



AGENDA

CABINET

MONDAY, 7 MARCH 2005

10.30 AM

**COUNCIL CHAMBER, COUNCIL OFFICES, ST PETERS HILL,
GRANTHAM**

Duncan Kerr, Chief Executive

CABINET MEMBERS:	Councillor Mrs. Linda Neal (Leader), Councillor Peter Martin-Mayhew (Deputy Leader/Portfolio: Housing), Councillor Teri Bryant (Portfolio: Community Affairs), Councillor Ray Auger (Portfolio: Environmental), Councillor Paul Carpenter (Portfolio: Technology), Councillor Mrs Frances Cartwright (Portfolio: Cultural) and Councillor John Smith (Portfolio: Economic)
Cabinet Support Officer:	Lena Shuttlewood tel: 01476 406119 e-mail: l.shuttlewood@southkesteven.gov.uk

Members of the public are entitled to attend the meeting of the Cabinet at which key decisions will be taken on the issues listed on the following page. Key decisions are marked *.

1. **Apologies**
2. **Minutes**
To approve the record of the Cabinet meeting held on 7th February 2005. **(attached)**
3. **Declarations of Interest (if any)**

CATEGORY A PRIORITY ISSUES:

4. ***Provision of Public Conveniences: Grantham**
Report number DCS15 by the Director of Community Services.
(attached)
5. ***Science Discovery Centre for Grantham: Outline Feasibility Study**
Report number DCS17 by the Director of Community Services.
(attached)

CATEGORY B PRIORITY ISSUES:

6. **Worth Court, Bourne (Forward Plan issue)**
The Cabinet to receive an update on this issue from the Director of Regulatory Services.
7. ***Review of Grants Conditions (Discretionary Grants Scheme)**
Report number DCS16 by the Director of Community Services.
(attached)
8. **Local Development Framework - Statement of Community Involvement**
Report number PLA485 by the Head of Planning Policy and Economic Regeneration.
(attached)

CHANGE MANAGEMENT ACTION PLAN ISSUES:

9. ***Review of Council Priorities and Corporate Planning Arrangements**
Report by the Chief Executive. **To Follow**
10. ***Performance Management - New Local Indicators/Measures 2005/06**
Report number DOS274 by the Director of Operational Services.
(attached)
11. **Matters Referred to Cabinet by the Council or the Development & Scrutiny Panels**
12. **Items raised by Cabinet Members including reports on Key and Non Key Decisions taken under Delegated Powers.**
13. **Representations Received from Members of the Public on Matters within the Forward Plan (if any)**
14. **Representations received from Non Cabinet Members**

15. Any other business which the Chairman, by reason of special circumstances, decides is urgent



MEETING OF THE CABINET
7 FEBRUARY 2005 - 10.30 AM – 12.39 PM

PRESENT:

**Councillor Peter Martin-Mayhew
Councillor Terl Bryant
Councillor Ray Auger
Councillor Paul Carpenter
Councillor Mrs Frances Cartwright
Councillor John Smith**

Councillor Mrs. Linda Neal – Leader / Chairman

**Chief Executive
Director of Finance and Strategic Resources
Director of Community Services
Corporate Manager of Human Resources and
Organisational Development
Head of Planning Policy and Economic
Regeneration
Member Services Manager
Care Services Manager
Assistant Personnel Manager
Senior Planning Officer (Policy)**

Non-Cabinet Members: Craft; Wilks; M. Wheat

CO98. MINUTES

The minutes of the Cabinet meeting held on 10th January 2005 were confirmed as a correct record.

CO99. *REVIEW OF GENERIC EQUALITIES SCHEME

DECISION:

- (1) To note and accept the recommendations of the Communications & Engagement DSP;**
- (2) To recommend to the Council for adoption the new, revised Generic Equalities Scheme covering gender, people with a disability, race, religious belief and age.**

Considerations/Reasons for Decision:

- (1) Report number HR&OD75 by the Corporate Manager, Human Resources and Organisational Development with appended new scheme;
- (2) The statutory duty to publish a Race Equality Scheme and the requirement to review the scheme at least every three years;
- (3) A comprehensive review is appropriate given that Diversity is a Category B priority; the scheme requires significant development particularly in assessing the impact of individual council functions; changes in legislation since the scheme was last published; changing demography of the local population; access to services is a Category A priority;
- (4) A generic equalities scheme sets out a framework for the development of equality and diversity issues in a systematic way;
- (5) The revised scheme was subject to scrutiny by the Communications and Engagement DSP and recommendations submitted to the Cabinet for consideration.

CO100. *PROTECTION OF VULNERABLE PEOPLE - DRAFT POLICY AND PROCEDURES

DECISION:

- (1) To approve the draft Policy and Procedures for the Protection of Vulnerable People in principle, subject to consultation;**
- (2) To invite comments from the Community DSP, key agencies and organisations through a process of consultation;**
- (3) Following the consultation period, to refer any proposed amendments to the Policy and Procedure back to the Cabinet before final submission to the Council for consideration and approval.**

Considerations/Reasons for Decision:

- (1) Report number CSM11 and appended draft council wide policy designed to demonstrate what the Council's responsibilities and obligations are in respect of protecting vulnerable members of the community;

- (2) The policy clarifies what is requested of staff and Members in relation to the protection of children and vulnerable people and sets out standards of behaviour for staff when they are around vulnerable people and what to do if they notice or are told about inappropriate behaviour in others;
- (3) To ensure compliance with County wide procedures and involvement with the Area Child Protection Committee, and to ensure consistency across the whole of the authority's workforce.

CO101. URBAN CAPACITY STUDY AND INTERIM HOUSING POLICY STATEMENT

DECISION:

- (1) To endorse the Urban Capacity Study as presented for consultation;
- (2) To endorse for consultation purposes the new housing policy (as detailed in report PLA477) to replace policies H6 and H7 of the adopted South Kesteven Local Plan for use as an interim measure in determining planning applications for new housing proposals;
- (3) That delegated authority be granted to the Head of Planning Policy & Economic Regeneration and the Economic Portfolio holder to prepare and approve an Interim Housing Policy Statement to explain and justify this new policy;
- (4) That the policy and supporting statement be presented for public consultation.

Considerations/Reasons for Decision:

- (1) Report number PLA477 by the Head of Planning Policy and Economic Regeneration outlining the findings of the Urban Capacity Study prepared as background evidence for the Local Development Framework (LDF). A fundamental part of the LDF will be the allocation of specific sites for housing development to meet the strategic requirements for the district currently set out in the Lincolnshire structure plan;
- (2) Public consultation on the study before it is finalised will engender greater confidence in the findings and assist the spirit of greater community involvement in the early stages of the plan process;
- (3) As the timetable for preparing the LDF documents is protracted and planning applications continue to be made for housing development sites across the district. Many of these applications concern unsuitable locations and Greenfield development. This means that it is essential that action is taken now to ensure that the strategic housing requirement is not grossly exceeded. An Interim Housing Policy Statement has been prepared to address this issue. The statement clearly shows existing housing supply and that which is predicted by the urban capacity study. The conclusion of this evidence of housing supply is that new housing development within

the district must be restricted. National and regional policy also emphasises the need to ensure sustainable patterns of development. A policy statement would address this in order to demonstrate and justify the introduction of a new Interim Policy to replace policies H6 and H7 of the adopted South Kesteven Local Plan.

- (4) The Head of Planning Policy and Economic Regeneration to address the issue of exemption within the Policy for the delivery of affordable housing within urban locations.

Other Options considered and assessed:

- (1) The alternative option would be to maintain the current situation, where policies H6 and H7 of the Local Plan continue to be used to determine planning applications for new houses and await the preparation for the Housing and Economic Development Policy DPD in the LDF. In the draft timetable this plan should be adopted by the end of 2007. If the completion rates continue at a similar level to the previous 4 years (between 550 – 600) during this 2 ½ year period, by the end of March 2007 it is likely that a total of 3200 houses will have been built and that some 4000 dwellings will have planning permission. A number of these permissions will include new greenfield sites which will have gained permission during the two years since 2004. Whilst some of the new permissions are likely to be on identified urban capacity sites it is probable that a large number will also be on sites in less sustainable locations and on greenfield sites.
- (2) The consequences of continuing this approach is that the Structure Plan requirement for the district could be met by actual completions and commitments by 2010, some ten years early. Presenting the possibility of a ten year period during which no housing development will be permitted.

CO102. LOCAL DEVELOPMENT SCHEME - REVISED

DECISION:

- (1) To amend the draft timetable for the preparation of the various documents which will form the Local Development Framework in order to reflect the requirements of Government Office for the East Midlands (GOEM) and the Planning Inspectorate;**
- (2) To approve the revisions to the Draft Local Development Scheme ready for resubmission to GOEM before 27th March 2005 in order that the target for planning delivery grant is met;**
- (3) The Chief Executive to make representations to the Local Government Association on behalf of the Council expressing strong concerns about both the financial implications to this authority of GOEM's requirement and in terms of determining planning applications in the interim.**

Considerations/Reasons for Decision:

- (1) Report number PLA478 by the Head of Planning Policy and Economic Regeneration explaining that GOEM had advised that various changes needed to be made to the Draft Local Development Scheme (LDS) before it can be approved, and setting out the implications of these comments upon the LDF timetable;
- (2) The most fundamental of these changes is that the three development plan documents cannot be prepared in parallel and that the "Core Strategy for the location and principles of development" should be prepared and subject to examination first. This reflects advice given to the ODPM from the Planning Inspectorate (PINs). Due to the volume of work expected to arise from the new planning system the PINs is unable to commit to a programme of 3 DPD examinations at the same time and that no more than two documents should be taken to examination in any year;
- (3) The draft timetable for the preparation of the various documents which will form the LDF should be amended to reflect the requirements of GOEM and the PINs.

Other Options considered and assessed:

If the LDS is not changed the GOEM will not approve it. The Council needs to formally submit the LDS to GOEM by 27th March 2005 to ensure that it meets the target for planning delivery grant. It is important that GOEM and the PINs approve the Council's LDS.

CO103. *BUDGET 2005/06 (INCLUDING SERVICE PLANS)

DECISION:

- (1) **To note and take account of the issues highlighted in the Director of Finance & Strategic Resources's report FIN223 and appended papers as part of the Cabinet's presentation of its full budget submission to the full Council on 24th February 2005;**
- (2) **To agree that a 5% Council Tax increase for 2005/06 would enable the Council to deliver the budget requirement of £13.3m whilst still investing in the new priority areas;**
- (3) **To agree the review of the scale of charges as submitted, subject to any remaining charges set at the Council's discretion to be reviewed on the basis of an increase in line with inflation;**
- (4) **To agree the proposals for rent and service charges for 2005/06 as follows:**
 - (i) **dwelling rents to be increased by guideline rent increase of 4.03% with continued observance of the rent restructuring rules;**
 - (ii) **garage rents to be increased in line with the dwelling rent increase of 4.03%;**

- (iii) the increase in the number of properties for homeless be noted;
- (iv) the weekly sewerage charge be replaced with annual bills based on actual cost;
- (v) the proposed scale of charges for Helpline Services be adopted from 1st April 2005;
- (5) To endorse the suggested approach to the Gershon efficiency savings as proposed in report FIN221 by the Director of Finance and Strategic Resources;
- (6) That with effect from 1st April 2005 and until further notice, the Council to use its discretion to reduce the Council Tax discount on Second Homes Class B (those where occupation is not prohibited by law for a continuous period of at least 28 days in a relevant year) from 50% to 10%;
- (7) To note the publication of service plans on the Council's Intranet to support the main budget process;
- (8) To note that the Director of Finance & Strategic Resources is finalising the capital programme budgetary position to be reviewed as part of the Cabinet's report submission to the Council.

Considerations/Reasons for Decision:

- (1) Report number FIN233 by the Director of Finance & Strategic Resources updating the Cabinet on the budget preparation for 2005/06; outlining the background to the budget preparation and consultation; the overall revenue budget position and capping; special expense areas (SEAs); sustainability and risk areas associated with the budget; Gershon efficiency targets and value for money; scale of charges review; and housing revenue account;
- (2) Regular reviews of charges made by this authority prevent large periodic increases;
- (3) Appended report on the discretionary powers available to the Council to reduce discounts on second homes and long term empty properties. The proposals, which are in line with the rest of Lincolnshire, would allow the additional revenue raised on behalf of the major precepting authorities to be spent within South Kesteven;
- (4) During the preparation process, external consultation has been undertaken via joint working with the Lincolnshire County Council and the Police Authority through the Viewpoint Panel. Further consultation has taken place through the Local Area Assemblies. These consultations on SKDC's budget indicate that the majority of respondents prefer a Council Tax increase of up to 6% with very few advocating a higher increase;
- (5) Recommendations from the Capacity and Resources DSP (as detailed in the attached papers to report FIN223).

CO104. TIMETABLE FOR REVIEW OF COUNCIL PRIORITIES IN 2005

DECISION: To approve the following timetable for the review of the Council's priorities:

January 2005	Residents' survey ascertaining views on current priorities.
February 2005	Consultation by the LSP on its vision and priorities
21st February 05	Briefing to Cabinet on outcome of survey.
7th March 05	Report to Cabinet on proposed priorities.
March/April 05	Consultation with all DSPs.
28th April 05	Report to Annual Meeting of the Council.

Considerations/Reasons for Decision:

- (1) Report number CEX268 by the Chief Executive referring to the Council's decision to re-consider the priorities annually;
- (2) Although the five category A priorities were set in May 2004, the prioritisation process was not completed until October 2004. In addition, the first significant release of funds from non-priority areas cannot commence until April 2005. As a result, action plans have not yet been approved for all of the current priorities;
- (3) The Local Government budget settlement has not released significant new resources for investment and the imposition of the Gershon efficiency target means that the Council will have to re-consider the efficiency and effectiveness of its current services;
- (4) The impact of the CPA re-fresh in relation to the responsibilities of Cabinet portfolio-holders.

