



# AGENDA

## CABINET

**MONDAY, 5 DECEMBER 2005**

**10.30 AM**

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

Duncan Kerr, Chief Executive

**CABINET MEMBERS:** Councillor Mrs. Linda Neal (Leader/ Portfolio: Strategic Partnerships), Councillor Peter Martin-Mayhew (Deputy Leader/Portfolio: Community Safety), Councillor Teri Bryant (Portfolio: Resources & Assets), Councillor Ray Auger (Portfolio: Healthy Environment), Councillor Paul Carpenter (Portfolio: Access and Engagement), Councillor Mrs Frances Cartwright (Portfolio: Organisational Development) 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 November 2005.**  
(attached)

3. **Declarations of Interest (if any)**

**CATEGORY A PRIORITY ISSUES:**

4. **LARGE SCALE VOLUNTARY TRANSFER: PROGRESS REPORT**  
Report number DRS23 by the Director of Regulatory Services.  
(attached)
5. **EAST STREET AND WELHAM STREET CAR PARKS: PROGRESS REPORT**  
Report number DCS33 by the Director of Community Services.  
(attached)
6. **COMMUNITY STRATEGY 2006-2009**  
Report number DCS34 by the Director Community Services.  
(attached)

**CATEGORY B PRIORITY ISSUES:**

7. **CONCLUSIONS FROM PUBLIC CONSULTATION ABOUT THE URBAN CAPACITY STUDY**  
Report number PLA541 by the Head of Planning Policy and Economic Regeneration.  
(attached)
8. **REVIEW OF THE EAST MIDLANDS REGIONAL PLAN TO 2026: OPTIONS FOR CHANGE**  
Report number PLA542 by the Head of Planning Policy and Economic Regeneration.  
(attached)

**CHANGE MANAGEMENT ACTION PLAN ISSUES:**

9. **BUDGET 2006/07: COUNCIL TAX BASE**  
Report number FIN250 by the Director of Finance and Strategic Resources.  
(attached)
10. **ESTABLISHMENT OF A LEISURE TRUST**  
Report LAC147 by the Head of Leisure and Cultural Services.  
(attached)
11. **MOVING TO A CASHLESS OFFICE**  
Report number DOS295 by the Director of Operational Services.  
(attached)

**OTHER ISSUES:**

12. **REVIEW OF FOOTWAY LIGHTING THROUGHOUT THE DISTRICT**  
Report number AFM7 by the Assets & Facilities Manager.  
(attached)

13. **GROUNDS MAINTENANCE CONTRACT**  
Report number DCS35 by the Director of Community Services. (attached)
14. **Matters Referred to Cabinet by the Council or the Development & Scrutiny Panels**
15. **Items raised by Cabinet Members including reports on Key and Non Key Decisions taken under Delegated Powers.**
16. **Representations Received from Members of the Public on Matters within the Forward Plan (if any)**
17. **Representations received from Non Cabinet Members**
18. **Any other business which the Chairman, by reason of special circumstances, decides is urgent**
19. **Implementing Electronic Government Return 5**  
Report number DOS297 by the Director of Operational Services. (attached)
20. **Lincolnshire Community Policing Initiative**  
Report number DCS34 by the Director of Community Services. (attached)



**MEETING OF THE CABINET**  
**7 NOVEMBER 2005 - 10.00 AM – 12.58 PM**

**PRESENT:**

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

**Councillor Mrs. Linda Neal – Leader / Chairman**

**Chief Executive**  
**Corporate Director of Finance and Strategic Resources**  
**Corporate Director of Community Services**  
**Corporate Director of Operational Services**  
**Head of Planning Policy and Economic Regeneration**  
**Management Accountant**  
**Public Relations Manager**  
**Scrutiny Support Officer**  
**Trainee Democratic Support Officer**

**Other Members Present:**

**Councillors Brailsford, Hewerdine, Kerr, Moore, Wheat, Wilks**

*The Leader welcomed Catherine Hammant and John Plumb from Stamford Vision to the meeting.*

CO76. MINUTES

The minutes of the meeting held on 10<sup>th</sup> October were confirmed as a correct record.

CO77. DECLARATIONS OF INTEREST

Councillor Smith declared a personal interest in Minutes CO78 by virtue of him being a member of the governance group.

CO78. STAMFORD GATEWAY PROJECT: REQUEST FOR CONTRIBUTION

**DECISION:**

**That the Cabinet is minded to approve the contribution for the sum of £350,000 for the Stamford Gateway project subject to the following terms:**

- 1. That the sum is payable in three instalments of 40%, 40% and 20% linked to the delivery of specified outcomes approved by Cabinet;**
- 2. That a reasonable contribution should be sought from the Town Council to demonstrate their commitment to the project;**
- 3. That the development should fulfil a series of outcomes, to be decided on through liaison with officers and that these should be reviewed at a future date by the Cabinet;**
- 4. That the final scheme design, including any liabilities or responsibilities that will accrue to the District Council will be approved by the Portfolio Holder for Economic Development in consultation with the Portfolio Holder for Resources and Assets;**
- 5. No further financial assistance will be sought or forthcoming from the District Council for this project.**

Considerations/Reasons for Decision:

1. Report to Cabinet, Number PLA525 by the Head of Planning Policy and Economic Regeneration giving details of the Stamford Gateway project and a breakdown of projected contributions and their sources, including the request for a District Council contribution of £350,000;
2. A presentation received from Catherine Hammant and John Plumb of Stamford Vision explaining other funding sources that had been secured;
3. The project would fully align with the Council's Town Centre priority; when appraised by the Property PMG alongside other capital projects, Stamford Gateway ranked highest amongst all candidate projects;
4. The transformation of the two key areas would make them safer routes for all entering the town. The proposed scheme also offers greater accessibility;
5. Investment offers the unique chance to develop a new heritage for the town, bringing together the goals of safer pedestrian spaces and rediscovered places, which could be enjoyed by both towns' people

- and visitors;
6. The project would provide significant regeneration, which would generate a national profile;
  7. Alignment with District Council priorities: Town Centre regeneration, improvement of the street scene and tackling anti-social behaviour. Conversations with the police had suggested that an area in which residents could feel proud would prevent crime and disorder;
  8. A contribution from Stamford Town Council would show that they were committed to the project.

#### Other Options Considered and Assessed

1. To offer a lesser sum than requested, or to make no contribution at all dependent upon whether Stamford Town Council has made any contributions;
2. A reduced contribution could result in a lesser scheme and delays, should revision of the scheme be necessary;
3. It could result in the abandonment of the project.

*The Cabinet adjourned from 10:50 to 11:10 to consider the Stamford Gateway item.*

#### CO79. \* REVIEW OF CAR PARKING CHARGES IN GRANTHAM AND STAMFORD

##### **DECISION:**

##### **That the Cabinet:**

1. **Approves the tariffs proposed in Option 3 in report number DOS294 for implementation as of April 2006;**
2. **That fines for failure to display a valid ticket should be increased to £60.00 (reduced to £30 if paid within 7 days);**
3. **That fines for parking for a longer period than paid for should be increased to £40 (reduced to £20 if paid within 7 days);**
4. **That the cost of season tickets should be increased in line with those presented in report number DOS294;**
5. **In light of representations made by members of the public, no charge will be introduced for parking on Sundays, bank holidays or evenings at this time;**
6. **Acknowledge the time taken by Stamford Chamber of Trade and Commerce in putting forward its own proposals for charges. Whilst it could not accept these because they did not comply with the Council's policy of equalisation, the Cabinet considered that there was merit in some of their suggestions and requested that the Management Accountant consider these aspects.**

Considerations/Reasons for Decision:

1. Background paper: report to Cabinet, number DPM229 from 22<sup>nd</sup> December 2003;
2. Report to Cabinet, number DOS294 by the Management Accountant in compliance with the Council Policy for biennial reviews of car parking charges, to increase them in line with inflation and to align charges in Grantham and Stamford;
3. Recommendations by the Resources DSP Budget Working Group (26<sup>th</sup> October 2005) and the Economic DSP (2<sup>nd</sup> November 2005);
4. Over 50% of car parking tickets sold at long stay car parks are for 2 hours or less, where parking for the same period is cheaper than in a short stay car park, meaning the charging structure would need to be altered if long stay car parks are to be used by those with all day parking needs;
5. Existing policy that short stay rates over three hours should be punitive, long stay rates over three hours should be competitively priced;
6. To make Excess Charge Notices punitive would serve as a deterrent against parking violations;
7. Car parking revenue is a major source of income and its surpluses help provide services such as CCTV and Town Centre Management. An increase in charges would also provide a balance between Council Tax increases and ensuring return on assets is maximised;
8. Results of public consultation on car parking provision within Grantham;
9. Suggestions received from Stamford Chamber of Trade and Commerce.

#### Other Options Considered and Assessed

1. Smartcards - To be examined in a future report to Cabinet, these would relieve pressure created by cash collection;
2. Payment on exit – Users would not be time constrained when parking and could return at their convenience. An attendant may be necessary or a help button, which would provide a direct line to someone who could advise accordingly. This option would be considered in conjunction with the development of Welham Street Multi-storey Car Park;
3. Charging for Disabled Parking – whether parking for the disabled should be free, or free for a specified period may be considered in the future, after a strategic review of car parking provision across the District. This was considered inappropriate with the structure in operation;
4. Evening, Sundays and Bank Holiday Charging – given the increase in hours of commercial operation, the possibility for charging at off-peak periods was considered. There was no perceivable benefit for charging for off-peak periods.

CO80. USE OR PREMISES AT WAKE HOUSE, BOURNE, BY THE BOURNE ARTS & COMMUNITY TRUST

**DECISION:**

1. To agree to the disposal of the Property to the Bourne Arts and Community Trust Limited at a price to be agreed with the District Valuer. The price will fully reflect the restricted use of the property by the Trust;
2. The car park adjoining the Property be retained by the District Council for Town Centre development;
3. The disposal to the Trust will be subject to the use of the premises for the Trust purposes only. In the event that the Trust ceases to exist and/or no longer occupies the property, then the property shall be sold back to the Council at a price set by the District Valuer using the same valuation basis;
4. In the event that the Trust are unable to pursue the purchase of the Property prior to the 31<sup>st</sup> December, the Cabinet agree a new short term Lease for the maximum period of one year, to enable the purchase to proceed.

Considerations/Reasons for Decision:

1. Portfolio Holder decision dated 14<sup>th</sup> February 2005 that negotiations be commenced with Bourne Arts Community Trust Ltd to conclude a new Lease of Wake House Bourne premises excluding the car park on terms to be agreed;
2. Report to Cabinet number DLS48 by the Solicitor to the Council on the lease of Wake House to the Bourne Arts Community Trust;
3. The presence of a community trust in Bourne is complimentary to the Council's priority for town centre regeneration;
4. The adjoining car park could offer opportunities for Town Centre Development.

Other Options Considered and Assessed

1. Short-term lease for five years at nominal rent – it would not allow the Trust to invest in improvements on the Property and the progress of the Trust;
2. Long term lease for a period of up 25 years – the Trust would be unable to commit to a long-term lease where there would be no guaranteed rent control after the initial five-year period;
3. Disposal of the property on the open market – this had not been pursued because it would result in the loss of a building which is required for use for the benefit of the community.

CO81. FUTURE OF POLICING IN LINCOLNSHIRE

**DECISION:**

1. That a response should be submitted to the Home Secretary and copied to the Lincolnshire Police Authority, detailing the limited consultation, the constraining criteria for the creation of fit for purpose units, regionalisation and the views of other members of SPARSE;
2. That the Chief Executive is asked to consult with those rural authorities within SPARSE, regarding their own views on the reorganisation of police forces;
3. The Cabinet welcomed the proposals from the County Council and Lincolnshire Police Authority for Community Units, which would lead to a considerable injection of resources in this area. However, at this stage in the budget process, the Cabinet did not feel there was sufficient information for South Kesteven to make a financial commitment at this time but in the light of further information received, will consider funding as part of the Budget round.

Considerations/Reasons for Decision:

1. Report to Cabinet, number CEX305 stating that the arrangement of 43 police forces was not fit for current purpose;
2. To be a viable and sustainable police unit would require at least 4,000 serving police officers. At the end of September, Lincolnshire had 1,218 full-time officers;
3. The Police forces of the East Midlands had selected two options: a single police force serving the whole of the East Midlands region, or two police forces in the East Midlands region, one serving Nottinghamshire and Derbyshire and the other serving Northamptonshire, Leicestershire, Rutland and Lincolnshire;
4. The contribution sought would require the provision of an additional £100,000 on top of that already committed to anti-social behaviour; there would be no guarantee of the number of community units would be established in South Kesteven;
5. No tangible evidence had been obtained that community units like the Earlesfield model had a positive influence on outcomes;
6. Cabinet had taken forward the sum of £60,000 for the current budget round specifically identified for meeting the prioritised requirement emanating from the Crime and Disorder Action Plan;
7. As a rural county, the needs of Lincolnshire may not be best met in a police force covering the whole of the East Midlands;
8. There would be a single precept for the whole of the new police area, which would mean that residents in South Kesteven would be supplementing policing initiatives for large cities.

**CO82. EQUALITY AND DIVERSITY MONITORING OF EMPLOYMENT MATTERS**

**DECISION:**

**To note report number HR&OD82 and express concern at current performance in completing appraisals.**

## Considerations/Reasons for Decision

1. Report to Cabinet, number HR&OD82 by the Head of Human Resources and Organisational Development giving details of recent monitoring of employment activities in terms of gender, disability and ethnic origin;
2. The criteria against which the employment breakdown is monitored has been done using the Audit Commission's definitions;
3. Workforce profile statistics are included in national Best Value Performance Indicators;
4. When the Council is under represented by particular groups, it has the responsibility to take positive action.

## CO83. VOLUNTARY SECTOR FUNDING

*The report refers to some tight deadlines that the Government Office for the East Midlands (GOEM) has imposed upon the Voluntary Sector to resolve a number of issues in the South Area Partnership. This situation affects organisations within South Kesteven.*

*In view of these tight deadlines, the Leader has agreed to take this as an urgent item at the above meeting so that the Cabinet may seek to influence GOEM about the allocation of funding to the Voluntary Sector.*

### **DECISION:**

#### **That the Cabinet requests:**

- 1. The Government Office for the East Midlands (GOEM) to place in reserve the £72, 065 until a solution concerning the Area South Partnership is found;**
- 2. The Lincolnshire Consortium should work with the Area South Partnership to find a solution to the problems of partnership working as soon as possible to ensure that all possible funds are secured for the voluntary sector;**
- 3. That the Cabinet express their concern that Voluntary Action Kesteven is outside of the Partnership and the impact on their services. The Cabinet should meet with Voluntary Action Kesteven Trustees as soon as possible.**

#### Considerations/Reasons for decision:

1. Report to Cabinet number DCS31 on the ten year 'Change Up' programme, a joint government, voluntary and community sector framework to encourage capacity building and develop support and infrastructure for the voluntary and community sector;
2. New voluntary sector Partnerships would receive funding from GOEM through Change Up and some funding from Lincolnshire County

- Council;
3. The board of Voluntary Action Kesteven had indicated that they were not happy to commit to the proposals of a Consortium. The Partnership may have decided not to pursue a Partnership of equals;
  4. The sum of £288,260, originally designated for the South Area Partnership was reduced to £216,195 to cover all areas in the south of the County not served by Voluntary Action Kesteven;
  5. Staff managing the Change Up Programme at Government Office believe that the onus is on the Lincolnshire Consortium and the individual organisations concerned to find ways to develop better partnership working;
  6. The geographical area supported by Voluntary Action Kesteven will not receive Change Up funding from the programme. This would result in a significant area of the district missing out on funding unless Voluntary Action Kesteven can convince the Lincolnshire Consortium that they should receive funding in their own right or change their position about their involvement in the Area 3 South Area Partnership.

CO84. NEW GUIDANCE ON DISTRICT CPA

**DECISION**

**The Cabinet recommends:**

1. **An additional guiding principle: the costs of any CPA process should be proportionate to the expenditure of local authorities;**
2. **To use peers for inspecting. These could be drawn from the public and private sector;**
3. **That the four assessment criteria should be weighted as follows:**

<b>Use of Resources</b>	<b>25%</b>
<b>Services Assessments*</b>	<b>60%</b>
<b>Corporate Assessments</b>	<b>10%</b>
<b>Direction of Travel Assessment</b>	<b>5%</b>

**\* Service assessments should align with Council priority areas.**

4. **The selection approach for re-categorisation (Option B), calculated using assessment framework Option 4;**
5. **That the process and practice of inspections be internalised within Local Government through the secondment of Senior Managers and Members in the inspection process and the Audit Commission's role becomes purely strategic;**
6. **That CPA has failed in its primary objective in informing the public about the performance of their Councils, and should therefore be replaced by a more effective regime.**

Considerations/Reasons for Decision

1. Report number CEX306 to Cabinet in response to the new Audit

- Commission Framework for Comprehensive Performance Assessment of District Councils from 2006;
2. Report Number CEX301 to the Resources DSP
  3. Recommendations from the Resources DSP Budget Working Group (10<sup>th</sup> October 2005);
  4. Peers could add value to any assessment if they had good practical experience of the particular circumstances faced by the local authority they were inspecting;
  5. It was felt that services assessed should align with Council priorities, so some say in which services should be inspected would need to be included;
  6. Of the framework possibilities for Option B, Option 4 presented the only evaluation methodology that to measure the standard of service provision
  7. CPA assessments were viewed as being heavily externalised and opaque regarding the making of final decisions and the evidence taken into account;
  8. Assessment using seconded Senior Managers and Members would embody the process of inspection within the culture of Local Authorities, improve the understanding and skills of staff and overcome concerns that inspectors lack cotemporary management knowledge or experience;
  9. Residents of South Kesteven and other Councils were not seen as being interested in or aware of CPA outcomes.

*The Leader and the Chief Executive left the meeting; the Deputy Leader assumed the Chair.*

#### CO85. BROADBAND FOR MEMBERS

##### **DECISION:**

1. **The Cabinet supports in principle the introduction of Broadband to all Members in order to improve the utilisation and effectiveness of their home working arrangements;**
2. **A strategy be developed to eliminate the existing duplication of costs in printing and postage of reports as members adopt new working practices;**
3. **Funding to be provided for a start up programme of Broadband connectivity. These costs will reduce over time but, initially, estimates indicate between £15,000 and £25,000 in year one, reducing to an ongoing annual cost, in the future, of around £10,000, depending on negotiations with suppliers;**
4. **Plans to deliver the equivalent savings of approximately £10,000 per annum be drawn up to fund the additional investment;**
5. **These proposals are put to consultation with members, specifically the E-Government Working Group.**

Considerations/Reasons for Decision

1. Report Number DOS296 to Cabinet by the Director of Operational Services on the means by which members connect to the Council's IT systems from their homes and the new opportunities presented by recent developments in Broadband availability in South Kesteven;
2. The need for the production and postage of Council reports and correspondence would be removed;
3. Broadband would improve the speed of access and downloading of reports/mail, and the ability to deliver larger files such as reports with graphics, photographs and mapping information, offering an incentive for its use;
4. There should be a reduction in the support necessary for users;
5. Reduced in-house costs from printing and postage, plus associated administration;
6. The opportunity to remove duplication of costs;
7. Opportunities increased for greater use and functionality such as on-line training for Members;
8. Availability to existing members, location of connectivity within member's property, the policy in respect of existing users of broadband and the preferred method of procurement would need to be considered.
9. Potential efficiency benefits from the introduction of Broadband would only be realised if operation charges outlined in report DOS296 are achieved.

Other Options Considered and Assessed:

1. Improving e-mail deliver access problems by ensuring file sizes being delivered are below a certain size. This restricts functionality;
2. Produce CD Roms with the Members' mail and documents. These would be posted to the Member's address. This could be utilised for those without broadband links;
3. Let Members introduce broadband as they see fit, with an allowance being paid as they adopt its use. The Council would negotiate with and recommend a supplier;
4. Introduce more docking stations at Council Officers for quick updates of files.

**CO86. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON-KEY DECISIONS TAKEN UNDER DELEGATED POWERS**

**Councillor Mrs. Frances Cartwright: Portfolio – Organisational Development, LSVT and Housing Landlord Function**

Decision: That the firm of Trowers and Hamlins Solicitors of Sceptre Court, Tower Hill, London be approved as legal advisors to deal with the necessary procedural and compliance requirements leading up to the possible transfer of the Council's housing stock for phase 1 works (pre ballot advice) in the sum of £15,000 and that the Council retain the option to seek

tenders for phase 2 (advice to the RSL in the post ballot phase) and phase 3 (advice to the Council in the post ballot phase) of the project when the outcome of the tenant's ballot is known.

[Decision made 24.10.05]

Decision: That a two-year red-circled protection of earnings policy is introduced following any reorganisation at which time there is an undertaking to assist the employee with their development associated with an equivalent undertaking from the employee to fully participate in such development activity.

Such protection to be offered only when, through no fault of the postholder, their post (or assimilated post) is at a lower grade after the re-structure than before. It should not apply in the following cases: -

- Where an individual requests a change of job.
- Where a disciplinary finding results in downgrading.
- Where deterioration in health necessitates a change of job.
- Where an employee unreasonably refuses other suitable alternative employment.
- Where, under a redundancy situation, an employee accepts alternative employment (not necessarily suitable) as an alternative to being made redundant.

[Decision made: 07.11.05]

Decision: That the tender received from John Martin-Hoyes in the sum of £20,418.40 for the provision of car parking at locations identified at Great Ponton and Princess Drive and East Avenue Grantham be accepted.

[Decision made: 07.11.05]

Councillor John Smith: Portfolio – Economic

Decision: That the tender submitted by GBM Demolition and Earthworks of Warwick Road, Louth, Lincolnshire for the demolition of the former Kwik Save Store and Car Park in the sum of £318,989.30 be accepted.

[Decision made: 07.11.05]

Decision: That approval be given to the following names in order to provide new postal addresses for a retail development and a housing development in Grantham:-

1. AUGUSTIN RETAIL PARK for the retail development on the former Cattle Market, Dysart Road/Sankt Augustin Way, Grantham;
2. HARRIS WAY for the development off Springfield Road, Grantham.

[Decision made: 07.11.05]

CO87. DATE DECISIONS EFFECTIVE

The Key Decision at minute number CO79 and other non key decisions made on 7<sup>th</sup> November 2005 can be implemented on 16<sup>th</sup> November 2005 unless subject to call-in by the relevant Development and Scrutiny Panel Chairman or five Members of the Council.

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

**Contact: Cabinet Support Officer- Tel: 01476 406119  
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## REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (REGULATORY SERVICES)

REPORT NO: DRS23

DATE: 5<sup>TH</sup> DECEMBER 2005

<b>TITLE:</b>	<b>LARGE SCALE VOLUNTARY TRANSFER: PROGRESS REPORT</b>
<b>FORWARD PLAN ITEM:</b>	No
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	Not Applicable
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	No

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	COUNCILLOR FRANCES CARTWRIGHT, HOUSING PORTFOLIO
<b>CORPORATE PRIORITY:</b>	AFFORDABLE HOUSING – CATEGORY A
<b>CRIME AND DISORDER IMPLICATIONS:</b>	NONE
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	NONE
<b>BACKGROUND PAPERS:</b>	PREVIOUS REPORTS TO COUNCIL, MINUTES OF STOCK OPTION APPRAISAL COMMISSION, SUPPORTING PAPERS. REPORTS AND MINUTES TO DEVELOPMENT SCRUTINY PANELS FOR COMMUNITY AND CAPACITY AND RESOURCES.

## **1. INTRODUCTION**

- 1.1 The purpose of the report is to provide a progress report to members on Large Scale Voluntary Transfer, (LSVT), the preferred stock option for the future ownership and management of the Council's Housing Stock, as resolved by the Council at its meeting on 26<sup>th</sup> May 2005.

## **2. RECOMMENDATIONS**

- 2.1 The Cabinet is recommended to
- (a) accept the progress report and note that there will be Council briefing on 14<sup>th</sup> December 2005, as requested by the Chairman of the Council, to consider the information in relation to the strategic choice of landlord.
  - (b) recommend to Council, for the purposes of negotiating and developing an "Offer to Tenants", that in the event of a transfer of the Council's housing stock proceeding that:-
    - (i) 50% of the available usable capital receipt from Transfer be made available for affordable housing after protecting the General Fund from the impact of transfer;
    - (ii) 100% of any share of "Right to Buy" receipts be made available for affordable housing.

## **3. DETAILS OF THE REPORT**

- 3.1 Following the decision of Council in May 2005 to identify (LSVT), as the preferred option for the future ownership and management of the Council's housing stock, the project team has been progressing with the work required to enable a ballot of tenants to be undertaken in 2006.
- 3.2 The current work programme focuses on four key areas:-
- Formation of working groups
  - Strategic Choice of Landlord
  - Communications
  - Development of the Shadow Board
- 3.3 At the meeting of Council in September, elected members were identified to serve on various working groups within the Council and also those groups where they will work jointly with tenants. Tenant groups have also been formed and representatives identified to work with Councillors on the 'Strategic Choice of Landlord Group' and the 'LSVT steering group.'
- 3.4 A staff focus group has been formed and two members of staff have been identified as co-optees to the Strategic Choice of Landlord Group.

- 3.5 The first key task to be completed is the strategic choice of landlord. To enable both tenants and elected members serving on the 'Strategic Choice of Landlord Working Group' to be able to make an informed recommendation to Council, visits to stock transfer organisations have been organised. The first visit has already taken place (at the time of writing the report) to Amber Valley Housing based in Derbyshire. This visit enabled members of the Working Group to see at first hand the workings of this organisation which was newly created organisation specifically for the transfer of the Amber Valley Council's housing stock. Tenants, members and staff were provided with presentations from both the Chief Executive and the Director of Operations. They also had a tour of some of the Housing Stock to view the refurbishment programme which is currently underway post transfer. There was also the opportunity for those members of staff who wished to have the "freedom to roam" and meet individual members of staff whilst the rest of the party undertook the visits.
- 3.6 A second visit will take place on 28<sup>th</sup> November 2005 to Stort Housing Association based in Hertfordshire. This Association has been formed to create an Housing Association with an individual identity within a group structure. During the Stock Option Appraisal process the Stock Option Appraisal Commission (SOAC) ruled out a merger with an existing organisation, which is the third option available for the Strategic Choice of Landlord. This was ruled out as it was felt important that any Stock Transfer organisation should have its own identity and provide the opportunity for local decision making. Therefore a visit has not been organised to a post transfer organisation which has merged with an existing organisation.
- 3.7 A Jury day for the Strategic Choice of Landlord Working Group is in the process of being finalised and will take place following the final visit. The Jury day will enable tenants, members and staff to fully consider each of the options and finalise the working groups recommendation then to make a recommendation to Council for the extra-ordinary meeting arranged for 5<sup>th</sup> January 2006. Following discussions with the Chairman of the Council, he has requested that an opportunity be provided for all Council members to attend a private briefing on 14<sup>th</sup> December 2005 to enable detailed presentations of the two strategic choices to be given, together with the opportunity to ask questions or to clarify issues in advance of the Council meeting on 5<sup>th</sup> January 2006.
- 3.8 Work on Communications has also commenced. This has involved the formation of a Tenants Communications Group. Some of the tenants on this group have attended a series of media briefings around the district to brief the local media on the LSVT process.
- 3.9 Further development work is also proceeding on the Communications Strategy. The first edition of the Council's Newsletter "Your Home – Your Choice" has been distributed to all Council tenants and a considerable amount of the content was provided by the Tenant Communications Group. The Independent Tenant Advisor is currently working on a first edition of a newsletter which will also be distributed to tenants. The information provided at the media briefings covered the following topics:-

- Reasons for transfer
- Facts and figures
- Choice of Landlord
- Rents
- Tenant involvement
- Tenant's rights
- Impact on staff

3.10 With regard to the information made available to the media relating to facts and figures the following facts were provided:-

- Proposed transfer would involve approximately 6,500 homes
- Housing Revenue Account - Business Plan is not sustainable beyond the year 2012 based on Tenants priority aspirations for improvements
- Payment is made to a national housing fund by SKDC tenants of £4.4 million per year, equivalent to almost £13 per tenant per week through the subsidy mechanism
- Government take £3.5 million per year from "Right to Buy" receipts in SKDC area through the 'Pooling of Receipts' mechanism
- Transfer creates resource for new affordable housing

3.11 The final piece of work that is currently in progress at this stage, is preliminary work for the formation of a Shadow Board. It is proposed that a Shadow Board will comprise of 5 tenant representatives, 5 Council nominees and 5 independents. An advert will shortly be placed for independent representatives and a seminar for interested board members is currently being organised. It is proposed that the Shadow Board will be formed early in the New Year following the Council's decision on the Strategic Choice of Landlord. Discussions will also continue in relation to this aspect of the work programme with both the Community Housing Task force (part of the Office of the Deputy Prime Minister) and the Housing Corporation.

