



Tuesday, 5 May 2026 at 4.00 pm
Council Chamber - South Kesteven House, St. Peter's Hill,
Grantham. NG31 6PZ

Committee Members: Councillor Ashley Baxter, Leader of the Council (Chairman)
Councillor Paul Stokes, Deputy Leader of the Council (Vice-Chairman)
Councillor Rhys Baker, Councillor Richard Cleaver, Councillor Phil Dilks, Councillor Philip Knowles and Councillor Virginia Moran

Agenda

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

- 1. Public Open Forum**
The Cabinet welcomes engagement from members of the public.
To speak at this meeting please register no later than one
working day prior to the date of the meeting via
democracy@southkesteven.gov.uk
- 2. Apologies for absence**
- 3. Disclosure of Interests**
- 4. Minutes of the previous meeting** (Pages 3 - 7)
Minutes of the meeting held on 7 April 2026.
Items for Cabinet Decision: Key
- 5. Wharf Road Multi Storey Remedial Works - Phase II** (Pages 9 - 27)
To obtain authority to enter into a contract for Wharf Road Multi
Storey Car Park, Grantham Remedial Works - Phase II.

6. Award of Arboricultural Services Contract (Pages 29 - 33)
To consider the award of a contract to the preferred supplier for the provision of arboricultural services to the Council for up to 4 years.

7. Leisure Improvement Works - Phase One (Pages 35 - 39)
To seek approval for the appointment of a contractor to carry out the leisure improvement works – phase one.

Items for Cabinet Decision: Non-Key

8. South Kesteven Shopfront Design Guide Review (Pages 41 - 47)
To update Cabinet on a review of the South Kesteven Shopfront Design Guide 18 months after its adoption by South Kesteven District Council.

9. Provisional Outturn 2025/26 – Budget Carry Forwards (Pages 49 - 51)
This report seeks a delegation to approve the carry forward of budgets from financial year 2025/26 to financial year 2026/27.

Items for information

10. Cabinet Forward Plan (Pages 53 - 61)
This report highlights matters on the Cabinet's Forward Plan.

11. Open Questions from Councillors

Minutes

Cabinet
Tuesday, 7 April 2026



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

The Leader: Councillor Ashley Baxter (Chairman)
The Deputy Leader: Councillor Paul Stokes (Vice Chairman)

Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste
Councillor Richard Cleaver, Cabinet Member for Property and Public Engagement
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing
Councillor Virginia Moran, Cabinet Member for Housing

Non-Cabinet Members present

Councillor Elvis Stooke
Councillor Tim Harrison

Officers

Karen Bradford, Chief Executive
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)
David Scott, Assistant Director of Finance and Deputy Section 151 Officer
Ayeisha Kirkham, Head of Public Protection
Michael Chester, Leisure, Parks and Open Spaces Team Leader
Carol Drury, Community Engagement & Manager
Mark Rogers, Head of Service (Technical Services)
Joshua Mann, Democratic Services Officer

129. Public Open Forum

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

130. Apologies for absence

Apologies for absence were received from Councillor Phil Dilks.

131. Disclosure of Interests

There were no disclosures of interest.

132. Minutes of the previous meeting

The minutes of the meeting held 10 March 2026 were agreed as a correct record.

133. Award of Contract for Play Equipment Repairs and Operational Inspections

Purpose of report

To approve the award of contract to the preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across the South Kesteven district for five years.

Decision

That Cabinet approves the award of contract to the preferred supplier for the provision of play equipment repairs, supply of new equipment and monthly operational inspections across the South Kesteven district for five years.

Other options considered

The Council could have adopted an in-house model for its monthly operational inspections should a new contract not be pursued. However, this approach would have required additional resources to complement the existing team and would not have provided the Council with independent assurance.

Reasons for the decision

The contract with KOMPAN Limited provided the Council with independent assurance on the condition, suitability and maintenance of play equipment across the district. It also assisted the Council to prioritise investment and replacement of equipment.

A compliant procurement exercise was undertaken to identify a preferred supplier and following the expiry of the appropriate standstill period the contract needed to be formally awarded.

134. Repairs and Voids Materials Contract

Purpose of report

To seek approval for the Council to enter into a contract with Huws Gray for the supply of building materials for use by our in-house repairs and voids trades teams.

Decision

The Cabinet approved for the Council to enter into a contract with Huws Gray for the supply of building materials for use by our in-house repairs and voids trades teams.

Other options considered

The Council could have chosen not to procure a new materials contractor, but this was not considered an option due the existing contract expiring. Without a contract in place the Council was not compliant with relevant procurement regulations and Council policies and procedures.

Reasons for the decision

The Council was required to ensure that a contract was in place for the procurement of materials for use by the in-house repairs and voids teams. The current contract had expired and required renewal.

This contract had been procured in accordance with relevant Council policies and procedures to ensure transparency, value for money and compliance with procurement legislation and Council policies.

Once the recommendation had been approved, the preferred bidder would be notified of the outcome, and the Council intended to execute the Contract at the conclusion of any standstill period with the intention to enter into contract on 1 May 2026.

135. Street Trading Policy

Purpose of report

To approve the adoption of the Street Trading Policy for South Kesteven District Council.

Decision

Cabinet approved the adoption of the Street Trading Policy for South Kesteven District Council and agreed to delegate authority to the Cabinet Member for Corporate Governance and Licensing in consultation with the Head of Service (Public Protection) to make inconsequential amendments.

Other options considered

Cabinet could have decided to remove the Street Trading Policy in its entirety. This would have resulted in no-one within South Kesteven would needing consent to trade. However, to do this, a full public consultation would need to have been undertaken to understand the impact on businesses and residents within the district, and this impact would need to be considered.

Reasons for decision

The Policy and proposed updates supported the Council in fulfilling its duties associated with street trading. Reviewing the Policy had provided an opportunity to update the intention and enforceability of the Policy.

136. SK Community Fund

Purpose of report

To approve the proposed changes to the SK Community Fund which included amendments to grant levels and eligibility criteria. The proposed changes would allow for the Fund to re-launch for the 2026/27 financial year.

Decision

The Cabinet approved the proposed changes to the SK Community Fund which included amendments to grant levels and eligibility criteria. The proposed changes allowed for the Fund to re-launch for the 2026/27 financial year. It was also agreed to delegate authority to the Deputy Leader of the Council, in consultation with the Assistant Director for Leisure, Culture and Place, to make inconsequential amendments.

Other options considered

The Fund's criteria could have remained unchanged. The proposed amendments, however, allowed for increased opportunities which would greatly benefit civil society within South Kesteven.

UK Shared Prosperity funding had proven a need for grants which supported larger projects; hence the reasoning provided around the proposed introduction of the Large Grants Fund. Statistical information from the existing SK Community showed that, in the previous two years, 69% of awards had been for grants of £2,000 and less, therefore providing evidence of need to continue the Small Grants Fund as proposed.

Reasons for decision

The recommended changes would improve opportunities offered by the SK Community Fund.

Establishing an appropriate delegation to allow for the decision-making authority of the Assistant Director would ensure suitable governance.

The proposals for change were fully supported by the Rural and Communities Overview and Scrutiny Committee at its meeting of 24th March 2026.

137. Cabinet Forward Plan

The Leader of the Council noted that consideration was being given to amending the start time of Cabinet meetings to 14.00.

It was noted that some items had been added to the Forward Plan since its publication, including consideration of the contract award for works at Wharf Road car park in Grantham.

138. Open Questions from Councillors

Councillor Elvis Stooke to the Cabinet Member for Environment and Waste.

Councillor Stooke requested confirmation that all residents across South Kesteven would be receiving food waste caddy bins. Confirmation was given by the relevant Cabinet Member who noted that over 55,000 caddies had been distributed and a web link would be available for residents to complete if no caddy had been received.

Councillor Elvis Stooke to the Cabinet

Councillor Stooke invited Cabinet Members to hold a meet-and-greet with residents in the Belmont Ward. The Leader of the Council accepted the invitation to be held later in the year. He also indicated that the Cabinet's next meet-and-greet would be held in the Deepings.