CO105. TRAINING PRGRAMME FOR MEMBERS OF DEVELOPMENT & SCRUTINY PANELS

DECISION: To approve the introduction of a members' training and development programme as set out in report CEX272 and that the Constitution & Accounts Committee be asked to consider a change to the Council's Constitution that would ensure that all members nominated to serve on the DSPs have been given the knowledge necessary to fulfil these duties effectively.

Considerations/Reasons for Decision:

- (1) Report number CEX272 by the Chief Executive referring to that part of the Council's CPA report regarding the development needs and capacity of Councillors. The concerns raised were also reinforced in the letter from the Council's external auditor received in December 2004 concerning the 2003/04 annual audit;
- (2) Summary of the DSP's assessment of their own training and development needs. These, in themselves, do not provide a robust and comprehensive training and development programme envisaged

by the assessors in their report;

- (3) The Council will not be able to progress towards excellence status if the members of the DSP are not provided with the training and assistance they need to carry out their roles effectively. If they are not properly developed, they will be failing the communities of the district;
- (4) A systematic approach needs to be taken to identifying and equipping scrutiny members with the skills around the core functions they need to perform their duties effectively;
- (5) The Constitution and Accounts Committee is requested to consider whether a change in the Constitution would be appropriate to de-bar any member from serving on a Scrutiny Panel who has not received the requisite training;
- (6) Representations received from a non-Cabinet member over the compulsion element of the training.

CO106. ANNUAL AUDIT AND INSPECTION 2003/04

DECISION:

- (1) To note the positive tone of the audit management letter for 2003/04 and that the changes highlighted in the letter be included within the Council's revised Change Management Action Plan;**
- (2) The letter be circulated to all members of the Council.**

Considerations/Reasons for Decision:

- (1)** Report number FIN224 by the Director of Finance & Strategic Resources and appended copy of the audit management letter for 2003/04, which contained a number of recommendations on action needed by the Council.

CO107. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.

Non-Key Decisions:

(1) Councillor Mrs Frances Cartwright: Portfolio – Cultural

DECISION: To give approval to the extension of the existing contract with Leisure Connection Limited for the management of Deepings Leisure Centre until the end of the financial year 2005/6.

(Decision made on 17.01.05)

DECISION: That additional funding of £1000 resulting in a total grant of £6,000 be granted to the Grantham Carnival Committee, subject to the written audited accounts of the Carnival for 2004 being submitted to the Council.

(Decision made on 07.02.05)

(2) Councillor John Smith: Portfolio – Economic

Reconsideration of Decision following call-in: Thurlby Youth Hostel

DECISION: That, having considered the evidence presented at the Economic & Cultural Development Scrutiny Panel on Friday 21st January 2005, to re-affirm the decision made on 4th January 2005 to continue participation in the project to purchase and refurbish Thurlby Youth Hostel with Lincolnshire County Council on the basis of a maximum contribution of £125,000 (inclusive of all project design and management costs incurred by South Kesteven District Council) and subject to the following conditions:-

- a) SKDC contribution to be in the form of a single grant payable to Lincolnshire County Council on completion of the purchase from YHA and subject to conclusion of the purchase by 31 March 2005;
- b) SKDC to have no ongoing joint ownership and, therefore, no ongoing liability or responsibility for the Youth Hostel;
- c) SKDC Property Services to cease further work on the project and to transfer all responsibility to Lincolnshire County Council for the design, management and procurement of refurbishment works.”

subject to the additional clarification and amendment as follows:-

1. The actual amount payable by way of grant to Lincolnshire County Council (LCC) will be £125,000 less the professional project design & management costs incurred by South Kesteven District Council.
2. The payment of the grant to LCC is conditional upon LCC using the grant towards the cost of purchasing and refurbishing Thurlby Youth Hostel and subject to the premises being retained and used as a Youth Hostel.
3. In the event that the premises are not purchased and/or used as a Youth Hostel then LCC will return the South Kesteven District Council grant payment.

(Dated: 28.01.05)

DATE DECISIONS EFFECTIVE:

Decisions relating to: Review of Generic Equalities Scheme, Protection of Vulnerable People – Draft Policy and Procedures and Budget 2005/06 (minute numbers CO99, CO100 and CO103 respectively) are policy framework proposals and stand referred to the Council.

Other decisions made on the 7th February 2005 can be implemented on 16th February 2005 unless subject to call-in by the relevant Development and Scrutiny Panel.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,
Lincolnshire NG31 6PZ**

**Contact: Cabinet Support Officer - Tel: 01476 406119
e-mail l.shuttlewood@skdc.com**

Agenda Item 4

REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (COMMUNITY SERVICES)

REPORT NO: DCS15

DATE: 7TH MARCH 2005

TITLE:	PROVISION OF PUBLIC CONVENIENCES- GRANTHAM
FORWARD PLAN ITEM:	YES
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	NOVEMBER 2004
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	YES

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Councillor Peter Martin-Mayhew
CORPORATE PRIORITY:	Priority A: Town Centre Development and Grantham As A Sub-Regional Centre
CRIME AND DISORDER IMPLICATIONS:	Design and location and management of facilities may have impact on Anti Social Behaviour
FREEDOM OF INFORMATION ACT IMPLICATIONS:	
BACKGROUND PAPERS:	Cabinet Report – 12th July 2004.

1.0 INTRODUCTION AND SUMMARY

- 1.1 The purpose of this report is to consider the location of toilet facilities in Grantham following the successful completion of the toilets in Red Lion Square Stamford.
- 1.2 It is understood that there are a wide range of views about the best location to locate the facilities in Grantham but the final choice is constrained by the availability of a suitable site, with preference being given to sites already in Council ownership.
- 1.3 In making a recommendation about the location consideration has been given to comments made by the Working Group of the Environment Development Scrutiny Panel (Held on 30th November 2004), the recommendations of the Environment Development Scrutiny Panel (Held on 18th January 2005) the comments of the Grantham Local Area Assembly (Held on 25th January 2005) and an evaluation undertaken by the Property Services Section into construction and development costs of available sites and buildings.

2.0 RECOMMENDATIONS

- 2.1 **To consider the recommendations of the Environment DSP (18th January 2005) as set out in paragraph 3.2 of this report.**
- 2.2 **To approve Grantham Bus Station as the most suitable site for the provision of attended toilets in Grantham.**
- 2.3 **To approve the costs of refurbishment estimated to be £125,000 in 2005/2006.**
- 2.4 **To the additional cost of providing an attended facility in Grantham will be contained within the 2005/2006 budget allocation. Should any additional budget be required in 2006/2007 this will be identified in the 2006/2007 budget round.**

3.0 DETAILS OF REPORT

- 3.1 On the 12th July 2004 Cabinet approved a report entitled Public Conveniences- Policy For Town Centre Provision. The General Policy set out the following standards for all future town centre toilet provision.

Policy Heading	Evidence/ Reasoning
One provision per town centre	Costing implications
Charging policy	Market research suggests charging deters anti-social behaviour. It is proposed to charge 20p per user with free admission for children accompanied by an adult, free admission for use of the baby change

	and 20p for out of hours facility. RADAR access will be available for disabled users.
Additional toilet provision (or additional opening hours) to be funded via local taxation (Town/Parish Council)	District Council will provide one provision and operate at core opening times only. Any additional provision will be funded at a local level.
Core opening hours to be: Monday to Saturday 8am-6pm Sundays and Bank holidays 10am – 4pm Closed Christmas day, Boxing day and new year's day.	It is suggested the core times shown are the minimum operating times and variations applied accordingly where necessary. (eg. retail opening times)
Out of hours facility to be included where possible within the building design.	Evening economy may necessitate a facility that operates outside of the core opening times.

3.2 At the meeting of the Environment Scrutiny Panel held on 9th November 2004 it was agreed that a working group be established to consider the location of an attended toilet in Grantham. The Working Group met on the 30th November 2004.

The recommendations of the Group were subsequently supported by the Environment Scrutiny Panel at the meeting held on the 18th January 2005. Accordingly the Environment D.S.P submit the following recommendations to Cabinet for consideration.

- Rec.1. The Guildhall Arts Centre, Abbey gardens be recommended as the location for an attended toilet in Grantham.
- Rec2. A conservatory style /glass extension to this site could be incorporated in its refurbishment.
- Rec.3 That CCTV coverage of the entrance to the facility is of vital importance to the public's safety.
- Rec.4 The attended toilet should be signposted comprehensively throughout the Town with signs indicating the average travel time to the facility.
- Rec.5 The closed toilet at London Road should be demolished.

3.3. In addition the Grantham Local Area Assembly discussed the location of the toilets at the meeting held on the 24th January 2005 and voted the Bus Station as the favoured location ten votes to one. The Town Centre Management Partnership has not considered the matter formally.

3.4 A technical evaluation has been undertaken of both Abbey Gardens and the Bus Station drawings for both schemes are attached as Appendix 1 and 2. A summary of the schemes is set out below.

Abbey Gardens

Approximate floor area	62 M ²
Estimated Cost	£93,000 (Including all fees)
Provision	<ul style="list-style-type: none"> • Female – 5wc-3whb. • Male-2wc+trough+3whb. • Attendant. • Baby change. • 24 hour facilities for disabled people not possible due to the erection of railings and gates to improved security of Council Offices.
Advantages	<ul style="list-style-type: none"> • Centrally accessible, adjacent to Council Offices. • Less expensive than Bus Station. • Provides toilet facility for general public visiting SKDC offices.
Disadvantages	<ul style="list-style-type: none"> • Away from shops . • Smaller footprint and limited facilities • Some conflict with Call Centre proposals/building works and access to theatre stage door. • 24 hour access not possible due to improved security proposals including fence and gates to secure Abbey gardens when SKDC offices are closed.

Bus Station

Approximate floor area	82m ²
Estimated Cost	£125,000 (Including all fees)
Provision	<ul style="list-style-type: none"> • Male-2wc+trough+3whb • Female –7wc+5whb • 24 hour • Disabled 24 hour provision • Baby change • Attendant Office
Advantages	<ul style="list-style-type: none"> • Central location, close to main shops and accessible for public transport and coach travel users. High footfall. • Larger footprint available and more substantial facilities. • Unrestricted access to 24 hour and to facilities for people with disabilities. • Full-time attendant also provides possibility for some on-site management of the Bus Station. • Would improve Bus Station facilities generally needed to promote bus usage.

Disadvantages	<ul style="list-style-type: none"> • More expensive than Abbey Gardens. • The building is occupied by the Council on a leasehold basis. The lease has 18 years remaining. • Restricted access when the Morrison store is closed with access from Wharf Road only.
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3.5 The technical evaluation indicates that the Bus Station has the potential to provide larger facilities in an area of the Town where there is considerably higher footfall. In addition it seems logical to provide facilities in a location where large numbers of people are either waiting for transport or completing bus journeys from across the district.

4.0 FINANCIAL IMPLICATIONS

4.1 The Council's Capital Programme includes a sum of £200,000 to meet the capital costs of refurbishing the toilets in Grantham. It is expected that the work will be completed by October 2005 subject to agreement with the Morrisons who own the site.

4.2 If the facilities open in October 2005 the cost of providing an attended facility will be contained in the 2005/2006 budget. If any additional costs are required they will be identified in the 2006/2007 budget round.

5.0 COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES

5.1 I agree with the recommendations made in this report.

6.0 COMMENTS OF CORPORATE MANAGER DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)

6.1 No comments other than the Council's leasehold interest in the site will expire on 20th June 2023.

7.0 CONCLUSIONS

7.1 There is a great deal of public interest and expectation about when the issue of providing attended toilets is going to be resolved. The issue of location has been discussed internally and in the public domain, and opinion is divided. The technical evaluation clearly indicates that the Bus Station offers the greatest potential to provide quality facilities. Refurbishment at the Bus Station will result in toilets being provided at a location where perhaps people would most expect to find toilets and would have the advantage of being in a high footfall area. Furthermore, recently approved plans for additional security measures for Abbey gardens, including extended railings and gates will restrict access at the site to office opening hours only. The specified requirement for a 24 hour facility will therefore not be possible at Abbey gardens.

7.2 If Cabinet approve this work it is expected, that subject to agreement with Morrisons, work could be completed at the Bus Station in October 2005.