3.12 Other work areas which are currently in progress are the formation of the project team and, at the time of writing the report, officers are currently awaiting guidance on the application for transfer programme which is anticipated imminently.

#### **4. FUTURE WORK PROGRAMME**

4.1 Once the strategic choice of landlord decision has been made, work will then progress on delivering the preferred landlord option.

4.2 In addition, work will also commence on developing and negotiating the "Offer to Tenants". The "Offer to Tenants" will include details of:-

- The Council's housing transfer proposal, including an explanation of why the Council is proposing transfer and the key benefits it would bring to homes and services.

- Details of improvements to homes including environmental improvements and providing new homes.
- Rents and service charges.
- Continuation and improvements to services.
- Tenant involvement in running the service.
- Tenants rights.
- The new Landlord.
- The legal requirements for tenant consultation.
- A guide to terms used.
- The proposed tenancy agreement.

In preparation for the development of the 'Offer to Tenants' the Cabinet is asked to make a policy recommendation to Council regarding the potential use of capital receipts from the transfer and any future share of Right to Buy (RTB) Receipts. Clearly, this decision will be subject to detailed negotiations relating to the offer to tenants.

Affordable Housing has been approved as a Category A priority of the Council. In addition, following SOAC's recommendation to Council for the future ownership and management of the Housing Stock in May 2005, the Council resolved that LSVT was the preferred option of the Council for the future ownership and management of the Housing Stock. One of the five reasons for the decision was "to provide the opportunity for investment in affordable housing". One of the five reasons for the decision was to provide the opportunity for investment in affordable housing.

The Beha Williams Norman Ltd report to the Council identified that it is usual for the receipts from RTB that occur post transfer are shared between the new landlord and the Council and indicative figures provided in the report show that based on projections of previous RTBs this would range from £1.5m to £2m per annum during the first five years. The BWNL report also identified an estimated impact on the General Fund; which takes account of interest on capital, diseconomies of scale and provision of the strategic housing function, a key factor that needs to be taken into account when considering any future use of the available transfer receipt.

Therefore, the Cabinet are asked to recommend to Council, for the purposes of the negotiation and development, the offer to tenants that, in the event of transfer of the Council's housing stock following a ballot of tenants that:-

- (a) 50% of the available useable capital receipt from transfer, after protecting the General Fund for diseconomies of scale, be made available for the investment in affordable housing;
- (b) 100% of any share of Right to Buy receipts be made available for affordable housing post transfer.

**5. COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

- 5.1 I agree with the recommendations contained within the report. They ensure the General Fund is protected whilst ensuring a receipt gained from Social Housing is re-invested into Affordable Housing. The recommendation on the use of RTB receipts is in accordance on our current treatment of Housing Capital receipts.

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

- 6.1 The progress is noted as is the appointment of external legal consultants to advise on the legal issues relating to the pre ballot process.

**7. CONCLUSIONS**

- 7.1 Members will note that, since the Council's decision in May 2005 to identify LSVT as the preferred Stock Option, work is progressing on the first stage of this process in relation to forming the Working Groups; developing the Communications Strategy, and determining the Strategic Choice Landlord. Having determined the Strategic Choice of Landlord the next stage of the work programme will be in developing the offer to tenants and developing the Shadow Board.

**8. CONTACT OFFICER**

- 8.1 Sally Marshall, Corporate Director of Regulatory Services  
Tel: 01476 406511, email: [s.marshall@southkesteven.gov.uk](mailto:s.marshall@southkesteven.gov.uk)

# Agenda Item 5

## REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (COMMUNITY SERVICES)

REPORT NO: DCS33

DATE: 5<sup>th</sup> DECEMBER 2005

<b>TITLE:</b>	<b>EAST STREET AND WELHAM STREET CAR PARKS - PROGRESS REPORT</b>
<b>FORWARD PLAN ITEM:</b>	Yes
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	16 <sup>th</sup> November 2004
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A
<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor John Smith Economic Portfolio
<b>CORPORATE PRIORITY:</b>	Priority A: Town Centre Development and Grantham as a Sub-Regional Centre
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Design to Include A.C.P.O. Secure Car Park Design Standards
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	
<b>BACKGROUND PAPERS:</b>	Report to Cabinet – 11 <sup>th</sup> April 2005 – DCS14 Grantham Town Centres – Watergate, East Street Car Parks Report to Cabinet – 11 <sup>th</sup> July 2005- DCS 24

### 1.0 **BACKGROUND**

1.1 On the 11<sup>th</sup> July 2005 Cabinet approved a report recommending the development of two sites, the former Kwik Save site located in East Street, and the development of a multi-storey car park on the Welham Street site in Grantham.

1.2 This report provides a progress report on each of the sites.

### 2.0 **RECOMMENDATION**

2.1 Cabinet are requested to note the progress achieved to date.

### **3.0 CURRENT POSITION (Welham Street)**

- 3.1 A Traffic Impact Study has been completed for the development and it is anticipated that the recommendations of the Study can be implemented within the provisional budget allocated for the project of £250,000.
- 3.2 The Heritage Trust For Lincolnshire have indicated that some archaeological survey work will be necessary. This has not been instructed at this stage and will be progressed subject to outline planning approval being granted. It is likely that the survey will involve a trial trench evaluation on the site. Geotechnical surveys have also been completed.
- 3.3 An outline planning application has been submitted and will be considered by Development Control Committee on 6<sup>th</sup> December 2005.
- 3.4 Tender specifications and contract documentation has been prepared. Tenders have been selected from the Council's approved list. Tenders will be despatched on 8<sup>th</sup> December 2005 with a return date of 9<sup>th</sup> January 2006. The timetable table has slipped for this element of the project as previously a return date of 30<sup>th</sup> November 2005 had been set. The reason for this is to ensure that outline planning permission is granted before invitations to tender are requested. It will be possible to catch up during the tender evaluation period and sign off the contracts by 31<sup>st</sup> March 2006 in line with the original timetable.
- 3.5 The following table indicates expenditure against the budget estimates

Table 1

	<b>Estimated Expenditure</b>	<b>Actual Expenditure</b>
Fees Traffic Impact Study	£25,000	£19,400
Further site surveys	£10,000	£ 5,000 (Archaeological) £ 5,000 (Geotechnical)
Outline Planning permission	£ 2,000	£ 1060
Totals	£37,000	£30,460

- 3.5 It is not possible to test the estimate of £2,500,000 for the construction of the car park until the preliminary designs and costs are received on 9<sup>th</sup> January 2006.

### **4.0 CURRENT POSITION (East Street)**

- 4.1 Competitive tenders have been received for the demolition of the buildings on East Street. Demolition costs are £333,989. This sum includes a provisional sum for surveying party walls of adjoining property.
- 4.2 It had been hoped that demolition would take place before Christmas however, the time needed for the successful contractor to mobilise staff and equipment, placed demolition too close to the Christmas period. Demolition will therefore commence on 9<sup>th</sup> January 2006 with a completion date of 17<sup>th</sup> March 2006.
- 4.3 Following the completion of the demolition work the area will be set up as an open car park for the duration of constructing the new multi-storey car park on Welham

Street. It is proposed to start marketing the East Street site for development from May 2006 onwards on the basis of a conditional sale.

- 4.4 The following table shows the current position of expenditure against budget based on tenders received to date.

Table 2

	<b>Estimated Expenditure</b>	<b>Actual Expenditure</b>
<u>East Street Site</u>		
Demolition Costs	£400,000	£333,989
Set Up Costs	£ 55,000	£ 55,000 (Estimated)
<u>Totals</u>	£455,000	£388,989

- 4.5 It is not possible to test the estimated capital receipt of £2,700,000 until the site is marketed in May 2006 but there does not appear to be any significant change in market conditions since the site was valued earlier this year.

## **5.0 COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

- 5.1 I have been kept informed of progress on this project and this report is in accordance with good project monitoring of capital schemes.

## **6.0 COMMENTS OF THE CORPORATE MANAGER (DEMOCRATIC & LEGAL SERVICES)**

- 6.1 No comments at this stage.

## **7.0 CONCLUSIONS**

- 7.1 The project remains on target. Many of the financial uncertainties of the projects have been resolved and the schemes remain on target financially. The three remaining uncertainties are: a) whether or not planning permission is granted for the Welham Street scheme, b) the tenders being sought for design and detailed costing demonstrates that Welham Street can be constructed within the budget of £2,500,000 c) the sale of East Street for development realises a capital receipt in excess of £2,700,000.

- 7.2 As the report outlines the outcome of the planning application for Welham Street will be known on 6<sup>th</sup> December 2005, tenders for design and costing will be returned on 9<sup>th</sup> January 2006 and marketing of East Street will commence in May 2006.

## **8.0 CONTACT OFFICER**

- 8.1 John Pell  
Corporate Director of Community Services  
Tel: 01476 406510  
Email: [j.pell@southkesteven.gov.uk](mailto:j.pell@southkesteven.gov.uk)  
22<sup>nd</sup> November 2005

## UCS - Complete list of responses

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO GEN	022	5	Bourne Civic Society	The number of dwellings proposed for SKDC and Bourne are excessive with little industry to support growth. Little reference is given to the 2000+ dwellings at Bourne SW.	An employment land review has been undertaken and addresses the issues of industrial growth. The large Elisea Park site on the Southwest of Bourne is included in the calculations within the UCS.
BO GEN	023	5	Bourne Civic Society	Many contentious sites e.g. The Croft, have little or no open spaces in close proximity to them. Open space should be incorporated into this site. Two-story dwellings are less intrusive than 3-storey dwellings to existing nearby residents	Many sites involve wider issues and these will be addressed in the LDF. Issues relating to The Croft would have been addressed at the DC stage of the Planning process, (housing application was refused at The Croft which is now the subject of an appeal)
BO GEN	040	7	Bourne Town Council	The number of dwellings in the report is in conflict with the number of dwellings quoted within the stated objective of RPG8. SKDC should keep approved dwellings under control rather than seek out new opportunities	The structure plan housing requirement is in conformity with RPG8. The Interim Housing Policy is also in conformity as it will restrict dwelling numbers to fall into line with Structure Plan requirements.
BO GEN	096	17	Barker Story Mathews	Possible future requirements should be flexible in such that suitable urban extensions may be included in the Bourne area if requirement for housing provision is not met on PDL. (Possible Greenfield site for inclusion with map)	Adequate sites will be included for potential housing development in the Bourne area without the need to allocate any Greenfield land for urban extensions.
BO GEN	110	24	The Robert Doughty Consultancy	Total allocation for Elisea Park is 2000 units. Should Allison's wish to increase plot numbers for later zones within Elisea Park, how many extra plots could represent windfalls and therefore maybe acceptable in principle?	The 2000 homes stated for Elisea Park is our closest estimate. Any windfall estimates are based on past years windfalls and at this stage it would be premature to discuss possible increase in plot numbers for later stages of this development.
BO GEN	170	42	Cllr John Smith	Consideration should be given to the BDR site (Old Bourne Urban District Council office & yard) in North St. Has a planning app' S05/0163 on it.	The current planning application has been withdrawn but discussions are ongoing. In light of this information, the site should be considered for 10 residential units with a 0-5 year timeframe and be included in the UCS.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO01	097	18	Barker Story Mathews	Site is considered available for development by clients. UCS states 5-10years to availability and should read 0-3 years. Suitable design should see density close to 50 dwellings p/Ha	This site has now been revised and discounted due to it being classified as a Greenfield site.
BO01	123a	28	John Martin & Associates	Although identified in previous UCS's, this consultation draft notes 'no change' with no yield figure attached to the site with no explanation for its exclusion. This info should be included to help with the consultation procedure. The site is in close.....	This site is discounted due to access constraints and the fact that it is classified as a Greenfield site. Any Greenfield sites that were included in the UCS have now been discounted.
BO01	123b	28	John Martin & Associates	.....proximity to the Town Center with many facilities close-by. Serious consideration should be given to the inclusion of this site as development would not adversely affect the character of the area. Still trying to resolve highways issues.	This site is discounted due to access constraints and the fact that it is classified as a Greenfield site. Any Greenfield sites that were included in the UCS have now been discounted.
BO05	279	56	GVA Grimley	There are highway concerns regarding this site. Although capacity figure given, site should be excluded from the study.	It is noted that there are highway concerns and evaluation of existing road system may be needed to help overcome issues. However, if this site is developed with BO06, this may help facilitate the layout.
BO05	309	56	GVA Grimley on behalf of Persimmon Homes	Site previously marketed with owner wishing to relocate. Offers were too low to offset relocation costs and therefore should be discounted from the study.	The site is considered suitable for redevelopment and has attracted some developer interest. Even though offers for the site may have been below market value, developer interest confirms that site should remain in the UCS.
BO06	038	7	Bourne Town Council	This site may be suitable for development but the traffic maneuvering may be difficult. The telephone exchange is also a problem	It is agreed that the telephone exchange would not help layout design but site should not be discounted for this reason only. If site was to be redeveloped with BO05, this may help facilitate the layout.
BO06	280	56	GVA Grimley	There are highway concerns regarding this site. Although capacity figure given, site should be excluded from the study.	It is noted that there are highway concerns and evaluation of existing road system may be needed to help overcome issues. However, if this site is developed with BO06, this may help facilitate the layout.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO06	310	56	GVA Grimley on behalf of Persimmon Homes	Site previously marketed with owner wishing to relocate. Offers were too low to offset relocation costs and therefore should be discounted from the study.	The site is considered suitable for redevelopment and has attracted some developer interest. Even though offers for the site may have been below market value, developer interest confirms that site should remain in the UCS.
BO08a	037	7	Bourne Town Council	The site BO08a should be redeveloped for commercial purposes helping employment for the community	6 employment sites remain vacant in Bourne that were allocated in the SKDC 1995 Local Plan. The ELR acknowledges that there will be a small loss of employment land to housing in the Bourne area.
BO08a	099	20	Budworth Brown	Site is awaiting planning application for housing so 5-10 year timescale incorrect. Site area shown is incorrect as r/o site is hard surface & used for industrial purposes (revised plan included) The UCS shows density at 30 p/Ha but clients would increase	The boundary has been checked and revised accordingly. Owner interested in redeveloping the site so timeframe adjusted from 5-10 years to 0-5 years to reflect this. Revised capacity figure of 75 given.
BO08a	122	27		This site is adjacent to The Red Hall (Grade II) and its grounds. The proposal will have a unacceptable and overbearing intrusion on the character and setting of this building. If site included then landscaping, levels etc should be ameliorating measures.	Issues of adverse impact on character and setting of Listed Building and intrusion are a consideration for the Development Control part of the Planning process.
BO09	068	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
BO09	273	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
BO11	039	7	Bourne Town Council	This site should be considered as mixed use with substantial housing as this site is in a town center location.	The northern half of this site is a recent extension to Warner's car park. The southern half is overgrown and Greenfield in character. In light of this, the site is now discounted from the UCS

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO11	171	42		This site seems to be a permanent car park for Warners	The northern half of this site is a recent extension to Warners car park. The southern half is overgrown and Greenfield in character. In light of this, the site is now discounted from the UCS
BO12	102	22	Henry Davidson Developments	HDD are the preferred development partner for sites B12-B15. The proposal incorporates between 75-85 residential units and timescale should be amended to 0-5 years. These units are essential to the delivery of the overall mixed use site in the core.	The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years
BO13	024	5	Bourne Civic Society	Rate of new dwellings in Bourne not in keeping with the facilities, amenities and employment. The chosen developers for "The Core" in Bourne indicates a large number of dwellings above shops and a timescale.	This mixed-use opportunity area will require an element of housing to make it more viable. The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years.
BO13	103	22	Henry Davidson Developments	HDD are the preferred development partner for sites B12-B15. The proposal incorporates between 75-85 residential units and timescale should be amended to 0-5 years. These units are essential to the delivery of the overall mixed use site in the core.	The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years
BO14	025	5	Bourne Civic Society	Rate of new dwellings in Bourne not in keeping with the facilities, amenities and employment. The chosen developers for "The Core" in Bourne indicates a large number of dwellings above shops and a timescale.	This mixed-use opportunity area will require an element of housing to make it more viable. The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years.
BO14	104	22	Henry Davidson Developments	HDD are the preferred development partner for sites B12-B15. The proposal incorporates between 75-85 residential units and timescale should be amended to 0-5 years. These units are essential to the delivery of the overall mixed use site in the core.	The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years
BO15	026	5	Bourne Civic Society	Rate of new dwellings in Bourne not in keeping with the facilities, amenities and employment. The chosen developers for "The Core" in Bourne indicates a large number of dwellings above shops and a timescale.	This mixed-use opportunity area will require an element of housing to make it more viable. The stated number of units for sites B12-B15 is to increased from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO15	105	22	Henry Davidson Developments	HDD are the preferred development partner for sites B12-B15. The proposal incorporates between 75-85 residential units and timescale should be amended to 0-5 years. These units are essential to the delivery of the overall mixed use site in the core.	The stated number of units for sites B12-B15 is to increase from 40 to 80 with the time frame being reduced from 5-10 years to 0-5 years
BO17	034	7	Bourne Town Council	The Croft should not be included as it does not fall within the PPG3 definition of Brownfield land. Large areas of this site are paddock and orchards	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO17	136	32	Development Land & Planning Consultants LTD	No particular view on site except it is PDL by virtue of the site lying within the curtailage of a dwelling. Access would be needed via site BO18	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO17	281	56	GVA Grimley	Parts of the site are not Brownfield. There are also ransom issues and highway concerns leading to the view that this site, in conjunction with BO18 & BO19 should not be included.	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO17	311	56	GVA Grimley on behalf of Persimmon Homes	The site has a history of refusals and is subject to huge opposition. It is also largely Greenfield. Site is also not considered suitable for residential development due to its importance to the character of Bourne. (See Annex2), linked with BO18 & BO19.	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO18	035	7	Bourne Town Council	The Croft should not be included as it does not fall within the PPS3 definition of Brownfield land. Large areas of this site are paddock and orchards	Status of the site to remain until appeal decision known. The site status will then be updated.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO18	135a	32	Development Land & Planning Consultants LTD	The Croft site is supported with outstanding appeal due in approx June 2005. In that context, predicted timescale is within 5-10 years with current proposals are in full and could be delivered in 5 years. It is agreed that the whole of site is PDL.....	Status of the site to remain with a reduced capacity of 51 units until appeal decision known. The site status will then be updated.
BO18	135b	32	Development Land & Planning Consultants LTD	.... by virtue that it lies within curtailage of existing residential dwelling. We also support that the frontage of North Road should be kept permanently open. The dev' proposed would not preclude access to sites BO17 & BO19	Status of the site to remain with a reduced capacity of 51 units until appeal decision known. The site status will then be updated.
BO18	282	56	GVA Grimley	Parts of the site are not Brownfield. There are also ransom issues and highway concerns leading to the view that this site, in conjunction with BO17 & BO19 should not be included.	Status of the site to remain with a reduced capacity of 51 units until appeal decision known. The site status will then be updated.
BO18	312	56	GVA Grimley on behalf of Persimmon Homes	The site has a history of refusals and is subject to huge opposition. It is also largely Greenfield. Site is also not considered suitable for residential development due to its importance to the character of Bourne. (See Annex2), linked with BO17 & BO19.	Status of the site to remain with a reduced capacity of 51 units until appeal decision known. The site status will then be updated.
BO19	036	7	Bourne Town Council	The Croft should not be included as it does not fall within the PPS3 definition of Brownfield land. Large areas of this site are paddock and orchards	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO19	137	32	Development Land & Planning Consultants LTD	Access would be needed via site BO18	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
BO19	283	56	GVA Grimley	Parts of the site are not Brownfield. There are also ransom issues and highway concerns leading to the view that this site, in conjunction with BO17 & BO18 should not be included.	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
BO19	313	56	GVA Grimley on behalf of Persimmon Homes	The site has a history of refusals and is subject to huge opposition. It is also largely Greenfield. Site is also not considered suitable for residential development due to its importance to the character of Bourne. (See Annex2), linked with BO17 & BO18.	The site has been examined in further detail. Although PDL, it is unlikely that this garden area could deliver housing due to access issues and possible ransom demands. It is therefore considered unsuitable and is discounted from the study.
DE GEN	095	16	Barker Story Mathews	Possible future requirements should be flexible in such that suitable urban extensions may be included in the Deeping St. James area if requirement for housing provision is not met on PDL. (Possible Greenfield site for inclusion with map)	There is no requirement to include any Greenfield sites at this time as Structure Plan requirement for housing figures will be met in Bourne, The Deepings and Stamford on PDL.
DE07	029	6		Proposal of closing car parks means no parking facilities available for shoppers. The loss of parking at The Rainbow store could threaten the vitality of Market Deeping.	Although contemporary advice advocates the consideration of car parks as part of Urban Capacity Studies, It is agreed that this site is not suitable and therefore will be discounted.
DE07	146	36		The building of homes on this site would be a significant threat to the livelihood of shops and market stall holders within Market Deeping. The car park is always well used and the center is too far to walk due to inadequate public transport.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, It is agreed that this site is not suitable and therefore will be discounted.
DE07	304	56	GVA Grimley on behalf of Persimmon Homes	Study shows car park well used and site would not contribute to urban capacity. It is understood that Co-op are trying to purchase site and to keep as car park. This site should be discounted from the study.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, It is agreed that this site is not suitable and therefore will be discounted.
DE08	305	56	GVA Grimley on behalf of Persimmon Homes	Study shows car park well used and site would not contribute to urban capacity. It is understood that Co-op are trying to purchase site and to keep as car park. This site should be discounted from the study.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, It is agreed that this site is not suitable and therefore will be discounted.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
DE09	069	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE09	109	23	Deeping St. James PC	Any loss of car parking from this MD site would reduce trade and cripple the viability of The Deepings town center. The potential benefit of 10-15 units could not outlay the loss of a car park used by the whole community.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE09	112	25		The loss of the Rainbow car park would be detrimental to the town and the growing population. The car park is crucial to the facilities and any loss of parking spaces would compromise the town.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE09	255	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE09	275	56	GVA Grimley	Sites unlikely to come forward due to their existing use. Sites DE07, DE08 & DE09 should be discounted.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE09	306	56	GVA Grimley on behalf of Persimmon Homes	Study shows car park well used and site would not contribute to urban capacity. It is understood that Co-op are trying to purchase site and to keep as car park. This site should be discounted from the study.	Although contemporary advice ("Tapping the Potential" by ODPM) advocates the consideration of car parks as part of Urban Capacity Studies, it is agreed that this site is not suitable and therefore will be discounted.
DE10	070	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.

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DE10	256	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
DE10	276	56	GVA Grimley	Considering the comment from Highways regarding concerns for this site, it is not clear why an allowance for this site is given and it should be discounted.	Highways concerns noted but depending on scheme, maybe overcome. Site is very central to the town and zero-parking schemes for apartments may be appropriate.
DE10	307	56	GVA Grimley on behalf of Persimmon Homes	This site is in employment use with the owner not wishing to relocate. Therefore, the site should be discounted.	The site is considered suitable but timescale adjusted to reflect longer term prospects. Timescale should be adjusted from 0-5 years to 5-10 years.
DE16	106	23	Deeping St. James PC	Site should be developed for housing with orchard to remain open & green. DE16 size in question-is it 0.936 or 1.978Ha. There should be provision for affordable housing.	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly. The site area of has been incorrectly calculated as 1.978Ha, but has now been corrected to 0.936Ha
DE16	134	31	Development Land & Planning Consultants LTD	Support for site in contributing to total UC provision. Potential for extended site comprises 1.98Ha against 0.94Ha stated in the UCS. This PDL site in the UCS should become available for res' dev' as current commercial use will soon cease. Only part of..	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly.
DE16	134	31	Development Land & Planning Consultants LTD	The whole site as indicated on the map should include the orchard. The orchard should have the same attributes because of location, access and relationship with built development as site included in UCS. Non inclusion could result in piecemeal development	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly.
DE16	214	54		This site seems to be Greenfield and therefore is in breach of other policies	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly.
DE16	248	56	GVA Grimley	Believe that site should be discounted	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly.

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DE16	277	56	GVA Grimley	This is unlikely to come forward as the site is in multiple ownership and is considered Greenfield according to the definition given in PPG3	After further investigation on this site, it is agreed that this site is classified as Greenfield and therefore it will be discounted accordingly.
DE17	108	23	Deeping St. James PC	Site suitable for housing and could offer a large proportion of affordable homes. Development would also not affect the identity of Frognall & improve the visual impact on the gateway to Frognall	The site has a mix of unattractive commercial premises that falls within the definition of previously developed land contained within PPG3. Appeal dismissed for housing in 2004.
DE17	215	54		This site seems to be Greenfield and therefore is in breach of other policies	The site has a mix of unattractive commercial premises that falls within the definition of previously developed land contained within PPG3. Appeal dismissed for housing in 2004.
DE18	098	19		Site at DE17 is more suitable for housing than this site but as Frognall is considered a small hamlet, the preference would not to have any development	The site is to be discounted from the study unless evidence is provided on future plans for relocation and a suitable site is found. It should be noted that any future planning applications will still need to go through the normal planning process.
DE18	107	23	Deeping St. James PC	Site not considered suitable for housing development - number of houses proposed would double the number of houses in Frognall	The site is to be discounted from the study unless evidence is provided on future plans for relocation and a suitable site is found. It should be noted that any future planning applications will still need to go through the normal planning process.
DE18	111	25		This site would see the doubling in size of Frognall undermining the sense of community and rural nature of the hamlet. Current use is for light industry and has had this suitable use for many years without damaging the fabric of the area.	The site is to be discounted from the study unless evidence is provided on future plans for relocation and a suitable site is found. It should be noted that any future planning applications will still need to go through the normal planning process.
DE18	203	49	Ampy Automation	Viable site and should be included in the UCS. SKDC will shortly receive application for housing from Persimmon Homes and Ampy will look to relocate within The Deepings drawing their three premises together in one site.	The site is to be discounted from the study unless evidence is provided on future plans for relocation and a suitable site is found. It should be noted that any future planning applications will still need to go through the normal planning process.

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DE18	216	54		This site seems to be Greenfield and therefore is in breach of other policies.	Although site is certainly Brownfield, it is to be discounted from the UCS unless evidence can be provided regarding future plans for relocation and a suitable site is found.
DE19	257	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
DE19	278	56	GVA Grimley	Part of this site is Greenfield land and should not be included in the UCS	This site has elements of Brownfield & Greenfield within it. However, the whole site is unsightly and needs to make more efficient use of space. Good design could provide some housing whilst maintaining some of the open green space.
DE19	308	56	GVA Grimley on behalf of Persimmon Homes	This site is remote to shops, facilities and services. It also adjoins some industrial units so is subject to high levels of noise. Site performs poorly against Para 31 in PPG3. Site should therefore be discounted.	This site has elements of Brownfield & Greenfield within it. However, the whole site is unsightly and needs to make more efficient use of space. Good design could provide some housing whilst maintaining some of the open green space.
GEN	003	1	Allanjoyce Architects	An indication is needed on the levels of employment land needed in the area as an alternative to commuting to the SW	An employment land review has been undertaken and acknowledges there will be a small loss of employment land to non-employment. It emphasizes the importance of phasing and the importance of finding replacement employment sites.
GEN	016	3	Smiths Gore	Elements of the UCS housing land calculations are questionable & greater discounts should be given to existing commitments and future windfalls	From the total number of sites considered, 62% were discounted with a further 20% reduction given on the remaining sites to be included. It is felt that the methodology and discounts used are as accurate as possible.
GEN	017	4		The UCS does not include sustainability issues or reference to services, education, traffic, employment sites and medical/hospital services	The purpose of the UCS is to identify potential urban sites that may be suitable for housing. Many sites will have already been discounted at an early stage when there are known constraints (e.g. highways). Many issues dealt through DC process.

