensure that contractors demonstrate that they meet these requirements.

- 16.2. It is expected that the lead officer on any commissioning project be responsible for ensuring that any contract includes proper provision for the safeguarding of children, young people, and adults with care and support needs; this also includes making reasonable requests for evidence from suppliers that the requirements stated in the Safeguarding Policy (where applicable) are in place or ready to be implemented. Where there is any confusion about the need for the inclusion of safeguarding in a contract arrangement clarification and/or advice should be sought from the Safeguarding Lead.

17. Sealing a Contract

- 17.1. A contract must be sealed where:

- 17.1.1. The total value is over £500,000;
- 17.1.2. The Council wishes to enforce the contract for more than six years after its expiry; or
- 17.1.3. The price paid or received under the contract is a nominal price and does not reflect the value of the goods, services or works; or
- 17.1.4. There is any doubt about the authority of the person signing for the other contracting party; or
- 17.1.5. A Bond is established on behalf of the Supplier(s) or their guarantors; or
- 17.1.6. Required by the Parties to the agreement; or
- 17.1.7. Where the Monitoring Officer deems it appropriate.

- 17.2. Where contracts are completed by each side adding their common seal, the affixing must be attested by or on behalf of the Council in accordance with the Constitution. The Monitoring Officer is responsible for the process of sealing a contract.

- 17.3. If a Council Officer or Supplier needs to sign contract documentation electronically, please speak to Legal Services for advice and guidance on the use of electronic signatures.

18. Bonds and Parent Company Guarantees

- 18.1. Officers, when assessing the contractor's financial viability, shall consider whether the Council requires security for due performance of the contract.
- 18.2. Officers must consult the Section 151 Officer about whether a Bond or Parent Company Guarantee would be necessary where the total value exceeds £500,000. This must be determined prior to any procurement process, so that the requirement can be included in the terms and conditions for the contract.

19. Procuring with External Grant Monies

- 19.1. Procuring contracts using external grant monies can bring about additional risks to the Council due to additional regulatory requirements in the way the money is controlled and additional scrutiny that the procurement process may receive. Therefore, Officers must be fully aware of all requirements of the relevant funding body and ensure full compliance.
- 19.2. Officers shall ensure that they engage, in advance of undertaking a procurement activity, with the Procurement Lead, providing full access to any relevant additional guidance.

APPENDIX 1: DEFINITIONS

Agent(s)	A person or organisation acting on behalf of the Council, or on behalf of another organisation.
Award Criteria	The criteria used by the Council to evaluate a Bidder's submission against the needs identified within the specification to determine the successful tender.
Award Notice	A notice published on FTS (Find a Tender Service) which provides details of the winning bidder and the final value of the contract. Award notices are required for all procurements valued over £25,000
Bidder	An individual or organisation who submits a tender or quotation in a competitive procurement process
Bond	An insurance policy: If the provider does not do what it has promised under a contract with the Council, the Council can claim from the insurer the sum of money specified in the Bond (often 10% of the Total Contract Value). A Bond is intended to protect the Council against a level of cost arising from the provider's failure.
Candidate	An individual or organisation that has sought an invitation or has been invited to take part in a Quote or tender
Conflict of interest	The concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.
Constitution	The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to make sure these are efficient, transparent and accountable to local people.
Contract	A legal document that states and explains a formal agreement between two different parties.
Contracting Authority	Has the definition contained within the Procurement Act 2023. It means the State, regional or local authorities, bodies governed by public law or associations formed by one or more such authorities or one or more such bodies governed by public law, and includes central government authorities, but does not include Her Majesty in her private capacity
Contract management	Is the process of managing contract creation, execution and analysis to maximize operational and financial performance at an organization, all while reducing financial risk.
Contract Register	A register that stores details of the Council's Contracts, including duration and expiry dates. All Contracts with a total value of £5,000 and above must be entered onto the register.
Contract term	Is the length of the contract including the initial term and any extension periods proposed.
Corporate Contract	A contract that has already been let by the Council.
Council	South Kesteven District Council.