CONTACT OFFICER

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Corporate Director (Community Services)
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Revision:	Date:	Int:

A Div No Chngd 2 9 Oc RAW

SOUTH KESTEVEN DISTRICT COUNCIL

PROPERTY SERVICES
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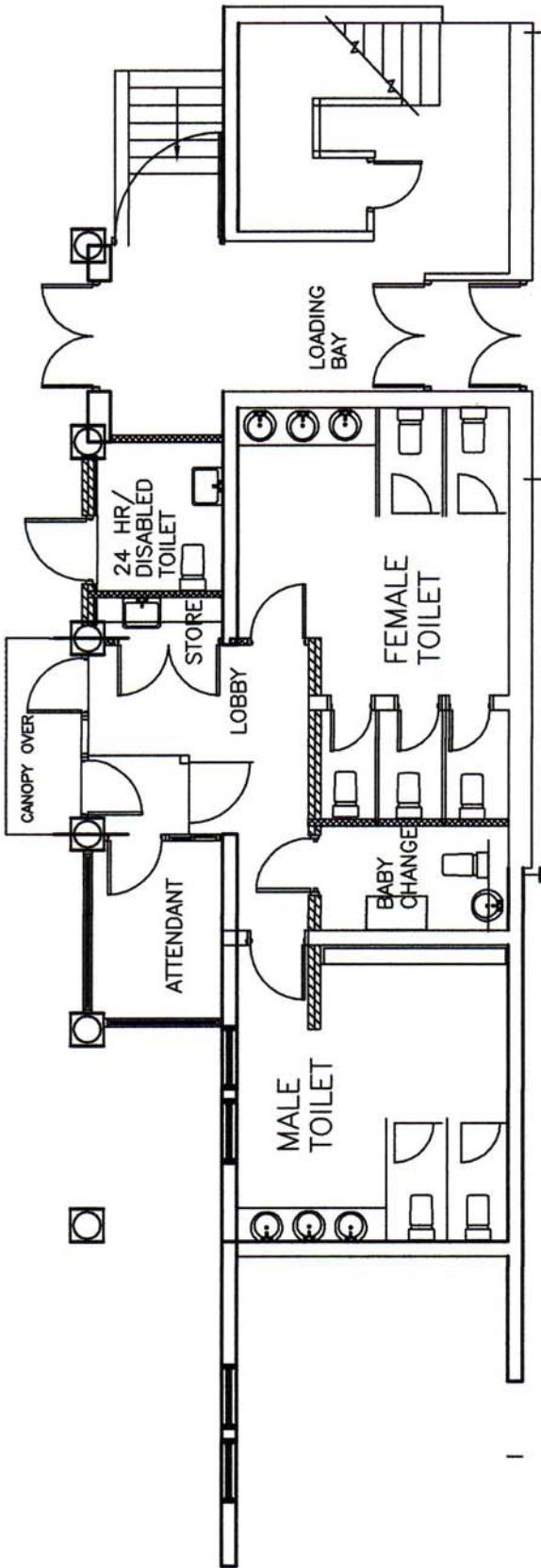
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GRANTHAM LINCS.

Drawing Description: ABBEY GARDENS SCHEME 1

Date: 23/06/01 Drawn: R.A.W.
Scale: Checked
Dwg. No. PUB0402 - 6A

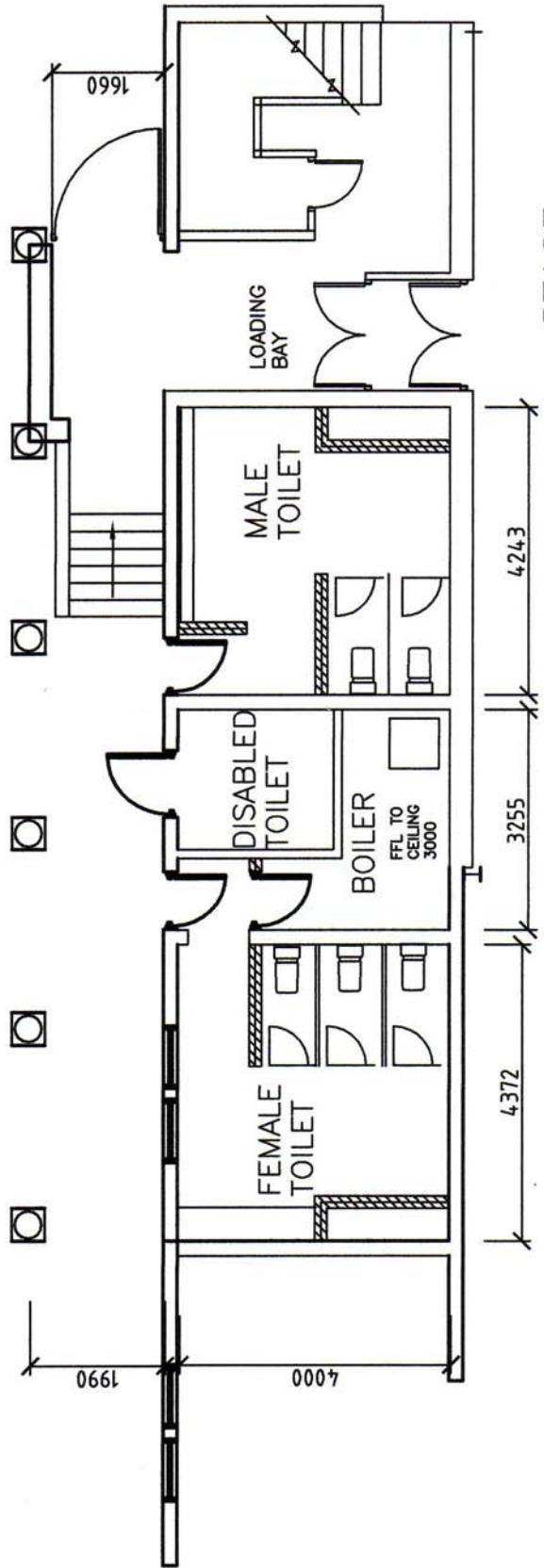
STAGE

PLAN PROPOSED



STAGE

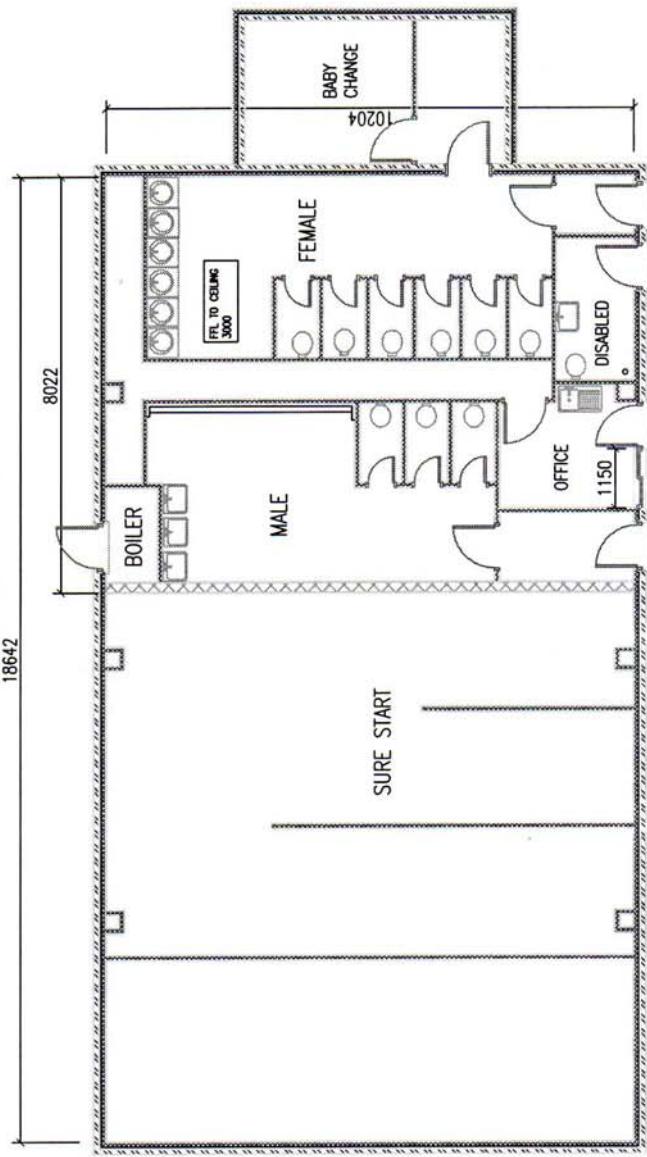
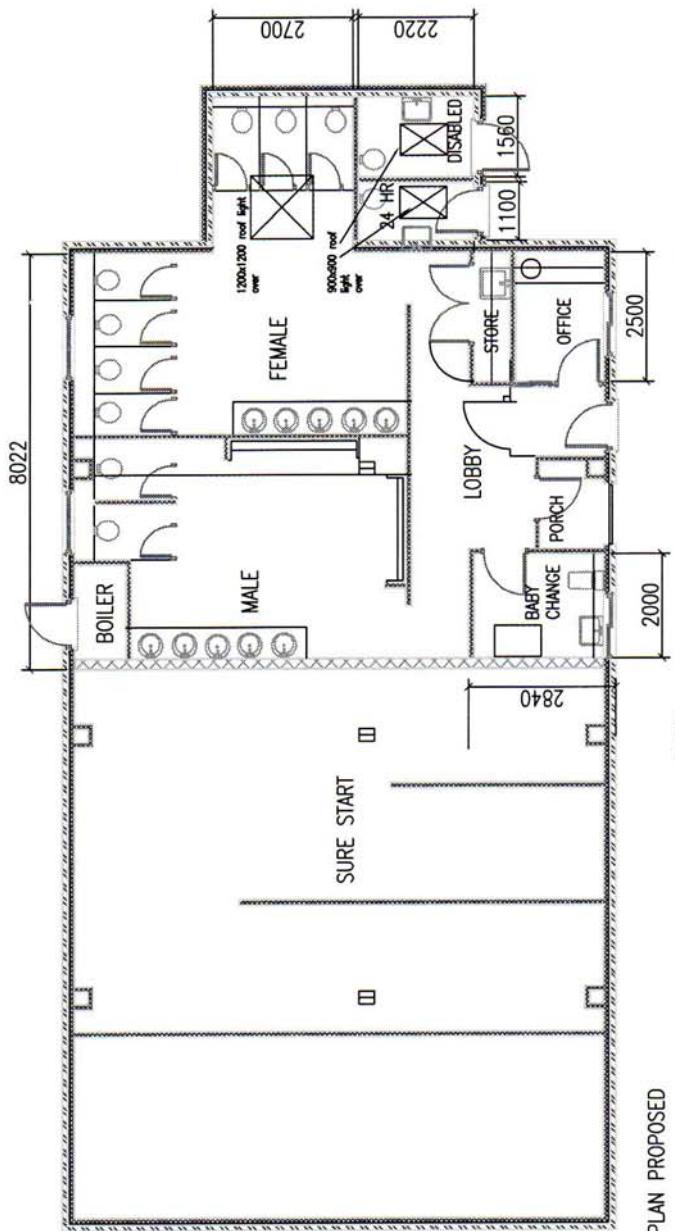
PLAN PROPOSED



STAGE

PLAN EXISTING

Revolution :	Date:	2.9.04	Drawn:
		By:	Checked:
		R.M.	
B. Drg. No. Changed	A. Road signs added		
SOUTH KESTEVEN DISTRICT COUNCIL			
PROFESSIONAL SERVICES SOUTH KESTEVEN DISTRICT COUNCIL , OFFICES, ST. PETER'S HILL, GRANTHAM, LINCS. NG10 1EP. TEL: (01522) 40 60 80 FAX: (01522) 45 60 98			
Job Title GRANTHAM PUBLIC TOILETS		Drawing Description BUS STATION SCHEME 1	
		Date 20.08.04 Drawn R.M. Checked Drg. No. P/B0002 - 9	



PLAN PROPOSED

PLAN EXISTING

Agenda Item 5

REPORT TO CABINET

REPORT OF:- CORPORATE DIRECTOR COMMUNITY SERVICES

REPORT NO:- DCS17

DATE:- 7TH MARCH 2005

TITLE:	SCIENCE DISCOVERY CENTRE FOR GRANTHAM: OUTLINE FEASIBILITY STUDY
FORWARD PLAN ITEM:	YES
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	MARCH 2004
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	YES

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Councillor J Smith (Economic)
CORPORATE PRIORITY:	Priority A: Developing Town Centres in Stamford, Bourne, and the Deepings and the development of Grantham as a sub-regional centre.
BACKGROUND PAPERS:	Science Discovery Centre for Grantham: Outline feasibility study. Final Report January 2005 – ABL Consulting.

1.0 INTRODUCTION AND SUMMARY

- 1.1 In April 2004 the District Council obtained financial support from Lincolnshire Enterprise to undertake a study into the viability of creating a science based visitor attraction in Grantham. Support for the study was received from the Grantham Town Centre Management Partnership and following a process of inviting competitive tenders ABL Consulting were appointed to undertake the study. This report summarises the results of the study.
- 1.2 The full document dated January 2005 is available in electronic format from the Corporate Director Community Services.

2.0 RECOMMENDATIONS

Cabinet is requested to note the work undertaken by ABL Consulting and approve the following actions.

- 2.1 **To ask Officers to consider how the development of a Science Discovery Centre could be taken forward as part of future work into the development of the Grantham Canal Basin.**
- 2.2 **To ask Officers to bring forward options for the future use of Conduit Lane Car Park consistent with the Grantham Town Centre Masterplan.**
- 2.3 **To ask Officers to take forward discussions with Lincolnshire County Council to identify initiatives that promote and interpret Grantham's scientific heritage with the objective of increasing the number of visitors into the Town Centre.**

3.0 DETAILS OF REPORT

- 3.1 The report was produced in response to the District Council's stated Category (A) Priority to see Grantham as a Sub-Regional Centre. In addition the Grantham Town Centre Masterplan identifies key actions for the improvement of the town. The main focus of the Masterplan is the development of Grantham's retail core by:
 - Attracting significant new retail operators to Grantham.
 - Encourage existing operators to reinvest in their provision.
 - Enhancing the traffic system.
 - Enhancing the public realm.
- 3.2 The development of a Science based visitor attraction with educational and other social benefits would support the implementation of the Masterplan by contributing to the enhancement of the public realm. It would also provide a

resource that would strengthen the retail offer by making it more attractive for people to visit the Town.