The meeting concluded at 16.40.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet

Tuesday, 5 May 2026

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

Wharf Road Multi-Storey Car Park Grantham – Maintenance Works

Report Author

Gyles Teasdale, Head of Property and ICT

 g.teasdale@southkesteven.gov.uk

Purpose of Report

To obtain authority to enter into a contract for the resurfacing of Level Four of Wharf Road Multi-Storey Car Park Grantham and to seek delegated authority to the Deputy Chief Executive and S.151 Officer and the Cabinet Member for Property, for the award of a contract for repair works to all levels of the car park.

Recommendations

Cabinet is asked to:

- 1. Approve the award of a contract to Rio Asphalt & Paving Co Ltd for a value of £298,948.12 exclusive of VAT for essential resurfacing of Level Four of Wharf Road Multi-Storey Car Park Grantham.**
- 2. Delegate authority to the Deputy Chief Executive and Section 151 Officer and the Cabinet Member for Property to award a further contract for general repair works to all levels of the Wharf Road Multi-Storey Car Park Grantham.**

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?	Effective council Enabling economic opportunities
Which wards are impacted?	Grantham St. Wulfram's

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 2026/27 General Fund capital programme approved by Council on 26th February 2026 includes an allocation of £650,000 for all works at the Wharf Road car park. This contract award together with the delegation decision to award a further contract for repairs will be met from the capital allocation.

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

Legal and Governance

- 1.2 Due to the value of the contract award Cabinet are the appropriate body to consider agreeing the proposals. Further legal implications are outlined at Section 3 of the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 Wharf Road Car Park, Grantham is a multi-storey car park which is leased and maintained by South Kesteven District Council (SKDC).
- 2.2 This leased property comprises four levels of public car park for which SKDC is responsible for the operation, maintenance and repairs under their lease with the landlord.
- 2.3 Under the terms of the lease, the landlord has been seeking to ensure that SKDC fulfil their repairing obligations. The Council instructed Pick Everard to prepare a schedule of dilapidations, itemising repairs needing to be carried out, and to prepare a programme of work to fulfil these obligations.
- 2.4 SKDC is now implementing a phased plan of maintenance work to carry out these repairs. The first phase of works, resurfacing Level Three of the car park, was completed in November 2025. The project was tendered by an open procedure, through Welland Procurement, following which Rio Asphalt & Paving Ltd were appointed to carry out the works.

- 2.5 The Council has now tendered the resurfacing of Level Four, again using an open procedure through Welland Procurement. On this occasion there was only one bid from Rio Asphalt & Paving Ltd.
- 2.6 Rio Asphalt & Paving's tender has been evaluated by both SKDC, and its specialist technical consultant Pick Everard. The Welland Procurement summary is attached at **Appendix One**.
- 2.7 Rio Asphalt & Paving Co Ltd tender is compliant, meeting all technical requirements and it is therefore recommended that Rio Asphalt & Paving Co. Ltd is appointed to undertake the works.
- 2.8 The works are expected to commence in June 2026 and will be carried out over a period of five to six weeks. During this period, every effort will be made to minimise disruption to the users but there may be instances when the car park may require full closure to undertake the works in a safe manner. If this is the case, then advance publicity will be put in place to ensure users of the car park are made aware in order to make alternative arrangements.
- 2.9 The Council has also gone out to tender through Welland Procurement, again on an open procedure, for general repair works to all levels of the car park. The tender for this project is currently live, and responses are due to be evaluated during May. The intention is that this work should start on site in July meaning a potential two week overlap with the Level Four works.
- 2.10 In order to ensure that the works can be completed as soon as possible, in line with the overall programme, approval is being sought for delegation to be given to the Deputy Chief Executive and Section 151 Officer and the Cabinet Member for Property to award a contract for repair works to all levels of the Car Park.
- 2.11 Delegated authority is required to allow the prompt award of a second contract for associated repair works, ensuring continuity from the initial contract works, maintaining programme momentum, and reducing the risk of delay, increased cost, or extended closure of the facility creating negative publicity.

3. Key Considerations

- 3.1 To award the contract for works to Rio Asphalt & Paving Co Ltd at a cost of £298,948.12 + VAT.
- 3.2 Should the contract not be awarded, SKDC will be in contravention of the terms of their lease for which the landlord could take legal recourse to ensure the legal obligations for these repairs are fulfilled.

3.3 SKDC is in the process of renegotiation of the lease for the car park with the landlord and SKDC wish to ensure this process is as efficient and smooth as possible. The repairing obligations for the car park are an intrinsic part of the wider negotiation to ensure the Council manages its risk and financial expenditure through a planned programme.

4. Other Options Considered

4.1 Delaying the works further will mean the car park surface and underlying concrete framed structure will further deteriorate leading to much higher costs in the future.

5. Reasons for the Recommendations

5.1 The structure of the car park is deteriorating as evidenced by corrosion of the concrete plank structural fixings below Level 3. Resurfacing with mastic asphalt to Level 3 will prevent water ingress and the existing corrosion will be treated to prevent further deterioration.

6. Background Papers

6.1 A copy of the Procurement Summary is attached to this report.

7. Appendix

7.1 Appendix 1 – Welland Procurement Summary



Welland Procurement: Procurement Planning and Delivery Toolkit

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Note: WP staff to capture the date the PPT was received to Wellandprocurement@melton.gov.uk or, if completing with the client the date of the meeting where this was done.

Appendix 1

Section 1: Pre-Procurement Approvals (WP to complete with Client, then Client Manager to sign off)

Authority Name	South Kesteven DC
Lead Officer:	Peter Withers
Phone Number:	
Lead Officer Email:	peter.withers@southkesteven.gov.uk
FTS Reference	2026/S 000-020784

Procurement Title:	Wharf Road Level 4 Car Park Resurfacing
WP Procurement Reference:	SKDC-1613
Date Supplier must begin work:	01/06/2026
Date work must be completed:	30/09/2026
Date Client can provide their procurement documents:	06/02/2026

Overview of the Procurement

In the box to the right please tell the story or **what you are buying and why**,

- the **aims and scope of the project**, who is the project sponsor or point of escalation?
- include any **relevant historical information** eg performance or issues in previous contracts.
- Are there any **known risks or special considerations** eg will staff transfer from current provider, is there sensitive information involved, what about intellectual property or copyright concerns? Is this something that needs local suppliers, SME's or The Voluntary, Charity or Social Enterprise sector?
- Are there **any deadlines** in terms of Funding deadlines or do we need to meet any special procurement rules?
- Are there any key milestone dates for approvals or decisions?**
- Do you have **dedicated staff** available to create your documentation eg the Specification or **external consultants** involved

The works consist of asphaltting works to replace the asphalt surface on Level 4 of the Wharf Road car park as it has deteriorated, cracked and is in poor condition. The works are required to comply with the lease terms and to maintain the use of the car park for the residents and public using the car park.

Project Type: This is a new requirement that is a one time project

Please confirm the situation regarding funding for this procurement Funding has been approved

Is approval to procure required and has this been secured: No Sign Off Required Approval to Procure Secured

Has legal been engaged to provide a draft contract and legal advice. Legal Engaged, External Support on Contract Required

Other Resources (if not the Lead officer)	Name	Contact (email & Phone)
Person responsible for the Contract	Peter Withers	peter.withers@southkesteven.gov.uk;
Person(s) Responsible for the Specification	Adrian Baker	adrianbaker@pickeverard.co.uk;
Person responsible for the Pricing Doc	Adrian Baker	adrianbaker@pickeverard.co.uk;

Procurement Details:

Date First Received by WP: 26/01/2026

A. Will this require Soft Market Engagement/Supplier input to define the specification etc before the tender is published? Or have any suppliers already been contacted recently about this project, including your incumbent? If yes provide details below.	No
Click or tap here to enter text.	

B. Are any staff (internally or externally) currently carrying out work relating to this procurement who may need to be transferred to any new supplier? If yes provide details below including weblink to any internal policy (TUPE)	No
Click or tap here to enter text.	