Dynamic Purchasing System (DPS)	Is similar to an electronic framework agreement, with two exceptions, new suppliers can join at any time and it is to be run as a completely electronic process.
Electronic Tendering (eTendering)	A secure means to store and transmit all Procurement Documentation via a secure electronic vault (ProContract).
Evaluation	<p>The process of assessing received tenders or quotations against the published criteria to identify the winning bidder, i.e. the bidder with the highest evaluation score.</p> <p>Any subjective evaluation (such as quality) must be carried out independently by a minimum of two evaluators (preferably three), and then moderated by an independent moderator to reach a final agreed score. The evaluators should be fully briefed on the evaluation process. The 'Conflict of Interest Declaration – Confidentiality Agreement' on the procurement portal gives further guidance on evaluation principles and best practice. Procurement Lead can act as the independent moderator but cannot undertake any scoring.</p>
Exception	An act or instance of waiving a right to obey PCR2015 or PA2023.
Extension (contract)	An additional period identified within the contract, beyond the initial term which may be used to lengthen the contract term.
Find a Tender (FTS)	An e-notification service used to post and view mandatory public sector procurement notices.
Framework Agreement	A framework is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. It is a general term for agreements that set out terms and conditions for making specific purchases (call-offs).
Goods	Tangible products that satisfy a need.
Initial Term	The initial period of a contract which may be subsequently extended.
Parent Company Guarantee	A contract which binds the parent of a subsidiary company as follows: If the subsidiary company fails to do what it has promised under a contract with the Council, they can require the parent company to do so instead.
Personal Data	Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
Procurement	Procurement is the process of finding, agreeing terms and acquiring goods, services or works from an external source, often via a tendering or competitive bidding process.
Procurement Documentation	The full suite of procurement documents required to undertake a compliant procurement process. Includes (but not limited to); Selection Questionnaire, Specification, Invitation to Tender, Terms and Conditions, TUPE information and Form of Tender.

Public Procurement Procedure	A procurement process where the total value exceeds the relevant Public Procurement Threshold and so governed by the Public Contract Regulations 2015 and the Concessions Contracts Regulations 2016.
Proportionate/ Proportionality	Operating in a way that ensures that all aspects of a tender process and contract management including; timescales, specifications, Suitability Criteria, evaluation process and Award Criteria correspond to the size, complexity, risk, and value of the requirements of the procurement and/or contract.
Public Procurement Threshold	The threshold above which a Regulated procedure must be carried out. There are thresholds for goods/services, works and concessions. The current thresholds are contained within Appendix 2.
Publicly available contract	A contract that has been let by another Contracting Authority and which is available for use by the Council. The Council must have been named specifically or generally within the procurement documentation in order to enable access.
Quotation	A formal statement setting out the estimated cost for a particular job or service.
Services	A valuable action, deed, or effort performed to satisfy a need or to fulfil a demand.
Tendering Agent	An organisation acting on behalf of the Council, or on behalf of another organisation, responsible for providing procurement support, including but limited to – <ul style="list-style-type: none"> - Tendering - Contract Management Procurement Training.

APPENDIX 2: VARIABLE INFORMATION

The following information is subject to change during the currency of these Contract Procedure Rules and may be updated as changes occur by the relevant Strategic Director.

Regulation changes

Potential phase out of information relating to the old regulations – Public Contracts Regulations 2015

Public Procurement Thresholds

The Government has revised the threshold figures, which came into force on 1st January 2024. These revised thresholds will not apply to any procurement which commenced prior to the Regulations coming into force.

