

# CABINET MEMBER DECISION



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

## **Decision:**

**That approval is granted to the appointment of Lindum Group Limited for the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre at an anticipated cost of £99,727.14.**

### **(1) Details of Decision**

To seek authority to instruct Lindum Group Limited on the refurbishment works associated with the relocation of Stamford Customer Service Point to Stamford Art Centre.

### **(2) Considerations/Evidence**

A £100,000 budget was approved as part of the decision taken by Council on 8 September 2020 to close the customer service centre on Maiden Lane in Stamford. The budget approved was to reconfigure the ground floor at Stamford Art Centre to accommodate a new customer service tablet a call point.

Due to the restricted time to procure these works, Lindum were appointed to undertake pre-commencement construction activities, procured via a direct award from the Scape Procure Regional Construction Framework, in line with the Council's Contract and Procurement Procedure Rules.

As part of this project, listed building consent is being sought and feasibility works undertaken in preparation for commencement and delivery of works on site via the Scape Procure Regional Construction Framework. Works are anticipated to commence on site in January 2021 and complete in March 2021. However, the timescale will need to be determined with Lindum on approval of this decision.

### **(3) Reasons for Decision:**

The Council lease two floors of office space on Maiden Lane in Stamford for use as a Customer Service Centre. The lease expires on 31 December 2021, although the Council has the option to break the lease at 6, 12 and 18 months subject to 3 months written notice.

The Council have taken the decision to break the lease on 31 December

2020 and formal notice has been served as per the terms of the lease. Notice was given following the decision to close the existing Customer Service Centre and to reduce the future offering and subject to the landlords (Burghley Estates) formal consent, to introduce a reduced service into Stamford Art Centre. Burghley have given informal consent (based on the reduce service level of the Customer Service) to relocate this reduced service to Stamford Art Centre. Formal consent will be required before committing to the works and the Council's Legal Team are in the process of preparing the necessary consent letter.

The primary works are to reconfigure the ground floor to accommodate the box offices, café, information services and a customer service tablet point and phone. The works include the following:

- Conversion of the current box office counter and rear office into the new coffee shop seating area;
- Relocate the box office into the existing Café sitting area;
- Introduce a cafe counter within the current coffee shop;
- Reconfiguration of the Tourist information centre and office to accommodate:
  - A customer service 'kiosk' with provision for mounted/fixed tablet and private phone booth;
  - New leaflet displays on the walls, potentially with free-standing leaflet racks;
- Refurbishment of the existing 'lobby' area that sits between the gallery, door to the gent's toilets and stairs to first floor;
- Light refurbishment of the front lobby area, including new medium range floor and painting.

Lindum Group Limited have complete the necessary feasibility to deliver the scope of work and it is proposed to procure their services via direct award off the Scape Procure Regional Construction Framework. This is in accordance with SKDC's Contract and Procurement Procedure Rules.

Lindum are appointed as the highest ranked contractor under the Scape Framework. Due diligence checks have been carried out by the framework operator as part of their appointment.

Approval is sought to appoint Lindum Group Limited to carry out all the stages necessary to complete the works. However, the SCAPE Framework is staged to reduce the risk to the Council until it is ready to enter into the Main Works Delivery Agreement. The first stage under the Framework, which is now complete, is feasibility. During this period, the risk is that of the contractor and the Council incurs no cost.

The next phase would be the design phase, which requires the Council to enter into a Pre-Construction Delivery Agreement (short or standard form of

the NEC4 Professional Services Contract). This commits the Council to pay for the design of the works for RIBA Stages 1-4. Lindum have quoted this stage at a cost of £6,947.17

The final phase would be the construction works phase and this is the point where the Council becomes fully committed to the delivery of the project. Lindum have estimated this stage to amount to £92,779.97 (with £13,500 client risk itemisation).

It is proposed the form of contract to be used would be the NEC4 Engineering and Construction Contract (short form).

Up to this date the Council has no commitment to anything other than the phase it has contracted for.

If the decision is taken, the Council's legal team will be instructed to proceed with the Pre-construction phase and upon successful completion, the Construction phase.

### **Conflicts of Interest**

**(Any conflict of interest declared by any other Cabinet Member consulted in relation to the decision to be recorded).**

None

### **Dispensations**

**(Any dispensation granted by the Monitoring Officer in respect of any declared conflict of interest to be noted).**

None

### **Decision taken by:**

Name: Councillor Kelham Cooke  
The Leader and Cabinet Member for Corporate Services and Property

**Date of Decision: 17 December 2020**

**Date of Publication of Record of Decision: 18 December 2020**

**Date decision effective (i.e. 5 days after the date of publication of record of decision unless subject to call-in by the Chairman of an Overview and Scrutiny Committee or any 5 members of the Council from any political groups):**

**30 December 2020**