C. Are there any Equality and Diversity issues in the proposed work- eg women in construction, accessibility concerns, ethnicity or religious considerations? If yes provide details below including weblink to any internal policy	No
Click or tap here to enter text.	

D. Will data identifying individuals be collected or transferred as part of information shared in the delivery of this procurement? This will need GDPR policy advice from your internal representative.	No
Click or tap here to enter text.	

E. Are you looking to include Social Value, sustainability, or environmental impact outcomes as part of the proposed work? If yes provide details below including weblink to any internal policy and any staff engaged in social value within your authority	Yes
Use of apprentices within supplier company, reduction in waste, energy conservation	

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Project Type: This is a new requirement that is a one time project	
If this is not a onetime project how many years would the contract need to cover? Please provide a single figure, or if you would prefer a shorter contract which allows extensions, provide the initial term and extensions instead eg 3+1+1, 4+1 or 3+2, 2+2+1 are all variations on a 5 year contract	4 Months
Total Contract Value (the anticipated cost for the project/Contract Length, including extensions, based on current rates paid or agreed budgets)	£300,000
What is the main Commodity Type covered by the procurement (by value)	Works

Date First Received by WP: 26/01/2026

Approval to Start

<p>Signature: Peter Withers Role: Interim Projects Officer</p> <p>Signature: peter withers</p>	<p>The relevant officer has liaised with Democratic Services and understands the decision-making implications and confirms approval to procure has been granted and has financial approval to proceed.</p> <p>Form was Signed Electronically (see left)</p>
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Link to return to Section 5: Procurement Recommendation Report and Award (after checking details in section 1): click [Here](#)

Section 2: Procurement Planning Phase (WP to complete)

1. Use Of Early Market Engagement

Early Market Engagement to be used (tick all that apply)		
<input type="checkbox"/> Questionnaire asking for supplier input	<input type="checkbox"/> Event to outline proposal and get supplier feedback	<input type="checkbox"/> Workshop to help design tender process
<input type="checkbox"/> Other (provide details)		

2. Use of a Framework

Using Existing Framework/ DPS/Dynamic Market options explored (Include details below): No - Not Deemed Appropriate	
Click or tap here to enter text.	
Framework Provider and Reference (if used) Click or tap here to enter text.	FTS ref for Framework (If available) Click or tap here to enter text.
Creating New Framework/Dynamic Market (tick whichever applies)	
<input type="checkbox"/> A new framework is required to be set up	<input type="checkbox"/> A new Dynamic Market is required to be set up
Reasoning:	

3. Use of Lots

Lotting Arrangements: Is there an opportunity to break the work down into lots? – this makes it more accessible to SME’s and Local suppliers. Either provide the lot breakdown or reasons why lots are not used (below)
N/A

4. Award Criteria - MAT (most advantageous tender)

Criteria	Assigned weighting	Breakdown
Commercial	[60%]	Click or tap here to enter text.
Technical/Quality	[40%]	Click or tap here to enter text.

The Following Pass/Fail criteria were also established:

1. member Contractor of the Mastic Asphalt Council

5. Use of the competitive flexible process (or stages in under-threshold procurements)

Competitive Flexible Options: Phases identified as being useful:

Date First Received by WP: 26/01/2026

a) Market Engagement Event <input type="checkbox"/>	f) Audits and Checks <input type="checkbox"/>	k) Preferred Supplier Stage <input type="checkbox"/>
b) Participation Stage <input type="checkbox"/>	g) Negotiation <input type="checkbox"/>	l) Final Tender <input type="checkbox"/>
c) Site Visits <input type="checkbox"/>	h) Dialogue <input type="checkbox"/>	m) Supplier Funding <input type="checkbox"/>
d) Supplier Presentations <input type="checkbox"/>	i) Award Without Negotiation/Dialogue <input type="checkbox"/>	n) Prototype development <input type="checkbox"/>
e) Product Demonstrations <input type="checkbox"/>	j) Intermediate Assessment to reduce field <input type="checkbox"/>	o) Variant Tenders <input type="checkbox"/>
p) Other stages (please identify below):		

6. Procurement Risks /Issues (Identified from either conversations with Client or Section 1)

Risk/Issue Description	Officer Assigned	Date Added	Severity (1-5)	Likelihood (1-5)	Score	Mitigation	Last Reviewed
Click here to return to the stage 4 report: risk implications							

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7. Any Other Considerations or adjustments to original scope.

8. Recommended Route to Market

Procurement Route: Open Tender (Below Threshold)	Reason: No appropriate framework, previous similar procurement was run as an open tender and generated a good level of interest and bids.
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How long should the tender remain valid for from date of final tender submission? Ensure you include time for any sign off processes	90 Days
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Date First Received by WP: 26/01/2026

9. Procurement Timeline

Activity	Proposed Date(s)	Delivered Dates	If delivered late include reason
Procurement Start Date	06/02/2026	06/02/2026	
Progress Check in	Updates at agreed periods		
Specification Complete	06/02/2026	06/02/2026	
Draft Contract Provided to WP	06/02/2026	06/02/2026	
Pricing Document Complete	06/02/2026	06/02/2026	
Quality Questions Complete	10/02/2026	10/02/2026	
Tender Instructions etc Complete	12/02/2026	04/03/2026	
Approval To Publish Competition	02/03/2026	06/03/2026	
Advertised on eTender System	02/03/2026	09/03/2026	
Tender Notice (UK4)	02/02/2026	09/03/2026	
Clarifications Managed	(Every 2-3 days)		
Clarifications Close	23/03/2026	30/03/2026	
Tender Submission Date	30/03/2026	07/04/2026	
Evaluation Starts	30/03/2026	07/04/2026	
Moderation Session	13/04/2026	17/04/2026	
Recommendation Report	15/04/2026	17/04/2026	
Approval to Award	17/04/2026	Click or tap to enter a date.	
Contract Details Notice (UK7)	04/05/2026	Click or tap to enter a date.	
Contract Register Completed	11/05/2026	Click or tap to enter a date.	
Agreed Contract Start Date	01/06/2026	Click or tap to enter a date.	

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Link to return to Section 5: Procurement Recommendation Report and Award (after checking details in section 2): click [Here](#)

Date First Received by WP: 26/01/2026

Section 3: Approval To Publish This Procurement:

Prior to publishing any tender, the WP lead must provide the tender pack and this document to the lead officer for it to be signed off as ready to publish to suppliers.

Sign off should be from the Head of Department as a minimum.

Welland Procurement can only publish this tender once this has been signed off.

Specification Checked <input checked="" type="checkbox"/>	Pricing Document Checked <input checked="" type="checkbox"/>
Quality Questions signed off <input checked="" type="checkbox"/>	Draft Contract signed off <input checked="" type="checkbox"/>
Having reviewed: <ul style="list-style-type: none">• the information in section 2 of this document,• the documentation to be published to suppliers, and• having completed the above checklist, I confirm permission to publish this procurement has been granted by:	
Name:	Peter Withers
Signature	peter withers
Position in Authority:	Projects Officer

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[Link to return to Section 5: Procurement Recommendation Report and Award \(after checking details in section 3\): click Here](#)

Date First Received by WP: 26/01/2026

Section 4: Conflict of Interest Log with Mitigations:

Name	Role in Procurement	COI identified	Date COI Identified	Mitigation used (if required)
Gareth Dawkins	Council Lead	N/A		
Adrian Baker	Evaluator (External Consultant)	N/A		

- Where multiple COI are identified for a single person list each on a separate line
- Roles may include evaluators, those who have designed the specification or those with influence upon the award/contract decision.

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Link to return to Section 5: Procurement Recommendation Report and Award (after checking details in section 2): click [Here](#)

Section 5: Procurement Recommendation Report and Award

This report is to provide comfort that all stages of this procurement have followed UK and Authority Regulations.

This is for both the provision of an audit trail, and to enable the appropriate Officer to approve the recommendation as part of the Council’s internal governance and accountability arrangements.