From 1st January 2024 onwards, the Public Procurement Thresholds are (Ex. VAT):

	Including VAT	Excluding VAT
Works	£5,372,609	£4,298,097.20
Non-Works contract (goods and or Services)	£214,904	£171,923.20

Welland Procurement (Tendering Agent)

Contacts to be found in Procurement Intranet

www.wellandprocurement.org.uk

APPENDIX 3 – FTS NOTICE REQUIREMENT SUMMARY

Ref.	Transparency Notices	Requirement
K1	Pipeline notice	<ul style="list-style-type: none"> • Mandatory (for organisations where spend is £100m+ Per Annum). • 18-month forward-look at planned procurements of £2m+ value only.
K2	Preliminary market engagement notice	<ul style="list-style-type: none"> • Mandatory where engagement with the market is anticipated or has taken place (or else explain in tender notice why it hasn't been published).
K3	Planned procurement notice	<ul style="list-style-type: none"> • Optional and Best Practice • Advises the market of an upcoming procurement. A qualifying planned procurement notice can reduce tender timescales.
K4	Tender notice Including to establish a framework and below-threshold notices	<ul style="list-style-type: none"> • Mandatory (for a competitive procedure) • Publish when undertaking an open or competitive flexible procedure (including to establish a framework contract and procuring using a dynamic market(1)) or procuring a regulated below-threshold contract.
K5	Transparency notice	<ul style="list-style-type: none"> • Mandatory (for a direct award) • Publish prior to award when undertaking a direct award.
K6	Contract award notice	<ul style="list-style-type: none"> • Mandatory • Publish to communicate the outcome of the procurement and to commence the standstill period prior to awarding a contract under the open or competitive flexible procedure (and voluntary standstill periods for direct awards).
K7	Contract details notice	<ul style="list-style-type: none"> • Mandatory • Publish details of the awarded contract (including the contract, for public contracts £5m+), inc. regulated below-threshold contracts above a certain value and those procured by direct award.
K8	Contract payment notice	<ul style="list-style-type: none"> • Mandatory • Publish details of payments over £30,000 made under a public contract (quarterly).
K9	Contract performance notice	<ul style="list-style-type: none"> • Mandatory • Publish KPI scores for public contracts £5m+ (at least annually). Publish within 30 days of supplier poor performance / breach of contract.
K10	Contract change notice	<ul style="list-style-type: none"> • Mandatory • Publish prior to a qualifying modification taking place. • for contracts £5m+, include details of the modification.

Ref.	Transparency Notices	Requirement
K11	Contract termination notice	<ul style="list-style-type: none"> • Mandatory • Publish when a public contract is terminated / comes to an end
K12	Procurement termination notice	<ul style="list-style-type: none"> • Mandatory • Publish where, after publishing a tender or transparency notice, the process is terminated without awarding a contract.
K13-16	Dynamic market notices	<ul style="list-style-type: none"> • Mandatory • Publish and update when advertising, establishing, changing or terminating a dynamic market (inc. utilities dynamic markets and qualifying utilities dynamic markets).
K17	Payments compliance notice	<ul style="list-style-type: none"> • Mandatory • Publish details of performance against 30-day payment terms (twice annually).

Further information on notices and requirements can be found: [Module 2: Transparency - GOV.UK](#)

APPENDIX 4 – APPROVAL DOCUMENTS

All templates can be found in the procurement section of the intranet under Approval Docs - <https://skdc.sharepoint.com/:f:/r/sites/Procurement/Shared%20Documents/Procurement%20Shared%20Documents/Approval%20Docs?csf=1&web=1&e=UYemJp>

APPROVAL FOR A CONTRACT EXTENSION

Guidance Notes

- In normal circumstances it is only possible to extend a contract where such a provision is included in the original terms and conditions.
- In exceptional circumstances, as set out in 15.3.3 of these Rules it is possible to extend a contract even where there is no provision for such an extension within the original terms and conditions. However, advice must be sought from the Procurement Lead before taking such action.

EXEMPTION FORM

- a) To be used for Direct Awards under single quotes for anything over the PA23 Threshold which is outside of a framework
- b) Notify Procurement Lead for advice in this instance as public notices must be published

APPROVAL TO DIRECT AWARD

- a) To be used for Direct Awards either through a framework or without a framework for values between 25K and the relevant Procurement Act Threshold.