- 3.3 Grantham has a wide catchment, not only the 124,792 people who live within the District, but also the number of people that live within a 30-60 minute drive time. For a facility of this type research has shown that people are prepared to travel up to one hour. The research when applied to Grantham suggests that there are 1,710,627 within a 60 minute drivetime. Given that 20% of the population are likely to visit this type of facility the estimated market segment size for residents within the 30-60 minute drivetime is 342,125.
- 3.4 The Conduit Lane Car Park was surveyed and a mixed development was considered to include the Science Centre and another uses. This part of the study concluded that there was insufficient demand for anything other than a scheme that combined the Science Centre with residential development on this site.
- 3.5 The study has shown that a significant market exists for a medium sized Science Discovery Centre. It is clear that the number of people attracted to such a facility would be beneficial to the Town in economic terms. Conduit Lane Car Park has proved to be too small making it difficult for the site to generate a significant capital contribution. It has been suggested by ABL Consulting that we seek a larger site. They concur with the Council's view that the Grantham Canal Basin site offers a real opportunity to combine a visitor attraction with mixed development to create an interesting and exciting scheme. The site opens up the possibility of Section 106 funding contributing to the overall costs. As the Council develops its ideas for the Canal Basin through further research and studies it will be possible to combine the information gathered from this study into the feasibility plans for the Canal Basin.
- 3.6 ABL Consultants have also advised the Council to open up a dialogue with Lincolnshire County Council to examine opportunities for joint working. It may be possible to develop joint proposals that would deliver a Science Centre in Grantham.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The costs of building the Science Discovery Centre has been estimated at £10.6m offset by the projected residual value of the site for residential development. The value of the residual land that would be available for residential development has been estimated at £0.3m. The overall costs of the scheme are prohibitive.
- 4.2 Work was also undertaken to calculate the expected annual revenue costs of operating a Science Discovery Centre and this has been estimated at £263,693 per annum.

5.0 COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES

I agree with the report's recommendations.

6.0 COMMENTS OF CORPORATE MANAGER DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)

No comments.

7.0 CONCLUSIONS

7.1 The feasibility study has demonstrated that a facility of this type would contribute significantly to the objective of developing Grantham as a sub-regional centre. The capital costs are prohibitive for the site under consideration. Furthermore, without significant external financial support from either regional or central funds or from Lottery Funds the project is not deliverable. At this time the possibility of attracting significant external funds for this project are low however, if combined with a larger development project such as the Canal Basin with greater economic outputs, it may be achievable to attract external funding in the longer term.

7.2 It is intended to continue discussions with Lincolnshire County Council regarding the development of joint opportunities for Grantham and any significant progress will be reported back to Cabinet as appropriate.

CONTACT OFFICER

John Pell
Corporate Director Community Services
01476 406510

Agenda Item 7

REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR COMMUNITY SERVICES

REPORT NO: DCS16

DATE: 7th March 2005

TITLE:	REVIEW OF GRANT CONDITIONS (DISCRETIONARY GRANTS SCHEME)
FORWARD PLAN ITEM:	YES
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	14 TH FEBRUARY 2005
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	YES

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	COUNCILLOR MRS LINDA NEAL
CORPORATE PRIORITY:	PRIORITY B: VULNERABLE PERSONS
CRIME AND DISORDER IMPLICATIONS:	
FREEDOM OF INFORMATION ACT IMPLICATIONS:	
BACKGROUND PAPERS:	REPORT CEX 257 – COMPLETING THE PRIORITISATION PROCESS. OCTOBER 2004

1.0 INTRODUCTION AND SUMMARY

1.1 Over recent years the Council has provided an opportunity for local organisations to apply for financial assistance for projects and initiatives to support work in the local community. Following the setting of the Council's priorities the budget traditionally allocated for discretionary grants has been diverted to support work of a higher priority. The new budget allocation for 2005/06 has been set at £7,000 for the financial year.

1.2 To ensure that grants are awarded on an equitable basis the grants criteria have been reviewed. A new set of guidance notes have been written that describe how the award of grants are made by the Council. This document is attached as Appendix A.

2.0 RECOMMENDATIONS

Cabinet members are asked to consider the following recommendations:

2.1 **to approve the Grants Criteria attached as Appendix A.**

2.2 **that the maximum grant awarded to any single organisation be cash limited to £1,000.**

2.3 **that the decision to award discretionary grants be delegated to the Director of Community Services in consultation with the appropriate Cabinet Portfolio Member.**

3.0 DETAILS OF REPORT

3.1 The Council pays grants to voluntary organisations to promote various activities within the district. These have typically been social, elderly support groups and recreational grants; for example sports clubs health and disease support groups.

3.2 Report CEX 257 entitled Completing The Prioritisation Process and approved by Council on 28th October 2004 identified a number of service areas where realignment of budgets could be made in favour of the Council's new priorities. As a consequence the budget available for the award of discretionary grants has been adjusted.

3.3 To ensure that grants are allocated on an equitable basis new guidance has been drawn up for prospective applicants to assist them in making a successful application to the Council.

3.4 In the past applicants have been invited to submit request for support during February and March preceding the start of the new financial year. This year it is proposed to undertake a mail shot and to place advertisements in the local

press. It is proposed to invite applicants to request an application pack then submit the information by a set date. It is suggested that this should be no later than the 31st May 2005. In future years this process will be undertaken in the February and March preceding the start of the financial year.

3.5 It is proposed that grants be cash limited to £1,000 and that authority be delegated to the Director of Community Services for the award of grants in **consultation with the appropriate portfolio holder**.

4.0 **FINANCIAL IMPLICATIONS**

4.1 The highest amount granted to any single organisation has been £4,000 in 2002/03. In 2004/05 the largest grant awarded was £1,000. A cash limit of £1,000 will enable the Council to support a larger number of organisations. It is proposed not to accept applications for less than £100.

4.2 The award of Grants will be contained within the 2005/06 budget allocation of £7,000.

5.0 **COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

5.1 I agree with report recommendations

6.0 **COMMENTS OF CORPORATE MANAGER DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)**

6.1 No comments.

7.0 **CONCLUSIONS**

7.1 The revised grants criteria is aimed at helping local organisations to make successful applications for financial support. In addition it is important that any financial support given contributes the overall objectives and priorities of the Council. The new criteria will help to achieve this. If cabinet approve the revised criteria these will be circulated to local groups and organisations and an advertisement will be placed in the local papers to raise awareness of the scheme.

7.2 **CONTACT OFFICER**

John Pell
Corporate Director (Community Services)
01476 406510



GRANTS CRITERIA FOR SKDC

GUIDANCE NOTES

Welcome

Thank you for asking for a Grants application pack. This pack contains everything you need to know about how to make an application, so please read it carefully before you start. We've highlighted some points here to help you make your application.

Before filling in the form

- **Please read the guidance notes before you fill in the form. They are there to help you. The most common mistake among applicants is not reading this guidance thoroughly.**
- **Allow enough time for our decision to come before your activity starts.**

When filling in the budget section of the form

- **Please fill in as many of the boxes as possible.**
- **Please note that if you are employing (paying) people to take part in your activity, you may need to budget for paying an employer's National Insurance contribution for each person. You may also have to make holiday payments. This should be shown in your application.**

Introduction

Please take time to read these guidance notes carefully. They give you information on how to apply for a grant, and answer some commonly asked questions.

How to apply

You need to write a proposal about the activity you want us to support. This is a very important part of your application.

You also need to fill in an application form. This gives us information about you, what you are applying for and your budget. We will assess your application using the form and your written proposal. The form also gives us important information for monitoring our grants.

Depending on the type of activity you want us to support, you may also need to include other information. These guidance notes explain what we need.

When you have filled in your application, you should send it to:-

*South Kesteven District Council
St. Peter's Hill
Grantham
Lincolnshire NG31 6PZ*

and mark it for the attention of

The application pack

This application pack includes:

- these guidance notes, which include help with writing your proposal;
- an application form;
- details of how to contact us;

Grants for Organisations

Aims

We invest by making grants available to organisations to support locally based activity that contributes to the overall aims of the Council. It recognises that some locally based groups are better placed to understand and meet needs within their communities.

What you can apply for

Our grants are for organisations. They are for activities that benefit people in the area administered by South Kesteven District Council.

Grants for organisations

Organisations can apply for grants towards their activities. This might include:-

- projects and events;
- activities for people to take part in;
- education activities;
- research and development;
- marketing activities;
- capital items (such as equipment and improvements to facilities and buildings);
- professional development and training;
- organisational development to improve the long-term stability of community based organisations

Guidance Notes

Your application can cover more than one type of activity.

Grants normally range from £100 up to a total of £1,000. Grants will be under £1,000.

What we do not fund

- Activities that are not community related;
- activities that provide no potential benefit to local people, either in the short or long term;
- goods or services that have been bought or ordered before receiving an offer letter;
- activities that have already taken place;
- activities, equipment or events that double up (duplicate) what already exists;
- costs that are already covered by other funding;
- your ongoing overheads (including overheads related to equipment or buildings, such as insurance and maintenance costs);
- fundraising events, such as charity galas, that do not benefit the local community;
- second-hand equipment.
- organisations that are able to share out profits to members or shareholders.
- students, for activities related to their course of study or their tuition fees (by student we mean a person following a course of study in a school, college or university);
- activities or events mainly taking place outside of the District;

- applications from organisations based (resident) outside of the District.
- Application from religious groups unless the applicant can demonstrate that the project is accessible to all sections of the community regardless of religious belief.

When you can apply

You can apply up to 31st May 2005. In subsequent years you will be expected to apply in February and March. Make sure that you allow plenty of time to receive a decision before your activity starts.

Remember that we do not fund goods or services that you have already bought or ordered, or activities that have already taken place. We may not be able to accept your application if we do not have enough time to reach a decision before your project starts. We also advise you to have a stand-by plan, as we cannot guarantee that your application will be successful.

The number of applications you can make

We advise you to think carefully before making more than one application. Our assessment will consider your ability to manage more than one activity at a time. However, we are flexible, particularly to help organisations working with a range of communities and projects. If you want to make more than one application, you should speak to us for advice before doing so.

Partnership funding

We expect you to find at least 10% of the cash you need for your activity from other sources. This can include:-

- earned income from your activity;
- funding from other organisations;
- grants from trusts and foundations; and
- a contribution from you or your organisation.

In special circumstances we will provide a grant for the total cost of your activity. These circumstances where there are few opportunities for raising money from other sources. If you apply to us for the total cost of your activity, you must tell us in your written proposal what your special circumstances are.

Writing your proposal

In our experience people who apply for grants prefer to write a proposal rather than answer a lot of detailed questions. So, we are asking you to write a proposal about the activity that you want us to support. This is a very important part of the application process. We will use it with the application form when we assess your application.

The amount of information you provide in your proposal depends on how complicated your proposed activity is and how much money you are applying for. Your proposal, not including headings and any extra

material, should preferably not be longer than:

- 500 words (for applications up to £1,000);

The headings below tell you the information we need. Please use the headings in the order they appear below when writing your proposal. Please number each heading. Not all the details under each heading will be relevant to every application. If appropriate, you can put more emphasis on some than others.

We also need extra information for some activities, as described after these six main headings.

1. You and your work

You must describe, in relation to this activity:

- what you want to do;
- what you want to achieve, how it fits in with your current work and
- its future development; and
- why it is important to you or your organisation.

Please also describe, where relevant:-

- the names, skills and experience of the other main people involved.

(You may attach CVs (curriculum vitae) with your application.)

2. Making it Happen

You must describe, in relation to this activity:-

- any plans you have already made; and
- how you will manage and carry out the activity to achieve its aims.

Please also describe, where relevant:

- evidence of support from any partners, including funders;
- your past experience of successfully managing similar activity; and
- how you will manage the main stages of the activity and what each stage contains.

3. The finances

In most cases, the budget section of the application form will give us all the information we need to carry out our financial assessment. If your proposed activity is complicated you may want to give us more information.

Please describe, where relevant:-

- your approach to raising money from other sources for this activity;
- any effect the activity will have on your long-term financial position;
- the financial control systems you have in place; and
- what your special circumstances are if you are applying to us for the total cost of your activity.

4. Benefits

You must describe, in relation to this activity:

- the benefit it will bring to you, your organisation or other people.

Please describe, where relevant:-

- details about the people the activity will reach, within the community, or people taking part or attending;
- how you will reach them, including marketing activity; and
- any evidence of demand for the activity.

5. Meeting our aims

Our five (Priorities) aims are listed last page of these guidance notes. Your activity will not need to meet all of our (Priorities) aims.

You must describe, in relation to this activity:-

- which of our aims it will meet and how.

Please describe, where relevant:

- any ways that the activity will contribute to the aims of local partners.

6. Evaluation

You must describe, in relation to this activity:

- how you propose to evaluate it.

Evaluation is a structured way of thinking about what happened during your activity and why.

Evaluation can help you to:

- take decisions during the activity;
- shape future activities;
- improve practice; and
- show what happened as a result of the activity.

If we give you a grant, we will ask you to evaluate your work.

Applications for organisational development

You must:-

- **describe what you are planning to improve in your organisation and why;**
- **describe how your management committee is showing its commitment to it;**
- **give details of any plan or brief, giving a clear outline of the work; and**
- **describe your current financial position and send us your latest set of accounts.**

Applications for a capital item or building work

You must, in relation to this activity:

- **explain how it will be well designed, fit for its purpose and good value for money. This can include, if appropriate, details of how any maintenance, insurance and replacement will be covered in your future running costs.**
- **Provide copies of your plans and drawings for the work;**
- **explain how you will make the facility accessible and how you will meet the requirements of the Disability Discrimination Act 1995 (DDA);**
- **provide evidence of who owns the building, or provide details of the lease; and**
- **provide evidence of relevant permission (for example, planning) and how you will keep to building regulations.**

Assessment

How we will assess your application

We have designed our grants in a way that allows us to make fair and unbiased decisions.

We will assess the information in your written proposal and application form by taking account of:

- **how the activity will be managed and its ongoing effect;**
- **how feasible the activity is financially, and its future effect;**
- **how the public will benefit from the activity, immediately or in the longer term; and**
- **the contribution of the activity to meeting our aims (these are listed).**

There is a high demand for our grants. We will assess your application by comparing it with others. We may not have enough money to fund all good applications. We will then have to choose which applications to support. We will do this by looking at whether your application:

- **is from an organization that has not received funding from us before;**
- **will benefit areas of social deprivation (social and economic problems) or communities at risk of 'social exclusion' (not being able to take part fully in society).**
- **will benefit communities that have limited community infrastructure.**

Sending us your application

This guidance should help you provide all the information we need to assess your application.