This report is commercially sensitive (under the Freedom of Information) and is therefore intended for restricted circulation only. The report should only be published with the consent of the Lead Officer; due to the sensitive information it contains relating to the bidder’s Tender submissions.

Instructions: as this is a single document covering the whole of the procurement from inception to completion this award report will guide you to relevant information for you to review using hyperlinks – at the end of any section to be reviewed there will be another link to return you back to the Recommendation report.

Procurement Summary information

<p>Please see Section 1 for: Procurement Overview, Lead Contact information Contract Length Approval to Procure/Sign off by clicking here</p>	<p>Please see section 2 for: Early Market Engagement details Framework Details (if used), Lot Details (if applicable), The Award Criteria (Financial Vs Technical/Quality vs Social Value etc) Procurement Stages Risks & Mitigations Agreed Timeline (plus delays) Route To market used by clicking here</p>	<p>Please See section 3 for: Approval to publish the tender by clicking here</p> <p>Please See Section 4 for: Conflicts of Interest Log by clicking here</p>	<p>Actual Contract Value (from winning bid: £298,948.12</p>
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The Public Procurement Process

In accordance with the Procurement Act 2023, the following option shown below was used: Option A

Option A: this Tender opportunity was advertised on the Find a Tender Service (FTS) under the reference given in section 1 and advised bidders that award of the contract would follow the route to market set in section 2.8
--

Option B: this opportunity was not advertised, as it was a call off from a Framework The Framework references are in section 2.2
--

On publication of the opportunity, organisations were asked to register their interest via the Council's e-Sourcing portal, where Tender documents were publicly available. A total of 43 expressions of interest were received, resulting in 1 Tender submissions.

The procurement process has been conducted in accordance with best practice and the relevant UK procurement regulations, ensuring the principles of transparency, equity and fairness have been adhered to.

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Evaluation of the Award Criteria

An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria being examined, based upon qualifications and experience. Each question was evaluated by at least three evaluators and their scores, and comments recorded

Subjective evaluation was undertaken, and initial scores to a maximum of 5 marks were awarded using the scoring matrix below.

A process of moderation for each individual evaluator's scores was undertaken by Welland Procurement. The responses were discussed at a moderation meeting (See procurement timetable in section 2.9 for date), attended by all evaluators and chaired by the moderator and a final agreed score awarded. The meeting ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used. In all such cases, following discussion, the moderator concluded the most appropriate mark to be awarded.

Technical/Quality Assessment Scoring matrix

In the evaluator’s reasoned opinion, the response is a:					
Score of 0	Score of 1	Score of 2	Score of 3	Score of 4	Score of 5
Unacceptable Response	Poor Response	Weak Response	Satisfactory Response	Strong Response	Excellent Response
The response is unacceptable in relation to the stated requirements of the question. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question. OR No answer has been given.	The response is poor in relation to the stated requirements of the question. The response provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Council’s minimum requirements or really understands what those requirements are.	The response is weak in relation to the stated requirements of the question. The response provides a low level of detail and provides less than satisfactory evidence to demonstrate that the bidder has the expertise to satisfy the Council’s minimum requirements and/or demonstrates some misunderstanding of those requirements.	The response is satisfactory in relation to the stated requirements of the question. The response provides a satisfactory level of detail and demonstrates that the bidder has the necessary expertise to meet the Council’s minimum requirements and has a reasonable understanding of what those minimum requirements are.	demonstrates that the bidder’s expertise and approach, exceed the Council’s minimum requirements.	The response is excellent in relation to the stated requirements of the question. The response provides an excellent level of detail and demonstrates that the bidder’s expertise and approach significantly exceed the Council’s minimum requirements such as to provide added value.

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Bidders were advised that irrespective of the methodology described above:
1. A score below XX% for the quality assessment would result in the elimination of their Tender, as the Council requires a minimum quality threshold. <input type="checkbox"/>
2. An agreed score for any of the quality questions of ‘0’ or ‘1’ would result in the elimination of their Tender, as the Council requires a minimum quality threshold. <input checked="" type="checkbox"/>

Commercial Assessment

The bidder with the lowest overall compliant price being awarded the full score available, the remaining bids were scored in accordance with the following calculation:

$$= ((\text{lowest submitted price})/(\text{potential supplier' s submitted price})) \times \text{price weighting}$$

Results

The evaluation scoring process was devised based upon a maximum score of 100% being available to each bidder as stated in the Tender documentation and outlined above. Following the completion of the evaluation and moderation process the scores awarded to the participants were as follows:

Place	1 st
Name	Rio Asphalt
Score	94.2%

Recommendation

Option 1: Following the completion of the procurement process, it is recommended that the following supplier(s) is/are awarded the contract.
Rio Asphalt

Option 2: If it is recommended that an award is not made following this process, for the following reason(s)

Subcontractors

Option 1: Please note the share of the contract which the successful tenderer intends to subcontract to third parties is approximately XX%.
The main supplier's nominated subcontractors are as follows:

Option 2: No subcontractors will be used for this contract.

Next Steps

The Lead Council Officer must ensure the internal governance/approval process is followed, prior to returning this summary report to Welland Procurement. This summary report does not supersede or replace any internal governance/approval process the Council may have.

Once the recommendation has been approved by the appropriate approvers, the preferred bidder and all unsuccessful bidders will be notified of the outcome simultaneously. Subject to the satisfactory return of due diligence, and no legal challenge being received, the Council intends to execute the Contract at the conclusion of any standstill period.

Sign Off

Procurement lead	Lead Council Officer	Chief Officer/Approver/Budget Holder
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Date First Received by WP: 26/01/2026

Name: Tom Paling	Name:	Name:
Role: Contract & Supply Specialist	Role:	Role:
Signature	Signature	Signature
Date: 17/04/26	Date	Date

Section 6: Contract Management:

This section covers information and actions required after the signing of the contract for the authority assigned Contract Manager

Contract Mobilisation

Role	Name	Contact
Contract Manager (authority)		
Contract manager (supplier) Foster Property		
Contract manager (supplier) Gratton Construction		

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Contract Meetings	
Has the authority contract manager set up a contract review meeting:	
At what frequency are the meetings?	

Contract Award Notice			
It is a legal requirement to publish a UK7 Contract Details Notice within 30 days of the signature of any contract valued over £20,000. Contracts over £5m must also have a redacted version of the contract attached.			
Please confirm you have passed the contract start date, contract length, final contract total and a redacted contract if required to Wellandprocurement@melton.gov.uk to enable them to publish this on your behalf.			
Date of email:		Sender details:	

KPI's

The KPI's for this Contract are as follows:

KPI Ref	Title	Method of calculating	Required KPI level
1			
2			
3			

Other Legal Requirements for the Contract Manager

- During the contract lifetime the following notices are required:
- Where a contract needs to be varied in terms of costs (outside of annual indexation) or scope (excluding material changes) the contract manager must arrange for the UK10 Contract Change notice to be placed on the Find a Tender System
 - Where a contract needs to be extended (either via an agreed extension or otherwise) the contract manager must arrange for the UK10 Contract Change notice to be placed on the Find a Tender System
 - When a contract terminates – for any reason including naturally reaching the contract end date the contract manager must arrange for the UK11 Contract Termination notice to be placed on the Find a Tender System
 - Where your contract is over £5m, the contract manager must arrange for the UK9 Contract Performance Notice to be placed on the Find a Tender System at least annually (and not less than 30 days after in response to missed KPI's or a breach of contract)
 - Where your contract has payments of over £30k in any quarter, the contract manager must arrange for the UK8 Contract Payment Notice to be placed on the Find a Tender System in that quarter

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**SOUTH
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COUNCIL**

Cabinet

Tuesday, 5 May 2026

Report of Councillor Rhys Baker,
Cabinet Member for Environment and
Waste

Award of Arboricultural Services Contract

Report Author

Andrew Igoea, Tree Project Officer

✉ andrew.igoea@southkesteven.gov.uk

Purpose of Report

To consider the award of a contract to the preferred supplier for the provision of arboricultural services to the Council for up to 4 years.