Direct Awards under an external Framework -

- a) An External framework agreement is a contract let by another contracting authority, usually another Council, or an NHS body or a central purchasing authority (e.g. Crown Commercial Service).
- b) An external framework can only be used if it was originally created by a public sector contracting authority (e.g EEM – created by Nottingham City Council).
- c) The framework agreement must have named the Council as one of its potential users, either generally or specifically.
- d) The framework agreement will have been published with rules and guidance notes; these must be followed in order for the call off contract to be compliant and valid.

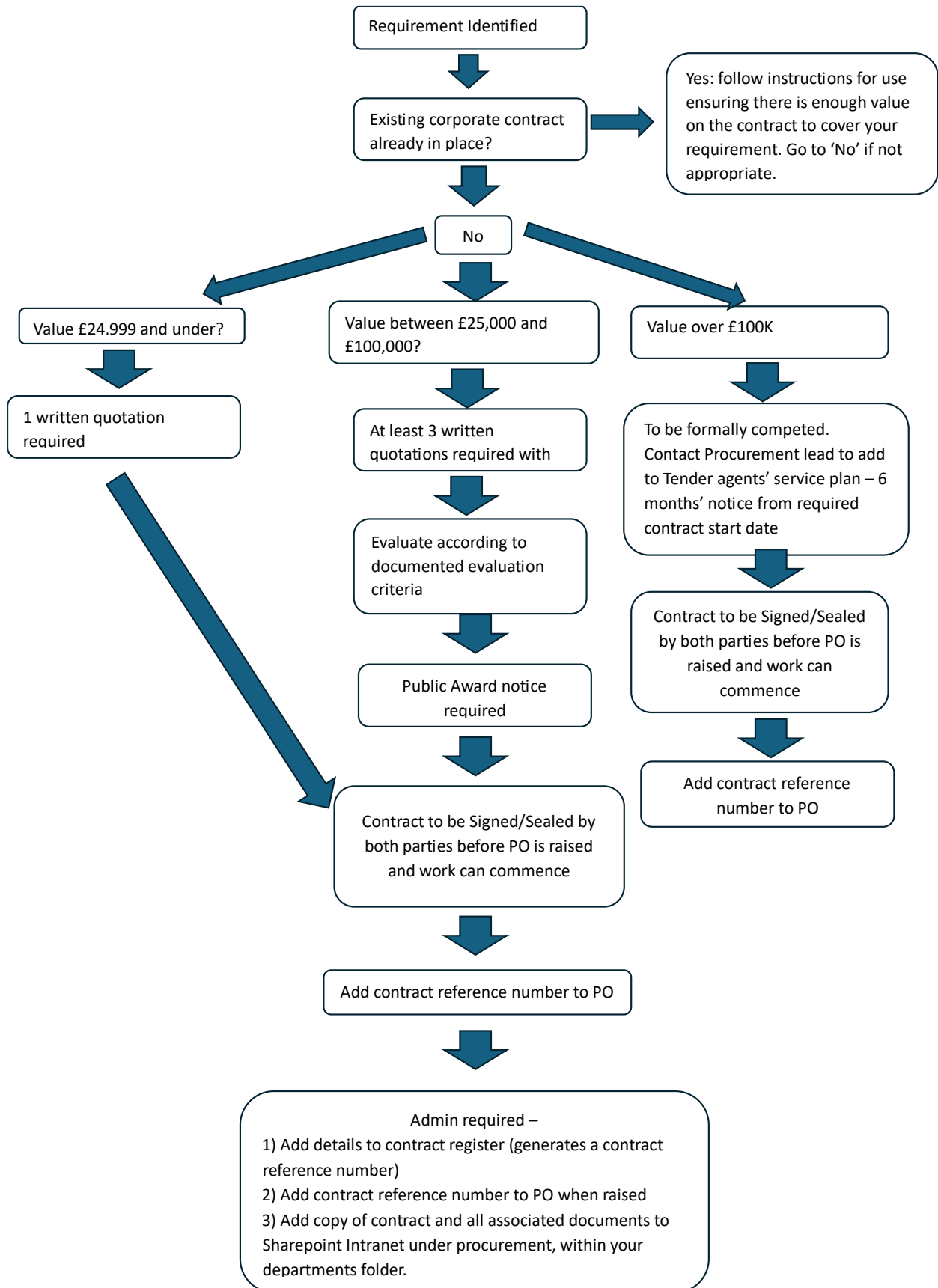
Direct Awards without Framework

- a) Approval must be sought before any direct award takes place between 25K and the relevant Procurement Act Threshold
- b) Following approval, please remember to –
 - Publish the contract award notice; and
 - Add your Contract to the Contracts Register.
 - Attach copy of signed contract to Contract Register
 - Save all associated documents on Sharepoint

APPENDIX 5: ROLES OF PROCUREMENT LEAD AND TENDERING AGENT PROCUREMENT

Procurement Cycle Stage	Role Fulfilment
Needs assessment/business case	Procurement Lead with relevant client officer (this is a key stage in the identification of possible savings, to ensure compliance and that where possible a commercial approach is being taken)
Options analysis	Procurement Lead/Tendering Agent with relevant client officer (for the same reasons as above)
Procurement Plan	Procurement Lead/Tendering Agent (with relevant Council client officer) and with input from the Procurement Lead as necessary.
Market testing/market engagement	Procurement Lead/Tendering Agent (with relevant Council client officer)
Production of procurement documentation including Specification, Request for Quotation an Invitation to Tender documents, Terms and Conditions of Contract	Procurement Lead/Tendering agent (with relevant Council client officer and Legal Services)
Advertising (Contracts Finder and where necessary FTS)	Tendering Agent
Tender Evaluation	Tendering Agent (with relevant Council client officer) Legal Services advice should be sought where any challenge under Procurement Act 2023 is anticipated.
Contract award notices	Tendering Agent
Contract award: contract signing, insertion in to Contract Register and contract management set up	Procurement Lead (with relevant client officer and Legal Services)
Contract Management support	Procurement Lead

APPENDIX 6: QUICK REFERENCE GUIDE



- Approval to procure is required before procurement commences (via email) AND a decision to award must be obtained before a contract is awarded.
- Contracts valued at £5,000 or more are subject to Transparency Regulations and must be entered on to the Council's Contracts Register (ProContract).