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GEN	041	8	Stuart Smith Reynolds	There is an inconsistency as the UCS states only >0.4Ha are included in study but other sites below this threshold are included	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GEN	043	8	Stuart Smith Reynolds	The allowance for windfall should be based solely on PDL, however, it is likely that one third will be on Greenfield land. Calculation of site yield difficult to follow.	It is most likely that windfall sites will be on PDL. Greenfield sites will not usually be looked on favorably upon. However, there will be a policy in the emerging LDF on 'exception sites'.
GEN	044	8	Stuart Smith Reynolds	The calculation of figures does not (in some cases) seem to be based on the 80% net developable area.	It is felt that the 80% yield figure used is an accurate starting point. Inevitably some sites may yield a higher or smaller figure. There was also a further 20% reduction figure given to the sites that were included in the UCS.
GEN	045	8	Stuart Smith Reynolds	Some smaller sites <0.4Ha appear to have a yield of <10 units.	The UCS has not included sites that are <0.4Ha and have a yield <10 residential units. Text to be amended to help clarify this.
GEN	046	8	Stuart Smith Reynolds	The non inclusion of sites stated in Para' 4.5 is supported. The use of 80% net developable area is considered reasonable to derive the yield. The 20% discount to overall capacity figures seems reasonable	Support noted.
GEN	072	8	Stuart Smith Reynolds	The total figures for the UCS significantly overestimate the potential yield. After discounting many sites, Smith Stuart Reynolds adjusted figures show that Greenfield land is required along with UCS sites.	As a result of this draft UCS, there has been further discounting of sites including some sites listed in your response. There has also been a small number of sites added. Figures have been adjusted to take into account these discounts & additions.
GEN	073	9	Grantham Civic Society	The strategies will rely heavily on current road systems and other facilities to support level of housing proposed. Price premiums on the areas of land included in the UCS could be a fare way of generating funds for infrastructure etc	Suitable sites within the UCS may well be subject to Section 106 or 278 agreements for various contributions and highway improvements.

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GEN	076	10	Brown & Co	A number of sites are unlikely to come forward and jobs require greater flexibility in the system for some growth in the period.	There must be sufficient sites identified in the UCS to enable SKDC to meet the strategic housing requirement figures in the Structure Plan. A 'Plan, Monitor and Manage' approach will be used to enable the LDF to be flexible.
GEN	078	11	Colsterworth PC & Gunby & Stainby PC	A policy to create more employment and affordable housing should be made to encourage the public to come to the area and not create dormitory areas in the villages	The employment land review acknowledges the importance of have sufficient employment sites and this will be addressed. Affordable housing is currently negotiated at application stage but an SPD is being produced which will give more detail.
GEN	079	12	Lincolnshire Heritage	The UCS identifies some 140 sites, some of which have archaeological potential. Should comment on archaeological constraints/requirements be submitted at this stage?	Any known UCS sites that have major archaeological constraints should be updated to reflect that information. Each site should then be treated individually.
GEN	083	13	Environment Agency	Many sites within the UCS have contamination issues	Contamination is an acknowledged constraint on many Brownfield sites and this will be addressed through the LDF process
GEN	084	13	Environment Agency	The availability for water resources should be considered for sites within the UCS. Anglian Water should be consulted for extraction licenses for water.	Further investigations are being carried out with Anglian Water and their comment on specific sites constraints will be addressed.
GEN	085	13	Environment Agency	The timing and cost of infrastructure improvements which may be necessary should be part of the plan making process as should be the availability of water resources	The cost of infrastructure is part of the plan making process and can be tied to larger developments through section agreements. Many sites within the UCS have been discounted due to constraints. Water resources are being investigated.
GEN	086	13	Environment Agency	The UCS should be in conformity with the CAMS programmes (Catchment Abstraction Management Strategies). The Witham CAMS was produced in 2004 & The Welland CAMS is due to be published in 2007	The Witham CAMS appears to be in conformity with the UCS but the CAMS document is technical in nature and difficult to follow. Further investigations regarding water resources and waste management are being carried out.
GEN	089	15	Bidwells	The Council should allow for a greater number of windfall sites within the UCS	Windfall estimates were based on previous windfall sites over a 3 year period.

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GEN	100	21	Savills	The UCS has correctly identified many sites within urban areas that can contribute in the future to the housing supply. Protected land suitable for development should be made available within plan period in the event that demand and need are evident	Sufficient Brownfield land will be identified in the LDF to meet housing figures within the Structure Plan. The need for available Greenfield land within the Structure Plan period is considered not necessary.
GEN	142	35	Bigwood Chartered Surveyors	The UCS does not distribute or lend itself to the varying and diverse housing needs across the district.	The purpose of the UCS is to identify suitable sites that have potential for housing. The type of housing or the varying needs of the district are not considered in detail in this interim Capacity Study.
GEN	143	35	Bigwood Chartered Surveyors	A large proportion of the sites identified have a number of constraints e.g. multiple ownership	Sites with a number of constraints to overcome but may still be considered suitable have been given a longer timeframe in the UCS.
GEN	144	35	Bigwood Chartered Surveyors	Many sites identified are in current use, often ind' or commercial. For many of these sites to come forward would require the uses to be relocated or given the scale of some of these operations, extinguished	The purpose is to identify potential sites that may be suitable for housing. It is agreed that it is unlikely all sites will materialize within the plan period. The ELR acknowledges the importance of sufficient employment land being made available.
GEN	145	35	Bigwood Chartered Surveyors	The 20% discount figure given for the number of sites identified may not be sufficient given the vagaries surrounding some of the sites. There is also no explanation as to how this figure was derived	The 20% figure for discounting was a decision by the planning team and is considered appropriate.
GEN	147	37	Ablehomes	Many of the sites identified within the urban settlements are in current employment use and have been put forward as potential residential sites, if so, are there assurances that dev' will be allowed and not opposed due to loss of employment.	There can be no such assurances as included sites are potential sites only and does not suggest a planning permission is forthcoming. The ELR does acknowledge that a small amount of employment land will be lost to non- employment uses.
GEN	172	43	Marston PC	The UCS concentrates on the towns and so does not impact on villages. It seems to have identified enough Brownfield sites to satisfy housing demand for the foreseeable future.	It is agreed that sufficient Brownfield sites have been found to meet the Structure Plans requirements strategic housing figures.

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GEN	186	45	CarltonScroop & Normanton-on-Cliffe PC	The UCS concentrates on the towns and so does not impact on villages. It seems to have identified enough Brownfield sites to satisfy housing demand for the foreseeable future. Consideration for infrastructure & car parking should be given.	The UCS does concentrate on urban areas. Some sites have been discounted after discussions with LCC Highways. Wider issues regarding car parking and infrastructure will be addressed in the LDF.
GEN	188a	47	Escritt & Barrell	The calculation is that 37.9 Ha of employment land will be lost from the proposals set out in the UCS. These are made up of 12 site of varying size with 1 site having the benefit of permission. 5 of the 12 sites are redundant ind' buildings and.....	An Employment Land Review has been undertaken and acknowledges that there will be a loss of some employment land. The sizes and areas of land discussed are very different from the conclusions given within the ELR.
GEN	188b	47	Escritt & Barrell	....therefore could be taken out of the equation if suitable for housing. This leaves 6 site with 4 having mixed use possibilities. This will still result in a loss of 26.543Ha of employment land. This will need to be relocated in areas which may not suit.	An Employment Land Review has been undertaken and acknowledges that there will be a loss of some employment land. The sizes and areas of land discussed are very different from the conclusions given within the ELR.
GEN	198	47	Escritt & Barrell	The UCS stated that all sites below 0.4Ha were excluded. This is incorrect and should be rectified	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GEN	199	47	Escritt & Barrell	Windfall sites below 0.4Ha may have been incorrectly double counted and thereby significantly increasing the residential requirement figure for Grantham.	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GEN	200	47	Escritt & Barrell	Evidence of recent windfall sites completed shows that figures may be incorrect as certain windfalls that have been developed should really have been included in past UCS	The figures used for predicted windfall sites are based on the past 3 years figures. Possible windfall sites are not site specific within the UCS.
GEN	206	52	Humberts	The schedules for Bourne, Grantham & The Deepings include sites with planning consent as indicated as a footnote to table at paragraph 6.2. Site consents prior to Sept2004 have been discounted to 0 to avoid double counting. A footnote should clarify this	It is agreed that a change in the summary or footnote should clarify this.

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GEN	207	52	Humberts	Statement 4.8 is derived from our report to the council. Although believed to be reasonable, it's not consistent with paragraph 3.3 and either one should be amended or deleted.	It is agreed that paragraph 3.3 this will be suitably reworded to conform with paragraph 4.8.
GEN	217	54		The UCS gives 'Carte blanche' for developers to change the use of employment land to housing arising to serious lack of industrial capacity. An ind' employment capacity study should be carried out in tandem with the UCS. Commuting will also occur to Notts	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
GEN	230	54		All allotments have been excluded but underused allotments should be considered if proposals to lose open space are followed through.	Allotments will not be considered as they are classified as Greenfield sites. The future of underused allotments should follow the guidance given in PPG17.
GEN	232	54		The methodology used should forecast housing trends by using demographic profiles for next 15 years to determine average house size.	Sufficient sites will be identified in the UCS to meet strategic requirements and a 'Plan, Monitor & manage' approach will be used to adjust new housing development allowing for major shifts in household trends.
GEN	233	55	F H Gilman & Co	Controversial method of identifying sites for inclusion in UCS. Our site on Brownfield land not identified. If purpose of study is to confirm that there is sufficient Brownfield land that may be developed for housing then the study can be accepted.	Methodology in conformity with 'Tapping the potential' document produced by the ODPM. New sites that meet test are included for consideration only at this stage. It is agreed that sufficient Brownfield land has been identified in this study.
GEN	234	55	F H Gilman & Co	Sites identified that could be considered suitable and likely to come forward will be allocated in the LDF (3:3) - this method of selecting sites is improper and all sites should be considered against normal planning rules	Suitable sites included in the UCS may be considered for allocation in the LDF. Paragraph 3:3 should be reworded so no confusion is caused. Paragraph 4.8 states that the inclusion of a site should not mean that a planning permission will be forthcoming.
GEN	235	55	F H Gilman & Co	We are inclined to share conclusions on the UCS and feel there is sufficient Brownfield land within the district to not grant any future permission on Greenfield land for many years. IHP will hold the line until LDF completed.	It is agreed that sufficient Brownfield sites with housing potential have been identified on in the UCS.

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GEN	252	56	GVA Grimley	Guidance in 'Tapping The Potential' states that net sites areas should be used and indicates that for some sites this may be as low as 45% of the gross site area. A revised methodology is needed to account for differences between net & gross site areas.	Although guidance in 'Tapping the Potential' discusses net densities, the low figure of 45% of the gross area would be the extreme for very large sites with new facilities, such as schools etc. No such sites exist in the South Kesteven District.
GEN	253	56	GVA Grimley	Reference in the UCS refers to Table 2.4 but tables within the UCS are not numbered.	Tables within the UCS should be numbered for clarity and this will be addressed in the final document.
GEN	254	56	GVA Grimley	Original discount of 20% is not sufficient and the level of urban capacity has been overestimated by at least 1000 dwellings. This takes account of size, 20% discount and sites that have been included that should be discounted due to known constraints.	Final calculations will be discussed before the final version of the study is published.
GEN	300	56	GVA Grimley on behalf of Persimmon Homes	Concerns raised over the loss of employment land resulting from the use of these site for housing with potential impact on the local economy.	An employment land review has been undertaken and acknowledges that a small amount of employment land will be lost for non-employment uses. It notes that it is important that sufficient sites should be made available within the plan period.
GEN	301	56	GVA Grimley on behalf of Persimmon Homes	Many sites identified are currently used for alternate uses. It is likely such sites will only deliver dwellings within the medium or long term timescale. This will result in there being a shortfall in District wide housing supply over the next 10 years.	Some timeframes within the UCS have been changed to reflect information received during the consultation exercise. It is believed that these timeframes are now as accurate as can be.
GEN	302	56	GVA Grimley on behalf of Persimmon Homes	20% allowance for sites that may not deliver is not sufficient. This should be increased.	From the total number of sites considered, 62% were discounted with a further 20% reduction given on the remaining sites to be included. It is felt that the methodology and discounts used are correct.
GR GEN	001	1	Allanjoyce Architects	The level of residential accommodation needed to support Grantham's retail center and the sustainability for the long term needs should be assessed	This assessment for the level of residential accommodation and the issue of long term sustainability is delivered through the Lincolnshire County Structure Plan.

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GR GEN	002	1	Allanjoyce Architects	Grantham High Street has a high proportion of poor retail properties that have been vacant for several years or have recently become vacant	The aims of the UCS do not envelop the problems of vacant retail premises or their state.
GR GEN	074	9	Grantham Civic Society	A balance should be maintained between housing and commercial development in the 'old basin' area so the prospect of waterside housing is not lost. Could this site be considered suitable for the Science Center?	It is agreed this site should be considered for mixed-use. The LDF process will help determine if this site is suitable for The Science Center.
GR GEN	075	10	Brown & Co	There is an omission in the UCS for Grantham (plan attached). This PDL site, West of GR03 on the western side of the railway should be included	This site was considered but although this is a Brownfield site, it lies outside of the natural confines of the Town.
GR GEN	077	11	Colsterworth PC & Gunby & Stainby PC	Grantham cannot cope with existing traffic problems with the UCS not providing information on possible increase in traffic for the next 2/3 years	The purpose of the UCS is to identify potential suitable housing sites that may become available within the urban areas of SK District. Some sites have been discounted after discussions with LCC Highways. Larger sites may need infrastructure improvements.
GR GEN	124	29	Buckminster Management Limited	The map enclosed with this representation highlights a site on Alexandra Road that should be included in the UCS. This Brownfield site should be marked for development within a 5 year period	This site has been considered and with good design could yield 10 dwelling units. The site will therefore be included in the next revision of the UCS.
GR GEN	125	29	Buckminster Management Limited	Although allotments have not been included, the site (map enclosed) is ground surrendered by the Allotment Association in October 2004. The inclusion of this site would unite sites at GR17 & GR 18	Allotments sites along with any other Greenfield sites have now been discounted. Underused or disused allotments are treated as Greenfield and any developer/agent must demonstrate that their need is no longer required.
GR GEN	201	47	Escritt & Barrell	Land off Barrowby Rd is now to be considered by ODPM. This permission which was supported by SKDC now has lost the support of the council due to the anticipated excess of Brownfield and windfall sites in Grantham. This theory is incorrect.	Contemporary planning guidance does advocate the use of PDL. It is considered that there will be sufficient urban Brownfield sites identified in the UCS within the District of South Kesteven without the need to include any Greenfield sites.

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GR GEN	204a	50	Godfrey Payton	Map shows 2 areas of land that should be considered with the larger area being allocated for phased release. This results from the likely yield being much less than anticipated. Flexibility should be incorporated in likelihood of increase in structure-....-plan numbers. This will help the community by negotiating a comprehensive range of benefits from planning gains. The smaller site should also be considered suitable for development with little impact on environment or surrounding properties.	These two sites are not considered relevant at this stage. Furthermore, both sites are Greenfield sites and would have been discounted.
GR GEN	204b	50	Godfrey Payton	The old Texas building adjacent to GR08 should be included within this site as it has been empty for years.	These two sites are not considered relevant at this stage. Furthermore, both sites are Greenfield sites and would have been discounted.
GR GEN	228	54		Exclusion of smaller sites is misleading and there are examples of small sites at a rate of 150 dwellings p/Ha. This would completely distort your figures	This site is inappropriate in terms of compatibility with surrounding uses. It should be noted that it is in use for storage and warehouse purposes.
GR GEN	231	54		There is an over reliance on Grantham as 63% of identified sites are located there. This could result in unequal distribution and set an imbalance of housing and employment within Grantham.	The UCS has given suitable sites a density based on the criteria within Paragraph 4.4. Small sites have been included where the possible yield is >10 dwelling units.
GR GEN	303	56	GVA Grimley on behalf of Persimmon Homes	The Vacu-lug site should be reconsidered as it appears that the site has an existing factory on it and has recent investment	As Grantham is the largest of the four towns within the District, the strategic housing requirement is greater with more sites needing to be identified. The level of sites included in Grantham will be needed to meet the Structure Plan requirement.
GR01	090	15	Bidwells	This site has seen recent consolidation by its owners and therefore should not have an allowance given. It should be discounted from the UCS	Further investigations into this site confirm that the site should remain in the UCS with the status of the timeframe to remain in the medium to long term.
GR01	220	54		This site has seen recent consolidation by its owners and therefore should not have an allowance given. It should be discounted from the UCS	Further investigations into this site confirm that the site should remain in the UCS with the status of the timeframe to remain in the medium to long term.
GR01	284	56	GVA Grimley		Further investigations into this site confirm that the site should remain in the UCS with the status of the timeframe to remain in the medium to long term.

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GR01	314	56	GVA Grimley on behalf of Persimmon Homes	Vac-u-lug only relocated to the site 4 years ago and site has seen significant investment recently. There is little possibility of occupiers relocating again and site should be discounted.	Further investigations into this site confirm that the site should remain in the UCS with the status of the timeframe to remain in the medium to long term.
GR02	047	8	Stuart Smith Reynolds	Site currently has planning permission	This site has a current permission and therefore the capacity figure will be adjusted to zero.
GR07	091	15	Bidwells	This site on Trent Road has highway problems and occupiers have long leases	This site is considered suitable and knowledge of the site suggests it should remain within the 10-15 years timeframe.
GR07	189	47	Escritt & Barrell	This adjoins existing employment buildings on west side of Trent Rd and should be considered as within an area of employment land	This site is bordered by housing, The Earl of Dysart School and the Grantham Bowls Club. The status of the site remains.
GR07	285	56	GVA Grimley	Given the major constraints attached to this site, This site should be discounted from the UCS	The site is considered suitable as a long term proposal only due to recognized constraints. Highways issues can be overcome and should not lead to the site being discounted.
GR07	315	56	GVA Grimley on behalf of Persimmon Homes	This site if developed would be a non conforming use and there would also be issues with loss of employment land. Therefore, this site should be discounted.	This site is bordered by housing, The Earl of Dysart School and the Grantham Bowls Club. The status of the site remains. Loss of employment land has been addressed in an employment land review.
GR09	092	15	Bidwells	The site on Shaw Road has serious land use conflict together with highway concerns	Although this site has unusual characteristics, it is considered that the current road layout will help yield some housing by making more efficient use of the open space adjacent to the road.
GR10	071	8	Stuart Smith Reynolds	The yield on this site should be reduced	This site has a current permission for 34 dwellings and will be discounted from the UCS
GR11	227	54		This site should be removed now it is to be the new police station	This site is to remain. Planning permission for a police station has been approved for a site on Swingbridge Road so site GR11 has been incorrectly identified by the respondent.

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GR16	042	8	Stuart Smith Reynolds	Some sites have PP but are included in the UCS resulting in possible double counting.	All sites with Planning Permission have been included and reviewed to return a yield figure of zero. Springfield Park is an exception to this and will be updated.
GR16	048	8	Stuart Smith Reynolds	Site currently has planning permission.	This site has current planning permission and will be discounted from the final version of the study.
GR16	218	54		This site is now part housing but remainder seems successful employment zone within easy access of A1	This site has current planning permission and will be discounted from the final version of the study.
GR16	251	56	GVA Grimley	This site should be discounted as it has the benefit of planning permission and should be treated as a housing commitment	This site has current planning permission and will be discounted from the final version of the study.
GR16	316	56	GVA Grimley on behalf of Persimmon Homes	This site has planning permission and should be removed from the study.	This site has current planning permission and will be discounted from the final version of the study.
GR17	101	21	Savills-on behalf of landowners	Part of the site is likely to become available in 0-5 year timescale. Allotments within site are largely unused and access could be gained from Harlaxton Rd. Premises were designed for current use & would not suit alternate ind' use. Housing most viable	The timescale should reflect the likely availability even though in multiple ownership. It is agreed that the timescale should be adjusted from 5-10 years to 0-5 years. The allotments will not be included within the UCS as they are a Greenfield site.
GR17	141	34	Kimberley Developments	Site suitable. Could be enlarged to include the redundant allotments to the east. Site could be 0-5 year time frame and not 5-10. Redevelopment costs significant so 100% housing needed. Local shopping center planned for Springfield Park could be used.	The timescale should reflect the likely availability even though in multiple ownership. It is agreed that the timescale should be adjusted from 5-10 years to 0-5 years. The allotments will not be included within the UCS as they are a Greenfield site.
GR17	141	34	Kimberley Developments	Highways engineers confirm access via Springfield Rd or Harlaxton Rd would be possible. Conclude that attractive in planning terms and whilst delivering sustainable B/field site	The site will remain in the UCS with potential for housing.
GR17	190	47	Escritt & Barrell	Area fragmented so unrealistic in terms of delivery. Adj' site just granted pp (GR15) confirming fragmentation	This site is considered not to be fragmented and will remain in UCS.

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GR17	219	54		This site has seen massive investment for successful business and should not be considered for housing inside the next 15 years	The timescale should reflect the likely availability. Therefore, the timescale should be adjusted from 5-10 years to 0-5 years. Landowner confirms interest despite investment on site, owners wish to relocate.
GR17	286	56	GVA Grimley	If as suggested that site is in multiple ownership with secured long leases then this site should be discounted.	The timescale should reflect the likely availability. The timescale should be adjusted from 5-10 years to 0-5 years as discussions with landowners are ongoing.
GR17	317	56	GVA Grimley on behalf of Persimmon Homes	This site includes allotments and is therefore not in conformity with PPG3. Greenfield land should be discounted from the study.	The allotments are not included within the site but lie adjacent to the East. The site is attracting interest and is to remain in the UCS with a reduced timescale of 0-5 years.
GR18	258	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR20	221	54		This site has seen massive investment for successful business and should not be considered for housing inside the next 15 years	Site has a current planning application on it and owners are wishing to relocate if suitable site can be found.
GR20	318	56	GVA Grimley on behalf of Persimmon Homes	Major employer in Town with limited sites to relocate to. Industrial uses and railway line border site but site is not considered suitable. Aware of planning application but has not been determined yet.	Site has a current planning application on it and owners are wishing to relocate if suitable site can be found.
GR22	126	29	Buckminster Management Limited	Site could be accessed using existing highway network. Whole of site should be included in the UCS for residential development (5-10 years) and not be labeled 'no change'. Opp's for high and low density areas and local facilities with room for open space	Potential to yield in excess of 500 dwellings, but the potential may only be realized if the Grantham east-west bypass is constructed. Section 278 and 106 obligations will be high to help fund road network. Notional figure of 50 for 10-15 years entered.

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GR22	222	54		This site suffers from access problems whether housing or employment. Site is however ideal for employment given its location on edge of town. If condition to remain as employment use, SKDC should work with owners to secure better access.	Potential to yield in excess of 500 dwellings, but the potential may only be realized if the Grantham east-west bypass is constructed. Section 278 and 106 obligations will be high to help fund road network. Notional figure of 50 for 10-15 years entered.
GR22a	191	47	Escritt & Barrell	Although touted for residential dev for many years, the access is so poor it would choke Albert ST & Houghton Rd. Possible but with bypass.	It is recognized that access improvements will be needed to this site to satisfy housing potential. Any future bypass would open up further possibilities especially when developed with site GR22
GR22a	223	54		This site suffers from access problems whether housing or employment. Site is however ideal for employment given its location on edge of town. If condition to remain as employment use, SKDC should work with owners to secure better access. Can help!	It is recognized that access improvements will be needed to this site to satisfy housing potential. Any future bypass would open up further possibilities especially when developed with site GR22
GR22a	287	56	GVA Grimley	If site did become available for housing then there would be an issue with loss of employment land. Site does not relate well to the town and should be discounted.	It is recognized that access improvements will be needed to this site to satisfy housing potential. Any future bypass would open up further possibilities especially when developed with site GR22. Employment Land Review addresses loss of employment land
GR22a	319	56	GVA Grimley on behalf of Persimmon Homes	The site is occupied by a local employer and housing would see loss of employment land.	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
GR23	192	47	Escritt & Barrell	This site could be redeveloped in conjunction with site GR22a. Again, possible with bypass	It is recognized that access could be major constraint. Could be overcome if developed with GR22a. Time frame revised to match site GR22a (5-10 years)

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GR23	224	54		This site suffers from access problems whether housing or employment. Site is however ideal for employment given its location on edge of town. If condition to remain as employment use, SKDC should work with owners to secure better access. Can help!	It is recognized that access could be major constraint. Could be overcome if developed with GR22a. Time frame revised to match site GR22a (5-10 years)
GR23	288	56	GVA Grimley	This site has access constraints and is thought to have restrictive covenants. There is also an issue with the loss of sports facilities. The site should be discounted for the reasons stated.	It is recognized that access could be major constraint. Could be overcome if developed with GR22a. Time frame revised to match site GR22a (5-10 years)
GR23	320	56	GVA Grimley on behalf of Persimmon Homes	Use of this site would result in the loss of sports provisions. The 2002 site was discounted due to unsuitable access but is now included in this study. It is unclear why?	It is recognized that access could be major constraint. Could be overcome if developed with GR22a. Time frame revised to match site GR22a (5-10 years)
GR29	259	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR32	054	8	Stuart Smith Reynolds	Site is not PDL	Site is part of a larger planning approval and should be discounted.
GR32	093	15	Bidwells	This site (the railway club) is included but development of recreational land is discouraged by Central Government advice (PPG17)	Site is part of a larger planning approval and should be discounted.
GR33	321	56	GVA Grimley on behalf of Persimmon Homes	Serious access constraints. To achieve 54 dwellings on this site, density would need to be 117 P/Ha and this is not considered appropriate. A more realistic density of 40 P/Ha would deliver 18 dwellings.	Although this site is a very high density, the site lends itself to this density. The capacity for this site also reflect any schemes that have been discussed.
GR34	058	8	Stuart Smith Reynolds	Site unlikely to become available as in multiple ownership with significant public sector investment required and likely requirement to retain as employment land	Many constraints to overcome but significant investment may unlock high potential. Notional 100 capacity and long term time frame to remain. Site likely to be promoted as an 'Opportunity Area' in the near future.

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GR34	094	15	Bidwells	This site on Old Wharf Rd is identified by the market for retail warehousing, has access problems and is in a high risk flood area	Noted that site has access constraints. Serious investment needed to improve infrastructure and unlock high potential. Site will remain in 10-15 timeframe. Site likely to be promoted as an 'Opportunity Area' in the near future.
GR34	127	29	Buckminster Management Limited	This site should be retained for commercial use and not be for residential development	Identified as possible mixed use site with only notional figure of 100 given. If significant investment in site, unlikely that use remain entirely commercial. Site likely to be promoted as an 'Opportunity Area' in the near future.
GR34	193	47	Escritt & Barrell	Obviously an ind' area' which if developed for residential would have access problems. This area should be discounted and the UCS also states this as notional	This large site has potential for some housing but difficult to predict possible capacity. Notional figure of 100 included but comprehensive strategy may increase capacity. Site likely to be promoted as an 'Opportunity Area' in the near future.
GR34	211	53	Office 2 Office	The respondent's site lies within GR34 although this needs confirmation. They occupy Unit 1b Dysart Rd and the premises are held on 5 year lease with extension option. UCS states delivery for site at 10-15 years, does this mean premises safe at present.	There are many constraints for this site and unless there is significant investment in the site, there is little chance of the timeframe being reduced from the predicted 10-15 years. Site likely to be promoted as an 'Opportunity Area' in the near future.
GR34	225	54		This site should be subdivided now that retail site is close to approval. Site should not see loss of bowling center. Different designation should be given of mixed use for the canal basin area.	It is likely that site will see a comprehensive strategy for the area. Boundaries may be redefined to take into account forthcoming approvals. Site likely to be promoted as an 'Opportunity Area' in the near future.
GR34	289	56	GVA Grimley	Pro forma indicates site is in mixed ownership, has difficult ground conditions and the likely use if site were to come forward would be retail. This concludes that the site should be discounted.	It is likely that this site may see a comprehensive strategy for the area. There are acknowledged constraints that require significant investment. Suitable for mixed-use with 100 notional figure to remain. Likely to become 'Opportunity Area'.
GR34	322	56	GVA Grimley on behalf of Persimmon Homes	This site is occupied and given the absence of suitable site to relocate to, is not considered suitable. Furthermore, there would a loss of employment land. The site is also surrounded by various industrial uses.	It is likely that this site may see a comprehensive strategy for the area. There are acknowledged constraints that require significant investment. Suitable for mixed-use with 100 notional figure to remain. Likely to become 'Opportunity Area'.