Your application must include:

- **a written proposal describing your activity in your own words (these guidance notes include help with writing a proposal);**
- **a filled-in application form;**
- **one quote for each capital item.**

What happens next

What happens if you are offered a grant

You will receive an offer letter outlining any special conditions and explaining how we will pay the grant.

If you receive a grant offer but no longer want to accept it, please let us know in writing.

You must accept the offer within one month. This means signing the offer letter and returning it to us.

What happens if your application is unsuccessful

We will write to you briefly explaining why your application was unsuccessful and telling you who to contact if you would like more detailed feedback.

You can apply again at any time. Before you do so, we strongly recommend that you get advice and more detailed feedback on why your application was unsuccessful.

South Kesteven Ambitions and Prioritisation Process

<u>Proposed Ambition:</u>	Priorities that it incorporates		Shared national priorities that it reflects
	Category A	Category B	
Economic Development	Town-centre regeneration.	Business Development. Planning	Sustainable Communities and Transport.
Safer communities	Anti-social behaviour.	Diversity. Vulnerable Persons. Housing Management. Affordable Housing.	Safer and Stronger Communities
Healthier Environment	Street Sweeping. Recycling.		Healthier Communities.
Engagement	Access.	Communications. LSP and Community Strategy.	Children and Young People. Older People

Category A Priorities

Town-Centre Development and Grantham as a Sub-Regional Centre

Grantham, Bourne, Stamford and the Deepings all have a town-centre partnership and action plan for their development. The Council will be looking for external agencies to make a substantial financial contribution to deliver these developments. Grantham is the second largest settlement in Lincolnshire. Unfortunately we are not eligible for the European funding that has prompted regeneration and commercial development in towns such as Boston and Spalding. If our District is to attract and retain high quality employers it is important that Grantham has equally good, if not better facilities. The work to achieve this mainly involves bringing together all aspects of the community of Grantham to reach agreement on the way forward and present the strongest case for external funding. It is not restricted just to the town centre; issues such as transport and housing are equally important.

Anti-Social Behaviour.

In our recent General Household Surveys, crime emerged as the greatest priority for our residents, in particular, anti-social behaviour such as noise, vandalism or graffiti blights to many of our communities. By working with other agencies we intend to take effective action to make our streets both safer and more pleasant.

Street Sweeping

Our latest residents' survey shows high levels of dissatisfaction with the cleanliness of our streets. Therefore we are intending to prepare and implement a comprehensive strategy for reducing street litter and tackling graffiti.

Recycling.

Further developments and investment in recycling are essential to meet government targets which rise from 12% in 2003/4 to 18% in 2005/6 and 25% in 2007/8. In the last two years we have been helped by some additional money from the government.

Access

Providing good customer service by ensuring enquiries are dealt with correctly the first time, is absolutely essential to the delivery of excellent services. This objective will mean meeting a number of performance indicators such as:

80% of customer contacts dealt with at first point of contact;

92% of customers satisfied with the way their enquiry was dealt with and

85% of customers satisfied with the overall service provided by SKDC.

A substantial amount of capital investment has already been made towards improving customer service using both external and internal finance.

Category B Priorities

Business Development

Maintaining a good climate for local businesses provides full employment and prosperity for residents. We are seeking to deliver a sustainable improvement to the number of active businesses and propose a target to increase by 2% each year the number of VAT registered firms in the District.

Vulnerable Persons

There are many people in our communities who are vulnerable because of their age, disability or social circumstances. Indeed any of us can become vulnerable in the future. In partnership with other agencies the Council is seeking to identify and take specific steps to meet their needs

Housing Management.

Affordable homes are accessible to those on low incomes; they are normally rented from a Housing association but can also be some form of low-cost owner-occupation such as shared ownership. Our target is to ensure that 15% of new homes built over the next ten-year period are affordable. That's likely to mean about 75 new affordable homes each year. Most of these will be delivered by the council utilising its planning powers.

Planning

The main objective is to improve the performance relating to the determinations of planning applications. Improved performance will help to ensure the award of Phasing Delivery Grant.

In addition the Council is committed to ensuring the delivery of the new Local Development Framework.

Communications.

Many residents say they are ill-informed and not consulted. This may be showing itself in low turnouts at elections. By improving the way we communicate and consult we can help communities to engage with their Council. We intend to do this by preparing and implementing strategies for communications and consultation including improvement to District Line, developing Local Area Assemblies and local liaison meetings to engage with young people .

LSP and Community Strategy.

The Community Plan is in need of reviewing to ensure that it is evidence based and focused on meeting local need. The Local Strategic Partnership which is an alliance of local organisations and agencies lead on developing priorities for action and overseeing the implementation of the Community Strategy.

Agenda Item 8

REPORT TO CABINET

REPORT OF: Head of Planning Policy and Economic Regeneration

REPORT NO. PLA. 485

DATE: 7th March 2005

TITLE:	Local Development Framework – Statement of Community Involvement
FORWARD PLAN ITEM:	Yes
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Planning, Affordable Housing Cllr Smith, Economic Portfolio Holder
CORPORATE PRIORITY:	Planning, Conservation & Affordable Housing
CRIME AND DISORDER IMPLICATIONS:	Minor
FREEDOM OF INFORMATION ACT IMPLICATIONS:	Minor
BACKGROUND PAPERS:	Planning & Compulsory Purchase Act 2004. Planning Policy Statement 12 (PPS 12) & Companion Guide

1. SUMMARY

1.1 The Statement of Community Involvement (SCI) is one of the documents that forms part of the new Local Development Framework (LDF). The SCI sets out how and when the Council intends to involve the community and what form that involvement will take.

1.2 The draft Statement of Community Involvement was sent out to Key Stakeholders for pre-consultation in January 2005 and a number of initial comments have been received. A presentation inviting comment and proposing involvement has also been given to the six Local Area Assemblies.

2. RECOMMENDATIONS

2.1 Cabinet is recommended to approve that the draft Statement of Community Involvement, attached at Appendix 1 and summarised in this report, is printed and sent out for a 6 week period of consultation beginning in March. This consultation will form the pre-submission stage in the new framework process.

2.2 Cabinet is recommended to delegate approval of a questionnaire leaflet summarising the draft SCI to be sent out as part of the public consultation, to the Economic Portfolio Holder.

3. DETAILS OF THE REPORT

3.1 The Statement of Community Involvement (SCI) sets out the standards which the local authority intend to achieve in relation to engaging the community in the preparation, alteration and continuing review of all Local Development Documents and for all planning applications. The core aims of the document are as follows:

- Raise awareness locally of planning issues, particularly the development of policies in the Local Development Framework
- Apply good consultation practice and partnership working.
- Ensure that all the people who want or need information or to be involved can be, whatever their circumstances.
- Open channels for two way dialogue with the community
- Respond actively to regional and national policy.
- Maximise the potential of electronic communications

3.2 Consultation mechanisms will include:

- Newspaper articles, press releases, advertisements, radio announcements and the councils newsletter
- Seminar/forum for invitees from press, local groups etc
- Mobile Public exhibitions and / or workshops
- Using existing networks and community groups and parish councils
- Use of Local Area Assemblies and YELLS (once established)
- Proactive use of the Web site with easy links to other sites
- Working in conjunction with the Community Strategy partners

3.3 The key groups for consultation are; the general public, District Councillors, the Regional Assembly, Neighbouring councils and the County Council, Parish Councils, Local Strategic Partnership (LSP), Businesses, Developers/Agents, Statutory bodies and groups, Interested parties and local groups and the Media.

3.4 The Local development Scheme (LDS) is the timetable for the preparation of all LDF documents. Cabinet approved the Draft LDS on the 24th November 2004 and submitted it to GOEM. As Cabinet is aware GOEM have not approved the LDS. The necessary changes to the LDS required by GOEM are to be treated as a non key decision report to cabinet.

3.5 Comments received on the draft SCI document will be used to inform the preparation of the councils final version of the SCI. This version will be prepared for submission to the Secretary of State and made available for public comment in October and November 2005. Examination of the SCI would then be expected in January 2006, with adoption following receipt of the Inspectors binding report in March 2006. As such the SCI will be the first document in the LDF to be adopted.

3.6 Once the SCI is adopted all LDD's and planning applications must be subject to the appropriate community involvement and consultation set out in the Adopted SCI

4. CONTACT OFFICER

M. Sibthorp
Head of Planning Policy and Economic Regeneration
Tel: 01476 406472
E mail: m.sibthorp@southkesteven.gov.uk



Statement of Community Involvement

How to have
your say on
planning issues

Draft - January 2005

(This document is published for consultation and may be revised in the light of comments received.)

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Introduction

What is a Statement of Community Involvement?

- ◆ The statement of community involvement is being prepared as part of the new Local Development Framework. The aim is to ensure early community involvement in the planning process. It is a document setting out the Councils commitment to involving the community in the preparation of documents for inclusion in the Local Development Framework.
- ◆ The Statement of Community Involvement will set out how and when the Council intends to involve the community, (that is: businesses; residents; land owners; parish councils; statutory agencies and interest groups) and what form that involvement will take. Local ownership gained through early participation should lend support to the policies, which will shape the form and distribution of future development, giving a degree of credence and legitimacy to the policies and to development proposals which will arise from them.

What is a Local Development Framework?

- ◆ The Local Development Framework is one of the key elements of the new system planning system which came into force in September 2004.
- ◆ The Local Development Framework, is the name of a set of documents which will provide the planning policy framework for promoting and controlling development in the District over the next 15 years. This Statement of Community Involvement forms an integral part of the LDF and sets the consultation framework for the preparation, monitoring and review of all the documents to be included within it.

The principle documents referred to (and their abbreviations) are as follows:

- ◆ SCI Statement of Community Involvement
- ◆ LDF Local Development Framework
- ◆ LDD Local Development Documents

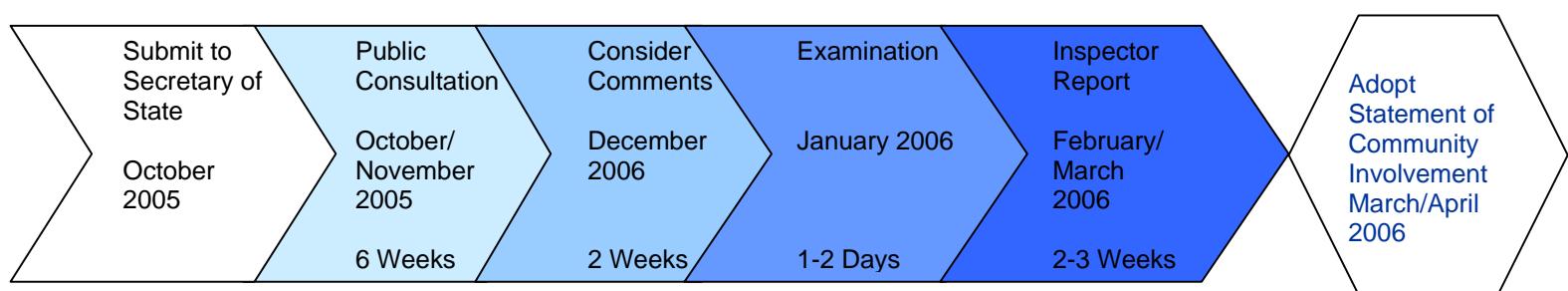
- ◆ DPD Development Plan Documents
- ◆ LDS Local Development Scheme

Format for this SCI

- ◆ The Statement of Community Involvement sets out how, when & who the council will seek to involve in both of its planning functions. This document therefore covers both the preparation of documents which form the LDF and the planning application process. The document is in 3 parts. The first part covers the general principles of the SCI. The second part considers the ways in which the community will be involved in the preparation of planning policy through the LDF process. The third part summarises how the community can be involved in the consideration of planning applications through the councils development control function.

Timetable for the preparation of this SCI

- ◆ It is hoped that the SCI will be the first document in the LDF to be adopted. This draft is the pre-submission consultation document. Comments received on this document will be used to inform the preparation of a public consultation draft, before a final version of the SCI will be prepared for submission to the Secretary of State and made available for public comment in October and November 2005. Examination of the SCI would then be expected in January 2006, with adoption following receipt of the Inspectors binding report in March 2006.



Reviewing the SCI

◆ The Council will monitor the effectiveness of the SCI in meeting the objective of engaging with the community on planning matters. In particular the consultation methods and the lists of specific consultees and interested parties will be assessed at key points in the process. Where it becomes evident that the SCI is failing to meet its objectives, or where significant changes are required, the Council will consider reviewing the SCI. Any review of this document will necessitate following the same statutory process of public involvement, submission to the Secretary of State, examination and adoption. A review of the document is therefore unlikely to take place prior to the completion and adoption of the DPDs which are considered essential to form the LDF. That is: the Core Principles of Development and Location Strategy; the Housing and Economic Development Policy Document; and the Generic Development Control Policy Document.