Recommendations

Cabinet is asked to:

- 1. Approve the contract award for the provision of arboricultural services to Crimson Kings (Midlands) Ltd for a two-year term for an estimated annual sum of £150,000, with an option to extend annually for up to a further two years.**
- 2. Delegate authority to the Director of Housing & Projects, in consultation with the Cabinet Member for Environment and Waste, to extend the contract by up to a further two years should this be required.**

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities 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 financial implications of this contract award are within budgeted levels and therefore the projected annual cost set out in the report can be met without an increase in the budgets.

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

Procurement

- 1.2. A compliant procurement process has been followed by running an open tender process to identify a preferred contractor resulting in a overall contract value of £600k including extensions based on £150k per annum for 4 years. The tender process was managed by Welland Procurement and conducted in accordance with best practice and the Procurement Act 2023 to ensure that the principles of transparency, equity and fairness have been adhered to.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.3 A contract of this value must be considered by Cabinet.

Completed by: James Welbourn, Democratic Services Manager

Health and Safety

- 1.4 As part of the procurement process it has been stipulated that successful contractors must hold accreditation under the Arboricultural Association Approved Contractor Scheme.

- 1.5 It is administered by the Arboricultural Association and involves a rigorous independent assessment of a contractor's policies, systems and operations and this includes detailed evaluation of:

- Health and Safety management systems and compliance with legislation
- Training, competence and supervision of staff
- Use, inspection, and maintenance of equipment

- Work planning, risk assessment, and site safety practices
- Quality of arboricultural work and overall business management

1.6 This contract will also be subject to scrutiny and contract monitoring by SKDC officers to ensure that safety standards are maintained.

Completed by: Phil Swinton Head of Health and Safety, Compliance and Emergency Planning

2. Background to the Report

- 2.1 The Council currently procures arboricultural services on a job-by-job basis, obtaining individual quotations for each piece of work or parcel of activity. While this approach has provided operational flexibility, it has become increasingly inefficient and administratively burdensome as demand for tree management has grown.
- 2.2 Analysis of annual expenditure has shown that the cumulative value of these individual works has exceeded thresholds at which a formal, competitively tendered contract is required. Continuing with ad-hoc procurement therefore presents both a compliance risk and poor value for money, as pricing lacks the stability and economies of scale associated with a structured contract.
- 2.3 To address these issues, the Council requires a single arboricultural services contract that consolidates routine and reactive works under an agreed schedule of rates. This will ensure consistent service quality, improved cost control, and alignment with procurement regulations, while supporting effective long-term management of the Council's tree stock.
- 2.4 The contract was awarded using a Most Economically Advantageous Tender (MEAT) approach. Submissions were evaluated with 60% of the available score being awarded for price and 40% relating to quality. Prior to the scored evaluation stage, bidders were required to meet a small number of pass/fail compliance requirements, including evidence of Employers' Liability Insurance, Public Liability Insurance, and accreditation under the Arboricultural Association's Arb Approved Contractor Scheme ¹. The use of these pass/fail criteria ensured that only contractors meeting essential insurance requirements and recognised industry quality standards progressed to the scored evaluation.
- 2.5 The Arb Approved Contractor scheme is widely regarded as the industry 'gold standard' for arboricultural contracting and provides independent verification of a contractor's competence, safety management systems, work quality, and business practices. This approach is particularly important given that arboricultural

¹ Further information on the Arboricultural Association's ARB Approved Contractor scheme is available at: <https://www.trees.org.uk/> (Arboricultural Association – home of the ARB Approved Contractor scheme)

operations involve inherently high-risk activities and the wider industry is not subject to statutory licensing. By applying these minimum requirements at the outset, the Council ensured that all compliant bidders had already demonstrated an appropriate level of professional competence and risk management, allowing the scored quality assessment to focus on delivery methodology, contract management arrangements, environmental performance and social value.

- 2.6 Answers to five quality assessment questions were independently evaluated by three officers following score description and model answer notes circulated prior to the evaluation. Scores were moderated by a Contracts and Supply Specialist at Welland Procurement.
- 2.7 As this contract is for the provision of ongoing arboricultural services, works will be instructed as needed in response to inspections, emergencies, planned maintenance programmes and other service demands. This means tenders could not be assessed against a single fixed contract value, so a representative pricing model was used to enable a fair comparison of bids.
- 2.8 Pricing was assessed using a sample of rates from the contract Schedule of Rates, based on the types of tree work the Council most commonly orders. This included a mix of work types, tree sizes, access conditions and likely operational scenarios. Each item in the sample was given a notional quantity to reflect how often that type of work is expected to occur and its typical scale. Tenderers submitted a unit rate for every item, and these rates were multiplied by the notional quantities to produce a total evaluation price for comparison. These quantities were used for evaluation only and do not represent guaranteed levels of work under the contract. This approach provides a fair and transparent way to compare bids while reflecting expected service needs over the life of the contract.
- 2.9 The estimated contract value of £600,000 represents an approximate upper value calculated by combining the Council's current General Fund and Housing Revenue Account (HRA) budgets for tree management and projecting these over the maximum potential contract term of four years. This figure is provided for procurement and transparency purposes only and does not commit the Council to any minimum level of expenditure under the contract.
- 2.10 The contractor will be appointed on the basis of a schedule of rates for different categories of arboricultural work, and works will be commissioned as required. The actual level of expenditure will therefore be determined by the budgets approved by the Council for tree management in each financial year, and by operational priorities.
- 2.11 Works will be instructed in accordance with the Council's recently adopted Tree Management Policies, which sets out the framework for prioritising tree inspections and works across the Council's estate. This approach ensures that the contract provides the Council with access to a suitably qualified contractor while maintaining full flexibility for Members to determine the level of funding allocated to tree management through the annual budget-setting process.

3. Key Considerations

- 3.1 12 tender submissions were received. Three bids were rejected for failing to pass the pass/fail criteria and/or scoring below a minimum technical or quality threshold.

Position	Name	Combined Score (%)
1 st	Crimson Kings (Midlands) Ltd	98.40
2 nd	[bidder 2]	77.23
3 rd	[bidder 3]	60.84
4 th	[bidder 4]	60.77
5 th	[bidder 5]	58.89
6 th	[bidder 6]	52.90
7 th	[bidder 7]	52.89
8 th	[bidder 8]	49.58
9 th	[bidder 9]	44.40

- 3.2 Crimson Kings (Midlands) Ltd obtained the highest combined score and are therefore the preferred supplier.

4. Other Options Considered

- 4.1 Continue to procure arboricultural services by obtaining individual quotations for each piece of work or parcel of activity. This option has been discounted both based on the expected value for overall works, and because this approach risks an increased overall cost.

5. Reasons for the Recommendations

- 5.1 This contract will ensure high-quality, safe and professional tree work in accordance with national standards, with clearly defined quality criteria covering operational practices, health and safety, environmental management, responsiveness, professional competence and customer service. The contract will provide consistency, transparency, and value for money for the Council's ongoing tree management responsibilities.
- 5.2 Crimson Kings (Midlands) Ltd obtained the highest combined score and are therefore the preferred supplier.

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**SOUTH
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COUNCIL**

Cabinet

Tuesday, 5 May 2026

Report of Councillor Paul Stokes
Deputy Leader of the Council, Cabinet
Member for Leisure and Culture

Award of Contract - Leisure Improvement Works, Phase One

Report Author

Michael Chester, Team Leader - Leisure, Parks and Open Spaces

✉ michael.chester@southkesteven.gov.uk

Purpose of Report

To seek approval for the appointment of a contractor to carry out phase one of the leisure improvement works.

Recommendations

Cabinet is asked to:

- 1. Approve the contract award for the leisure improvement works at a cost of £321,222.00 to the preferred supplier Northdown Property Services (NPS) Limited, for a period of up to six months with the option to extend for a further six months if required.**
- 2. Approve the allocation of a revenue budget from the Leisure Investment Reserve to fund the works.**
- 3. Delegate authority to the Section 151 Officer, in consultation with the Cabinet Member for Leisure and Culture to extend the contract by up to a further six months should this be required.**

Decision Information

Is this a Key Decision?	Yes
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting Communities Effective Council
Which wards are impacted?	Bourne East; Grantham Earlesfield; Stamford St Georges;

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 procurement of a contractor to undertake the leisure improvement works – phase one has been undertaken in accordance with the Council's Contract Procedure Rules. The contract value is in accordance with the allocation of funds in the Leisure Investment Reserve to undertake the agreed scope of works.