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GR36	194	47	Escritt & Barrell	This site has outline res' consent but still remains unsold despite the boom. It is therefore unrealistic to include this area in the UCS.	Eastern part of the site has recent planning approval for 140 dwellings. The site was for mixed use with a capacity of 100. It is the belief that the housing element has been used so remainder of site is to be discounted.
GR37	226	54		This site should be removed now it is to be retail.	This site has retail permission and will be updated.
GR37a	049	8	Stuart Smith Reynolds	Site currently has planning permission	This site is the subject of a planning application but is to be included at this stage
GR37b	062	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR37b	128	29	Buckminster Management Limited	This site should remain as car parking.	Although there is a recognized need for parking within the Town, guidance within the "Tapping the Potential" document advises that car parks should make more efficient use of space, e.g. decking parking areas. Status to remain in UCS.
GR37b	197	47	Escritt & Barrell	Car parking should be kept at this site. Small shopkeepers already pay high business rates and should be supported by SKDC by providing adequate parking facilities	Although there is a recognized need for parking within the Town, guidance within the "Tapping the Potential" document advises that car parks should make more efficient use of space, e.g. decking parking areas. Status to remain in UCS.
GR37b	260	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR37b	290	56	GVA Grimley	There is an inappropriate density given for this site and the loss of parking would be a problem. The study states that compensatory car parking could be provided but the lack of suitable sites and the cost of a multi-story leads to discounting site.	Consideration is given to possible loss of car parking but more efficient use of space is needed. Acknowledgement that compensatory car parking should be a consideration in the redevelopment of this site.

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GR37b	323	56	GVA Grimley on behalf of Persimmon Homes	To achieve the capacity figure of 25 given in the study, a density of 148 dwellings P/Ha would be needed. This is unrealistic and should be 40 dwellings P/Ha. This would yield only 7 dwellings taking the site below the threshold which should be withdrawn.	Although this site is a very high density, it lends itself to this density with flats being located opposite the site. The capacity for this site also reflects any schemes that have been discussed.
GR38	129	29	Buckminster Management Limited	This site should remain as car parking.	This site has been discounted within the UCS.
GR39	130	29	Buckminster Management Limited	This site should remain as car parking	After further discussion on this site, it is now to be discounted and the current status as a car park will remain.
GR39	196	47	Escritt & Barrell	Car parking should be kept at this site. Small shopkeepers already pay high business rates and should be supported by SKDC by providing adequate parking facilities	After further discussion on this site, it is now to be discounted and the current status as a car park will remain.
GR39	261	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	After further discussion on this site, it is now to be discounted and the current status as a car park will remain.
GR39	291	56	GVA Grimley	Site should be discounted due to already highlighted car parking problems.	After further discussion on this site, it is now to be discounted and the current status as a car park will remain.
GR39	324	56	GVA Grimley on behalf of Persimmon Homes	Provides car parking for Town Center & railway station. Concerns raised by scrutiny panel suggest that car park should remain. This site should therefore be discounted.	After further discussion on this site, it is now to be discounted and the current status as a car park will remain.
GR44	131	29	Buckminster Management Limited	This site should remain in its existing use as there is not a requirement to build on this land and will result in the loss of employment land	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
GR44	140	33	C/o Unior International Ltd	Before comments are submitted, a meeting should be arranged to discuss the medium & long term for the site. (reply on behalf of 12 units)	There are acknowledged constraints for the site but site is considered a non conforming use. Timescale to remain at 10-15 years to reflect these constraints.

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GR44	195	47	Escritt & Barrell	Original planning consent for this light ind' area restricted hours of work and the site is well screened from houses. Therefore, this site should remain and not be included for housing	This site has constraints that prevent early delivery of the site but this is reflected in the timeframe entry in the UCS of 10-15 years.
GR44	202a	48		Units 1-4 of this site owned as an investment pension scheme. Concerns over how realizable these assets are given with the inclusion within the UCS albeit with a 10-15 timescale. Circumstances could warrant a quick sale or would SKDC et al be willing to..	There are acknowledged constraints for the site but site is considered a non conforming use. Timescale to remain at 10-15 years to reflect these constraints. Because site is in multiple ownership, it would be difficult to consider reducing the timescale.
GR44	202b	48		purchase these units and them rent or lease to tenants until the required date for this site? A meeting should be arranged to discuss the full facts.	There are acknowledged constraints for the site but site is considered a non conforming use. Timescale to remain at 10-15 years to reflect these constraints. Because site is in multiple ownership, it would be difficult to consider reducing the timescale.
GR44	292	56	GVA Grimley	Concerns over loss of employment and multiple ownership lead to the conclusion that site should be discounted.	There are acknowledged constraints for the site but site is considered a non conforming use. Timescale to remain at 10-15 years to reflect these constraints. Sufficient employment sites should be made available to cover the plan period.
GR44	325	56	GVA Grimley on behalf of Persimmon Homes	This site is occupied and given the absence of suitable site to relocate to, is not considered suitable. Furthermore, there would a loss of employment land.	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
GR47	050	8	Stuart Smith Reynolds	Site currently has planning permission	Outline permission has lapsed on this site so remains within the UCS. Entry updated to reflect this.
GR48	229	54		This will not come forward as one site due to access problems and power lines. The middle section of the site should be kept as usable open space	Site has been already discounted.

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GR52	262	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR53	051	8	Stuart Smith Reynolds	Site currently has planning permission	This site has current planning permission and will be discounted from the final version of the study.
GR53	263	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	This site has current planning permission and will be discounted from the final version of the study.
GR53	293	56	GVA Grimley	Study appears to state that an unrealistic density has been given for this site.	This site has current planning permission and will be discounted from the final version of the study.
GR53	326	56	GVA Grimley on behalf of Persimmon Homes	To achieve the capacity figure of 40 given in the study, a density of 229 dwellings P/Ha would be needed. This is unrealistic and should be 40 dwellings P/Ha. This would yield only 7 dwellings taking the site below the threshold which should be withdrawn.	This site has current planning permission and will be discounted from the final version of the study.
GR58	264	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
GR63	265	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Part of this site has current planning permission and will be discounted from the final version of the study. Remainder of the site will not meet the methodology so will be discounted.
ST GEN	007	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	Any allotments that were included have now been discounted from the UCS. Other issues regarding historic buildings, natural environment and conservation will be addressed in the LDF.

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ST GEN	031	6		RSS8 mentions the need to reduce motor car usage, further development will increase the use of the car by making more occupiers dependent on facilities (such as the hospital) in P'boro	RSS8 does mention the need to reduce motor car usage. In relation to the Stamford Hospital, after further discussion the site is to be discounted from the study.
ST GEN	121	26		Mr Gilmores "Stamford 250" approach promotes a more joined up thinking method. The current infrastructure would support such a proposal being close to the Town Center. Future growth needs an improved infrastructure that still promotes Stamford's tourism.	The Old Sewerage Works site is to be included in the UCS for consideration. Although outside the Town Center core, the residential potential cannot be discounted at this stage.
ST GEN	148	38	Stamford Civic Society	It is hoped there will be few windfall sites within Stamford as overfilling these sites can create new problems	By identifying sites within the UCS, there will be less need for windfall sites in Stamford. However, this is difficult to predict and future windfalls are based on previous stat's. Future windfalls will also be assessed against normal planning criteria.
ST GEN	154	38	Stamford Civic Society	Garages on SKDC land - their redevelopment should include adequate green spaces within the built environment. Other sites rejected need reason for their rejection and why?	Sites rejected or discounted that are included in the UCS are based on known constraints, local information and professional opinion. The document does highlight most reasons why they have been discounted. Appropriate green space should be a consideration
ST GEN	156	38	Stamford Civic Society	The sewage works site could yield a good supply of affordable housing subject to overcoming any highways & planning issues on the eastern side of Stamford	The Old Sewerage Works site is to be included in the UCS for consideration.
ST GEN	157	38	Stamford Civic Society	Many identified sites would necessitate a relocation of business's away from the town center resulting in fewer lorries in the town. This we would support but pressure would then be placed on the eastern side of the town due to relocating business's.	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
ST GEN	158	38	Stamford Civic Society	The primary concern is the protection of the historic core of Stamford and the future growth of the town through housing allocations	Agreed that protection of historic core and growth of Stamford is recognized concern. Identifying potential sites that are considered suitable to meet Structure Plan requirements should help in the protection of the historic core.

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ST GEN	159	39	Stamford Chamber of Trade & Commerce	From 100 members that voted, it is their opinion that there is sufficient Brownfield land to avoid any new development to be placed on Greenfield land	At this point in time, there has been sufficient Brownfield land identified to meet the Structure Plans housing requirements in Stamford. The situation will be reviewed periodically under the 'Plan, Monitor and Manage' policy.
ST GEN	160	39	Stamford Chamber of Trade & Commerce	From 100 members that voted, it is their opinion that identified Brownfield sites in Stamford within the UCS for potential use for new homes is highly controversial	This UCS was formulated on government guidance given in the document "Tapping the Potential". It is considered that suitable Brownfield development is less controversial than the development of Greenfield sites in Stamford and is in accordance with PPG3.
ST GEN	161	39	Stamford Chamber of Trade & Commerce	From 100 members that voted, it is their opinion that if the study were to confirm that Stamford has plenty of Brownfield land which may be suitable for housing then it can be accepted in these terms	Agreed. There is sufficient suitable Brownfield land available in Stamford.
ST GEN	162	39	Stamford Chamber of Trade & Commerce	From 100 members that voted, it is their opinion that if the study is to identify possible sites that may be suitable to be allocated in the LDF, then this is a grossly improper way of identifying sites	A requirement of PPG3 'Housing' gives guidance on UCS's entitled "Tapping the Potential". This promotes the use of Urban Capacity Studies as a tool for allocating sites for housing and their managed release.
ST GEN	163	39	Stamford Chamber of Trade & Commerce	From 100 members that voted, it is their opinion that each site needs to be formally considered against planning rules before being allocated in the LDF	Known constraints have discounted many sites already. Suitable sites will still need to go through the Planning Process with no guarantee of an approval.
ST GEN	166	41		Concern over the number of sites identified as if majority were developed, the character and nature of Stamford would change significantly.	It is very unlikely that all sites with housing potential will be developed and any design should be sensitive to the area. It is agreed that the protection of the historic core and characteristics of Stamford remain a priority.
ST GEN	169	41		Is all the development necessary. Housing development should not be considered in isolation but in conjunction with infrastructure, amenities and local facilities. Local car parking could be restricted to 1 car.	There must be sufficient sites identified in the UCS to enable SKDC to meet the strategic housing requirement figures in the Structure Plan. A 'Plan, Monitor and Manage' approach will be used to enable the LDF to be flexible and address wider issues.

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ST GEN	183	44	Stamford Town Council	Some site have been included despite being below the 0.4Ha threshold as stated in the UCS.	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST GEN	184	44	Stamford Town Council	Plot adj' to site ST02a off Casterton Rd should be included for housing	Without the inclusion of a map highlighting the area, it is difficult to analyze. Presumptions are that this area of land is below the threshold of area and yield to be included.
ST GEN	185	44	Stamford Town Council	Plot at r/o 117-129 Kesteven Rd with access from Green Lane should be included for housing	This site has a current permission on it and therefore should not be included in the UCS
ST GEN	205	51	Stamford Property Company Ltd	Suggestion of a parcel of land for inclusion in UCS. Covering map shows area of Ryhall Rd. This site adjoins a residential area and Stamford retail park. Respondent would consider 100% affordable housing and help meet affordable housing targets.	This site is to be included in the UCS for consideration.
ST GEN	244	55	F H Gilman & Co	The large North St site bordered by Recreation Ground Rd & Cliff Road is a glaring omission in the study. This site which includes the car park is ripe for redevelopment e.g. some high density housing. Underground car parking for this site may be possible	Site to be included in the study. Design would need to make more efficient use of space and development is likely to need significant private investment if underground car parking is the chosen option. Long term prospect with 30 unit capacity given.
ST GEN	245	55	F H Gilman & Co	A site to be included would be Brownfield land to the south of Uffington Road. Stamford 250 design plans are included with this proposal. There are possibilities for access and will provide affordable homes to many purchasers who may find it sustainable	The Old Sewerage Works site is to be included in the UCS for consideration.
ST GEN	246	55	F H Gilman & Co	Land adjacent to the Stamford 250 proposal should also be included in the study provided that it is developed in a fully integrated manner with the 250 proposal	The Old Sewerage Works site is to be included in the UCS for consideration. Land adjacent to the north fronting Uffington Road should also be included to help facilitate the layout.

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ST GEN	247	55	F H Gilman & Co	Brownfield land (shown on map) totaling 2.5 acres should be included in the UCS. Whilst the built development is fully utilized at present, timing is likely to be later rather than sooner for redevelopment following eastern relief road and G.V B. Park	The site highlighted will not be considered at this stage. Residential use for this site will be non-conforming with adjacent uses that lie north of the A16 road being highly industrial and commercial.
ST01	113	26		Part of this site is adjacent the Malcolm Sergeant School playing field. Its current use positively encourages children's exercise and activity within the school and the loss of this amenity should be discouraged	This is a Greenfield site and is discounted from the UCS
ST02a	052	8	Stuart Smith Reynolds	Site currently has planning permission.	This site has planning consent and will therefore be discounted from the UCS
ST02a	212	54		This site seems to be Greenfield and therefore is in breach of other policies	This site has planning consent and will therefore be discounted from the UCS
ST02a	236	55	F H Gilman & Co	This is piecemeal incremental development and provides no development gain for community benefit.	This site has planning consent and will therefore be discounted from the UCS
ST02a	327	56	GVA Grimley on behalf of Persimmon Homes	The site is outside the settlement boundary for Stamford and is remote to shops and services. The site is also in an area of environmental and geological importance. Site performs poorly against Para' 31 of PPG3 and is not considered appropriate for dev'.	This site has planning consent and will therefore be discounted from the UCS
ST02b	053	8	Stuart Smith Reynolds	Site currently has planning permission	This site has planning consent and will therefore be discounted from the UCS
ST02b	213	54		This site seems to be Greenfield and therefore is in breach of other policies	This site has planning consent and will therefore be discounted from the UCS
ST02b	237	55	F H Gilman & Co	This is piecemeal incremental development and provides no development gain for community benefit.	This site has planning consent and will therefore be discounted from the UCS

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ST02b	328	56	GVA Grimley on behalf of Persimmon Homes	The site is outside the settlement boundary for Stamford and is remote to shops and services. The site is also in an area of environmental and geological importance. Site performs poorly against Para' 31 of PPG3 and is not considered appropriate for dev'.	This site has planning consent and will therefore be discounted from the UCS
ST02c	167	41		Building over 200 homes on Williamson Cliff 200 homes on brickwork site is excessive. Jelson's approval adj Casterton Rd is already high density and if this site were included, it would raise major traffic concerns and negative effects on car parking.	This site has planning consent and will therefore be discounted from the UCS
ST02c	238	55	F H Gilman & Co	This is piecemeal incremental development and provides no development gain for community benefit.	This site has planning consent and will therefore be discounted from the UCS
ST02c	294	56	GVA Grimley	We note that there is a resolution to grant planning permission for this site and withdraw any previous comments.	This site has planning consent and will therefore be discounted from the UCS
ST02c	329	56	GVA Grimley on behalf of Persimmon Homes	The site is outside the settlement boundary for Stamford and is remote to shops and services. The site is also in an area of environmental and geological importance. Site performs poorly against Para' 31 of PPG3 and is not considered appropriate for dev'.	This site has planning consent and will therefore be discounted from the UCS
ST04	032	6		Were the owners aware of the inclusion of this site and if not, should this site be included anyway? ID of this site may have a detrimental affect on this site and cause a deliberate running down of the site	This site would be entirely dependent on relocation in which there is no indication that this may be forthcoming. Medium term delivery to reflect this stating 5-10 years.
ST07	114	26		Stamford is a tourist attraction and is under-provided for car parking and this provision should remain for both residents and visitors. To build on existing car parks results in alternative sites needing to be found for new car parks	This site has been discounted in the UCS

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ST08	082	12	Lincolnshire Heritage	This site contains a Scheduled Ancient Monument.	This site is already discounted in the study. Acknowledged that it is the site of a Scheduled Ancient Monument (Area of Medieval Town by Barnhill House).
ST09	149	38	Stamford Civic Society	Jackson's building center raises no objections for housing but will depend on availability of Uffington Rd replacement sites and resolution of road issues in that part of the town. This will be the case for Sycamores and Shairmans sites.	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
ST09	266	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2,4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST10	274	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2,4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST15	063	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2,4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST15	267	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2,4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST16	064	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2,4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.

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ST16	268	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST17	065	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST17	269	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST18	015	2	Stamford Bypass Group	Due to increase in population and demand for leisure facilities, ST18 should be allocated for leisure uses only	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	021	4		Concern that the site is partly owned by South Lincs Primary Care and partly owned by Peterborough & Stamford NHS Trust	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	027	6		Proposal for Stamford Hospital is against national policy due to the loss of a service in a strategic location. If Stamford hospital is closed, the public will have to travel to hospitals in other areas similar to what has happened with Bourne hospital.	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	059	8	Stuart Smith Reynolds	Community use and unlikely to become surplus to requirements	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	080	12	Lincolnshire Heritage	This site contains a Scheduled Ancient Monument and is not mentioned in the UCS	After further discussions with hospital administrators, this site is to be discounted from the study

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ST18	115a	26		If housing is built on The Stamford Hospital site, the population will grow and chances are that the new residents will need hospital facilities at some time. The hospital should remain to the benefit of many and not just to the benefit of a few houses...	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	115b	26		...the aging population cannot be expected to afford to travel down to Peterborough hospital. There should be improved infrastructure to support greater numbers	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	132	30		Appalled at this site being considered. Although it has since been announced in the press that closure is not an option, there is still the possibility otherwise the site would not have been included in the first place.	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	150	38	Stamford Civic Society	Want the hospital to remain but would support any proposal for the long term future of the site.	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	164	40		My concern is over the hospital and car parks because of proposals stated by Stamford Mercury. Can Stamford bear the loss of these amenities and has it been proven by SKDC that hundreds of new homes are needed in Stamford?	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	168	41		The hospital site should be removed from the UCS. In favour of keeping this site otherwise Stamford residents would then need to travel to Peterborough	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	173	44	Stamford Town Council	If plans emerge as to reasons why the hospital may close, then we would oppose it	After further discussions with hospital administrators, this site is to be discounted from the study
ST18	239	55	F H Gilman & Co	Concerns with this being included - may emerge as a windfall site in the future	After further discussions with hospital administrators, this site is to be discounted from the study

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ST19	174	44	Stamford Town Council	The town council feels this is a suitable site and would have no objections	Although support noted, this site is predominantly commercial and is not considered suitable for housing.
ST20a	004	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	Although this site is discounted in the UCS, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site.
ST20a	081	12	Lincolnshire Heritage	This site contains a Scheduled Ancient Monument and is not mentioned in the UCS. This site may have a knock on effect to sites ST20b & ST20c	Although this site is discounted in the UCS, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site.
ST20b	005	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	Although this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20b	018	4		These allocations are on allotment land and not in accordance with PPG3	Although this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20b	030	6		RSS8 considers flood risk. This site is considered at risk from flooding according to EA flood maps. Has this site been considered against this flood risk?. The increase in traffic that 100 houses on this site would be considerable	Any future development on any part of this site that lies within zones 2 & 3 of the EA Flood Zone Maps would require an FRA. This site is now to be included in The new 12Ha Welland Quarter area.
ST20b	055	8	Stuart Smith Reynolds	Site is not PDL	Although this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.

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ST20b	087	14	John Martin & Associates	E Bowman & Sons premises should not be included as part of this site but should be identified and analyzed separately because of the varied land uses including PDL, allotments and Greenfield. Current constraints may result in this site becoming available	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.
ST20b	088	14	John Martin & Associates	The sites of ST20b & ST20c in the UCS are considered misleading because of the varied land uses within these sites. The Bowman site within ST20b is unconstrained and could provide satisfactory access for land to the east.	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.
ST20b	151	38	Stamford Civic Society	Allotments on Priory Rd. This site is part of the Welland Quarter opportunity area and should be labeled as such. Currently the subject of a study. Includes ST20b & ST20c	As correctly stated, this site is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20b	175	44	Stamford Town Council	The council cannot see the logic of the 100 unit notional figure	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20b	208	52	Humberts	The inclusion of this site is contrary to the methodology outlined in paragraph 4.2 or the description is incorrect	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.
ST20b	249	56	GVA Grimley	Although site is included in the UCS. It is a Greenfield site and should be discounted	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.
ST20b	295	56	GVA Grimley	This site comprises of well used allotments and should be discounted from the UCS.	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.

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ST20b	330	56	GVA Grimley on behalf of Persimmon Homes	This site incorporates allotments. Such land is Greenfield and should not form part of this study.	Although some of this site is Greenfield, it is likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 units is now included.
ST20c	006	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	019	4		These allocations are on allotment land and not in accordance with PPG3	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	056	8	Stuart Smith Reynolds	Site is not PDL	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	176	44	Stamford Town Council	The council cannot see the logic of the 100 unit notional figure	A large portion of this site is now to be discounted. The inclusion of the western side of the site (ST20b) is Brownfield and any notional figures will be reassessed.
ST20c	209	52	Humberts	The inclusion of this site is contrary to the methodology outlined in paragraph 4.2 or the description is incorrect	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	210a	52	Humberts	Concerns are raised as to advice given by SKDC officers that some sites included in the UCS may not be looked favorably upon due to the loss of employment land. This advice is contrary to that given in Para' 3.3 and highlights the possibility that.....	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.

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ST20c	210b	52	Humberts	.....conclusions of study are incomplete. Therefore the validity of issuing and /or adopting the statement in its current form are of concern	The availability of employment land has been addressed by an Employment Land Review. This study acknowledges that a small loss in employment land will occur over the plan period and emphasizes the importance of providing alternative sites.
ST20c	250	56	GVA Grimley	Although site is included in the UCS. It is a Greenfield site and should be discounted	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	296	56	GVA Grimley	These site comprises of well used allotments and should be discounted from the UCS.	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST20c	331	56	GVA Grimley on behalf of Persimmon Homes	This site incorporates allotments. Such land is Greenfield and should not form part of this study.	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST22	066	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	This site has planning consent and will therefore be discounted from the UCS.
ST22	270	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	This site has planning consent and will therefore be discounted from the UCS.
ST23	008	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates land for housing and does not take account of traffic generation and sustainability	This site has planning consent and will therefore be discounted from the UCS.
ST23	067	8	Stuart Smith Reynolds	This site appears to be below the threshold of 10 units	This site has planning consent and will therefore be discounted from the UCS.
ST23	271	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	This site has planning consent and will therefore be discounted from the UCS.

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ST24	009	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST24	177	44	Stamford Town Council	If this site does come available, it would be appropriate for housing development	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST24a	010	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST24a	241	55	F H Gilman & Co	This site should be reserved as the landing point for a 2 <sup>nd</sup> bridge from Water Street as outlined by The Chamber of Trade in 2001	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	011	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation and sustainability	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	028	6		Proposal of closing Wharf Rd car park means no parking facilities available for shoppers or visitors to The Arts Center	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	060	8	Stuart Smith Reynolds	Town Center car park is unlikely to become surplus to requirements. Town center car parking strategy will determine need to retain in existing use	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.

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ST25	116	26		Stamford is a tourist attraction and is under-provided for car parking and this provision should remain for both residents and visitors. To build on existing car parks results in alternative sites needing to be found for new car parks	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	133	30		If this site is used for housing, where are the townsfolk and visitors to Stamford going to park. The already overcrowded roads will be even more congested with new housing where residents go to work in neighboring areas as there is little employment here	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	152	38	Stamford Civic Society	While acknowledging the problems that face SKDC with this site. The Wharf road car park is of great importance to the economy of the town center	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	165	40		My concern is over the hospital and car parks because of proposals stated by Stamford Mercury. Can Stamford bear the loss of these amenities and has it been proven by SKDC that hundreds of new homes are needed in Stamford?	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	240	55	F H Gilman & Co	The Chamber of Trade 2004 car parking information pack shows there is little to be gained by including this site for residential development. The site may have possibilities but no project should be considered unless it triples the no. of car parking space	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST25	297	56	GVA Grimley	Issues raised are loss of Town Center car parking and contamination of the site. Therefore this site should be discounted.	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.

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ST25	332	56	GVA Grimley on behalf of Persimmon Homes	Site car park serves Town Center. Site is heavily contaminated and is therefore not viable for residential development. Furthermore, the site has adjacent industrial uses resulting in noise and disturbance if delivered.	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST26	012	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation or sustainability	This site is now likely to be included within a new mixed-use development called The Welland Quarter. Further consultation is being carried out for this new 12Ha site. A notional figure of 100 residential units is now included.
ST26a	013	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates land for housing and does not take account of traffic generation or sustainability	Site considered suitable but relies on relocation to alternative site which is yet to be found. This constraint reflected in timescale being 5-10 years. Sustainable location. Other wider issues addressed in forthcoming LDF.
ST26a	272	56	GVA Grimley	This site is included in the study but is below 0.4Ha in size	Paragraph 4.3 to be amended to state that sites that meet all the criteria specified in table 2.4 and are above 0.4Ha in size or have capacity for 10 or more units are included. Sites below 0.4Ha and below 10 units should therefore be discounted.
ST26b	014	2	Stamford Bypass Group	UCS not comprehensively researched. Ignores issues of flooding, conservation of historic buildings and natural environment. It allocates allotment land for housing and does not take account of traffic generation or sustainability	This site is classified as Greenfield and therefore discounted in the UCS.
ST27	020	4		This allocation is on an existing sports field and not in accordance with PPG3	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale. Access will be a consideration for any new site found.
ST27	057	8	Stuart Smith Reynolds	Site is not PDL	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
ST27	061	8	Stuart Smith Reynolds	PPG17 issues	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale.
ST27	153	38	Stamford Civic Society	We understand the need for better facilities for this club and look to its relocation to one that has good access	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale. Access will be a consideration for any new site found.
ST27	242	55	F H Gilman & Co	The football ground site is well situated near to the cattle market site and can be used by home and away supporters alike. Possibilities may arise for the relocation when the new relief road connecting Queen Eleanor TC with Ryall Rd is finalized	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale.
ST27	298	56	GVA Grimley	Site subject to wider sports review within the Town. Proposals contrary to PPG17 and should be discounted until up-to-date assessment carried out or suitable relocation site found.	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale.
ST27	333		GVA Grimley on behalf of Persimmon Homes	Football club are yet to find a suitable site of sufficient size. It is also the subject of strong opposition and the site should be discounted for these reasons.	This site is involved in sports facility review with possibilities of relocating to another site. Still unresolved issues so 5-10 year timescale.
ST28	117	26		Stamford is a tourist attraction and is under-provided for car parking and this provision should remain for both residents and visitors. To build on existing car parks results in alternative sites needing to be found for new car parks	This site is discounted within the UCS.
ST28	155	38	Stamford Civic Society	The cattle market site should have a pricing policy to encourage its use on all days of the week. We would not want to see a reduction in the number of car parking spaces	This site is discounted within the UCS.
ST28	243	55	F H Gilman & Co	In due course the site may have possibilities but no project should be considered unless it triples the no. of car parking spaces here	This site is discounted within the UCS.