Core Principles

The purpose of this document is to set out standards and arrangements on how we consult and how we report back to those engaged in the process. Through cost effective external communications we will seek to:

- ◆ **Raise awareness locally of planning issues, particularly the development of policies in the Local Development Framework**
- ◆ **Apply good consultation practice and partnership working.**
- ◆ **Ensure that all the people who want or need information or to be involved can be, whatever their circumstances.**
- ◆ **Open channels for two way dialogue with the community**
- ◆ **Respond actively to regional and national policy.**
- ◆ **Maximise the potential of electronic communications**

Purpose of Consultation

The purpose of consultation is to involve a wide range of interested parties and individuals in decision-making and policy formulation by creating a 'dialogue' and sharing information. By doing so the council can:

- ◆ **Involve others and gain commitment**
- ◆ **Identify opportunities, ideas and alternative solutions**
- ◆ **Test options and ideas**

The benefits of community involvement in the planning process:

Community involvement is a two way process which can bring benefits to both the Council and to the community by:

- ◆ giving greater public ownership to local development documents and support for development proposals
- ◆ achieving development that is appropriate to and meets future needs of communities
- ◆ providing the opportunity to influence the decision making process
- ◆ contributing to the well being of the community
- ◆ suggesting new ways and ideas for achieving objectives
- ◆ improving community cohesion and sense of inclusion
- ◆ ensuring a transparent and open planning process

How we consult and communicate

- ◆ Consultation on the old style Local Plan was quite extensive, many of the standard consultation and community involvement techniques now used by councils were developed for Local Plan consultation purposes. However the Council recognises that there is scope to improve how we listen to and communicate with stakeholders.
- ◆ There are a number of barriers to effective consultation which need to be overcome. It is important to identify these barriers and adopt a strategy to ensure that all sectors of the community are involved in the process. This SCI provides the means to achieve a systematic approach to consultation and provides a commitment to valuing the involvement of participants within the process.
- ◆ We will endeavour to use appropriate consultation methods which are fit for their purpose according to need and preferred styles. The table at appendix 1 of this document sets out the forms of community engagement which will be used for each document in the LDF and at what stage in their preparation. We will continue to evaluate the methods that work and those that do not. Consultation mechanisms will include:
 - ◆ **Newspaper articles, press releases, advertisements, radio announcements and the councils newsletter**
 - ◆ **Seminar/forum for invitees from press, local groups, parish councils, tenants compacts etc**
 - ◆ **Mobile Public exhibitions and / or public workshops**
 - ◆ **Using existing networks and community groups and parish councils**
 - ◆ **Use of Local Area Assemblies and (YELLS once established)**
 - ◆ **Proactive use of the Web site with easy links to other related sites**
 - ◆ **Working in conjunction with the Community Strategy partners**

Ensuring Community Representation

It is important to try and achieve consultation that is representative of the community, the involvement of under represented groups is therefore particularly important. We will make all reasonable efforts to make everything we do equally accessible to everyone, within acceptable cost constraints. Hard to reach groups in the district are identified as:

- ◆ **young people**
- ◆ **people from ethnic minority groups**
- ◆ **people with disabilities**
- ◆ **the elderly**
- ◆ **rural communities**
- ◆ **gypsies/travellers**
- ◆ **the homeless**

The Role of Elected Members

- ◆ One of the key purposes of the planning system is to control development in the public interest. In performing this role, planning necessarily affects land and property interests, particularly the financial value of landholdings and the quality of their settings. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable reasons.
- ◆ Those affected by a planning decision or other planning proposal will often seek to influence it through an approach to their elected District Councillor or to a Councillor on the relevant decision making committee. This lobbying is a normal and perfectly proper part of the political process. However, Members must restrict themselves to giving procedural advice, including suggesting to those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to the committee. Councillors are guided by Codes of Conduct

How planning links with the Community Strategy process

- ◆ The Government clearly identifies Local Development Documents as one of the key mechanisms for delivering Community Strategy objectives. Many of the elements of the Community Strategy will have spatial aspects that can be addressed through the land use planning system. South Kesteven's Community Strategy is due to be reviewed in 2005. There is therefore an opportunity to link this review with the preparation of the LDF.

How will the SCI link with the Council's Consultation Strategy?

- ◆ The Council has developed a corporate Consultation Strategy to guide community involvement in decision making across the Council's activities. This Statement of Community Involvement has been developed to complement and build upon the principles set out in the corporate strategy. It provides an overview of the Council's general approach to consultation followed by more detailed standards for community engagement for all Local Development Documents and planning applications (through the Development Control function). Once approved, the Council will need to comply with the requirements set out within this document for engaging the community.

Available Resources for Consultation

- ◆ The Council has set a budget for preparing the LDF. This budget is finite, therefore community engagement must be undertaken within the restrictions set by the budget. This makes provision for the preparation of documents and consultation materials as well as funding of specific consultation periods. Additional sources of funding are not likely to become available. It is, therefore, important that community involvement is undertaken in an efficient and effective manner, and that the consultation techniques used are the most appropriate and cost effective.
- ◆ Wherever possible consultation on different DPDs will be undertaken in tandem. In addition we will investigate the opportunity to coincide with consultation on the review of the Community Strategy. Existing forums and liaison groups will also be utilised wherever possible and consultation on specific issues will be targeted at specific groups and individuals known or thought to be interested in that matter.

Part One: Planning Policy

1.1 Statutory Minimum Consultation Requirements

◆ The Town and Country Planning (Local Development) (England) Regulations 2004¹ set out the minimum statutory requirements for consultation on Local Development Documents. These requirements are set out in Regulations 25 and 26, and can be summarised as follows:

Regulation 25

◆ Before complying with Regulation 26 (see below) the council must undertake pre-submission consultation with

- each of the **specific consultation bodies** listed at 2 in the regulations (and shown on page 90 of PPS12²) where the Council considers the subject of the LDD affects that body; and
- any of the **general consultation bodies** (listed on page 91 of PPS12) which the Council thinks are appropriate for that particular document.

Regulation 26

◆ Before preparing and submitting a Development Plan Document to the Secretary of State the Council must:

- make copies of all the relevant documents available at their principal office, other places in the authority considered appropriate and on their web site
- all appropriate documents are sent to the appropriate consultees (as referred to in Regulation 25), and
- give notice by local advertisement of the availability of the documents, where and when they can be inspected.

◆ The regulations also set out that the statutory consultation period at pre-submission and submission stages should be 6 weeks.

¹ The Town and Country Planning (Local Development) (England) Regulations 2004 available from www.odpm.gov.uk

² PPS 12 (Planning Policy Statement 12 Local Development Frameworks) available from www.odpm.gov.uk

- ◆ South Kesteven District Council is committed to meeting these minimum requirements and demonstrates in this SCI the additional measures that will be employed for different parts of the planning process to ensure greater community involvement.

1.2 Access to information

Information relating to the drafting of Local Development Documents will be made widely available through a variety of methods:

- ◆ **Information will be made available in both paper and electronic formats.**
- ◆ **Copies of all documents will be made available to view at local and mobile libraries and the Council's main and area offices.**
- ◆ **Document enhancement for the visually impaired or translation from English is available from request.**
- ◆ **The council's web site will offer a single point of call for information dissemination and an e-mail address will offer a single point of contact.** <http://www.southkesteven.gov.uk/>, email; planningpolicy@southkesteven.gov.uk

1.3 The Role of Planning Aid

- ◆ East Midlands Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Planning Aid is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters.
- ◆ Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source.
- ◆ Further information about Planning Aid is available from the District Council or via the RTPI web site at :
<http://www.rtpi.org.uk/planning-advice/pa-paid.html>

1.4 Involving the Whole Community

◆ For the purposes of forward planning, it is important that a broad range of groups are targeted for consultation. The key groups are listed below:

- General public
- District Councillors
- Regional Assembly
- Neighbouring councils and the County Council
- Parish Councils
- Local Strategic Partnership (LSP)
- Businesses
- Developers/Agents
- Statutory bodies and groups
- Interested parties and local groups
- The Media

Involve ment of Councillors

District Council

◆ The Council has established a Local Plan Advisory Group (LPAG) based upon its Development and Environment Scrutiny Committee. This group is politically balanced and has no decision making powers, reporting directly to the Council's Cabinet. The LPAG will meet periodically as and when the different stages of plan preparation are reached, ensuring that Members are fully involved in the policy preparation process.

Parish Council

◆ Parish Councilors will also be involved in the process. Parish Councils are one of the specific consultation bodies referred to in the minimum requirements set out in Regulation 25. In addition some parish councils have or are preparing parish plans which may be helpful in informing the LDF process. Parish Councils are one of the Council's key stakeholders and as such play an important part in Local Area Assemblies, therefore direct contact with parish councils will be maintained throughout the plan preparation process.

South Kesteven Local Strategic Partnership (LSP)

- ◆ The South Kesteven LSP comprises members of local businesses, colleges, the District and County Council's, the Health Service, the police and a local housing association. The LSP is responsible for preparing and reviewing the Community Strategy. The objectives of the LSP as defined by the Community Strategy is to "work together to improve the quality of life in South Kesteven by ensuring an environment in which people are healthy and feel safe, with leisure, learning and quality employment opportunities for all". As the LDF will be a key vehicle for delivering these objectives, the LSP will need to be a key partner in the preparation of LDF documents.

Involve ment of the public, businesses and local and national interest groups

Development Plan Document consultees

- ◆ A list of DPD Consultees is at the end of this section of the SCI that will be consulted throughout the plan making process. This list is compiled from those required to meet the minimum requirements in Regulations 25 and 26 (referred to above).

Interested parties

- ◆ Periods of public consultation and community involvements will be undertaken at key points within the process. A detailed timetable, identifying key milestones in the preparation of the LDF is set out in a separate document called the Local Development Scheme (LDS). This is available for inspection at www.southkesteven.gov.uk and from the Council's offices. These stages will be widely publicised and involvement encouraged. All comments and suggestions made through these consultation periods will be considered as part of the policy formulation process.
- ◆ Wherever possible existing interest or stakeholder groups and forums will be used to target consultation and seek to avoid consultation overload.
- ◆ A database of interested parties has been established and will be maintained throughout the LDF process. This database will be used to periodically update on progress and invite

involvement in the LDD process. Anyone who becomes involved in the LDF process through public consultation periods will have his or her contact details added to this database.

- ◆ To add your details to this database please contact the Planning Policy team on: 01476 406469 or email: planningpolicy@southkesteven.gov.uk

Local Area Assemblies (LAAs)

- ◆ The Council has established six Local Area Assemblies covering the four towns and the northern and southern rural parishes. The primary purpose of the LAAs is to provide a forum for discussion between the three tiers of local government (County Council, District Council and Parish Councils) and as a place where local residents can have their say. The LAAs were established in the summer of 2004 with the first meetings being held in August and September that year. It is intended that the LAAs will meet twice yearly and over time will develop their own agendas and membership. The LAAs are seen an important vehicle for community involvement in the LDF process.

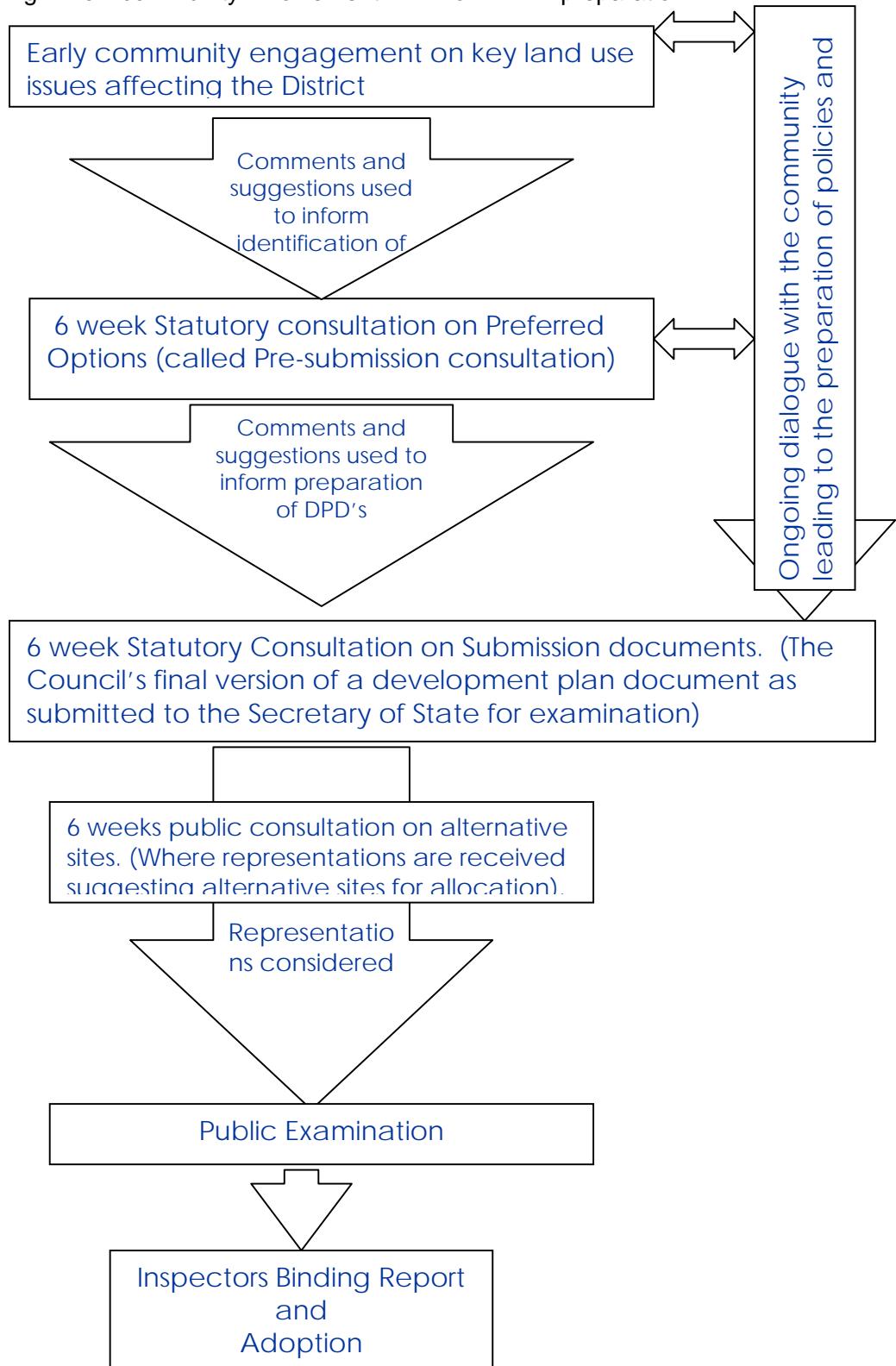
Young People

- ◆ Young people have been identified by the council as a hard to reach group and ways of engaging young people are being explored. Involvement with schools and youth groups will be promoted at key consultation stages.
- ◆ The Council intends to set up Youth Engagement and Local Liaison (YELL) meetings to involve youth groups and individuals in Council projects and decision-making. These groups have not yet been established, however when they are they will be used as a means of engaging with young people in the LDF process.