Total Value	Procurement Guidance	Governance Guidance
Under £24,999	<p>Notices Required: None</p> <p>Method: At least one written quotation required.</p> <p>Note: Budget Holders are responsible for all awards over £5,000 to be entered on the Contracts Register</p>	<p>Governance Process: All contracts below £25,000 do not require a formal decision record unless it is deemed high risk, politically or financially sensitive or other circumstances dictate a formal record is required. Decision does not require a formal officer decision notice. The contract should be signed before PO is raised. The Purchase Order (PO) should be raised before award, and this will be deemed sufficient authority to award the contract with a copy of all documentation kept on Shrepoint for audit purposes.</p> <p>Finance Process: Must be within budget. A Purchase Order (PO) should be raised before award and authorised in accordance with the Council's Financial Regulations.</p> <p>Legal Process: PO Ts & Cs are on the intranet. Please ensure these are fit for purpose for the contract before award. Type of contract to be used must be considered on a case by case basis, depending on the level of risk associated with it Link to Intranet should be added to PO. If bespoke terms are required, please instruct legal before procuring. PO to be approved / signed by the relevant Head of Service prior to award of the Contract once all due diligence has taken place All documentation to be stored on Sharepoint for audit purposes. All awards over £5,000 must be entered on the Contracts Register.</p> <p>Signing: Can be signed by Head of Service.</p>
Between £25,000 and £99,999	<p>Notices Required: All Contracts over £25,000 must have a formal award notice issued (on Contracts Finder)</p> <p>Method: At least 3 quotations should be sought using RFQ template with one supplier being local</p>	<p>Governance Process: All Contracts between £25,000 and £99,999 will require a decision record authorising the award of the contract BEFORE the Contract is awarded. Democratic Services can provide the relevant template(s). This decision can be made by the relevant Head of Service. If matter is high risk, politically or financially sensitive it should be made by the Director and/or relevant Portfolio Holder – please liaise with your Director for guidance). The contract should be signed before raising the PO.</p> <p>Legal Process: Type of contract to be used must be considered on a case-by-case basis, depending on the level of risk associated with it. In most cases, all Works should have a formal contract such as JCT/NEC4 and should be signed before raising the PO.</p> <p>Finance process: Must be within budget. A Purchase Order must be raised prior to award and signed off by the Budget Holder. Purchase Order must be authorised in accordance with the Council Financial Regulations.</p>
£100,000 and over	<p>Notices Required: Contracts Finder Advertising and Award notices. Procurement Lead must be instructed.</p> <p>Method: A formal tender or mini comp is required. Tenders at this level are run via Council's etendering system and managed by Tendering Agent.</p>	<p>Governance Process: All contracts with a combined value of £100,000 up to the key decision threshold approval must be by the relevant Assistant Director (or Director via an Officer Delegated Decision notice) and must be recorded via an Officer Delegated Decision (ODD).</p> <p>Finance process: Must be within budget. Once awarded a Purchase Order must be raised. Purchase Orders must be authorised in accordance with the Council's Financial Regulations.</p> <p>Legal Process: Cabinet decision required for any contract over the key decision threshold. Forward Plan timelines to be considered. Contract must be sealed for anything valued over £500,000</p> <p>Signing: The Contract must be sealed (Rule 18) – please refer to Legal Services for sealing.</p>

APPENDIX 7 – TUPE

The provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) apply to a relevant business transfer where the transferor (incumbent supplier) has a dedicated team of employee(s) that carry out the service activity that is to be transferred. In practice this will often apply where a Council service is:

- 'out-sourced'
- brought back 'in-house' / in-sourced
- where a contract that former Council employees are undertaking comes up for renewal and is awarded again to the same supplier or to a new supplier
- transferred from one external organisation to another
- TUPE is also likely to apply where a supplier who has been awarded a contract subsequently awards or sub-contracts all or part of it to another supplier, whilst retaining the contract with the main client

TUPE can apply irrespective of whether there has been a formal procurement exercise or not. Officers must ask the current Supplier whether or not any employee of the Council or of the Supplier may be affected by any transfer arrangement (TUPE). Where this is relevant, the Officer must ensure that the Transfer of Undertaking (Protection of Employment) issues are considered and obtain relevant advice before undertaking the procurement process. This will include liaising with Lincolnshire County Council where any employee of the Council or of the Supplier is a member of the Local Government Pension Scheme (LGPS). Guidance on whether TUPE applies must be referred to Human Resources or Legal services in the first instance, before proceeding, so that the scope of any legal obligations may be identified. If TUPE does apply this must be factored into the procurement strategy / plan and timescales.

Suppliers must seek their own legal guidance on the application of TUPE; the Council must not offer any such advice. The Council's only involvement with TUPE is to facilitate through the provision of TUPE information; it must not get involved in other TUPE related matters.

'TUPE Information' templates are available on the procurement portal. This information will need to be completed by the current supplier which Officers will issue to the market as part of the procurement documentation on which potential suppliers are invited to bid. This information must be gathered prior to going out to market, and Officers would need to review the information to ensure it has been anonymised (TUPE information is confidential – please discuss with the Procurement Lead whether TUPE information should be published with the tender pack, or to individual bidders, subject to the return of TUPE Confidentiality Agreement), and whether or not there are any LGPS (Local Government Pension Scheme) members. Officers can refer to the Procurement Toolkit available on the Procurement Lead portal for guidance on considerations for LGPS members.