<i>Site ID</i>	<i>Obj'n No</i>	<i>Response ID</i>	<i>Company_Name</i>	<i>Summary of representation</i>	<i>Policy Team response</i>
ST30	178	44	Stamford Town Council	If this site does come available, it would be appropriate for housing development	Site is not likely to become available and is discounted in the UCS.
ST30a	179	44	Stamford Town Council	If this site does come available, it would be appropriate for housing development or a multi-story car park	This site is discounted within the UCS.
ST33	118	26		The sporting activities allowed on this site should be retained and not be redeveloped using piecemeal development	Site falls below area and unit thresholds and is therefore discounted.
ST33	180	44	Stamford Town Council	support only given if a suitable site could be found for relocation for the rugby club and play area within the vicinity	Site falls below area and unit thresholds and is therefore discounted.
ST34	119	26		The sporting activities allowed on this site should be retained and not be redeveloped using piecemeal development	Site falls below area and unit thresholds and is therefore discounted.
ST34	181	44	Stamford Town Council	support only given if a suitable site could be found for relocation for the rugby club and play area within the vicinity	Site falls below area and unit thresholds and is therefore discounted.
ST35	120	26		The sporting activities allowed on this site should be retained and not be redeveloped using piecemeal development	Site falls below area and unit thresholds and is therefore discounted.
ST35	182	44	Stamford Town Council	support only given if a suitable site could be found for relocation for the rugby club and play area within the vicinity	Site falls below area and unit thresholds and is therefore discounted.

# REPORT TO CABINET

REPORT OF: HEAD OF PLANNING POLICY AND ECONOMIC REGENERATION

REPORT NO. LPA 541

DATE: 5<sup>th</sup> December 2005

<b>TITLE:</b>	<b>CONCLUSIONS FROM PUBLIC CONSULTATION ABOUT THE URBAN CAPACITY STUDY</b>
<b>FORWARD PLAN ITEM:</b>	<b>BACKGROUND DOCUMENT FOR THE LOCAL DEVELOPMENT FRAMEWORK</b>
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	<b>Key Decision</b>

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	<b>CLLR SMITH – ECONOMIC PORTFOLIO</b>
<b>CORPORATE PRIORITY:</b>	TOWN CENTRES (A) PLANNING AND CONSERVATION AND AFFORDABLE HOUSING (B)
<b>CRIME AND DISORDER IMPLICATIONS:</b>	<b>MINOR</b>
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	<b>REPORT AND UCS AVAILABLE FOR PUBLIC USE ON THE COUNCILS WEBSITE</b>
<b>BACKGROUND PAPERS:</b>	Planning and compulsory Purchase act 2004 PPG3 (Tapping the Potential- good practice guide) <b>South Kesteven Draft UCS March 2005</b> <b>Responses to consultation received March – April 2005</b> <b>Employment Land Review – October 2005</b>

## **1. INTRODUCTION AND SUMMARY**

- 1.1 During March and early April this year a period of public consultation was undertaken on the findings of the draft Urban Capacity Study (UCS). The objective of an UCS is to identify potential capacity for housing development on brownfield and other underused land within urban areas, this work forms an important part of the background evidence for the emerging LDF documents. The UCS was undertaken as a joint project between planning officers from the Council and a chartered surveyor from Humberts. The study was undertaken during the summer and autumn of 2004 and the figures included within the study for housing land supply were dated at September 2004.
- 1.2 The consultation period was officially four weeks, although representations submitted before and after the consultation period have been taken on board and are included in the summaries appended to this report. As part of the consultation, efforts were made to identify and consult with landowners or other individuals / organisations with a known interest in land which had been identified in the study. It is acknowledged however that 100% coverage was not achieved. However a notice was put in the local papers and press coverage was received about consultation on the document, which was available on the Council's website and at local district offices and libraries. In addition an agents forum was held to inform those active in the local development industry of both the UCS and the emerging Interim Housing Policy and the period of public consultation on each.
- 1.3 As a result of this consultation some 337 comments have been made by 56 individuals and organisations about the UCS. These comments have been summarised in the schedule appended to this report. Comments made range from objection or support to the inclusion and exclusion of specific sites to comments upon the methodology and general conclusions reached by the study. This report summarises the main issues emerging from the consultation and provides an officer response to each.

## **2. RECOMMENDATION**

- 2.1 Cabinet is asked to note the detailed comments and Officer response made about the UCS and summarised in the attached schedule (Appendix B).
- 2.2 Cabinet is asked to endorse the approach set out in this report to:
- Update Housing Land supply figures used in the UCS to 30<sup>th</sup> September 2005
  - Amend the methodology set out at the beginning of the study to clarify that sites of 0.4 ha or with an anticipated capacity of 10+ dwellings have been included and that all Greenfield sites including allotments are excluded from the study.

- Update the conclusions for each site included in the UCS which has received planning permission since September 2004 (this should include the deletion of a capacity for Springfield Park and Gonerby House which were included as both commitments and UCS sites in the consultation draft)
- Update all relevant site details where information about the site has been made available through the consultation process, this includes discounting sites where the land owner or occupier has provided information suggesting that the site would not be available for redevelopment for housing;
- Fully assess the additional sites suggested through the consultation process and include these sites if suitable for housing development in the UCS
- Give further detailed consideration to the issue of sites currently in an employment use and consider the conclusions raised in the employment land review (ELR) to the UCS

2.3 These changes should be incorporated into a final UCS which should be published as a background document for the LDF.

### 3. **DETAILS OF THE REPORT**

3.1 Through public consultation on the UCS a number of individual comments have been made, particularly about specific sites. All comments have been summarised in the schedule appended to this report. In addition to the site specific issues, comments have also been made about the methodology and conclusions set out in the summary at the beginning of the UCS. These more general issues are considered below.

#### 3.2 Site size

3.2.1 The report identifies that only sites of 0.4 ha or larger have been considered in the study. In actual fact the study does include a number of smaller sites, however these are sites where the anticipated capacity is greater than 10 dwellings. This is primarily because of the nature and location of the sites which lend themselves to high density development for flats and apartments. In many cases sites have been identified because of previous or current undetermined planning applications for such development, for example the Impress Metal Packaging site on Springfield Road, Grantham.

3.2.2 The text of the report should therefore be corrected to show that sites of 0.4 ha or larger or 10 + dwellings have been included in the study. This change will also need to apply to the section on Windfall development, which again sets out that the windfall allowance is calculated for small sites of less than 0.4 ha. The windfall allowance made is based on historical rates for small site development. It should be clarified that this includes sites where less than 10 dwellings have been built and generally encompasses site of less than 0.4 ha. This clarification is essential as it demonstrates that sites which are less than 0.4 ha but which yield greater than 10 dwellings have not been double counted.

### 3.3 Sources of Capacity

- 3.3.1 This section of the study identifies the main sources of capacity as previously developed land (pdl); and sites which may become pdl during the period to 2021. As such one category of land which is included in the UCS and to which objection has been made is car parks.
- 3.3.2 Surface car parks are identified in Tapping the Potential (the ODPM guide to preparing UCS's) as an underused land resource. Redevelopment of car parks can provide a much more efficient use of land combining a number of different uses, including offices, commercial uses, housing and car parking. Redevelopment of car parks in such a way may actually result in an increase in parking provision rather than a loss. Of the car parks identified in the study – most have been discounted, the few which were identified with a potential capacity were considered to lend themselves to redevelopment for flats over car parking, however in response to the consultation it is considered that the following sites be discounted:
- Rainbow stores car park, Market Deeping (De 07, De08 De09) capacity 15 units
  - Watergate car park, Grantham (GR 39) capacity 30 units
- 3.3.3 Sites which have been specifically excluded by the study include greenfield sites, existing areas of housing which may have potential for redevelopment and vacant upper floors or housing which may have potential for conversion to flats.
- 3.3.4 Greenfield sites have been specifically excluded from the study as the objective of an urban capacity study is to identify sites which fall within the first step of the sequential approach to the identification of sites for development (that is previously developed sites within urban areas). It should be noted that allotments are considered to be greenfield and should not therefore be included in the study. It has also become apparent that three sites which have been included in the study are essentially greenfield, and should be discounted. The following sites should therefore be discounted from the study:
- Parts of The Croft, Bourne (Bo17, Bo18 and Bo19) capacity reduced to 51
  - Churchfield, Spalding Road, Market Deeping (De 16) capacity 38
  - Allotments r/o Priory Road, Stamford (ST20b/ST20c) capacity 100
- 3.3.5 There were a number of sites identified in Stamford that are now to be included within the boundary of The New Welland Quarter Opportunity Area as detailed in The Town Center Action Plan consultation draft July 2005. This new site will encompass 8 sites that were originally identified in the draft UCS. It is therefore considered that the following sites should be discounted from the study:
- ST20a – Paddock adjacent to the Priory (capacity 0)
  - ST20b/ST20c – Allotments r/o Priory Road (capacity 100) (this is also a Greenfield site listed in paragraph 3.3.5)
  - ST21 – Works site between Adelaide St and river (capacity 0)
  - ST24 – Harrison Ford, Wharf Road (capacity 0)

- ST24a – Former gas site, Gas Street (capacity 0)
- ST25 – Wharf Road car park (capacity 60)
- ST26 – Depot and works, Wharf Road (capacity 0)

And the following site added:

- - The Welland Opportunity Area (capacity 100)

3.3.6 If final approval is given for this new 12 ha opportunity area, any future development is likely to include a mixture of quality new retail floorspace, leisure facilities, commercial development, enhanced public parking and housing. It may be necessary to relocate some of the existing uses in order to achieve a comprehensive development rather than any piecemeal approach. For the housing element of the mixed-use site, a notional figure of 100 residential units is given with adjustment being made for any loss of capacity for sites that are within the boundary of the new opportunity area.

3.3.7 A number of additional sites have been suggested that have not been previously considered. Some of these sites do not meet the identified methodology (for example they are too small or are Greenfield or lie outside the built up confines of the urban area). It is not considered appropriate to include them in the study at this stage. The following were suggested, but do not meet the specified methodology:

- Land west of the railway line close to Pennine Way, Grantham
- Allotments east of site GR17 between Harlaxton Rd & Springfield Rd, Grantham
- Large area of land to the north-west of Grantham between railway and Great Gonerby
- Area of land to the east of Great Gonerby
- Plot adjacent to site ST02a off Casterton Road, Stamford
- Plot r/o 117 to 129 Kesteven Road, Stamford
- Land to the east of Stamford
- Land to the east of Stamford (adjacent Stamford 250 proposal)
- Land west of Beaufort Drive, Bourne
- Old Texas warehouse, Venture Way, Grantham

3.3.8 5 sites which have been suggested do meet the methodology and should be included with a capacity within the UCS. The capacity or discounting of these additional sites should be subject to the same assessment methods as all sites considered in the draft UCS. The following new sites to be included in the study along with their suggested capacity are:

- Old sewerage works of Uffington Road, Stamford (capacity 33)
- Land south of Uffington Road Stamford (capacity 64)
- Land r/o 60 Ryall Road, Stamford (capacity 10)
- North Street Car park, Stamford (capacity 20)
- Site between 146 to 152 Alexandra Road, Grantham (capacity 10)

### 3.4 Sites currently in Employment Use

- 3.4.1 A number of sites have been identified in the UCS which are currently in an employment use. This is particularly the case in Grantham. These sites have been identified for a number of reasons. Firstly there is an increasing emphasis in national and regional guidance to re-examine and reconsider the suitability of employment land allocations (see amendments to PPG3 Housing published in January 2005). In addition Tapping the Potential advises that in preparing an UCS consideration should be given to sites which may become “previously developed” during the plan period. In this way sites which would once have been considered large windfall sites can be quantified as part of the housing land supply calculation.
- 3.4.2 To this end the UCS has sought to identify sites which may come forward for redevelopment during the 16 years to 2021. Sites which are currently in employment use have been identified in this UCS where they are considered to be a non-conforming use (that is a use which could be considered a bad neighbour, for example Vacu-lug in Grantham), where sites are known to no longer be appropriate for the use currently operating from them, this may be by virtue of the location in the highway network, or because the building/site is no longer appropriate for their business. Sites have also been included where previous discussions have been held with land owners/occupiers about their future intentions in terms of relocation, downsizing or redevelopment.
- 3.4.3 The general issue of a reduction in the supply of employment land arising from redevelopment for housing is of concern to many respondents. This is a very valid concern, which is shared by the Councils Economic Development Manager, particularly in light of the current situation where very little land is readily available in the district for existing firms to relocate to. Whilst the Council would not wish to see local employers closing down and moving away, it must recognise that if a firm decides that its premises are no longer suitable or appropriate to their operational requirements they will seek to address these shortfalls. This might be through the redevelopment on site, however it may also be through relocation to new premises. The Council must take a pragmatic approach to the future of these sites, a clear strategy will need to be developed to ensure that local employers are not lost and that the local economy remains vibrant. It is acknowledged that there is a current shortage of attractive, readily available employment sites within all four towns, however it must also be recognised that some land which is currently in employment use in the towns is poorly located, unattractive and inappropriately designed for modern businesses.
- 3.4.4 Concern has been raised regarding the amount of employment land which has been identified within the towns as having potential for redevelopment to housing together with the supply of new employment land. These issues have been explored further in a detailed Employment Land Review (ELR) which will not only inform the conclusions of the UCS about certain sites but will also be used to inform the preparation of employment and housing policies in the relevant DPD.

3.4.5 The conclusions given in the ELR (paragraph 5.11) relating to the loss of employment land to non-employment uses are as follows:

Many employment sites identified in the UCS are no longer suitable or in appropriate locations for modern business. The redevelopment of a number of sites, especially those within and close to the town centres, for non-employment use over the Study Period will be significant.

The ELR estimates that up to 2021, the following losses of employment land will occur:

- Grantham – 9.19ha (this excludes the Canal Basin area, due to the size and uncertainty of development)
- Stamford – 2.48ha
- Bourne – 3.21ha
- The Deepings – 2.21ha

3.4.6 This identifies that all of the 4 towns relative to their population are expected to see a loss of employment land. It is therefore key that alternative land is identified in order that relocation of existing uses can be facilitated and employment land is retained rather than lost.

3.4.7 The ELR does however confirm the assumptions made about specific sites within the UCS. There is therefore no need to make changes to the capacity figures within the UCS. What the ELR has done however is flag up the consequences of loss of employment sites in all 4 towns and the importance of ensuring redevelopment is phased into a latter part of the LDF period when replacement employment land should be identified and available.

3.4.8 One particular site in Frognall (Ampy Automation), is currently a large employment site which have some 300 employees. Ampy are actively looking to relocate from their existing site on the eastern edge of Frognall to a more suitable site within the district with land at The Northfield Industrial Estate in Market Deeping providing a possible option.

3.4.9 A concern is that the Ampy site is considered to be in a fairly unsustainable location where most necessary journeys are likely to be made using the motorcar. The Planning Inspectorate held a similar view on sustainability with an appeal site on the corner of Spalding Road and Hall Meadow Road (The Glandell site). This was one of The Planning Inspectorate's main concerns for dismissing the appeal for the Glandell site on 23<sup>rd</sup> October 2003

3.4.10 At this stage, the Ampy site should be discounted in the UCS, but given the exceptional circumstances surrounding this site (a major employer with a lack of relocation options within the district and activity at the site being a non-conforming use), if reasonable evidence is submitted as part of a planning application proving that all other options have been explored, the site may be considered acceptable for a mixed-use development.

Comments have also been made from other sources that the Vacu-lug site in Grantham (capacity 95) should be discounted as the firm have no intention of moving. However, after discussions with the owners of the site, it is to remain in the UCS with no alterations to its status.

3.4.11 As a result of the consultation on the UCS and the information given in the ELR, it has become apparent that changes should be made to some sites following correspondence from owners or operators or assumptions made about the availability of a site or the timescale for availability are different from those made in the study. Therefore, it is recommended that the following sites be discounted:

- Ampy Automation Frognall, (DE18) capacity 30 units
- Warner's Car Park, Bourne (BO11) capacity 20 units
- Stamford Hospital, Ryhall Road, Stamford (ST18) capacity 30 units

And that the capacity identified on the following sites be moved into a different 5 year time band:

- Land & buildings between Burleigh St, North St and Market Place, Bourne – timeframe adjusted from 5-10yrs to 0-5yrs
- Workshop adjacent to Rainbow Superstore, Market Deeping – timeframe adjusted from 0-5yrs to 5-10yrs
- Land between Springfield Road and Harlaxton Road, Grantham – timeframe adjusted from 5-10yrs to 0-5yrs
- Wordsworth Holdings, Grantham – new timeframe of 10-15yrs
- Site at South Street, Bourne (BO08a) – timeframe adjusted from 5-10 years to 0-5 years

### 3.5 Contaminated Land

3.5.1 The issue of contamination of sites identified in the UCS was explored as part of the discounting process. The Council's Environmental Health Service is in the early stages of preparing a register of Contaminated land, however at that time this comprised a desktop survey of potential sites. It was therefore concluded that as most of the site identified would be likely to have some degree of contamination that the issue of contamination was not a sound reason for discounting any of the sites. A contamination report would be required prior to the development of any site, this would identify the appropriate mitigating measure which would be required to treat any contamination issues on individual sites. It is considered that reference to this matter should be included within the summary at the beginning of the report.

### 3.6 Discounted sites and site capacity

3.6.1 A number of comments have been made by landowners about the actual availability and suitability of sites which have been discounted or which indicate that the capacity applied to a site within a certain phase of the plan period is incorrect.

- 3.6.2 These comments and any additional information have been reviewed. In some case it is considered that no change should be made to the discounting or capacity applied. However changes should be made to the following sites:
- Land & buildings between Burleigh St, North St and Market Place, Bourne - capacity changed from 40 to 80
  - Wordsworth Holdings, Grantham – capacity changed from 0 to 50
  - Premises at South Street, Bourne – capacity changed from 60 to 75

3.6.3 In particular it should be noted that it is possible that the Wordsworth Holding site in Grantham may come forward for redevelopment before the end of the plan period. Therefore a nominal capacity of 50 dwellings is included in the last phase of the plan period for this site. (It should be recognised that the total capacity figure for this site is much greater and could be as much as 550 dwellings, however it's development is largely dependant upon infrastructure issues in particular the provision of access via an east west by-pass)

### 3.7 Sites with Planning Permission

3.7.1 The UCS was prepared over a six month period. During this period of time a number of sites which were assessed were also being considered through the planning application system. Every effort was made to ensure that sites which gained planning permission were discounted to ensure that there was no double counting included within the housing land supply calculation at the end of the report. Unfortunately two sites failed to be discounted. One of these was the site at Springfield Park, Grantham which was included in the Urban capacity study with a capacity of 300 dwellings but also included in the commitments with a capacity of 370. This approved capacity has now increased to 432. The UCS therefore includes a double count of 300 houses for this site, which should now be discounted. The second site was part of the land at Gonerby House (GR02), which had permission for 10 dwellings (this site was identified in the UCS with a capacity of 12). A further application on the remaining part of this site has since been approved increasing the total site capacity to 21.

3.7.2 During the twelve months since September 2004 a number of sites included within the UCS with a capacity have gained planning permission. The capacity of these sites will now be included within the “commitment” figure, therefore the following sites should be discounted from the UCS:

- GR02 Gonerby House, Grantham – capacity 12
- GR04 Mount Street, Grantham – capacity 25
- GR10 Calder Close, Grantham – capacity 34
- GR16 Springfield Park, Grantham – capacity 300
- GR32 Railway Club, Huntingtower Road, Grantham – capacity 32
- GR36 Autumn Park & adjacent buildings, Grantham – capacity 100 (part site)
- GR42 Land r/o Belton Lane & Harrowby Lane, Grantham – capacity 10 (part site)
- GR53 Former tyre depot and house on Welham Street, Grantham – capacity 40

- GR63 Commercial buildings on Cambridge St. Grantham – capacity 10 (part site)
- ST02a/ST02b/ST02c Redundant Brickworks, Stamford – capacity 200
- ST22 Land between 7-8 St. Leonard Street, Stamford – capacity 14 (part site)
- ST23 Vacant car showroom, Wharf Road, Stamford – capacity 12

3.7.3 A representation has also been made by the developers of Elsea Park, Bourne indicating that they consider that the overall capacity of that site (estimated in the “commitment” figure to be 2000 dwellings) could in fact be higher. However quantifying this is very difficult at this stage. Any additional capacity on this site will be monitored as part of the plan monitor and manage approach and the final capacity of the site will become evident in the latter stages of the plan period.

### 3.8 Housing Land Supply

3.8.1 The amount of land which has been developed for housing and the amount of land for which planning permission has been granted are monitored on a regular basis. Annual figures for financial years (1<sup>st</sup> April – 31<sup>st</sup> March) are provided to Lincolnshire County Council and the East Midlands Regional Assembly for monitoring purposes. These figures will also be included in the 1<sup>st</sup> Annual Monitoring Report (AMR) which is due to be published in December this year. The figures included in the UCS for overall housing land supply were dated at September 2004. Monitoring for the year 2004-2005 has now been completed. A further review (April 2005-October 2005) on housing completions and commitments has been finalised and the relevant statistics updated.

3.8.2 At 30<sup>th</sup> September 2005 a total of 4848 dwellings had planning permission (this is an increase of just over 400 on the September 2004 figures). In addition 2730 dwellings have been built in the district since 1<sup>st</sup> April 2001 (an increase of 605 dwellings since September 2004).

## 4. **CONCLUSION**

4.1 As a result of the comments made about sites included within the draft UCS it is considered that the following additional sites (or extension to sites) should be considered for potential for residential development during the plan period.

Table 1

Town	Site location	Site size	Suggested capacity if suitable (based on 30 / 40 Ha)
Stamford	Old sewerage works off Uffington Road	0.94 ha	33
Stamford	Land South of Uffington Road (includes ST19)	1.83 ha	64
Stamford	North Street car park and adjacent buildings	0.35 ha	20
Stamford	Land to the r/o 60 Ryhall Road	0.27 ha	10
Stamford	New Welland Quarter Area (mixed use)	12 ha	100
Grantham	Land between 146 to 152 Alexandra Road	0.04 ha	10
<b>Potential new capacity</b>			<b>+ 237</b>

4.2 As a result of the comments received, 14 sites should now be discounted from the UCS reducing the overall capacity by 356 dwellings. Table 2 below indicates which sites are to be discounted.

Table 2

Site Reference	Site Location	Capacity	Reason for discounting
ST20b/ST20c	Allotments r/o Priory Road Stamford	100	Site to become part of Welland Opportunity Area
ST25	Wharf Road car park	60	Site to become part of Welland Opportunity Area
BO17-BO19	*The croft (capacity 84-51)	33	Reduced capacity to 51
DE07-DE09	Service areas & car park to Rainbow Superstore	15	Agreed to discount
DE16	Churchfield, Spalding Road & Broadgate Lane	38	Greenfield site
DE18	Ampy Automation, Frognall	30	Agreed to discount
ST 18	Stamford Hospital, Ryhall Road	30	Agreed to discount
BO 11	Warner's car park, Bourne	20	Recently extended with Greenfield element
GR 39	Watergate Car Park, Grantham	30	Agreed to discount
<b>Total Capacity to be discounted</b>		<b>356</b>	

4.3 As a result of the consultation the overall capacity of the sites included in table 3 below should be changed. This results in an overall increase in capacity of 105 dwellings

Table 3

Site Reference	Site Location	Change in capacity	Reason for change
BO12-BO15	Land & buildings between Burleigh St, North St & Mkt Place	+40	Information leads to increase from 40 to 80 units
GR22	Wordsworth Holdings	+50	Notional figure of 50
BO08a	South Street, Bourne	+15	Revised boundary
<b>Total change in capacity</b>		<b>+105</b>	

4.4 As a result of planning permissions granted during the period September 2004 – 30<sup>th</sup> September 2005, 14 sites, with a total capacity of 789 should be discounted from the UCS and an increased capacity of 653 (including a reduction of 300 for Springfield Park) added into the “commitment” figure in the final supply table.

Table 4

Site Reference	Site location	Approved capacity by Planning permission	UCS capacity	Overall change+/-
GR02	Gonerby House, Gonerby Road	21	12	9
GR04	Mount Street	20	25	-5
GR10	Calder Close	34	34	0
GR16	Springfield Park	432 (370 included in commitments)	300	-238
GR32	Railway Club Huntingtower Road	32	32	0
GR36	Autumn Park & adjacent commercial buildings (part)	140	100	40
GR42	Land to r/o Belton Lane & Harrowby Lane (part)	7	10	-3
GR53	Former tyre depot and house on Welham Street	48	40	8
GR63	Commercial buildings on Cambridge Street (part)	4	10	-6

ST02a/ST02b /ST02c	Redundant W.C. Brickworks	273	200	73
ST22	Land between 7-8 St. Leonard's Street (part)	2	14	-12
ST23	Vacant car showroom Wharf Road	10	12	-2
<b>Total Change in Capacity</b>		<b>653</b>	<b>789</b>	<b>-136</b>

4.5 Table 5 below indicates the changes arising to the Housing land supply calculation as a result of the changes suggested in response to the consultation on the UCS. The figures of urban capacity for each town are based upon the conclusion of this report.

Table 5

	Complete 2001-05*	Planning approvals @30/9/05	Revised UCS capacity	Small site windfall	Total Supply	Structure Plan	+/-
Grantham	752	1352	1081	340	3525	3800	-275
Stamford	327	519	392	255	}	}	
Bourne	398	2148	276	119	}4723	}3500	+1223
Deepings	122	57	25	85	}	}	
Rural	1131	772	N/a	0	1903	1900	+3
<b>Total</b>	<b>2730</b>	<b>4848</b>	<b>1774</b>	<b>799</b>	<b>10151</b>	<b>9200</b>	<b>+951</b>

\* Completion figures for 1/4/2001 – 30/9/2005

## 5. CONTACT OFFICER

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## Appendix A

### Summary of UCS sites for Grantham, Stamford, Bourne and The Deepings

## Appendix B

### Schedule of Comments made about the Draft Urban Capacity Study (March 2005)

## REPORT TO CABINET

REPORT OF: HEAD OF PLANNING POLICY AND ECONOMIC DEVELOPMENT

REPORT NO. PLA 542

DATE: 5<sup>TH</sup> December 2005

<b>TITLE:</b>	REVIEW OF THE EAST MIDLANDS REGIONAL PLAN TO 2026: OPTIONS FOR CHANGE
<b>FORWARD PLAN ITEM:</b>	No
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	CLLR SMITH – ECONOMIC PORTFOLIO
<b>CORPORATE PRIORITY:</b>	TOWN CENTRES (A), PLANNING AND CONSERVATION (B) AND AFFORDABLE HOUSING (B)
<b>CRIME AND DISORDER IMPLICATIONS:</b>	MINOR
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	DOCUMENTS ARE AVAILABLE ON THE COUNCILS WEBSITE <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>
<b>BACKGROUND PAPERS:</b>	Regional spatial strategy (RSS8) March 2005 (ODPM) A Review of the East Midlands Regional Plan to 2026 (EMRA) – Options for Change Report to Cabinet (report no. PLA503) 6 <sup>th</sup> June 2005 on RSS Review Issues Consultation

## 1. INTRODUCTION OR SUMMARY

1.1 The East Midlands Regional Assembly (EMRA) has issued for public consultation a document entitled Options for Change as part of the review of the Regional Spatial Strategy. The District Council has been invited to comment upon the options. Responses should be returned to the Regional Assembly by 16<sup>th</sup> January 2005. This report summarises the issues upon which we are being consulted and recommends further action. As with previous consultation on the Issues which took place during the summer of this year it is anticipated that a “joint” Lincolnshire response will also be presented to EMRA via the Lincolnshire assembly.