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

Procurement

- 1.2 A compliant procurement process has been followed by running an open tender process to identify a preferred contractor to undertake the leisure improvement work – phase one, across each of the leisure centres and sports stadium.
- 1.3 This process has been supported by Welland Procurement and conducted in accordance with best practice and the Procurement Act 2023 to ensure that the principles of transparency, equity and fairness have been adhered to.

Completed by: Helen Baldwin (Procurement Lead)

Legal and Governance

- 1.4 A compliant procurement exercise has been undertaken, and the recommended action is in line with the Council's Contract Procedure Rules.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The Council's Corporate Plan (2024-27) sets out the Council's ambition to be 'A thriving District to live in, work and visit' with the aim of delivering and facilitating a sustainable leisure and cultural offer, as well as managing its resources and assets effectively with open transparent and accountable decision making. Underpinning this are the key priorities for the Council of 'Connecting Communities' and being an 'Effective Council'.

- 2.2 The Council's three leisure centres and sports stadium have the highest customer throughput each year across all its assets and as such it is recognised that to continue to provide a positive customer experience there is a need to undertake cosmetic works and decoration, instead of solely focusing on its maintenance backlog.
- 2.3 A Leisure Investment Reserve of £1m has been established to enable investment in the facilities by improving the decoration and replacing worn out fixtures and fittings. Phase one of the investment was agreed at £500k and a further £500k was allocated for phase two.
- 2.4 Following a meeting of the Finance and Economic Overview and Scrutiny Committee held on 18 November 2025, (see **Background Papers**), it was agreed that the allocation of this funding should be targeted at refurbishing the changing room facilities across all the centres.
- 2.5 Officers have since been working with William Saunders Architects to finalise the scope of works for phase one of the project, along with Welland Procurement to procure the works through an open tender process.
- 2.6 As part of the open tender process, site visits for potential contractors were mandatory should they wish to formally submit a bid. A total of three scheduled site visits were arranged due to the high level of interest shown in the project.
- 2.7 A total of 45 expressions of interest were received and from this, 10 contractors attended the site visits which subsequently resulted in a total of nine formal tender submissions being received.
- 2.8 The tenders were evaluated with 40% of the available score being awarded for quality, 10% for social value, and 50% relating to price. Welland Procurement supported the evaluation of the tenders and the moderation of scoring.
- 2.9 A summary of the bids received was as follows:

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	NPS Ltd	Bidder 6	Bidder 7	Bidder 8	Bidder 9
Quality Score (40%)	24%	24%	32%	29%	31%	24%	26%	28%	18%
Social Value Score (10%)	6%	8%	8%	8%	6%	8%	6%	6%	8%
Price Score (50%)	0%	38.87%	28.80%	46.39%	50.00%	30.54%	40.68%	32.19%	31.31%
Total	30.00%	70.87%	68.80%	83.39%	87.00%	62.54%	72.68%	66.19%	57.31%

- 2.10 Following evaluation Northdown Property Services (NPS) Limited have been identified as the preferred contractor with an overall score of 87%. NPS Limited was founded in 2015 and are a leading property refurbishment and maintenance company based in Peterborough.
- 2.11 Bidder 1 was eliminated during the evaluation phase due to not meeting the mandatory requirements of the Council by responding to a pricing clarification within the given timeframe.
- 2.12 NPS Limited have priced the overall contract in their submission at a total value of £321,222 which is broken down per centre as follows:
- Bourne Leisure Centre - £80,829
 - Stamford Leisure Pool - £72,032
 - Grantham Meres Leisure Centre - £92,962
 - South Kesteven Sports Stadium - £75,399
- 2.13 As part of the moderation evaluation process Officers requested clarification from all bidders around the pricing submissions to check for any omissions and that the contract had been priced fully as per the scope of works. Written confirmation was received from NPS Limited through Welland Procurement that their pricing had been checked, and they were satisfied that the submission provided was accurate.
- 2.14 The programme of works has come in under the anticipated £500k budget and therefore the underspend from phase one will be carried forward to phase two. There has already been a draw down from the reserve of £16,000 which allowed for the phase one preliminary works to be undertaken prior to tender. This will mean that there is a carry forward of £162,778 which will allow for a greater scope of works to be included in phase two.
- 2.15 The scope of works does vary slightly between each facility but in principle it will cover the following:
- Servicing and repair of changing cubicles
 - Replacement WC cubicles at the leisure centres only
 - Replacement shower cubicles at Grantham Meres
 - Ceiling tile and grid replacements
 - Lighting upgrades
 - Door replacements
 - Replacement vinyl floor where appropriate
 - Whiterock to walls in shower areas
 - Vanity unit replacements
 - Replacement taps, mirrors and dispenser units
 - Refurbishment and replacement of home and away changing room furniture at the Stadium
 - Decoration

- Deep cleaning

2.16 It is anticipated that there will be some potential disruption to the operations across each of the three leisure centres and sports stadium to allow for these works to be undertaken in a timely manner. The impact of this will be finalised during the contract mobilisation phase and in consultation with the centre management provider, LeisureSK Limited.

3. Key Considerations

3.1 A compliant tender exercise has been undertaken to identify a preferred contractor to carry out the leisure improvement works – phase one, across each of the leisure centres and sports stadium. The proposed contract is for a period of up to six months with the option to extend for a further six months if required.

4. Other Options Considered

4.1 The Council could choose not to undertake the phase one improvement works; however, this has been discounted as the Leisure Investment Reserve has been established with the primary objective of improving the cosmetic appearance of each of the three leisure centres and sports stadium.

5. Reasons for the Recommendations

5.1 The contract with NPS Limited will ensure that the changing rooms are refurbished to a high standard and undertaken in accordance with agreed budgets, thus improving the customer experience across each of the three leisure centres and sports stadium.

5.2 A compliant procurement exercise has been undertaken to identify a preferred contractor and following expiry of the appropriate standstill period the contract needs to be formally awarded.

6. Background Papers

6.1 *Leisure Investment Reserve – Allocation Criteria* – Report to Finance and Economic Overview and Scrutiny Committee, published 10 November 2025, available online at:

<https://moderngov.southkesteven.gov.uk/documents/s48572/Leisure%20Investment%20Reserve%20proposals.pdf>

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**SOUTH
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COUNCIL**

Cabinet

Tuesday, 5 May 2026

Report of Councillor Phil Dilks, Cabinet Member for Planning

South Kesteven Shopfront Design Guide Review

Report Author

Claire Saunders, High Street Heritage Action Zone Project

✉ claire.saunders@southkesteven.gov.uk

Purpose of Report

To update Cabinet on a review of the South Kesteven Shopfront Design Guide 18 months after its adoption by South Kesteven District Council.

Recommendations

Cabinet is asked to:

- 1. Note the report on the South Kesteven Shop Front Design Guidance following the initial 18-month review period agreed during its adoption by Cabinet on 5 November 2024.**
- 2. Delegate authority to the Assistant Director of Planning & Growth in conjunction with Cabinet Member for Planning to approve 'quick reference guides' produced based on the document for use; and approve minor changes to the document including images and formatting which do not impact the substantive guidance given within the document**

Decision Information

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

1. Implications

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

Finance and Procurement

1.1 No financial or procurement implications arising from this report.

Completed by: David Scott – Assistant Director of Finance and Deputy S151 Officer.