1. 5 Reporting Back

- ◆ Whilst it is hoped that an ongoing dialogue will be established during the early stages in preparation of the Development Plan Documents, two key statutory consultation stages (and a third where representations suggesting sites for allocation have been made) are required by the regulations. Anyone who makes a comment on the DPDs will be included on our database of interested parties and will automatically be kept informed at all subsequent stages of the process. The Council is committed to reporting back to those making comments, showing how and where comments have influenced the documents preparation. The diagram below (fig 1) indicates how the comments received will impact upon the different stages in the preparation process.
- ◆ The process assumes that the greatest level of community involvement will occur in the early stages of the process. At submission stage it is expected that involvement will be focussed on specific representations which have not been resolved in the early stages, and on the soundness of the document in respect of conformity and statutory requirements. These matters would then be considered by an independent inspector at an examination. This stage provides the opportunity for those with outstanding or unresolved issues to have them considered by a Planning Inspector. However, it is expected that the majority of such matters will have been considered in detail and resolved before the DPD reaches the submission and examination stage.

Fig 1 How community Involvement will inform DPD preparation



1.6 Communication Techniques

Newsletters

- ◆ To ensure that the whole community is informed at key stages of Plan preparation, we will distribute in paper form (either as a leaflets or a newsletter) key elements of the consultation at the key milestone stages. The Council's district newspaper "District Line" will be used as the main method for wider communications across the district.

Public Exhibitions

- ◆ A series of exhibitions will be held across the District at key consultation stages. Where possible we will try to utilise pre-arranged events e.g. local shows or fun days. Exhibitions will display information on the policies and proposals in the Plan and be staffed by planning officers involved in Plan production. People will be free to submit written comments at the exhibitions or use one of the other methods outlined in this document at some other time during the formal consultation period.
- ◆ The Council also has a mobile exhibition unit, which will be placed in strategic locations around the district to provide information and to give people an opportunity to submit their comments, suggestions and ideas.

Web Site / e-mail

- ◆ Interaction with the public through electronic methods will be encouraged and all documentation relating to the LDF will be made available on the Council's Web site. The Council is committed to keeping the information on the web site relevant and up-to-date. However, it is important to note that not all local residents have access to IT, especially the elderly and therefore we will continue to produce paper versions concurrently for the foreseeable future.
- ◆ The website is an efficient tool, allowing information to be accessed quickly and in detail. It promotes self-service and is available 24 hours a day, 7 days a week. The council's web site address is <http://www.southkesteven.gov.uk/>.

- ◆ All correspondence and publications will include the Council's web site. Whilst the telephone remains the key method of contact, the website is becoming a primary reference and communication channel. Members of the team can be contacted via e-mail at <mailto:planningpolicy@southkesteven.gov.uk>
- ◆ People who have asked to be kept informed of the LDF process and are on our database have the option to be informed by email. Where email is used direct links to the council's web site will be given and electronic documents will be provided.

Press and Public Relations

- ◆ The local press is an important vehicle for communicating with people. It is important that the press is given as much information about the new process as possible in order that they understand what is being communicated and why. The LDF team will issue regular press releases to inform the community of various key consultation dates and to report on responses received. Once the statutory process begins there will also be a requirement placed upon the Council to issue formal notices in the press at certain times during the process.

Public consultation events

- ◆ The Council will ensure that our main stakeholders are consulted, primarily through existing stakeholder groups and forums but also through direct contact.
- ◆ Part of the consultation process will include events held at accessible venues across the District which will allow members of the public to have direct contact with Officers responsible for drafting the Local Development documents.

Internal Communications

- ◆ The Council will establish an internal cross-cutting consultative panel to ensure that the policies and proposals included within the LDF meet the Council's corporate objectives and do not conflict with other strategies promoted by the Council.

- ◆ In addition there is ongoing liaison between Officers in planning policy and development control to establish the effectiveness of existing planning policies and current gaps in policy coverage. Regular consultations will be undertaken with development control officers throughout the plan preparation process.

APPENDICES

Broad Consultation Framework

Timescale	Documents	Action to be taken	Distribution
Winter 2005	Draft Statement of Community Involvement	Seek opinions of key stakeholders on Draft Statement of Community Involvement & invite them to get involved	Internal consultees; key stakeholders, LAA's; LSP.
Spring 2005	<u>Draft Statement of Community Involvement</u> <u>Key Issues & Options Paper</u>	Seek communities views on Draft SCI & on Key Issues and Options Paper & explain how they can be involved	Libraries, Council Offices; Specific consultation bodies; Council's newspaper- District Line; Press adverts & articles
Autumn/ Winter 2005	Statement of Community Involvement Final Version	Report back on consultation & submit to Secretary of State for approval	Libraries, Council Offices; Specific consultation bodies; Council's newspaper - District Line; mail out to interested parties on database. Mobile exhibitions & seminars/forums

Spring 2006	Statement of Community Involvement – Adopted Version	Report back on inspectors decision & proposals for adoption	As above
Summer/ Autumn 2006	Final version of Development Plan Documents	Report back on consultation & submit document to Secretary of State. (6 week public consultation required)	As above
Spring 2007	Examination of Development Plan Documents	-----	-----
Summer 2007	Publish Adopted Version of Local Development Framework	Report back on Inspectors decisions and proposals for adoption.	Libraries, Council Offices; Specific consultation bodies; Council's newspaper - District Line; mail out to interested parties on database. Mobile exhibitions & seminars/forums

STATUTORY CONSULTEES FOR DEVELOPMENT PLAN DOCUMENTS

Anglian Water Ltd

British Gas

British Telecom (or other electronic communications)

Cambridgeshire County Council

Countryside Agency

Department for Environment, Food and Rural Affairs
(DEFRA)

East Midlands Assembly

East Midlands Development Agency

East Midlands Electricity (or independent suppliers)

East Northamptonshire District Council

English Heritage

English Nature

Environment Agency

Government Office for the East Midland (GOEM)

Highways Agency

Historic Buildings & Monuments Commission for England

Leicestershire County Council

Lincolnshire County Council

Melton Borough Council

Newark & Sherwood District Council

North Kesteven District Council

Northamptonshire County Council

Nottinghamshire County Council
Peterborough City Council
Rutland County Council
Severn Trent Water Ltd
South Holland District Council
Strategic Health Authority
Strategic Rail Authority
Transco
Welland Partnership
Lincolnshire Enterprise

Part Two: Development Control

- ◆ Community involvement involves notifying and engaging both the wider community and the individual. For both of these the process of dealing with planning applications can be split up according to the stage of the process.
- ◆ Government advice is to set out clearly defined codes of practice for neighbour publicity. However, no system for publicising planning applications can be foolproof, however extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The current system does balance these conflicting issues.
- ◆ Consultation does not simply involve the public. We also consult the statutory consultees. A list is attached at the end of the report listing all those bodies which may need to be consulted on a planning application (See Appendix). Not all bodies are consulted on each application. Who to consult will vary with the nature of the proposal and location. Statutory consultees have 21 days in which to respond. In many instances the responses show a requirement for the case officer to contact the applicant for more information or for amendments.

2.1 How do we involve the community when we first receive a planning application?

Wider Community

- ◆ A weekly list of applications received by the department is sent, each week to the Grantham Journal and the Stamford Mercury. Some applications are publicised in the local newspaper, at the editor's discretion. Copies of the weekly list are also sent to the area offices at Stamford, Bourne and Market Deeping. Councillors receive these lists via email. Interest groups who request these weekly lists also receive these free of charge. All Parish Councils receive copies of recent applications for their meetings. The weekly list will be available on the Council website <http://www.southkesteven.gov.uk/>

◆ We also advertise in the press, development that is likely to create wider concern. The following list indicates the likely types of development:

- Those affecting nearby property by causing noise, smell, vibration, dust or other nuisance.
- Attracting crowds, traffic and noise into a generally quiet area;
- Causing activity and noise during unsociable hours;
- Introducing significant change, for example, particularly tall buildings;
- Resulting in serious reduction or loss of light or privacy beyond adjacent properties;
- Those affecting the setting or an ancient monument or archaeological site;
- Proposals affecting trees subject to tree preservation orders.

◆ Site Notices are erected.

◆ We also advertise in the press all Listed Building applications and Conservation Area consent applications. In addition a site notice is erected.

Individual Consultation:

◆ Occupiers of premises most likely to be affected by a proposal are notified individually by letter that an application has been received and are invited to inspect the application and make any written observations within 21 days. If a neighbour is disabled or elderly and unable to get to the Council Offices we can provide them with a free copy of the plans. Copies of plans are available to others at a charge.

◆ The extent of neighbour notification is at the discretion of the case officer. In practice, this means properties affected by a proposal and / or bordering an application site will receive individual notification of that application. Clearly, within the rural area isolated proposals may not have neighbouring properties. In such cases, it is the case officer's judgements how far the neighbour notification should apply.

- ◆ Listed Building/Conservation Area Application: In addition to a site notice and press notice individual neighbour letters will be sent.

2.2 How do we involve the community during the processing of a planning application?

- ◆ A considerable amount of negotiation takes place on a large number of applications, particularly the major ones. This is a very important and a crucial part of the development control process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers, developers and their professional advisors and the local community is something which the Government and this Council actively encourages.
- ◆ In a number of cases, the proposal will generate much public interest and provide many letters of objection. Amendments to applications are normally made to seek a better quality of development, which may indeed overcome objectors' concerns.
- ◆ Re-notification of neighbours on minor amendments significantly delays consideration of an application. In order to avoid unnecessary delay, only amendments that constitute a major change that affects individual property occupiers and interests (such as re-siting of roads in residential developments or altering the siting of extensions or building closer to neighbouring properties) will be re-notified. Essentially, the question of re-notification is at the discretion of the case officer within the aforementioned parameters. However, bearing in mind the pressure to determine applications speedily, a reduced time for a response to a re-notification is set (14 days). Similarly, amendments may well be negotiated on listed building applications, or applications within conservation areas. Significant amendments are re-advertised. No re-advertisement would normally take place on minor amendments. No hard and fast rules are possible and any re-notification is therefore at the case officer's discretion within the above framework.

Wider Community

- ◆ For significant alterations to plans the Parish Council and the relevant statutory consultees will be re-consulted.

Individual Consultation

- ◆ For significant alterations to plans the neighbours who wrote in will be re-consulted.

2.3 How do we involve the Community when the application goes to Committee?

Wider Community

- ◆ There is the right for objectors, supporters, the Parish or Town Council and the applicant to speak at Committee. The committee agenda is available to view on the Council's website. It is published one week prior to the Committee meeting. Applicants and any person or parish council who have made representations on an application to be heard by committee will be notified by letter. (A copy of the public speaking leaflet is attached in the Appendix).

2.4 How do we involve the community after a decision is taken on a planning application?

Wider Community

- ◆ A letter is sent to any Parish or Town Council who wrote in, advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). The decision, if taken at Committee, is also publicised in the committee minutes on the Council's website. Any local interest groups who wrote in are also advised by letter of the decision.

Individual Notification

- ◆ Again all neighbours who wrote in are advised in writing of the decision on a planning application.

2.5 How do we involve the community if an appeal is received on a planning application?

- ◆ Only applicants have a right of appeal; there is no third party rights to appeal a decision.

Wider Community

- ◆ When an appeal is received the Parish or Town Council and local interest groups are notified in writing of the appeal and how to make their views known (either in writing, if a written representations appeal or in person at an informal hearing or public inquiry). If they had already made their views known to us their letter is copied and sent to the Planning Inspectorate.

Individual Notification:

- ◆ All those we originally wrote to or who wrote to us will be notified in writing of the appeal and how to make their views known. If they had already written to us their letter will be copied and sent to the Planning Inspectorate.
- ◆ For public inquiries we also erect a site notice and publicise in the press the date/time and location of the inquiry.

2.6 How do we involve the Community on prior approval applications?

- ◆ These are treated differently. In essence these types of proposal have permitted development for the principle. There are relatively minor issues which Councils can consider (typically the siting and appearance). These include some types of mast and agricultural buildings. There is a fixed 28-day timescale to determine them, otherwise they are approved. In view of this principle of development being permitted, and the very limited timescale, the publicity is via the weekly list. There are very few of these.

2.7 Enforcement

- ◆ Most enforcement cases arise following a referral from a member of the public. All referrals are treated confidentially, where requested. There is no consultation with the public on enforcement cases. Cases are often sensitive with the complainant keen to retain anonymity. Often cases are resolved by the submission of a planning application which is then publicised in the normal way.

2.8 How do we involve the community in proposals to lop, top or fell protected trees (i.e. trees subject to a Tree Preservation Order or within a Conservation Area)?

- ◆ Proposals for works to trees in Conservation Areas will be determined within 6 weeks from the date of receipt and if consent is not appropriate, the Local Planning Authority will consider placing a Tree Preservation Order on the tree(s). Applications for works to trees covered by a Tree Preservation Order will be determined within 8 weeks or 2 months from the date of receipt.
- ◆ With respect to applications for works to trees in Conservation Areas, the consultation period will be 6 weeks, and in the case of applications for works to trees covered by Tree Preservation Orders, delegated authority is available for officers to determine the application except where representations are received which are contrary to the officer recommendation. In such cases, the application will be considered by the Development Control Services.

Wider Community

- ◆ District Councillors and Parish Councils will be informed if major tree surgery is to be undertaken.