1.2 This consultation document identifies three issues for consultation:

- changes to the Sub-Area Boundaries: the proposal is to amend the boundaries so that District Council areas, Housing Market Areas and sub-areas sit within each other.
- policies to guide future development form: the proposal asks whether the sequential approach and the sustainability criteria in Policies 2 and 3 of the current Regional Plan (RSS8) can be improved.
- the scale and distribution of new housing: three levels of development and three methods of housing distribution give rise to nine options for consultation. Indicative housing figures are provided for each district for each option.

1.3 Cabinet members will be provided with a full copy of the Options for Change. Copies are also available in Planning Reception and to download on the EMRA website using this link [East Midlands Regional Plan](#)

## 2 RECOMMENDATION

**2.1 That this Council agrees with the proposed amendment to the Eastern Sub-Area.**

**2.2 That this Council agrees that Policies 2 and 3 of the current RSS8 encompass the key principles of sustainability and should be retained.**

**2.3 That this Council prefers Option 2A for housing development (that is to follow trend based projections for both the level and distribution of housing in this district).**

## 3 DETAILS OF THE REPORT AND OFFICER COMMENT

3.1 **Sub-Area Boundaries:**

- Lincolnshire is located in the Eastern Sub-Area of the current regional spatial strategy, which comprises Lincolnshire, Rutland and the eastern parts of Nottinghamshire and Leicestershire.

- The proposal is to amend the boundaries on the basis of Housing Market Areas (HMAs). It is also proposed that District Council areas, HMAs and the sub-areas will all sit within each other.
- The proposed new Eastern Sub-Area boundary has been moved slightly eastwards so that it will comprise all the districts of Lincolnshire, as well as Rutland.
- The document recognises that some district council areas are influenced by more than one HMA and also by adjacent regions and major urban centres. It states that these influences will be reflected in Regional Plan policies, as they are developed.

### 3.2 Officer Comment:

- It would seem more logical to follow the administrative boundaries of the district councils comprising the East Midlands region.
- Recognition that some districts, such as SKDC, are influenced by cross-boundary issues, such as location of employment and housing, is welcomed. The apparent intention of the Regional Plan to reflect these issues in policy development is also welcomed.
- Housing Market Areas are a relatively new concept which relate to the patterns of household movements. They are defined as the geographical areas which contain both the origin and destination of the great majority of households who move home. There are implications for SKDC, as we are placed in a Peterborough HMA, along with Rutland and South Holland. Work has already begun with these authorities to achieve greater consensus. It is expected that work on a joint Housing Market Assessment will begin next year.

### 3.3 **Development Form policies:**

- The current Regional Plan addresses the issues of sustainable development, and making more efficient use of land, resources and infrastructure by the use of two core policies: Locational priorities for Development (the sequential approach) and sustainability Criteria. (Policies 2 and 3 of RSS8).
- Options for Change does not propose that these policies be revised. The question posed for consultation is whether they can be improved.

### 3.4 Officer Comment:

- No change is required to Policies 2 and 3 of the current Regional Plan (RSS8), as they encompass the Government's key principles, set out in PPS1: Delivering Sustainable Development, which underpin all development.

### 3.5 **The Scale and Distribution of New Housing:**

As far as this Council is concerned, the key issue is the housing figures. The consultation presents the options for new housing provision for each of the Sub-Areas within the East Midlands region, and breaks this down for each district within the HMA and Sub-Area.

3.5 The amount of development is considered under three headings:

- 1 Limiting Growth: based on ODPM trend projections less 20%. This is virtually identical to that envisaged in RSS8 of around 10,960 dwellings for the region per year.
- 2 Trend Based Growth: based on ODPM trend projections. This is higher than the current RSS8 at around 13,700 dwellings per year.
- 3 Going for Growth: based on ODPM trend projections plus 20%. This is considerably higher than RSS8 at around 16,440 dwellings per year.

3.6 The location of new housing development is considered under three headings:

- A Trend Based: distribution of houses is based on ODPM trend projections. This envisages lower growth in many larger urban areas and growth in many rural areas and small and medium sized towns.
- B Urban Concentration plus Regeneration: based on policies in both RSS8 and recent Structure Plans. This envisages growth in the main urban centres (eg Lincoln), Sub-Regional Centres (eg Grantham) and some regeneration areas, but limits growth elsewhere.
- C Strong Urban Concentration: based on B above, but with higher levels in Derby, Leicester, Lincoln and Nottingham, and with reductions in surrounding areas. This gives very low development rates in rural areas.

3.7 These three levels of development and three ways of distribution give rise to nine options for consultation.

Indicative figures for each of the options are shown in the table below:

Housing Provision Option Table: Peterborough (Partial) Housing Market Area

Area	Current Provision (pa) <sup>1</sup>	Current Build Rate <sup>2</sup>	ODPM Trend (pa) <sup>3</sup>	1A	1B	1C	2A	2B	2C	3A	3B	3C
whole HMA	958	1341	1360	1090	960	810	1360	1200	1010	1630	1440	1210
Rutland	118	158	140	110	120	100	140	150	120	170	180	150
South Holland	380	606	590	470	380	320	590	480	400	710	570	480
<b>SKDC</b>	<b>460</b>	<b>577</b>	<b>630</b>	<b>510</b>	<b>460</b>	<b>390</b>	<b>630</b>	<b>570</b>	<b>490</b>	<b>750</b>	<b>690</b>	<b>580</b>

<sup>1</sup> From the latest version of the relevant Structure Plan

<sup>2</sup> Average Annual Build Rate for the period 1999-2004

<sup>3</sup> 2002 ODPM Interim Household Projections (unadjusted) 2003 Population Projections

3.8 Officer Comment:

The likely implications for SKDC for each option are:

- Option 1A Below Trend Growth with Trend Based Distribution:**  
lower than both trend and current build rate. This option is likely to exacerbate affordability problems, especially in areas of high demand.
- Option 1B Below Trend Growth with Urban Concentration plus Regeneration:**  
reflects current Structure Plan provision, and concentrates development in Lincoln to boost the city's regional role. It is, however, below our current build-rate and is likely to exacerbate affordability problems, rural affordable housing and market town viability.
- Option 1C Below Trend Growth with Strong Urban Concentration:**  
much lower rate than either trend or current build. The concentration of development in Lincoln is likely to exacerbate affordability problems and the supply of rural affordable housing. This option could also threaten the sub-regional role of Grantham.
- Option 2A Trend Growth with Trend Based Distribution:**  
higher than both current policy and annual build-rate, but close to trend. Emra suggest that this option might undermine both attempts to boost the regional role of Lincoln and also the growth of Peterborough. However, it is possible that this option could help to address affordability problems in rural areas where there is a high demand, although this could lead to unsustainable patterns of development. This option could also result in the provision of increased levels of affordable homes.
- Option 2B Trend Growth with Urban Concentration plus Regeneration:**  
lower than structure plan provision and slightly below current build. This option could exacerbate affordability problems in rural areas with high demand. Although Emra suggest that the overall figure for Lincolnshire is similar to historic build rates, much of this development would be concentrated in Lincoln.
- Option 2C Trend Growth with Strong Urban Concentration:**  
this option concentrates development on Lincoln and gives much lower figures than current build or trend to SKDC. This option could exacerbate affordability problems in rural areas with high demand.
- Option 3A Above Trend Growth with Trend Based Distribution:**  
this option gives higher figures than either current provision or build. Emra suggest this policy could result in high levels of greenfield development and unsustainable patterns of

development in rural areas, as well as risking undermining of the growth of Peterborough. This option could also result in the provision of increased levels of affordable homes.

**Option 3B Above Trend Growth with Urban Concentration plus Regeneration:**  
higher levels than current build but closer to predicted trend. Emra suggest this policy may result in high levels of greenfield development and unsustainable patterns of development in rural areas without a strong locational framework.

**Option 3C Above Trend Growth with Strong Urban Concentration:**  
close to current build rates, but below predicted trend. Emra suggest that this may result in high levels of greenfield development.

### 3.9 The preferred option for housing development:

- It is felt that the best interests of the district would be served by the adoption of a trend-based option. It is felt that SKDC should continue to have a supply of new housing to meet the demand, but without the need to identify large areas of greenfield land. People make decisions on where to live based on different factors such employment, type of housing available and quality of life. The district is seen as having good road and rail access, especially in the west and south, and a high standard of living, it is therefore a popular choice for homebuyers. When the supply of housing is restricted it has a consequence on the cost, which affects affordability in the district. Affordability is a particular concern within the district, if the supply of new housing is continually restricted this problem will be exacerbated.
- Grantham is being promoted as a sub-regional centre, but without growth it will never achieve that status. There are also a large number of sustainable villages in the district, and these need to be supported.
- Concentrating housing growth in Lincoln could be problematic. There are issues relating to the deliverability of high levels of growth, and it is questionable whether the proposed levels of growth can be delivered within the city without the use of large areas of greenfield land.
- Consequently, it is felt that we should support a trend-based option. It is also felt that we should at least meet our current build-rate. Taking all the above factors into consideration, it is felt that preference should be given to supporting Option 2A, with Option 2B as a substitute position.

## 4 CONTACT OFFICER

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ex 6472

## REPORT TO CABINET

**REPORT OF:** CORPORATE DIRECTOR OF FINANCE  
AND STRATEGIC RESOURCES

**REPORT NO:** FIN250

**DATE:** 5<sup>th</sup> DECEMBER 2005

<b>TITLE:</b>	COUNCIL TAX BASE
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	POLICY FRAMEWORK - COUNCIL TAX BASE

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	CORPORATE HEALTH
<b>CORPORATE PRIORITY:</b>	CORPORATE FINANCE

### Introduction

1. The requirements of the Local Government Finance Act 1992 amended by s84 of the Local Government Act 2003 allow each local authority to make its own arrangements for adopting the Council Tax base. The total dwellings on the Valuation List (55,380), after allowance for discounts and exemptions, convert by the formula to 43,803.0 Band D equivalents for 2006/2007.

## Recommendation

2. I request the Cabinet resolve that in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended), the amounts shown below are recorded as its Council Tax bases for 2006/2007.

<u>Area</u>	<u>Band D Equivalents</u>
Grantham	10,349.0
Stamford	6,755.2
Bourne	4,274.9
Deeping St James	2,309.5
Market Deeping	2,005.8
Allington	343.3
Ancaster	499.7
Aslackby & Laughton	100.4
Barholme & Stowe	34.0
Barkston & Syston	261.8
Barrowby	712.0
Baston	546.5
Belton & Manthorpe	208.1
Billingborough	403.3
Bitchfield & Bassingthorpe	57.8
Boothby Pagnell	62.4
Braceborough & Wilshorpe	126.2
Burton Coggles	39.3
Careby, Aunby & Holywell	67.3
Carlby	198.7
Carlton Scroop & Normanton	125.9
Castle Bytham	301.5
Caythorpe	537.0
Claypole	484.3
Colsterworth, Gunby & Stainby	586.2
Corby Glen	396.1
Counthorpe & Creeton	34.1
Denton	123.6
Dowsby	60.8
Dunsby	49.1
Edenham	114.3
Fenton	44.7
Folkingham	281.6
Foston	187.2
Fulbeck	213.1
Greatford	122.5
Great Gonerby	758.6
Great Ponton	122.8
Haconby	165.7
Harlaxton	312.6
Heydour	147.9
Honington	65.4
Horbling	151.9

Hougham	79.1
Hough-on-the-Hill	153.0
Ingoldsby	114.7
Irnham	103.6
Kirkby Underwood	82.3
Langtoft	737.5
Lenton, Keisby & Osgodby	62.4
Little Bytham	111.1
Little Ponton & Stroxtun	69.6
Londonthorpe & Harrowby Without	1,572.6
Long Bennington	821.6
Marston	152.8
Morton	793.6
North Witham	58.3
Old Somerby	90.1
Pickworth	68.0
Pointon & Sempringham	201.9
Rippingale	324.3
Ropsley, Humby, Braceby & Sapperton	343.8
Sedgebrook	141.5
Skillington	127.7
South With	465.8
Stoke Rochford & Easton	87.1
Stubton	72.3
Swayfield	145.3
Swinstead	86.0
Tallington	181.2
Thurlby	782.6
Toft, Lound & Manthorpe	139.0
Uffington	303.8
Welby	78.2
Westborough & Dry Doddington	138.5
West Deeping	120.5
Witham-on-the-Hill	89.4
Woolsthorpe	143.3
Wyville-cum-Hungerton	<u>18.4</u>
SKDC TOTAL	<u>43,803.0</u>

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## REPORT TO CABINET

REPORT OF: HEAD OF LEISURE AND CULTURAL SERVICES

REPORT NO. LAC 147

DATE: 5 December 2005

<b>TITLE:</b>	ESTABLISHMENT OF A LEISURE TRUST
<b>FORWARD PLAN ITEM:</b>	YES
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	JUNE 2005
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	KEY DECISION

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	CLLR RAY AUGER HEALTHY ENVIRONMENT PORTFOLIO
<b>CORPORATE PRIORITY:</b>	CHANGE MANGEMENT
<b>CRIME AND DISORDER IMPLICATIONS:</b>	MINOR
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available via the Local Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>
<b>BACKGROUND PAPERS:</b>	<ul style="list-style-type: none"> <li>• Report LAC 146</li> <li>• CONSULTANTS REPORT ON LEISURE TRUST OPTIONS</li> </ul>

## INTRODUCTION

1. At its meeting on 5 September 2005 Cabinet considered report LAC146 on the establishment of a leisure trust for South Kesteven. This was set against the backdrop of a consultancy report on this issue following a decision to consider the trust option in an early best value review of leisure services. At that meeting Cabinet recorded the following decision.
  - (1) *The Cabinet notes the advice contained in the consultants' report and requires further work on a single versus multiple trust option for the delivery of cultural services;*
  - (2) *To embark on a consultation exercise as identified in report LAC146 to investigate some of the additional considerations identified by the consultants' and to provide appropriate community information;*
  - (3) *The Cabinet is minded to support the movement towards the development of a leisure trust, the resources for which to be included within the formal budget setting process. However, the lease/ownership issues in relation to the Deepings and Bourne leisure centres including the apportionment of any proceeds arising from the creation of the trust are to be resolved with the Lincolnshire County Council prior to the setting up of the trust(s);*
  - (4) *That a timetable and definitive list of services to be transferred to the trust be compiled by 31<sup>st</sup> November 2005.*
2. This report picks up these issues. It also identifies other matters that will require consideration before the Council can fully commit to a trust option.

## RECOMMENDATIONS

3. That Cabinet confirms that it wants to proceed with the establishment of a leisure trust structured as a company limited by guarantee, with charitable status, to deliver a range of leisure services on behalf of the District Council.
4. That the following facilities and services be identified as suitable for transfer into the new company
  - Bourne Corn Exchange
  - Bourne Leisure Centre
  - Deepings Leisure Centre
  - Grantham Meres Leisure Centre
  - Guildhall Arts Centre
  - South Kesteven Sports Stadium
  - Stamford Arts Centre
  - Stamford Leisure Centre
  - Sport Development
  - Arts Development
  - Play Development
5. That the final decision to establish the new company is only taken when robust business plans have been prepared and approved by Cabinet.
6. That consideration continues to be given to opportunities for cost saving through partnership with neighbouring authorities.

7. That the Cabinet notes that budget provision of £100K to £150K will be required to develop a leisure trust and that this funding should be identified in the normal 2006/07 and 2007/08 budget setting process.
8. That the contract with Leisure Connection for the management of the Deepings Leisure Centre be extended until March 2008 on the existing terms.

## CONSULTATION

9. Since the September meeting of Cabinet there has been an ongoing process of consultation and the provision of appropriate information to stakeholders. This has largely been based on the recommendations contained in the consultants report. Some of this work has helped to clarify issues, particularly in connection with the arrangements that will be required with the County Council in order to make a trust arrangement viable at the dual use sites. The various elements of the consultation process are detailed below. It should be noted that the deadline for the receipt of representations was the end of November. This report was written on 16 November so comments and any other relevant information received after this date will be reported orally at the meeting.

- i) Local Area Assemblies

Presentations have been made to each of the assemblies. This has largely been an informative process. On occasions the subject has generated substantial discussion and has generally served to provide up to date information on the trust process. The Stamford assembly has asked for an update at its next meeting.

- ii) Parish Councils

A letter was sent to all parish councils outlining the trust proposals and offering to send a representative to a meeting to discuss the issue further. A similar letter was sent to the Grantham Charter Trustees. All recipients of the letter were told that the deadline for consultation would be the end of November. At the time of writing the Deeping St James Parish Council and the town councils of Market Deeping and Bourne have requested and received a presentation. Some comments have been received.

- **Deeping St James** – “The council resolved to support in principal the formation of a *single* Leisure Trust”
- **Bourne Town Council** – “Bourne Town Council is not minded to support South Kesteven District Council’s vision of the future of leisure facilities.”
- **Heydour Parish Council** – “The Parish council has no objection to the creation of a leisure trust, and a single trust would be our preferred option.”

Additionally further information was sent to Morton and Hanthorpe Parish Council and one parish clerk has offered his services as a trustee.

- iii) Neighbouring local authorities

Other local authorities in close proximity to South Kesteven are considering the establishment of a leisure trust. Contact has been made in order to establish how far they have progressed and to see if opportunities can be found to share development costs.

- **South Holland District Council** – The current contract with Leisure Connection expires in 2007. The Council is currently undertaking an options appraisal on future methods of service delivery with a target date for completion of June 2006. Serious consideration is being given to the Leisure Connection IPS on the understanding that all savings can be reinvested in the facilities. South Holland is currently building a new facility at Long Sutton and negotiations with Leisure Connection for an IPS agreement are at an advanced stage. If the Council does decide to go for an independent trust it would be interested in looking at any model that we might develop and contributing towards costs if it is suitable for their purposes.
- **Newark and Sherwood District Council** – For some years the Council has been exploring the possibility of delivering major investment into its leisure services portfolio through the creation of a public private partnership project. Because of the cost implications to the authority that ambition has now been shelved. However the Council has agreed to undertake a review of the opportunities offered by a leisure trust although this issue will not be considered until 2008/09.
- **Peterborough City Council** – the Council is considering a banner trust to manage all of its cultural services within the next two years. This will embrace sports, libraries and cultural services. A decision to proceed is likely to be taken in January and the Council would be prepared to discuss cost sharing opportunities.
- **Rushcliffe Borough Council** – the Council has been considering the establishment of a trust for the management of its leisure services for a number of years. The situation in Rushcliffe is quite complicated because of the dual use arrangements that exist for many of the facilities there. This is compounded by the fact that Nottinghamshire County Council has commenced a ten-year strategic withdrawal from dual use funding and as a consequence Rushcliffe has had to concentrate on its own long-term strategy for leisure service delivery. There now appears to be agreement with the County Council that if a trust is established all savings (for the first five years) will benefit the Borough Council. Rushcliffe has therefore recommenced investigation of the trust options and is looking at the possibility of joining an established private sector trust or partnering another local authority - it already has a corporate partnering protocol with Gedling Borough Council. The situation needs to be monitored and we have offered to discuss any opportunities for cost sharing that may arise.
- **North Lincolnshire District Council** – the Council has recently undertaken an options appraisal and a decision has been made to set up a trust along similar lines to those proposed by our consultants. There is an

opportunity to share knowledge. Eversheds have been appointed to support the creation of a trust, which has been estimated at £100,000. The scale of operation is similar to our own.

- **West Lindsey District Council** – the Council is undertaking an options appraisal on management opportunities for their leisure centre in Gainsborough. The existing contract with Leisure Connection expires in January 2007. The Council is not looking to set up its own trust but would consider allowing an external trust to undertake management.

iv) Lincolnshire County Council

Discussions with Lincolnshire County Council have focused on the arrangements that would be required to put Deepings Leisure Centre, and to some extent Bourne Leisure Centre, into a trust and opportunities for collaboration in respect of cultural services.

Essentially the County Council want to support the transfer to a trust. It is perceived as a positive process that would be good for corporate governance and contribute to one of their over riding priorities – young people. In this sense the use of trusts is seen as providing an opportunity to reinvest in facilities.

There would be a need to look at the financial arrangements at Deepings Leisure Centre. Currently the County believes it is difficult to demonstrate value for money without a formal agreement in place. This appears not to be an uncommon arrangement. Other facilities that have dual use status are equally difficult to unravel. Resources would be available to ensure that the previously aborted attempts to formalise an agreement would not be repeated. The expectation was that the leisure centre could be leased to the District Council on a peppercorn basis. Because the site has to be retained for the building schools for the future programme the lease would have to be short term – probably ten years. That, however, would be acceptable for the purposes of developing a trust. It was agreed that work would start almost immediately as the issues needed to be resolved irrespective of the District Council's ultimate position on the trust. This would ultimately provide some stability for the Deepings – at least in terms of ownership and responsibility. In the meantime the existing contract with Leisure Connection still operates on an annual basis. It would make sense to extend this until the expiry date for the other Leisure Connection contracts in March 2008.

At Bourne the County Council would need to give their consent to the District Council to assign the lease of the swimming pool site. This would appear to be a formality. The District Council would have to discuss the sports hall arrangements direct with the Robert Manning School. It was also agreed that there was a need to review the arrangements for the site as a whole to establish opportunities for rationalisation.

There was discussion on the possibility of the trust being able to offer management services to some County/schools facilities. In the event that such opportunities became available it would be in the interests of the trust to

be able to accommodate such expansion and would be an important means of driving future efficiency gains.

In the report by the District's consultants reference had been made to the possibility of providing arts services in a wider cultural trust that may be established by the County Council. Whilst the County acknowledged that this had been under discussion at one stage it was a concept that now had little momentum. It was envisaged that in the long term there would be benefit in creating a trust to operate library and heritage services. However this was not a current issue and had not yet been developed with members. The opportunity to look at collaboration on a trust for cultural services generally was not now relevant although it may be something that would need revisiting in years to come.

v) Trade Unions

A presentation was made to the JNC on 28 September. There has been no feedback to date.

vi) Healthy Environment Development and Scrutiny Panel

The Panel received a presentation at its meeting on 6 September. Members' attention was drawn to the consultants report and all members were offered an opportunity to be sent a copy if they so wished. The Panel asked for an update during the consultation period and this was provided at its meeting on 8 November.

vii) Burghley Estates

A meeting with the Agent for Burghley Estates took place on 27 October. The District Council would need the consent of the Estate to assign the lease of Stamford Arts Centre to a trust. The issue would be considered by a meeting of the trustees towards the end of November. Whilst there was general enthusiasm about the proposals it was felt that the trustees could take the opportunity to request a review of the terms of the lease. Hopefully some feedback will be available by the time Cabinet meets.

viii) Deepings School

A meeting with the Headmaster took place on 4 October. He was very keen to see a plan in place for the medium term development of the leisure centre so is effectively looking for stability. There was real enthusiasm for a trust, which it was hoped, could partner with the school and which would be an appropriate vehicle to deliver on common objectives.

ix) Leisure Connection

A meeting took place with the Regional Director on 19 October. Not unnaturally he expressed disappointment. He said that the company Chief Executive would be writing to the District Council requesting reconsideration of their IPS proposals, which have been substantially amended. Since that meeting took place those proposals have now been received and a further meeting arranged with the company on 21 November. Details of the outcome will be reported at the meeting. The District Council also offered to brief senior staff at the leisure centres on the proposals and the current position. This offer was accepted providing that it was not seen as an opportunity to "sell" the idea

of a trust to the Leisure Connection staff. That meeting subsequently took place on 16 November. The staff had three key issues that they requested be reported to cabinet.

- Concerns about the ability of a trust to deliver services within budget – the experiences of the hospital trusts were cited.
- The hope that the Council would give serious consideration to the revised IPS proposals
- The potential presence of additional competition that would make the leisure market more competitive in the foreseeable future.

x) Internal Seminars

On 14 and 15 November the Council organised seminars for members, appropriate senior managers and all staff in the leisure and cultural services section. These events utilised the services of the Chief Executive of Cultural Community Partnerships, the leisure trust operating leisure services for East Northamptonshire Council. They were essentially informative occasions designed to increase awareness of the advantages and disadvantages of trusts and also to emphasise that whilst the concept was relatively straightforward the process would be complicated and challenging. Feedback seems to suggest that the events were well received and have contributed to a better understanding of the issues involved in the creation of a trust.

## SINGLE VERSUS MULTIPLE TRUSTS

10. The cabinet has requested more work on the options offered by using multiple trusts as opposed to a single entity.
11. Single trusts are now becoming more popular as they tend to provide a critical mass that allows for economies of scale and therefore lower costs and increased protection against failure. The Council's consultants recommended a single trust for arts and sports services unless there was an opportunity for collaboration with Lincolnshire County Council on a cultural trust. That now seems unlikely and the single trust route would seem to be the most appropriate option. During the consultation period the question of single and multiple trusts was repeatedly raised. It drew little comment although two of the consultees did express a preference for the single trust arrangement. The advantages and disadvantages of single and multiple trusts are summarised in the table on the following page.

<b>SINGLE TRUST</b>	<b>MULTIPLE TRUSTS</b>
<b>Advantages</b>	
<ul style="list-style-type: none"> <li>• Minimises set up costs</li> <li>• Minimises ongoing support service costs</li> <li>• Reaches critical mass to warrant employment of specialist staff</li> <li>• Requires recruitment of a single set of board members</li> <li>• Minimises local authority monitoring requirements</li> <li>• Good fit with current management arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• May facilitate greater focus on individual services</li> <li>• May find it easier to recruit board members</li> </ul>
<b>Disadvantages</b>	
<ul style="list-style-type: none"> <li>• May be difficult to recruit board members with broad cultural knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Duplication reflected in set up costs</li> <li>• Duplication in ongoing support</li> <li>• Too small to recruit specialist staff</li> <li>• Increased monitoring costs</li> <li>• Greater risk of failure</li> </ul>

### SERVICES FOR INCLUSION

12. The brief to the Council's consultants was deliberately wide to allow consideration to be given to the full range of services provided by the leisure and cultural services section. The consultants identified that sports facilities would be key to the financial well being of a trust and that the arts facilities could also make a substantial contribution. Alongside these services the arts, sports and play development functions also lend themselves to inclusion in a trust because of the way in which they are already linked to the core service. Additionally they are often the most useful means of delivering on a social agenda and within a trust will be well placed to attract external funding. However beyond that it is difficult to see the benefit of including other services such as parks and playing fields. To do so would provide no financial advantage to either the trust or the Council. If excluded from the trust the Council could then consider if it wanted to retain these facilities or negotiate their transfer to parish authorities or users. The consultants also considered other minor elements of the service and none was identified as being suitable for inclusion in a trust.

### THE WAY FORWARD

13. If the Cabinet decides to proceed with the establishment of a trust to deliver some or all of its cultural services it is important to identify the next steps in the process. Initially there will have to be a budget commitment to provide the resources for the establishment of the trust. Our consultants estimate this to be between £100K

and £150K. Such costs would be allocated to external support, particularly on legal and financial issues. The project development work can then begin with the establishment of a project board that would work towards the delivery of a formal business plan for the new organisation. The actual decision to transfer to a trust cannot be taken until the Council is satisfied that the business plan is sufficiently robust to allow the new organisation to function and to deliver the Council's overall objectives that were identified in the initial brief to the consultants.

## TIMETABLE

14. Development of a detailed timetable can commence when the planning process is engaged in earnest. The table below shows the key dates from the Council's point of view and, at this stage, is just indicative. Most of the important work is undertaken following the establishment of the project board. By the time the first business plan is prepared all critical work should be completed. This may include proposals for the establishment of a separate trading company to manage the trust's commercial services. Approval of the business plan then becomes the trigger for the formal decision to establish the trust. Recruitment of trustees follows and enough time is allowed for their training and consideration of the business plan. When the trustees are comfortable with the business plan they can agree the first year's funding arrangements with Cabinet. This process is harmonised with the Council's own budget setting process. The new company begins trading at the termination of the Leisure Connection contract on 1 April 2008.