Legal and Governance

1.2 Following its adoption in November 2024 the South Kesteven Shopfront Guide became a material consideration in planning decisions relating to shopfronts. The Guide was adopted as a technical document to sit alongside the existing design guides which have been adopted as supplementary planning policies.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The South Kesteven District Council (SKDC) Corporate Plan highlights the importance of maintaining the historic and built environment of the district within both the 'Connecting Communities' and 'Enabling Economic Opportunity' priorities.
- 2.2 Good design in town centres is a cornerstone of generating and supporting a sense of place which not only enhances civic pride and strengthens communities but also supports local businesses.
- 2.3 As has been demonstrated through the delivery of the SKDC and Historic England funded Shopfront Improvement Schemes in Grantham, appropriate shopfront design has a significant impact on the appearance and perception of our town centres.
- 2.4 During the Grantham High Street Heritage Action Zone programme (2020- 2024), participants in the Shopfront Regeneration Scheme had provided feedback to the Council that they found the existing Grantham Shopfront Design Guidance difficult to use and outdated. As such it was decided that an updated version of the guidance should be produced.

- 2.5 Due to the similarity of Shopfront Design requirements across the district, this provided the opportunity to combine the previously separate guidance for Grantham, Stamford and Bourne into one document, as well as include guidance for Market Deeping town centre, which was not covered under the existing supplementary planning documents.
- 2.6 The Shopfront Design Guide now provides advice which applies to shopfronts in all towns, and indeed shops across the district situated in village high streets, as well as specific guidance and special considerations for each town.
- 2.7 This was the first update in Shopfront Design Guidance within the District since 2005.
- 2.8 The new design guide provided updated information on planning legislation, including special provisions such as Stamford's Article 4 Direction (which was implemented in December 2018), as well as clarifying guidance on colour, signage, the use of vinyl window coverings, and supporting accessibility.
- 2.9 The new guidance document was adopted by Cabinet in November 2024, and it was agreed at that point that the document would be reviewed over the subsequent 18 months to ensure that it was fit for purpose.
- 2.10 The adoption of the new guidance supported the launch of a South Kesteven Shopfront Maintenance Grant which was funded through UK Shared Prosperity Funding (UKSPF). Applicants to the grant were encouraged to use the new guidance when developing their applications.
- 2.11 Applicants who have referred to the guidance have given positive feedback about their experience and ability to find the information required, which supported the delivery of a number of shopfront improvements. This includes 16 Market Place, Grantham which was significantly altered to bring the shopfront in line with design guidance. Before and after images are presented in **Appendix A**.
- 2.12 Some applicants have suggested that it would be useful to have a range of 'approved colours' for shopfronts listed in the document. This was considered but ultimately decided against, as what specific colours are suitable will vary depending on the shopfront, its design, age and location.
- 2.13 Conservation Officers also raised that if a list of 'approved' colours was included it may lead to confusion for owners or tenants of listed buildings who may misinterpret that using a colour from this list would negate the need for Listed Building Consent
- 2.14 It has been noted that despite efforts to simplify the guidance and present it in simple language, the new design guide is lengthy, totalling 34 pages. It is understood that business owners may find this off putting.

- 2.15 As a result it is proposed that a series of single page 'quick reference guides' be produced on colour, signage/ advertisements, lighting, windows and doors, and security be produced to support property owners/ designers to make informed decisions.
- 2.16 On 17th March 2025, Ariane Buschmann (Conservation Officer) and Claire Saunders (High Street Heritage Action Zone Project Manager) gave a presentation on Shopfronts to Stamford Civic Society. During the meeting the updated shopfront design guidance was raised, and the members invited to give their comments.
- 2.17 The feedback received was positive, specific clarification about the use of colours which are produced as part of 'heritage' paint ranges included within the new guidance was welcomed.
- 2.18 Planning officers raised a minor concern that the background design of the document obscures some of the imagery in the guide and can interfere with some of the colours, which is unhelpful for the guidance relating to colour. This will be rectified.
- 2.19 Other Civic Societies within the District have been approached for their feedback, as they frequently engage with the Council with regards to shopfronts.
- 2.20 In order to ensure that guidance remains relevant and reflects local and national planning policies and legislation, it is important that design guidance is periodically reviewed and updated where necessary. It is suggested that design guide documentation is reviewed every five years as a minimum to ensure it remains relevant and fit for purpose.

3. Key Considerations

- 3.1 The town centres of Grantham, Stamford, Bourne and Market Deeping are all within designated conservation areas which highlights the importance of their special character and historic value.
- 3.2 Many of the retail properties within the town centres are listed buildings and as such under a higher level of legal protection. Carrying out unauthorised works to a listed building is an offence which may result in prosecution.
- 3.3 Despite this many business owners are not aware of the relevant guidance and planning regulations which relate to shopfronts.
- 3.4 The updated Design Guide has significantly improved the accessibility of the guidance and been beneficial for the business community and it has been well received, however this could be improved further with the production of single page fact sheet style guidance covering the most frequently raised queries.

- 3.5 To ensure that the guidance remains fit for purpose, it should be reviewed and updated, if necessary, every five years, or following any significant change in local or national planning policy or legislation.

4. Other Options Considered

- 4.1 The 'do nothing' option, to not implement any suggestions raised through the review of the document has been considered. However, although this guidance document represents a very recent update in comparison to previous documents, it is important that the guidance be up to date and accessible to ensure that businesses are able to comply with all relevant requirements and legislation.
- 4.2 As such the 'do nothing' option has been discounted in favour of producing 'quick reference' guides on key topics within the guidance and reviewing Shopfront Design guidance on a pentannual basis.

5. Reasons for the Recommendations

- 5.1 Clear and accessible shopfront design guidance is important to maintaining the quality of the historic environment within the district's town centres, and thereby their attractiveness to visitors, residents and businesses.
- 5.2 The recommendations made within this report will ensure that guidance remains accessible, accurate and relevant, and will support the maintenance of a high-quality environment within South Kesteven's town centres.

6. Background Papers

- 6.1 ['South Kesteven Shopfront Design Guide' Cabinet Report Tuesday 5th November 2024](#)

7. Appendices

- 7.1 Appendix A: Before and After images 16 Market Place, Grantham.

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Appendix A

16 Market Place Grantham, Clares of Grantham
Shopfront Improvement

Total UKSPF Grant: £5000

Before



After



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**SOUTH
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COUNCIL**

Cabinet

5th May 2026

Report of Councillor Ashley Baxter,
Leader of the Council
and Cabinet Member for Finance, HR
and Economic Development

Provisional Outturn 2025/26 – Budget Carry Forwards

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

 Richard.wyles@southkesteven.gov.uk

Purpose of Report

To seek a delegation to approve the carry forward of budgets from Financial Year 2025/26 to Financial Year 2026/27.

Recommendations

Cabinet is asked to delegate authority to the Deputy Chief Executive and s151 Officer, in consultation with the Cabinet Member for Finance, HR & Economic Development, to finalise the 2025/26 budget carry forwards for Capital and Revenue expenditure in respect of the General Fund and Housing Revenue Account (HRA).

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Connecting communities Sustainable South Kesteven Enabling economic opportunities Housing Effective council
Which wards are impacted?	All

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

- 1.1 There are no financial considerations arising from this report as the budgets have previously been approved by Council. The proposal is simply to re-allocate between financial years.

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

Legal and Governance

- 1.2 There are no legal or governance implications that are not already reflected within the report.

Completed by: *James Welbourn, Democratic Services Manager*

2. Background

- 2.1 Work is underway to prepare the outturn position of the Council for the financial year ending 31 March 2026. Work is also underway to prepare the draft Statement of Accounts which will be subject to audit during over the coming weeks.
- 2.2 Review of budget carry forward requirements is regular activity and a key part of outturn preparations. These are budgets that have been allocated for a financial year, but the anticipated date of expenditure has been delayed into the following financial year. This is a normal occurrence that happens each financial year following the review of the outturn and when specific projects or events cross over financial years.
- 2.3 Delegation of authority to the Council's s151 Officer, in consultation with the Cabinet Member for Finance, HR and Economic Development, is requested in order to approve any budget carry forwards for FY2025/26. This is intended to expedite the allocation of funds between financial years and therefore avoid unnecessary delays to projects.
- 2.4 Upon submission of the budget carry forward proposals, an Officer Delegation report will be published to confirm the carry forwards that have been approved.