Individuals

- ◆ Affected neighbours will be notified directly of applications for works to protected trees.
- ◆ Following a decision (which may be delegated), a copy of the decision notice will be sent to the applicant. Letters will

also be sent to all neighbours/parish councils who made a representation on the application informing them of the decision.

2.9 How we will involve the community in Hedgerow Removal Applications

- ◆ All applications for works to remove hedgerows under the Hedgerow Regulations 1997, will be determined within 6 weeks of receipt of a removal notice. Consultation letters will be sent out to all relevant statutory bodies (i.e. English Nature, Community Archaeologist and Lincolnshire Wildlife Trust) in addition to the Parish Council. All comments received will be taken into account in making a decision as to whether or not the removal should be granted.

How else do we involve the community?

Wider Community

- ◆ If requested and appropriate, officers will attend public meetings or residents association meetings to explain planning proposals.
- ◆ Parish Councils: If requested, and where appropriate, officers may attend Parish Council meetings and explain particular planning applications. Parishes receive full details of all relevant planning applications for their Parish Council meeting.
- ◆ Councillors are also involved in the consultation process. Councillors receive via email copies of the weekly list. Members can be provided with copies of individual applications. Members are aware of the need to keep the requests for copies to a reasonable level. Members have the right to request that any application be determined by the full committee.

APPENDICES

Consultees for Planning Applications

Adjacent District Councils
Anglian Water Services Ltd
British Waterways
Commission for Architecture & the Built Environment
Community Archaeologist
Council for the Protection of Rural England
Countryside Agency
County Council Education Department
County Council Highways Department
County Council Waste Disposal Department
Department for Environment, Food and Rural Affairs
Departments of the District Council
English Heritage
English Nature
Environment Agency
Forestry Commission
Georgian Group
Grantham Civic Society
Health & Safety Executive
HM Inspector of Pollution
Highways Agency
Historic Buildings & Monuments Commission

Lincolnshire County Council
Lincolnshire Wildlife Trust
Ministry of Agriculture, Fisheries & Food
National Trust
Network Rail
Office of the Deputy Prime Minister (ODPM)
Parish Councils
Police Architectural Liaison Officer
Ramblers Association (Footpaths)
Rights of Way Officer
Severn Trent Water Ltd
Society for the Preservation of Ancient Buildings
Sport England
Stamford Civic Society
Town Centre Management Partnerships
Town Councils
Transco
The Theatres Trust
Victorian Society

Those consulted on any one application will vary depending on the location and nature of the planning application,

Public Speaking at Committee on Planning Applications

This Appendix explains how you can speak directly to councillors at Planning Committee meetings. It explains the Council's public participation policy at meetings and answers some questions you may have about the procedures, and what to expect at the meeting itself. It is based on simple rules formulated by the Council to make the system as fair and easy to operate as possible. This advice applies equally to applicants, their agents, supporters, objectors and to local council representatives.

Not all planning applications are considered by the full Development Control Committee. The Development Control Services Manager has delegated authority to determine certain applications without the need to present the application to the full Committee. It is not possible to speak in favour or against applications that are dealt with under these delegated powers.

When does the committee meet and how can I find out about it?

The Development Control Committee is held on Tuesdays, normally at three weekly intervals, in the Council Chamber at the Council Offices in Grantham and starts at 2pm. The agenda is published the week before the meeting, and can be obtained from the Chief Executive's Department of the Council. It is also available on the Council's website (<http://www.southkesteven.gov.uk/>) under 'Councillors & Committees'. In it is a detailed report of each application due to be presented to the Committee.

Applicants and any person or parish council who have made representations on an application to be heard by committee will be notified by letter.

What do I do if I wish to speak at Committee?

You must notify the Committee Administrator (details on the front page of the agenda), or Development Control Services, at least 24 hours prior to the meeting (usually 2pm on the previous Monday). Failure to meet this deadline will exclude you from speaking.

If I have made representations do I have to speak?

No. Written representations that have been received within the specified time period will be summarised and put into the committee report. It is entirely at your own discretion whether you ask to speak at the Committee.

Who is permitted to speak to the Committee?

The Planning Officer will give a short presentation to the Committee outlining the details of the proposal. After this the following individuals/organisations are permitted to address the Committee in the following order:

- ◆ A representative of the Town or Parish Council
- ◆ Objectors to the application
- ◆ Supporters of the proposal
- ◆ The applicant or agent for the proposal

How long can I speak for?

Each person is only allowed to speak for a maximum of 3 minutes. Only one speaker for the applicant and the Town/Parish Council is permitted to speak. If there are several supporters or objectors to an application then they are expected to appoint a representative(s) to present a joint case. The Chairman ensures equity of opportunity between the various parties.

Who can ask questions?

Questions can only be asked by Committee Members and not by speakers. It would be beneficial for you to seek answers to your questions before the meeting and to state your case on the information given to you. You must not interrupt other speakers or the Committee debate. For information, all public proceedings in the Council Chamber are recorded.

What issues can I refer to?

When addressing the committee you must ensure that you stick to 'material planning considerations'. A guidance note entitled "*Making Comments on Planning Applications*", explaining what can and cannot be taken into account when considering development proposals, is available from Land Use Planning Services. The following list contains examples of the type of considerations that will and will not be taken into account:

Material:

- ◆ Conformity with the development plan
- ◆ Highway safety issues
- ◆ Interference with residential amenities
- ◆ Design, appearance and layout
- ◆ Previous planning decisions

- ◆ Conservation of historic buildings and trees

Not Material:

- ◆ Matters covered by other laws or covenants
- ◆ Loss of view
- ◆ Effect upon the value of your property
- ◆ Personal dislike of the developer and his motives
- ◆ Suspected future development

If you attend the meeting and intend to speak please ensure that it relates to that item only. If you do deviate from the proposal under consideration the Chairman may stop you from continuing with your presentation.

Once an application has been heard by the Committee, and for example deferred for a site visit, no further public speaking will be permitted.

You must take particular care not to make derogatory or defamatory remarks about other people or organisations. Any such comments may result in speakers being open to legal action.

Agenda Item 10

REPORT TO CABINET

REPORT OF: Director of Operational Services

REPORT NO. DOS 274

DATE: 7th March 2005

TITLE:	Performance Management – New Local Indicators/Measures 2005/06
FORWARD PLAN ITEM:	Best Value Performance Plan 2005/06

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Councillor Linda Neal – Leader Performance Management
CORPORATE PRIORITY:	ALL
CRIME AND DISORDER IMPLICATIONS:	Some indicators are linked to Crime & Disorder related matters
FREEDOM OF INFORMATION ACT IMPLICATIONS:	None
BACKGROUND PAPERS:	Best Value Performance Plan 2004/05 CEX 257 Report to Council 28 th October 2004 DOS 266 Report to Cabinet 10 th January 2005

1. INTRODUCTION

The on-going development of our performance management arrangements requires new local indicators/measures to better reflect our priorities. At its meeting on 10th January 2005 Cabinet members approved a draft set of indicators/measures and 3-year targets and asked that:

- the Development and Scrutiny panels (DSPs) review them during the next cycle of meetings
- the LSP be asked to comment and
- the indicators be consulted upon during the recent round of Local Area Assembly meetings.

2. RECOMMENDATIONS

Cabinet are requested to agree the set of indicators/measures and associated targets, having regard for the comments made during the requested consultation period, for use in the Council's performance monitoring and reporting for 2005/06 and to authorise their inclusion in the Council's 2005/06 Best Value Performance Plan.

3. DETAILS OF REPORT

There are already a large number of national indicators in existence that the Council has to monitor against and report on but not all these indicators are useful measures to help South Kesteven District Council monitor its performance against its own priorities. The attached sheets (appendix A) contain a mix of nation and local performance measures which will assist that.

The following observations/comments were received during the consultation period:

Communications & Engagement DSP regarding Communications – Priority B

a) The Local Indicator regarding the number of editions of Districtline issued for 2005/06 be changed from 3 to 4, to ensure that service delivery continues and that goal posts are not moved; and

b) The Local Indicator regarding the percentage of new applicants for housing from ethnic backgrounds be removed from the public domain, to avoid misinterpretation of the meaning behind this target.

Environment DSP regarding Street Scene - Priority A

c) The target for the Satisfaction with street scene by TCMPs to be amended to 80% for 2005/06, 82% for 2006/07 and 84% 2007/08.

Cabinet are requested to determine whether or not to amend these three indicators (shown as asterisked on the attached sheet) following the above observations.

4. OTHER OPTIONS CONSIDERED AND ASSESSED

The existing set of national best value performance indicators does not provide sufficient coverage for the Council to effectively measure its progress against its own priorities.

5. COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES

As a member of the Council's Corporate Management Team I have been involved in the development of the proposed local indicators

6. COMMENTS OF CORPORATE MANAGER, DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)

Same as the Director of Finance & Strategic Resources

7. CONTACT OFFICER

Kevin Martin
Business Services Manager
Telephone: 01476 406211
E-Mail: k.martin@southkesteven.gov.uk

Performance Indicators for 2005/06 Performance Monitoring

Appendix A

PI	SKDC Priority Area and PI Description	2004/05 Target	2005/06 Target	2006/07 Target	2007/08 Target
ANTI SOCIAL BEHAVIOUR Priority A					
127	Violent offences per 1,000 population	-	10	8	7
Local	No. of Anti-Social Behaviour Orders issued in year	-	8	6	5
Local	No. of Acceptable Behaviour Contracts	-	10	12	15
Local	No. of unacceptable behaviour warning letters issued	-	20	24	30
Local	No. of reports to Council of anti-social behaviour	-	100	120	150
Local	% of those reports successfully resolved	-	60%	65%	70%
Local	No. of SKDC projects engaging young people in year	-	10	15	20
RECYCLING Priority A					
82a/b	% of household waste recycled & composted	13%	22%	25%	25%
STREET SCENE Priority A					
199	Cleanliness of relevant land and highways	20%	17%	15%	12%
Local	Street Cleaning pass rate for town centres	-	95%	96%	97%
Local	No. of fixed penalty fines issued	-	60	70	70
Local	Average time taken to remove flytips	-	2 days	2 days	2 days
Local	Satisfaction with street scene by TCMPS	-	90%	92%	94%
ACCESS Priority A					
157	Types of interactions delivered electronically	71%	100%	100%	100%
Local	No. of hits on SKDC website	-	180,000	200,000	220,000
Local	No. of complaints regarding DDA related access issues	-	6	4	2
Local	% of customer calls dealt with at first point of contact through CRM	-	20%	40%	80%
Local	% increase in self service transactions from 04/05 base	-	10%	15%	20%
Local	% of letters responded to within 10 working days	-	10%	15%	20%
TOWN CENTRE DEVELOPMENT Priority A					
Local	Score against checklist to make Grantham a performing SRC	-	60%	65%	70%
Local	No. of new retail units in town centres	-	1.30%	1.50%	1.50%
Local	No. of vacant retail units as a % on NDR list	-	9%	8.50%	8%
AFFORDABLE HOUSING Priority B					
Local	No. of affordable units negotiated by S106 agreements in year	-	30	35	40
Local	New units provided in year managed by a RSL	60	70	80	90
BUSINESS DEVELOPMENT Priority B					
Local	No. of VAT registered businesses in district	-	4,400	4,425	4,450
VULNERABLE PERSONS Priority B					
183a	Average length of stay in bed & breakfast	1 week	1 week	1 week	1 week
Local	No. of people in receipt of support services from the Council	-	5,850	6,050	6,250
Local	No. of housing applications from people fleeing domestic violence	-	32	32	32
78a	Average time to process new benefit claims	43 days	42 days	40 days	38 days
78b	Average time change of circumstances	8 days	8 days	8 days	8 days

Performance Indicators for 2005/06 Performance Monitoring

Appendix A

PI	SKDC Priority Area and PI Description	2004/05 Target	2005/06 Target	2006/07 Target	2007/08 Target
COMMUNICATIONS					
Local	No. of editions of Districtline issued	-	3	4	4
Local	% of press releases actually published	-	60%	70%	80%
DIVERSITY Priority B					
Local	No. of racial incidents reported to SKDC	-	8	12	20
Local	Working days from OT referral to grant approval on Disabled Facilities	-	50 days	48 days	45 days
Local	% of new applicants for housing from ethnic backgrounds	-	3%	5%	7%
PLANNING & CONSERVATION Priority B					
109a	Planning major applications determined within 13 weeks	55%	65%	70%	70%
109b	Planning minor applications determined within 8 weeks	60%	75%	78%	80%
109c	Planning other applications determined within 8 weeks	80%	85%	86%	87%
COUNCIL TAX COLLECTION Priority B					
9	Council Tax collected	97.8%	98%	98.2%	98.3%
Local	% of CT payers paying by direct debit/self serve	54%	56%	58%	60%
HOUSING MANAGEMENT Priority B					
Local	Average time to relet council houses	-	37 days	36 days	35 days
Local	% of stock that is void	-	2%	1.90%	1.80%
66a	Rent collection	98.3%	98.4%	98.5%	98.5%
Local	No. of complaints regarding tenancy contraventions received	-	850	820	800
Local	% of those complaints successfully resolved	-	60%	65%	70%
Local	% in priority need as a % of total housing waiting list	-	5%	7%	10%
Local	No. of Council homes made decent in year	-	255	255	206
OTHER BVPIS - CORPORATE HEALTH BASED					
8	Invoices paid on time	99.6%	99.7%	99.8%	99.9%
10	NDR collected	98.8%	98.9%	99.5%	99.5%
12	Days sick per member of staff	8.5	8.3	8.3	8.3
15	III health retirements / staff	1.30%	0.64%	0.44%	0.44%
Local	Number of FTE staff employed by SKDC	-	560	560	560
Local	Number of leavers from SKDC in year	-	60	60	60