TASK	WHEN
Prepare detailed schedule of all tasks including key gateway dates and criteria for access	By 1 April 2006
Establish high-level project board and work streams; e.g. HR, Finance, Legal and Property.	To commence work from 1 April. Most of this work will be ongoing until the new company is formed, and may continue beyond that.
Submit business plan to Cabinet for approval	1 April 2007
Commence recruitment of Trustees	Following approval of business plan
Establish shadow board – critical tasks training and review of business plan	Oct/Nov 2007
Shadow board and Cabinet agree first years funding arrangement (as per business plan) in harmony with the District Council's budget setting process.	Dec 2007
New Company begins trading	1 April 2008

## OTHER OPTIONS CONSIDERED AND ASSESSED

15. The Council has previously considered the delivery of leisure services through an industrial and provident society. This option was discounted following the receipt of legal advice.

## COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES

## COMMENTS OF CORPORATE MANGER, DEMOCRATIC AND LEGAL SERVICES

16. The need for external consultancy advice is most significant in order to protect the Council's interests and to ensure all aspects of legal and governance compliance are achieved throughout the process. This will require proper financial resourcing via the budget process at the earliest opportunity.

## COMMENTS OF CORPORATE MANAGER OF HR AND ORGANISATIONAL DEVELOPMENT

17. There are potentially complex TUPE (Transfer of Undertaking Protection of Employment) issues that will need to be addressed. It will need to be borne in mind that staff would transfer from both the Council and Leisure Connection. Though harmonisation will be an issue for the new trust the costs associated with that will need to be established and taken into account prior to transfer. Additionally there is the prospect that redundancies may also arise.

## CONTACT OFFICER

John Slater  
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Mobile 07712199080  
Email [john.slater@southkesteven.gov.uk](mailto:john.slater@southkesteven.gov.uk)

## REPORT TO CABINET

REPORT OF: Director of Operational Services and Revenues Manager

REPORT NO.: DOS 295

DATE: 5 December 2005

<b>TITLE:</b>	Moving to a cashless office
<b>FORWARD PLAN ITEM:</b>	Cash Collection: Review of cash payments in Council Offices
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	1, July 2005
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Access and Engagement Portfolio holder – Paul Carpenter Resources and Assets Portfolio holder – Terl Bryant
<b>CORPORATE PRIORITY:</b>	Improving Access
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None
<b>BACKGROUND PAPERS:</b>	May 2005 - Cash Payments Discussion Paper 16.5.05 Private Cabinet 8.6.05 Minutes of the E-government working Group 17.11.05 Engagement Development Scrutiny Panel minutes 24.11.05 Resources Development Scrutiny Panel minutes

## 1. INTRODUCTION

1.1 In May 2005, a cash payment discussion paper was presented to the e-Government Steering Group outlining the current position on cash payments at South Kesteven District Council. It was agreed the E-government Working Group (EWG) should be asked to develop and bring back an appropriate strategy for payments in the future.

1.2 Investigations have included:

- accurate analysis of cash payment costs at present
- alternatives for car park revenue collection
- alternatives to cash payments at Council offices
- increased number of direct debit payment dates
- cost benefit analysis.

1.3 In November 2005, the E-government working group presented their findings and recommendations to the engagement development and scrutiny panel (17.11.05) and the resources development scrutiny panel (24.11.05). Their report is found in appendix 1.

1.4 The Engagement Development Scrutiny Panel came to the following conclusion.

To support the recommendations of the working group:

- cash payments stop before the opening of the customer services centre;
- an 'allpay' type service be introduced, as a matter of priority, and direct debit payment dates be increased;
- a full Council decision be made on this by mid-December 2005.

1.5 The Resources Development Scrutiny Panel feedback will be given during the Cabinet meeting. Alternatively this can be accessed on line.

1.6 The results of the cash collection consultation referred to in the report are now available in appendix 2.

1.7 We have a statutory duty to consult with tenants on service changes. We have yet to consult on the recommendations of this report therefore it is recommended that a decision is made subject to consultation with the tenant compacts.

## **2. RECOMMENDATIONS**

It is recommended that, subject to consultation with tenant compacts:

- cash payments stop before the opening of the Customer Services Centre; and
- allpay be introduced and direct debit payment dates be increased.

## **3. COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

I have been consulted on and agree with the recommendations of this report.

## **4. COMMENTS OF CORPORATE MANAGER, DEMOCRATIC AND LEGAL SERVICES (MONITORING OFFICER)**

No comments, as it is noted that full consultation will be carried out in respect of the proposals.

## **5. COMMENTS OF THE DIRECTOR OF OPERATIONAL SERVICES (MODERNISATION AGENDA PROGRAMME MANAGER)**

The outsourcing of the payments service will enable the same level of customer service to be provided at the area offices as will be provided at Grantham. This is an important criteria in delivering our access priority service.

## **6. CONTACT OFFICER**

Ian Yates 6201  
Kevin Legg 6424

**Appendix 1: Report from the E-government Working Group to the engagement development and scrutiny panel (17.11.05) and the resources development scrutiny panel (24.11.05)**

## **Moving Towards a Cashless Office** **Paper by the E Gov. Working Group**

The E Gov. Working Group have studied the above subject and have produced the attached report for further consultation.

Their meeting of the 12th October made the following recommendations:

**(1) To recommend to the Engagement DSP that they recommend to Cabinet that:**

- **Cash payments stop before the opening of the Customer Services Centre;**
- **Allpay be introduced and direct debit payment dates be increased;**
- **A Council decision be made on this by mid December 2005.**

**(2) This recommendation be presented by the Working Group to the DSP at its meeting on 17 November 2005.**

**(3) The Resources and Assets Portfolio Holder be involved in the preparation of this recommendation when final Gershon savings are calculated.**

**(4) The Corporate Director of Communications and the Communications Manager be invited to the next meeting of the Working Group to consider potential consultation and communication requirements.**

# **MOVING TOWARDS A CASHLESS OFFICE**

Paper by the E Government Working Group:

Councillor John Kirkman

Councillor Mike Williams

Councillor Mano Nadarajah

Councillor John Wilks

# Moving towards a cashless office

## 1. Introduction

- 1.1 In May 2005, a cash payment discussion paper was presented to the e-Government Steering Group outlining the current position on cash payments at South Kesteven District Council. It was agreed the E-government Working Group (EWG) should be asked to develop and bring back an appropriate strategy for payments in the future.
- 1.2 In July 2005 the EWG and officers visited High Peak Borough Council and Derbyshire Dales District Council, two Councils who have moved to a cashless office. Appendix 1 includes notes from that meeting.
- 1.3 Investigations have included:
  - accurate analysis of cash payment costs at present
  - alternatives for car park revenue collection
  - alternatives to cash payments at Council offices
  - increased number of direct debit payment dates
  - cost benefit analysis.

## 2. Current position

- 2.1 Currently the Council provides a number of methods for the payment of council tax, rent, business rates and other associated income. These include direct debit, standing order, debit / credit card and bank giro, automated telephone payment, on-line payment and cash payment.
- 2.2 Approximately £22 million (cash and cheques) is collected and processed by our cash payment facilities at Grantham, Bourne, Stamford and Market Deeping. This represents:
  - 115,000 Council Tax and Business Rate payments
  - 61,000 Rent payments
  - about 18% out of a total revenue of approximately £90 million.
- 2.3 Automated telephone and on line payments were introduced in March 2004. £1.1 million was paid by these methods for the financial year 2004/2005.
- 2.4 Currently 33,000 customers pay their council tax, business rates and rent by direct debit. For council tax this represents nearly 65.2% of those customers who pay council tax (certain customers do not pay due to benefits and exemptions). For business rates 43.4% is paid by direct debit and 17.8% for rent.

3. Alternatives available

Car Parking

- 3.1 Currently South Kesteven District Council staff empty car park tins at the 12 car park sites in Grantham and Stamford. 6,240 tins are emptied each year. Two quotes have been received for collecting car park cash but both would result in higher costs than currently incurred – at least an extra £15,000 per annum. Quotes can be found in Appendix 2.
- 3.2 An alternative method to reduce the amount of cash being handled would be to introduce machines that would accept debit / credit cards. These cost £3,000 each and therefore to introduce these to all our car parks would cost £72,000. This has been included in the service plan for car parks and the car parking manager will investigate the feasibility and demand for such a change.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>▪ Reduced health and safety liability</li><li>▪ More secure</li><li>▪ Staff time saved could be better deployed in more productive enforcement activities</li></ul>	<ul style="list-style-type: none"><li>▪ More expensive.</li></ul>

- 3.3 Should we stop cash payments at Council offices, it would be advisable to contract out car park cash collection. The security contract could then be cancelled.

Cash Payments

- 3.4 In 2004/05 across the four offices we received on average 2,662 cash payments and 1,561 cheque payments per week. **Based on 2004/05 figures transactions cost £1.90 for Council Tax and £1.89 for rent.** These costings include variable and fixed costs.
- 3.5 Alternative methods in place to encourage customers to pay their bills without cash include:
- Internet payments – 24 hours –uptake has increased by 264% over last year
  - touch telephone – 24 hours – uptake has increased by 228% over last year
  - postal payments by cheque
  - direct Debit – current performance detailed in paragraph 3.10 (undertaking take up campaign to increase awareness of this payment method)

- standing Order.
- 3.6 Some customers will want to pay cash. These customers could make payments using a service such as **allpay**. They would require a separate card for council tax and rents. Transaction costs are 45p for council tax (based on volumes of 50,000 to 100,000 per annum) and 45p for rents (based on volumes of 50,000 to 100,000 transactions per annum).
- 3.7 In 2004/05 only 972 cash payments were made for business rates. Therefore, there is not a business case to issue **allpay** cards for payment of business rates. This is likely to affect less than 100 businesses who will be asked to pay by direct debit, cheque or credit card.
- 3.7 Based on this the likely set up costs will be £4,500 for council tax and £2,600 for rents. A new or replacement card would cost 72p and the cards last for between three years.
- 3.8 **allpay** make their money by holding payments for ten working days. However, the day after the customer has made the payment at their local shop or Post Office a file is transmitted to the Council so records can be updated.
- 3.9 If all cash payers moved to paying by **allpay** there would be a significant savings. These are detailed in paragraph 7 onwards.

<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>▪ Numerous outlets for customers to pay their bills – approximately 40,000 across the country (within South Kesteven 70 outlets)</li> <li>▪ Longer opening hours</li> <li>▪ Payments can be made on holiday in the UK</li> <li>▪ Cheaper costs per transaction</li> <li>▪ Customers can pay all their bills at one outlet</li> <li>▪ Miscellaneous payments can be made using barcode technology</li> <li>▪ Quick and easy</li> <li>▪ Staff time saved could be better deployed in more customer services activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential reconciliation issues</li> <li>▪ Less flexible in terms of issuing bills</li> <li>▪ Potential staff redundancies</li> </ul>

### Direct Debit – additional dates

- 3.10 Direct Debit is the cheapest method of collecting council tax. Our current direct debit rate is 65.2%. Our neighbours, North Kesteven, have a direct debit rate of 71.6% and four payment dates. If we increased our direct debit payers by 6.4% (3,152 taxpayers) this would equate to over 31,000 transactions.
- 3.11 Currently we have one payment date (1<sup>st</sup> of each month). The vast majority of East Midlands Councils have more than one payment date. In the case of Lincoln City Council they offer five payment dates.
- 3.12 We believe it is unlikely that current direct debit payers will move to the alternative dates offered. The following calculations give an indication of the interest that would be lost should council tax payers move to alternative dates. Although there is a risk current direct debit payers may move to a later date in the month we do not believe this will be significant; is it more likely new direct debit payers will opt for these new dates.

No of Council Tax payers	Monthly Council Tax	Payment date	Lost interest per annum
500	£100	15 <sup>th</sup>	£1,036
500	£100	25 <sup>th</sup>	£1,775
1,000	£100	15 <sup>th</sup>	£2,071
1,000	£100	25 <sup>th</sup>	£3,551
1,500	£100	15 <sup>th</sup>	£3,107
1,500	£100	25 <sup>th</sup>	£5,326
2,000	£100	15 <sup>th</sup>	£4,143
2,000	£100	25 <sup>th</sup>	£7,101
3,000	£100	15 <sup>th</sup>	£6,214
3,000	£100	25 <sup>th</sup>	£10,652

- 3.13 Should 3,152 taxpayers move from cash / cheque to direct debit payments a marginal saving of £44,000 per annum would be made when comparing our existing transactional costs of £1.90 and £0.50 respectively.
- 3.14 The advantages and disadvantages of increasing the number of direct debit payment dates are detailed below.

<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"><li>▪ Increase number of direct debit payers</li><li>▪ Improve flexibility for customers / customer service</li><li>▪ Increase collection rates</li><li>▪ Reduce number of cash payers</li></ul>	<ul style="list-style-type: none"><li>▪ Risk of loss of interest (should current direct debit payers move from 1<sup>st</sup> of the month)</li></ul>

- 
- |                           |  |
|---------------------------|--|
| ▪ Lower transaction costs |  |
|---------------------------|--|
- 

#### **4. Sundry Debtors**

- 4.1 An alternative to using **allpay** cards is to print a bar code on invoices, which can then be presented at **allpay** outlets with payments.
5. Cheques and card payments could still be accepted at Council offices.
6. Small amounts of cash payments (under £5) may be still required for sundry items such as photocopying.
7. A large amount of time is spent on selling green bags in the cash offices. There is no minimum quantity and these are sold at rural shops and post offices. It is suggested that these are sold in minimum quantities of ten and alternative outlets advertised.

#### **5. Consultation**

- 5.1 During the first two weeks in October we will be consulting with existing banking hall and area office users. A questionnaire has been handed out to each customer after they have made a payment. This included questions about alternative methods of payments they can use. The results will be available shortly.
- 5.2 If the Council would like to move to **allpay** we may need to consult with each secure tenant before a decision is made.

#### **6. Human Resources implications**

- 6.1 Currently six full time equivalent members of staff work on cashier related duties in the Grantham office. Should we move to all cash payments through **allpay**, a human resource strategy would be required to manage the staff implications in respect of such a change. Consultations with staff and the Unison are already taking place.
- 6.2 It is assumed area office personal would be assimilated into customer service advisors positions due to geographical reasons but this would be subject to further negotiation.

## 7. Cost benefit analysis

7.1 The total costs for cash collection & banking hall activities in 2004/05 was £617,000. The allocation of these costs is as follows:

	Actual £	%
Employees	366,000	59
Premises	126,000	20.5
Transport	3,000	0.5
Supplies & Services	68,000	11.0
Support	54,000	9.0

7.2 The table below shows the changes in the key cost drivers both for the option to outsource all cash, cheque and car parking collections (option1) and for the option to only outsource the cash payments (option2).

	Option1 £	Option 2 £
Employees	247,000	208,000
Premises	0	0
Transport	3,000	0
Supplies & Services	25,000	5,000
Support	0	0
<b>Total reduction</b>	<b>275,000</b>	<b>213,000</b>

7.3 Based on current transactions, the costs for moving to alternative methods of payment collection are summarised in the table below.

	Option1 £	Option2 £
<i>Allpay</i>	50,000	50,000
Car park cash collection	45,000	0
Cheque processing	53,000	0
Admin Contingency	15,000	15,000
Lost interest	6,000	6,000
<b>Total cost</b>	<b>169,000</b>	<b>71,000</b>
<b>Total reduction</b>	<b>275,000</b>	<b>213,000</b>
<b>Net Cashable saving</b>	<b>106,000</b>	<b>142,000</b>

7.4 The above analysis indicates that moving to a cashless office would generate cashable savings of over £100,000 per annum. There are however other real benefits that this move would be generated in terms of non-cashable efficiency savings.

7.5 The move to expand the level and quality of customer services at the area offices will require new and larger premises specifically at Stamford. These are estimated at an additional cost of £30,000 per annum. Also an extra 6 members of staff would be required at a cost of over £120,000. The move to a cashless office removes the need for the additional accommodation and allows for the overall savings to be re-invested in improved front line services. Likewise the provision of the new customer service centre in Grantham is being provided on the area currently occupied by the Banking Hall. The move to outsource cash payments results in a smaller requirement in physical build costs of around £90,000 (est). Careful consideration needs to be given to exactly how these non-cashable savings are calculated but in any event they are substantial.

7.6 This leads us to re-state the benefits and drawbacks of changing payment options for our customers:

- increased payment outlets across district and nationwide
- longer opening hours for customers to make payments
- increased convenience because customers can pay all their bills at one outlet
- increased focus on Council's main business activities (less queuing at peaks)
- enhanced customer services centres across the district rather than cash offices in the South
- potentially increase council tax collection rates (direct debit)
- reduce Council liabilities on health and safety
- improved security on car park collection
- resistance to change
- customers may feel they haven't got the same level of confidentiality in shops

## 8. The way forward

We have three options for cash payments:

- stay as we are – however our new Customer Services Centre would require careful re-designing.
- accept cash payments at our offices and introduce **allpay**. This would duplicate processes and some costs.
- plan to stop cash payments before the opening of the customer services centre. **allpay** would need to be introduced and direct debit payment dates increased. To deliver this a Council decision will be required by mid December 2005. Move to 3 options of payment date for Council Tax direct debit payments

## 9. Conclusion

This study has highlighted alternatives to accepting cash at our own offices. This was looked at due to the introduction of the new customer services centre however potential savings of over £100,000 have been found as a result of this.

### Officer contacts

Kevin Legg – Revenues Manager extension 6224

Marion Fox – Best Value Officer extension 6577

27 September 2005

## ***Appendix 1 of working group report***

### Notes of visits to Derbyshire authorities

#### High Peak Borough Council – Population 90,000

1. Same service level at three offices: Buxton, Chapel-en-le-frith, Glossop
2. 75% of demand = Telephone
3. Call centre opened March 2003, Cash Office Closed March 2004.
4. Widened number of places where cash payments could be made.
5. Housing managed by High Peak Community Housing (ALMO), although telephone calls are taken by the Council's Customer Services Centre.
6. Customer Advisors advised customers of the changes in payment arrangements and the alternatives they were offering (on the customer side). This included helping customers complete direct debit forms.
7. Competitions/draws were used to encourage people to move to direct debit.
8. Sold benefits – for example: you don't have to come in...
9. Use Paypoint and Payzones – customer has a swipe card and is given a receipt. Customers can call in/telephone to obtain their balance
10. Cheques go to processing centre.
11. The only people who were upset were those that pay yearly as they missed the campaign detailing the changes. In hindsight, they could have been sent a letter.
12. Do take credit cards and petty cash up to £5 at customer services desks for services such as photocopies of plans.
13. Changed parking tickets and fines to make clear to customers cash not taken at Council offices.
14. Initially they had a few problems reconciling payments.
15. Changes have led to them having more time for recovery.
16. Issue rent payers with a payment calendar.
17. Generally, smooth transition to cashless office.
18. Opening times 8 – 8 from November 2005.
19. Customer Services deal with 80% of calls without referral.
20. CRM – Lynx Very customer friendly.

Derbyshire Dales District Council – Population 70, 000

1. 12 satellite points
2. In 2002 disposed of council houses - transactions reduced by 55%
3. Allpay introduced – available in over 130 outlets.
4. Stopped cash payments from April 2005.
5. 62% customers on direct debit - in May 2005 increased by 4%.
6. Have 3 payment dates 1, 15, 25<sup>th</sup> of each month.
7. No redundancies – natural reductions.
8. Allpay – people pay in village shops etc. Allpay charge the Council a flat rate per transaction (about 50p). Takes approx 10 days for money to be credited to relevant account.
9. No complaints.
10. Car park collection - done by Security Plus. Have 48 locations - charge £4 per box to empty. Company launder money (all used change) and money credited to council next day and notes recycled also. Asked for innovation proposals from potential contractors. Also collect from satellite points.
11. Cheques and notes also processed by Security Plus.
12. Saved £17k per annum including reduced insurance premiums.
13. No longer use local bank branch - cuts down their costs.
14. Rise in rent arrears at first. However, now they are lower than before.
15. Statement sent to tenants each year.
16. Rent paid fortnightly. Council Tax paid monthly.
17. Bills have barcodes on them, which can be scanned at payment points (shops etc).
18. Paperwork returned from satellite points two times per week – reconciled with bank statements.
19. Keeps local shops open.
20. Consulted with OAPs, community groups. Workshops and drop in sessions. Customer contact team, citizens' panel.

21. Transactions through area office: June 2004: 6000, June 05: 2500

22. Fear of change/unknown – communication starts in house.

23. PR very important. Didn't use incentives

## ***Appendix 2 of working group report***

### **Details of quotes received and comparison with current costs**

G4S Cash Services (UK) Ltd £10.93 per tin	Annual cost	£68,000
Securitas £9.60 per tin	Annual cost	£60,000
South Kesteven District Council staff (figure includes potential lost revenue from fines).	Annual cost	£45,000

## Costing Summary

## Appendix 3 of working group report

### Current Situation

#### Table to show Number of Payment by Type and Account

	<b>Rent</b>	<b>Council Tax</b>	<b>Total</b>
<b>Cash</b>	51,968	53,626	<b>105,594</b>
<b>Cheque</b>	9,474	55,504	<b>64,978</b>
<b>Credit Card</b>	148	2,160	<b>2,308</b>
<b>Debit Card</b>	1,482	5,284	<b>6,766</b>
<b>Total</b>	<b>63,072</b>	<b>116,574</b>	<b>179,646</b>

### Proposal

#### Table to show estimated costs per annum for proposed cheque and car parking handling

<b>£</b>	<b>Outsource</b>	<b>In-house</b>
		-
<b>Cheque</b>	53,000	40,000
<b>Car parking</b>	60,000	45,000
<b>Total</b>	<b>113,000</b>	<b>85,000</b>

## Appendix 2: Payments Survey 2005

1. A payments survey was undertaken at each of the cash offices during October 2005. Over 1100 responses were received.
2. Responses were received from each of the area offices ~ Bourne, The Deepings, Grantham and Stamford. This is illustrated in the table below.

### Which office do the responses come from?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Bourne	437	37.8	37.8	37.8
	Deepings	199	17.2	17.2	55.0
	Grantham	422	36.5	36.5	91.5
	Stamford	98	8.5	8.5	100.0
	Total	1156	100.0	100.0	

3. When asked how often do you come to this cash office to make a payment, just under a third of respondents visit weekly, with just under two thirds visiting once a month.
4. There is overwhelming support for the current opening hours, with 96% stating that they agree with these and over 97% of respondents are satisfied with the payment service they get there.
5. People do not appear to travel far to get to the cash office. Half the respondents travelled up to a mile to get to the cash office, with a remaining third travelling between 1 and 3 miles. Less than 10% travelled more than 5 miles.
6. The majority of respondents use the cash office to pay their Council Tax. 990 respondents paid their Council Tax, 433 paid their rent, 22 paid business rates, 1 person paid a fine and 65 paid for something else.
7. Over half of the respondents paid in cash. This is illustrated in the table overleaf.

### How did you pay today?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	cash	649	56.1	56.5	56.5
	cheque	373	32.3	32.5	89.0
	credit card	46	4.0	4.0	93.0
	debit card	80	6.9	7.0	100.0
	Total	1148	99.3	100.0	
Missing	System	8	.7		
Total		1156	100.0		

8. When asked to describe why they paid in this way, the most popular explanations were:
- I like to know it has been paid~ chosen by 73% of respondents
  - I was in town anyway ~ chosen by 54% of respondents
9. Over 90% of respondents have a bank account and just over a quarter of respondents have access to the internet.
10. When asked if they would consider paying .....
- By cheque ~ over half agreed
  - Through direct debit ~ 17% agreed
  - Through the internet ~ 7% said they would
  - By telephone ~ 9%
11. Over 90% of respondents stated that they preferred to pay at their local council office. Most respondents (74%) were aware that they could pay using the internet.
12. Respondents were then asked if they would if they would consider making .....
- Direct debit payments ~ 148 respondents said yes
  - Telephone payments ~ 71 respondents said yes
  - Internet payments ~ 62 respondents said yes
13. 42 people would like assistance in arranging one of the above methods of payment.
14. The demographic characteristics of this survey were as follows:

**Which age band do you fall into?**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	under 18	1	.1	.1	.1
	18 to 24	35	3.0	3.2	3.3
	25 to 34	73	6.3	6.6	9.9
	35 to 44	160	13.8	14.5	24.5
	45-54	166	14.4	15.1	39.5
	55-64	205	17.7	18.6	58.2
	65-74	246	21.3	22.4	80.5
	75+	214	18.5	19.5	100.0
	Total	1100	95.2	100.0	
Missing	System	56	4.8		
Total		1156	100.0		

**What gender are you?**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	male	391	33.8	37.9	37.9
	female	640	55.4	62.1	100.0
	Total	1031	89.2	100.0	
Missing	System	125	10.8		
Total		1156	100.0		

**Please detail your ethnic group**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	white British	733	63.4	97.1	97.1
	white Irish	2	.2	.3	97.4
	any other white background	12	1.0	1.6	98.9
	black or black British - Caribbean	1	.1	.1	99.1
	black or black British - African	1	.1	.1	99.2
	any other black background	1	.1	.1	99.3
	Asian or Asian British - Indian	2	.2	.3	99.6
	Asian or Asian British - Pakistani	1	.1	.1	99.7
	Chinese	2	.2	.3	100.0
	Total	755	65.3	100.0	
Missing	System	401	34.7		
Total		1156	100.0		

**postcode summarised at sector level**

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid	356	30.8	30.8	30.8
	1	.1	.1	30.9
NG23	3	.3	.3	31.1
NG31	235	20.3	20.3	51.5
NG32	24	2.1	2.1	53.5
NG33	33	2.9	2.9	56.4
NG34	12	1.0	1.0	57.4
PE04	1	.1	.1	57.5
PE06	146	12.6	12.6	70.2
PE09	82	7.1	7.1	77.2
PE10	260	22.5	22.5	99.7
PE6	2	.2	.2	99.9
PE9	1	.1	.1	100.0
Total	1156	100.0	100.0	

## REPORT TO CABINET

REPORT OF:            PAUL STOKES  
                               ASSET & FACILITIES MANAGER

REPORT NO.            AFM7

DATE:                    21 NOVEMBER 2005

<b>TITLE:</b>	<b>REVIEW OF FOOTWAY LIGHTING THROUGHOUT THE DISTRICT</b>
<b>FORWARD PLAN ITEM:</b>	No
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	N/A
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Peter Martin-Mayhew Community Safety Portfolio
<b>CORPORATE PRIORITY:</b>	-
<b>CRIME AND DISORDER IMPLICATIONS:</b>	No Negative Implications
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None
<b>BACKGROUND PAPERS:</b>	None

## 1. INTRODUCTION

Current broad demarcation of responsibility for maintaining street lights throughout the district is as follows:-

Highway Lighting (ie adopted trunk roads etc) - County Council  
Footway Lighting (unadopted roads and villages) - District Council

The District Council currently maintains some 3,680 lights scattered throughout the district. This figure can be varied, either, following requests for additions from Parish Councils (these being funded on a 50/50 basis with the Parish Council) or the transfer of others to the County Council through road improvements/new road junctions (adoptions) etc.

## 2. RECOMMENDATIONS

- i) That discussions are continued with Lincolnshire County Council regarding their taking over full responsibility for dealing with all lighting throughout the district until such time that a detailed costing is received enabling full cost comparison to measure the financial viability.
- ii) That, until such time that all information is available to allow this cost comparison, installation of new lights (funded on a 50/50 basis with contribution from Parish Councils) is suspended.

## 3. DETAILS OF REPORT

For the year 2005/2006 the following are relevant budget heads:-

1) Installation of new lights - non HRA (50/50 contribution from Parish Council totalling £30,000)	£15,000
2) Maintenance of existing lights - non HRA	£60,000
3) Vandalised lights, including road traffic accidents etc - all lights including HRA	£8,000
4) Maintenance to SKDC Housing Estate lights - HRA	£5,000
5) Energy provision to all lights including HRA	<u>£65,000</u>
<b>TOTAL</b>	<b><u>£153,000</u></b>

Discussions with some of our neighbouring District Councils have generally indicated that they manage their footway lighting in the same way as ourselves, however, West Lindsey District Council have utilised the County Council for 5-6 years where they are charged on a schedule of rates basis plus an administration charge and are invoiced annually.