3. Other Options Considered

- 3.1 Budget carry forwards could be presented to a later meeting of Cabinet, but this would create a delay in the availability of budgets; there would be a consequent detrimental impact on delivery of projects and services.

4. Reasons for the Recommendations

- 4.1 To ensure the efficient transfer of funding allocation between financial years without unnecessary delay.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Cabinet


5 May 2026

Report of the Chief Executive

Cabinet Forward Plan

Report Author

Lucy Bonshor, Democratic Officer

 l.bonshor@southkesteven.gov.uk

Purpose of Report

This report highlights matters on the Cabinet's Forward Plan.

Recommendations

That Cabinet:

1. Notes the content of this report.

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
Which wards are impacted?	All

1. Cabinet's Forward Plan

- 1.1** The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out the minimum requirements for publicity in connection with Key Decisions. The Council meets these legislative requirements through the monthly publication of its Forward Plan.
- 1.2** Cabinet may also receive reports on which it is asked to make recommendations to Council or review the contents and take necessary action. These items are also listed on the Forward Plan.
- 1.3** Non-Key Decisions made by Cabinet are also included within the Forward Plan.

2. Appendices

- 2.1** Appendix A – Cabinet's Forward Plan



SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
24 April 2026 to 23 April 2027

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
Lease of Grantham Stadium to Grantham Town Football Club - Key Decision			
The disposal of a property via a lease arrangement.	Not before 17th Apr 2026	To enter a 25 year lease with Grantham Town Football Club	Karen Whitfield, Assistant Director (Leisure, Culture and Place) E-mail: karen.whitfield@southkesteven.gov.uk
Award of Arboricultural Services Contract - Key Decision			
To approve the award of a contract to the preferred supplier for the provision of arboricultural services to the Council for up to 4 years.	5 May 2026	To consider approving the contract.	Cabinet Member for Environment and Waste (Councillor Rhys Baker) Andrew Igoea, Tree Project Officer E-mail: andrew.igoea@southkesteven.gov.uk
Leisure Improvement Works – Phase One - Key Decision			
To seek approval for the appointment of a contractor to carry out the leisure improvement works – phase one	5 May 2026	To confirm the contractor for phase one of the leisure improvement works	Deputy Leader of the Council, Cabinet Member for Leisure and Culture (Councillor Paul Stokes) Michael Chester, Leisure, Parks and Open Spaces Team Leader E-mail: michael.chester@southkesteven.gov.uk
South Kesteven Shopfront Design Guide Review – Non Key Decision			
Report to provide Cabinet with a review of the South Kesteven Shopfront Design Guide, 18 months after its adoption by the Council.	5 May 2026	Cabinet is asked to note the update on the Shopfront Design Guide	Cabinet Member for Planning (Councillor Phil Dilks) Claire Saunders, High Street Heritage Action Zone Project E-mail: claire.saunders@southkesteven.gov.uk

Summary	Date	Action	Contact
Wharf Road Multi Storey Remedial Works - Phase II - Key Decision			
<p>To obtain authority to enter into a contract for Wharf Road Multi Storey Car Park, Grantham Remedial Works - Phase II</p>	<p>5 May 2026</p>	<p>To obtain authority to enter into a contract for Wharf Road Multi Storey Car Park, Grantham Remedial Works - Phase II Surfacing.</p> <p>To provide delegated authority to the Deputy CEO /Section 151 officer in consultation with the Cabinet Member for Property and Public engagement to enter into contract for Wharf Road Multi Storey Car Park, Grantham Remedial Works - Phase II General repairs.</p>	<p>Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver)</p> <p>Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Provisional Outturn 2025/26 – Budget Carry Forwards - Non Key Decision			
This report seeks a delegation to approve the carry forward of budgets from financial year 2025/26 to financial year 2026/27.	5 May 2026	Cabinet is asked to delegate authority to the Deputy Chief Executive and s151 Officer, in consultation with the Cabinet Member for Finance, HR & Economic Development, to finalise the 2025/26 budget carry forwards for Capital and Revenue expenditure in respect of the General Fund and Housing Revenue Account (HRA).	Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter) David Scott, Assistant Director of Finance and Deputy Section 151 Officer E-mail: david.scott@southkesteven.gov.uk
Review of SKDC Car Parking Arrangements - Key Decision			
Review of car parking across South Kesteven following post implementation changes.	2 Jun 2026	Approval to implement progression of proposed car parking changes following report to FEOSC on the 24th February 2026	Cabinet Member for Property and Public Engagement (Councillor Richard Cleaver) Gyles Teasdale, Head of Property and ICT E-mail: gyles.teasdale@southkesteven.gov.uk
Corporate Enforcement Policy -- Private Sector Housing Amendment - Key Decision			
For Cabinet to consider approving the amendments to Appendix C - Private Sector Housing Approach to Investigation and Enforcement of the Corporate Enforcement Policy	2 Jun 2026	To approve the amendments	Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles) Tom Amblin-Lightowler, Environmental Health Manager – Environmental Protection & Private Sector Housing E-mail: tom.amblin-lightowler@southkesteven.gov.uk

Summary	Date	Action	Contact
Crisis and Resilience Fund - Key Decision			
This report will provide information regarding the Crisis Resilience Fund and will present the proposed scheme for Cabinet approval.	2 Jun 2026	Approval of the proposed scheme	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk</p>
Corporate Plan 2024-27 - End of Year Review 2025/26 - Non Key Decision			
To present a review of the Council's performance against the Corporate Plan 2024-27 for 2025/26.	2 Jun 2026	To note.	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Charles James, Policy Officer, Hannah Vivian, Performance Analyst E-mail: charles.james@southkesteven.gov.uk, hannah.vivian@southkesteven.gov.uk</p>
Housing Revenue Account - Rent Convergence - Key Decision			
This report confirms the opportunity for the Council to incorporate rent convergence into the rent setting formula with effect from 1 April 2027.	2 Jun 2026	To consider approving the proposal.	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Alison Hall-Wright, Director of Housing and Projects (Deputy Monitoring Officer), Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: Alison.Hall-Wright@southkesteven.gov.uk, richard.wyles@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Economic Development Strategy 2026-29 - Key Decision			
To provide Members with a Refreshed Economic Development Strategy 2026-29 for their consideration.	21 Jul 2026	Approval is being sought for the Refreshed Economic Development Strategy 2026-29	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Simon Jackson, Economic Development and Inward Investment Manager E-mail: Simon.Jackson@southkesteven.gov.uk</p>
Small Unmanned Aircraft (Drone) Policy - Key Decision			
Small Unmanned Aircraft (SUA) / Drone use is growing at a rapid rate in the UK. Drone usage will provide a safer option for certain work streams, and this Policy sets out the controls required to implement Drones and their use for Council activities.	21 Jul 2026	We are seeking approval of the Policy and use of drones for the works specified in the Policy	<p>Cabinet Member for Corporate Governance and Licensing (Councillor Philip Knowles)</p> <p>Phil Swinton, Emergency Planning and Health & Safety Lead E-mail: phil.swinton@southkesteven.gov.uk</p>
Housing Payment Policy 2027/28 - Key Decision			
To provide an update on expenditure and to review responses to public consultation of the proposed Housing Payment Policy 2027/28.	1 Dec 2026	Approve the Housing Payment Policy 2027/28	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Discretionary Council Tax Payment Policy 2027/28 - Key Decision			
This report provides an update on Discretionary Council Tax Payment (DCTP) expenditure and to review the scheme ahead of the Financial Year 2026/27, to seek comments from the Committee regarding proposed scheme for public consultation	1 Dec 2026	Approve the Discretionary Council Tax Payment (DCTP) Policy 2027/28	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk</p>
Localised Council Tax Support Scheme 2027/28 - Key Decision			
To review the responses to the public consultation of the Council's Local Council Tax Support Scheme 2027/28.	14 Jan 2027	Approve the Localised Council Tax Support Scheme 2027/28	<p>Leader of the Council, Cabinet Member for Finance, HR and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits, Customer Services and Community) E-mail: claire.moses@southkesteven.gov.uk</p>

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