Talks have been held with Lincolnshire County Council aimed at researching and validating any benefits which may be derived from them taking over full responsibility for dealing with all lighting throughout the district.

#### **4. CONCLUSIONS**

That Cabinet supports the recommendations made prior to a further report being made upon completion of the review.

#### **9. CONTACT OFFICER**

P Stokes  
ASSET & FACILITIES MANAGER  
406410 p.stokes@southkesteven.gov.uk

## REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (COMMUNITY SERVICES)

REPORT NO: DCS35

DATE: 5<sup>TH</sup> DECEMBER 2005

<b>TITLE</b>	<b>GROUNDS MAINTENANCE CONTRACT 2006 – 2013</b>
<b>FORWARD PLAN ITEM:</b>	NO
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	KEY DECISION
<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	CLLR RAY AUGER HEALTHY ENVIRONMENT PORTFOLIO
<b>CORPORATE PRIORITY:</b>	CATEGORY "Y"
<b>CRIME AND DISORDER IMPLICATIONS:</b>	YES – PUBLIC PARKS - ATTENDANT/SECURITY ARRANGEMENTS
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available via the Local Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>
<b>BACKGROUND PAPERS:</b>	DPM 215 Grounds Maintenance Contract – Negotiation.

### 1.0 INTRODUCTION

- 1.1 After a period of 10 years of the service being delivered by the same contractor, there was a legal obligation on the Council to offer the grounds maintenance service to tender on the open market. The current contract with a value of £850,000 per annum (including extra over items, apportioned - Housing £120,000 - Amenity £60,000) attracted considerable interest from the industry. After a process of evaluation, 7 contractors were invited to tender with 3 eventually proceeding to submit tenders to contract with the District Council.

- 1.2 This report considers the value of the tenders submitted by the 3 contractors: Cleanaway Ltd (Serviceteam), Glendale Managed Services Limited and Continental Landscapes Ltd, makes recommendations regarding the selection/appointment of a contractor and provides the reasoning behind the selection.

## **2.0 RECOMMENDATIONS**

- 2.1 The Cabinet are recommended to accept the tender from Cleanaway Ltd to the value of £836,527.09 (per annum) for a contract term of 7 years with an option, subject to satisfactory performance, to extend by a further 3 years.

## **3.0 DETAILS OF REPORT**

- 3.1 The current contract is delivered by Cleanaway Limited (formerly Serviceteam Ltd) and will expire on the 28 February 2006.
- 3.2 In preparation for the end of the existing contract, new contract documents have been prepared and the service offered for open tender in accordance with European Directives and the Council's contract procedure rules.
- 3.3 Whilst the contract specification has changed to allow for a more robust default system, current methods of working, legislative requirements, best practice etc the basic outputs (specified standards) have been retained.
- 3.4 Specified standards have been retained as a result of consultation with both the general public, Housing Services, Town Centre Management Partnership (TCMP), Environmental Task Group, Healthy Environment DSP and after consideration of statistical information from our Contract Monitoring Unit (which indicated that most rectification notices were issued after contractors failed to perform/provide the specified standard). In addition, we were keen to avoid any cost implication attached to any improvements in the "specified standards".
- 3.5 The contract has been designed to drive performance via a robust default system, self-monitoring systems and requirement that contractors work to their own (industry recognised) "quality assurance" system.
- 3.6 The evaluation of tenders considers both price and non price factors at a ratio of 80:20.
- 3.7 The form of tender presents the figures in a format which allows us to see if there are any cost implications associated with any future need to vary the contract in the light of "housing stock transfer" or changes in the Council's commitment to participate in the Lincolnshire County Council grass cutting agency agreement. It also demonstrates the amount of additional cost associated with recycling of waste produced by this service (circa 200 tonnes per annum) and park attendant/security requirements.
- 3.8 The Contract requires the establishment of a partnership board (Contractor and SKDC) to look at year on year efficiency gains and how such gains could

be used to provide either shared financial return or improvement to the service.

#### **4.0 SELECTION PROCESS AND SELECTION OF PREFERRED CONTRACTOR**

4.1 **Appendix 1, 2 and 3** shows the evaluation process, Price and Non-price factors, relevant to each of the short-listed contractors.

4.2 The evaluation process also measures the cost relative to a sample of prices selected from the Schedule of Rates considered appropriate as these prices are used to value variations to the contract and the majority of extra over works.

4.3 A reason for the points awarded in the assessment of the Non price Factors is provided.

4.4 The assessment is made in terms of a percentage with 100% being the maximum award.

4.5 On the basis of the points/percentages the following points were awarded:-

<b>CONTRACTOR</b>	<b>PERCENTAGE AWARD</b>	<b>CONTRACT VALUE</b>	<b>NOTES</b>
<b>Cleanaway Ltd</b>	<b>95.5%</b>	<b>£836,527.09</b>	<b>Preferred contractor</b>
Continental Landscapes Ltd	68.83%	£844,410.64	Substitute Contractor
Glendale Managed Services Ltd	41.67%	£998,664.70	

#### **5.0 ADDITIONAL CONSIDERATIONS - CLEANAWAY**

5.1 Cleanaway have committed, at their own cost, to complete a comprehensive, professional inspection and report on the condition of all the Council's mature tree stock. This in its own right is a large project, which on the basis of two people working wintertime only, will take 3 years to complete. The estimated value of this service would be in the region of £43,200.

5.2 The results of the tree survey will provide invaluable data to assist the Council with future maintenance strategies and to pre-empt the possibility of third party claims regarding negligence.

5.3 The contractor has not indicated penalty for removing elements of the work (LCC grass verge maintenance / Housing stock transfer) from the contract.

5.4 The adaptation of buildings to bring about a suitable standard for habitation (by attendants) is included within the tender price.

5.5 There is NO additional cost for recycling the waste generated by this contract.

5.6 The selection of Cleanaway as the preferred Contractor satisfies the principles of Best Value.

## 6.0 ADDITIONAL CONSIDERATIONS – GENERAL

6.1 That there will be a start up cost of £28,000 for the provision recycling bays at our principal sites in Grantham and Stamford.

6.2 The Housing Services section is currently reviewing the “Council house garden maintenance schedule”, in anticipation that we may be able to reduce the associated and significant cost.

6.3 The Contract Price submitted by the contractors does not allow for extra over work (reactive maintenance).

## 7.0 BUDGET/TENDER COMPARISON

### General Fund

Service Area	05/06 Projected Expenditure (Planned maintenance)	Anticipated costs 06/07 #	Tender *	Variance over projection for 06/07	% Additional Cost
LCC Grass Cutting agency agreement	£64,200	£69,400	£101,900	£32,500	46.7
Amenity	£451,300	£487,600	£493,300	£5,700	1.2
Amenity Reactive Maintenance	£60,000	£60,000	Extra over Costs – not included in tender price		

### Housing Revenue Account

Service Area	05/06 Projected expenditure (Planned maintenance)	Anticipated Costs 06/07 #	Tender *	Variance over projection for 06/07	% Additional Cost
Housing	£150,700	£162,800	£241,300	£78,500	48.2
Housing Reactive Maintenance	£130,000	£130,000	Extra over costs - not included in tender price		

7.1 The increase in the maintenance of LCC verge, will be partly offset against an increase in income as a result of the new contract rates being applied (the

LCC currently refund SKDC the value equivalent to maintaining the grass verge areas 7 times per year).

\* Comparison with preferred contractors tender (Cleanaway Limited).

# Comparison with existing Contractor – at anticipated 5% increase (based on building trades index – 5% would be the minimum increase).

**7.2 The Medium Term Financial Strategy approved by Cabinet on 8<sup>th</sup> August 2005 made reference to the requirement to increase the base line for Grounds Maintenance Activity, in relation to the General fund by £400,000.**

## **8.0 COMMENTS OF DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

8.1 I have been consulted about the proposals contained in this report and support the recommendations.

## **9.0 COMMENTS OF OTHER RELEVANT SERVICE MANAGER**

9.1 Steve Frisby - Amenities Manager

Whilst the tender from Cleanaway is higher than our current contract baseline figure of £670,000, due to the length of time since the service was offered to tender, an increase in cost was anticipated. However, the increase is well within the parameters used to set the budget.

9.2 Applying the principles of Best Value the tender from Cleanaway offers a competitive price and added value -measured by way of the evaluation process.

## **10.0 CONCLUSIONS**

10.1 The Grounds Maintenance service has been offered to tender on the open market in accordance with the Council's contract procedure. The tender submitted by Cleanaway Limited offers both best price, added value (non price factors) and best value, hence the recommendation to consider this contractor as the preferred choice.

## **11.0 CONTACT OFFICERS**

11.1 John Pell, Corporate Director of Community Services.  
Tel 01476 406510  
Email [j.pell@southkesteven.gov.uk](mailto:j.pell@southkesteven.gov.uk)

11.2 Steve Frisby, Amenities Manager.  
Tel 01476 406153  
Email [s.frisby@southkesteven.gov.uk](mailto:s.frisby@southkesteven.gov.uk)

**APPENDIX 1**  
**Grounds Maintenance Contract -Tender Evaluation**  
**Non-Price Factors**

**Contractor – Cleanaway Ltd**

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>WEIGHTING</b>	<b>RATING</b>	<b>AWARD</b>
<b>Resources</b>	Number of staff allocated to the contract	4	3	12
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	2	1	2
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, preempt complaints and offer good customer care.	4	4	16
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	4	4	16
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract	4	3	12
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	2	2	4
<b>Totals</b>		<b>20</b>		<b>62</b>

- = The Award for each factor is the Rating multiplied by the weighting.
- Maximum of 80 points possible.

## Rating – Narratives

### Contractor; Cleanaway Ltd

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>REASON FOR RATING</b>
<b>Resources</b>	Number of staff allocated to the contract	Over existing service provision additional administrator provided but only one supervisor compared with competitors.
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	Internal NVQ assessor committed to contractor along with written commitment to staff development and training. Training plan provided .However at outset of contract existing staff will be used as opposed to fully trained staff being utilised from the commencement .
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	Contractor to produce/provide detailed work schedules. Management procedures in place along with systems to monitor performance, H & S, along with customer care. Quality assurance scheme in place and committed to partnering arrangements. IT systems be committed to contract along with support communication arrangements.
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	Cleanaway have extensive and accessible resources with to support the contract. In addition they have committed the highest level, in terms of numbers, of equipment to this contract. However, the contractor has not stated that the equipment will be new to this contract. Equipment maintenance is provided by mobile fitters supported by workshop facilities at Lincoln - to minimise equipment downtime.
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract	Quality assurance scheme. Work schedules. Self monitoring (including pas/fail procedure - performance management). Commitment to contractor / client - joint inspections. Partnering board. Depot space at Grantham
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	Contractor has committed to complete a comprehensive survey of the Councils tree stock over a period of 3 years. This will provide the Council with an invaluable amount of information to enable the production of future “tree management ” plans. The total financial value of this service is estimated at £19,000.

# **Grounds Maintenance Contract -Tender Evaluation** **Price and Non Price Factor – Summary sheet**

**Contractor; Cleanaway Ltd**

<b>Price and Non-Price scoring calculation</b>		<b>Total</b>
<b>Price</b>	<b>3 divided by 3 X 80%</b>	<b>80%</b>
<b>Non-Price</b>	<b>62 divided by 80 = 77.5% X 20%</b>	<b>15.5%</b>

**Price Calculation: Ranked position divided by 3 multiplied by 80%**

**Non-Price Calculation: Score out of 80 divided by 80 multiplied by 20%**

## **Evaluation factor totals – brought forward**

	<b>Award percentage</b>
<b>PRICE</b>	<b>80%</b>
<b>NON PRICE</b>	<b>15.5%</b>
<b>Total percentage</b>	<b>95.5%</b>

### **Notes:**

Recommended on the basis of best value, most competitive price and commitment to non price factors outside the scope of this contract. Arrangements to ensure service delivery are in line with industry standards.

Start up costs will be as quoted by contractor – Nil.

In addition and applicable to all contractors there will be an additional cost of £28,000 for the construction of recycling bays/facilities.

# APPENDIX 1

## GROUNDS MAINTENANCE TENDER EVALUATION

### COST PRICE ANALYSIS

**Contractor: Cleanaway Ltd**

M000 – Vehicle with Gardener £17.50	GC11 – 6/E Grasscutting 100m <sup>2</sup> £25.00	PR02 – Shrub bed maintenance m <sup>2</sup> £3.50	CE01 - Single Grave Excavation £245.00	PA08 – Total herbicide application £0.06	Schedule of Rate Items – mean cost (total divided by 10)	TOTAL .£ 154.01
CH01 – Council House garden tidy £160.00	CH02 – Council House garden £148.75	AR13 – Fell tree upto 10m £140.00	AR22 – Fell tree over 25m £795.00	HR26 – Hedgerow cutting £5.25		
<b>(A) Cost of Amenity package Pre Housing Stock Transfer £493321.70</b>			<b>(B) Cost of Amenity package Post Housing Stock Transfer £493321.70</b>			0
<b>Extra over cost to winning tender price</b>						0
<b>Extra over cost for recycling</b>						0
<b>Extra over cost for adoption/provision of buildings in parks</b>						0
<b>(A) Provision of park attendant £15,000</b>			<b>(B) Provision of security attendant £14,000</b>			29,000
LCC Verge Zones £101903.53	Housing Services Zones £241301.86	Amenity Zones £493321.70		A + B = £836527.09		
Note: LCC payment £						
*£10,000 Included within tender price – cost dispersed over term of contract.						<b>TOTAL</b> <b>£29154.01</b>

**APPENDIX 2**  
**Grounds Maintenance Contract -Tender Evaluation**  
**Non-Price Factors**

**Contractor; Continental Landscapes Ltd**

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>WEIGHTING</b>	<b>RATING</b>	<b>AWARD *</b>
<b>Resources</b>	Number of staff allocated to the contract	4	4	16
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	2	2	4
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	4	4	16
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	4	3	12
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract	4	3	12
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	2	1	2
	<b>Totals</b>	20		<b>62</b>

- = The Award for each factor is the Rating multiplied by the weighting.
- Maximum of 80 points possible.

## Rating – Narratives

### Contractor; Continental landscapes Ltd

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>REASON FOR RATING</b>
<b>Resources</b>	Number of staff allocated to the contract	Over existing service provision additional administrator provided and two supervisor's.
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	.Commitment at outset of contract to provide staff trained to the required standard. However bearing in mind that the contract is TUPE based, no mention is made as to how this would be achieved - using existing staff. Commitment to ongoing staff development made in the interests of quality service provision.
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	Good management structure with North South split in supervisory arrangements. Contractor to produce/provide detailed work schedules. Management procedures in place along with systems to monitor performance, H & S, along with customer care. Quality assurance scheme in place. IT systems be committed to contract along with support communication arrangements. Contract monitoring arrangements in place to pre-empt problems.
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	Continental have extensive and accessible resources with which to support the contract. Whilst, they have not committed the highest level, in terms of numbers, of equipment to this contract - all equipment will be brand new with the use of LPG mowers. Equipment maintenance is provided by mobile fitters supported by workshop facilities - to minimise equipment downtime.
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract	Quality assurance scheme. Work schedules. Self monitoring (including pas/fail procedure - performance management). Familiarity work arrangement. Depot space at both Grantham and Stamford.
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	Willing to operate a comprehensive out of hours contact procedure including the display of contact details within public parks - to enable the public to contact them direct.

# Grounds Maintenance Contract -Tender Evaluation

## Price and Non Price Factor – Summary sheet

**Contractor; Continental Landscapes Ltd**

<b>Price and Non-Price scoring calculation</b>		<b>Total</b>
<b>Price</b>	<b>2 divided by 3 X 80%</b>	<b>53.33%</b>
<b>Non-Price</b>	<b>62 divided by 80 = 77.5% X 20%</b>	<b>15.5%</b>

**Price Calculation: Ranked position divided by 3 multiplied by 80%**

**Non-Price Calculation: Score out of 80 divided by 80 multiplied by 20%**

### **Evaluation factor totals – brought forward**

	<b>Award percentage</b>
<b>PRICE</b>	<b>53.33%</b>
<b>NON PRICE</b>	<b>15.5%</b>
<b>Total percentage</b>	<b>68.83%</b>

### **Notes**

Second most competitive tender supported by a strong set of scores for non price factors. Additional charges would be applied to the alteration of park buildings to bring about habitable standards for staff. Environmental procedures exceed our requirements. However there is a related cost

Good start up arrangements including site risk assessments.

Commitment to new equipment at outset of the contract.

# APPENDIX 2

## GROUND'S MAINTENANCE TENDER EVALUATION

### COST PRICE ANALYSIS

Contractor: Continental Landscapes Ltd.

M000 – Vehicle with Gardener £16.00	GC11 – 6/E Grasscutting 100m <sup>2</sup> £0.96	PR02 – Shrub bed maintenance m <sup>2</sup> £2.20	CE01 - Single Grave Excavation £165.00	PA08 – Total herbicide application £0.05	Schedule of Rate Items – mean cost	TOTAL . £
CH01 – Council House garden tidy £360.00	CH02 – Council House garden £142.00	AR13 – Fell tree upto 10m £58.00	AR22 – Fell tree over 25m £780.00	HR26 – Hedgerow cutting £0.96		
<b>(A) Cost of Amenity package Pre Housing Stock Transfer £546891.00</b>			<b>(B) Cost of Amenity package Post Housing Stock Transfer £546891.00</b>			0
<b>Extra over cost to winning tender price</b>						7883.55
<b>Extra over cost for recycling</b>						24000.00
<b>Extra over cost for adoption/provision of buildings in parks</b>						32000.00
<b>(A) Provision of park attendant £11600.00</b>			<b>(B) Provision of security attendant £7600.00</b>			A + B = 19200.00
LCC Verge Zones £59428.17	Housing Services Zones £238091.47	Amenity Zones £546891.00		£844410.64		
Note: LCC payment £						<b>TOTAL</b>
						<b>£83236.07</b>

**APPENDIX 3**  
**Grounds Maintenance Contract -Tender Evaluation**  
**Non-Price Factors**

**Contractor; Glendale Managed Services Ltd**

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>WEIGHTING</b>	<b>RATING</b>	<b>AWARD</b>
<b>Resources</b>	Number of staff allocated to the contract.	4	4	16
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture.	2	2	4
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	4	4	16
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract.	4	3	12
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract.	4	3	12
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	2	0	0
	<b>Totals</b>	20		60

- = The Award for each factor is the Rating multiplied by the weighting.
- Maximum of 80 points possible.

## Rating – Narratives

### Contractor; Glendale Managed Services Ltd

FACTOR	DESCRIPTION	REASON FOR RATING
<b>Resources</b>	Number of staff allocated to the contract	Over existing service provision – contractor proposes additional administrator and two supervisor’s. However, allowance made for only one FTE at the cemetery
<b>Staff - training culture</b>	Number of qualified staff (in specific areas of expertise) allocated to contract at outset and evidence of staff training culture	Commitment to staff development and training including appointment of two trainees . Commitment to provide staff qualified to their own minimum standards. However at outset of contract existing staff will be used as opposed to fully trained staff being utilised from the commencement.
<b>Management structure</b>	Measure of management capacity to ensure that the contract runs smoothly. The structure should provide capacity to self-monitor, pre-empt complaints and offer good customer care.	Good management structure with North South split in supervisory arrangements. Contractor to produce/provide detailed work schedules. Management procedures in place along with systems to monitor performance, H & S, along with customer care. Quality assurance scheme in place. IT systems would be committed to contract along with communication systems. Contract monitoring arrangements in place to pre-empt problems. In addition there is a commitment towards an annual development plan and to work within the best value framework
<b>Equipment</b>	Amount of equipment allocated to the contract, condition/age of equipment. Maintenance regime. Suitability of equipment to comply with the requirements of the contract	Glendale have extensive and accessible resources with which to support the contract. Equipment will be brand new. No information provided as to how the contractor will address problems with equipment downtime - breakdowns etc. It should be noted that the contractor has opted to achieve the required grass cutting standards (general grass areas) by way of rotary machinery as opposed to cylinder cut machinery - which tends to provide a superior quality of cut.
<b>Operational plans</b>	Evidence of quality planning to ensure satisfactory delivery of the contract	Quality assurance scheme. Work schedules. Self monitoring (including pas/fail procedure - performance management). Commitment to Partnering board. Depot space within the SKDC area. strong commitment towards customer satisfaction. Annual development plan and working within a best value framework. However we note that there interperetation of the specified standard has equated to only 13 cuts per annum as opposed to 15 – as suggested by the competitor contractors.
<b>Additional non price factors</b>	Supplementary suggestions, amount of good will provided to the contract. i.e. financial commitments towards the upgrade of service related goods/equipment.	

**Grounds Maintenance Contract -Tender Evaluation**  
**Price and Non Price Factor – Summary sheet**

**Contractor; Gendale Managed Services Ltd.**

<b>Price and Non-Price scoring calculation</b>		<b>Total</b>
<b>Price</b>	<b>1 divided by 3 X 80%</b>	<b>26.67%</b>
<b>Non-Price</b>	<b>60 divided by 80 = 75% X 20%</b>	<b>15%</b>

**Price Calculation: Ranked position divided by 3 multiplied by 80%**

**Non-Price Calculation: Score out of 80 divided by 80 multiplied by 20%**

**Evaluation factor totals – brought forward**

	<b>Award percentage</b>
<b>PRICE</b>	<b>26.67</b>
<b>NON PRICE</b>	<b>15</b>
<b>Total percentage</b>	<b>41.67%</b>

# APPENDIX 3

## GROUNDS MAINTENANCE TENDER EVALUATION

### COST PRICE ANALYSIS

**Contractor: Glendale Managed Services Ltd**

M000 – Vehicle with Gardener £18.77	GC11 – 6/E Grasscutting 100m <sup>2</sup> £2.40	PR02 – Shrub bed maintenance m <sup>2</sup> £0.648	CE01 - Single Grave Excavation £194.79	PA08 – Total herbicide application £0.11	Schedule of Rate Items – mean cost	TOTAL £
CH01 – Council House garden tidy £84.88	CH02 – Council House garden £127.65	AR13 – Fell tree upto 10m £79.89	AR22 – Fell tree over 25m £848.80	HR26 – Hedgerow cutting £1.13		
<b>(A) Cost of Amenity package Pre Housing Stock Transfer £654782.26</b>			<b>(B) Cost of Amenity package Post Housing Stock Transfer £738426.86</b>			83644.60
<b>Extra over cost to winning tender price</b>						162137.61
<b>Extra over cost for recycling</b>						0
<b>Extra over cost for adoption/provision of buildings in parks</b>						0
<b>(A) Provision of park attendant £111840.56</b>			<b>(B) Provision of security attendant £15550.08</b>			127390.64
LCC Verge Zones £50315.44	Housing Services Zones £293567.00		Amenity Zones £654782.26		£998664.70	
Note: LCC payment £						
<b>TOTAL</b>						<b>£373308.75</b>

## REPORT TO CABINET

REPORT OF: DIRECTOR OF OPERATIONAL SERVICES

REPORT NO: DOS 297

DATE: 5<sup>th</sup> DECEMBER 2005

<b>TITLE:</b>	IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 5
<b>FORWARD PLAN ITEM:</b>	E-GOVERNMENT
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	16 July 2004
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	No
<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Access Cllr Paul Carpenter – Technology Portfolio Holder
<b>CORPORATE PRIORITY:</b>	ACCESS TO SERVICES
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None
<b>BACKGROUND PAPERS:</b>	Implementing Electronic Government Statement 1 Implementing Electronic Government Statement 2 Implementing Electronic Government Return 3 Implementing Electronic Government Return 4 Implementing Electronic Government Return 4.5

### INTRODUCTION

1. The Council is required to submit an Implementing e-Government Return every 6 months to the Office of the Deputy Prime Minister. The Return must be submitted on-line through the ESD web site to the ODPM no later than 19<sup>th</sup> December 2005.

### RECOMMENDATION

2. The Cabinet is asked to delegate authority for approval of IEG5 to the Cabinet Technology Portfolio Holder Cllr Paul Carpenter.

## **DETAILS OF REPORT**

3. The format of the IEG5 is prescribed by the ODPM. Each release of the Implementing e-Government Return by the ODPM contains changes to the reporting requirement, therefore the form used for IEG4.5 cannot be used for IEG5. The on-line submission form and word proforma for IEG5 was not released by the ODPM by 9<sup>th</sup> November 2005. This did not allow for a timely completion of the return to meet internal reporting deadlines.
4. Full achievement of BVPI 157 and implementation or initial pilots of e-government required priorities is required by the end of December 2005. This will be reported through IEG5. I am pleased to advise that this authority is on target to achieve BVPI 157. Developed plans for delivery of the priority outcomes are well advanced.
5. A section within the IEG return is to demonstrate the efficiency savings that will be achieved in both cash (cash savings) and non cash (quality benefits) terms. This is an important section of the Return which is required to justify the corporate investment in local e-government. For this return indicative figures will again be submitted based on the recent introduction of the e-government agenda. It is proposed to introduce robust data gathering methods where e-government is fully introduced to ensure that the efficiency savings can be captured.
6. The completed Implementing e-Government Return will be available on both our intranet and web-site once it is approved and submitted.

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

6. The IEG5 Return, if approved, supports our e-government agenda and Access priority.

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

7. No specific comments.

## **CONTACT OFFICERS**

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## REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (COMMUNITY SERVICES)

REPORT NO: DCS34

DATE: 5<sup>th</sup> DECEMBER 2005

<b>TITLE:</b>	<b>LINCOLNSHIRE COMMUNITY POLICING INITIATIVE</b>
<b>FORWARD PLAN ITEM:</b>	No
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	N/A
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	<b>COUNCILLOR MRS LINDA NEAL, LEADER OF THE COUNCIL STRATEGIC PARTNERSHIPS</b>
<b>CORPORATE PRIORITY:</b>	Priority A: Anti-Social Behaviour
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Directly related to the Council's response to tackling anti-social behaviour.
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None
<b>BACKGROUND PAPERS:</b>	Letter from Leader of Lincolnshire County Council - 11 <sup>th</sup> November 2005.

### 1.0 **BACKGROUND**

1.1 The Leader of Lincolnshire County Council, in partnership with Lincolnshire Police, has launched a Community Policing Initiative. The initial launch was made on the 21<sup>st</sup> October. Since the launch the Assistant Chief Constable has met separately with the Leaders and Chief Executives of the Lincolnshire District Councils and the Chief Executives of the Lincolnshire authorities met to discuss the proposals on the 22<sup>nd</sup> of November 2005. A letter from the Leader of the County Council dated 11<sup>th</sup> November is attached as an appendix to this report (Appendix A).

- 1.2 This report provides information about the Lincolnshire Community Policing Initiative and requests Cabinet to consider whether or not they wish to support financially the proposals received from the County Council.

## **2.0 RECOMMENDATIONS**

Cabinet are recommended to.

- 2.1 Support the proposals for community policing set out in the letter dated 11<sup>th</sup> November from the Leader of Lincolnshire County Council (Appendix A).
- 2.2 Agree that a contribution of £65,700 towards the cost of the Community Policing Initiative be recommended for approval to Council as part of the Council's 2006/07 budgetary processes.
- 2.3 Agree that the funding (£60,000) required for taking forward the Council's Action Plan for tackling anti-social behaviour (approved by Cabinet on the 10<sup>th</sup> October) be considered as part of the development of the Council's 2006/07 budget. Future decisions about funding the Council's Action Plan would be subject to sufficient resources being available after; (a) the contribution to the Community Policing Initiative has been made and; (b) consultation has taken place as part of the budget setting process.

## **3.0 PROPOSALS**

- 3.1 Lincolnshire Police have been developing a new model of policing based on operating at a community level. Some of this work has been based upon good practice developed in conjunction with South Kesteven Crime and Disorder Reduction Partnership (C.D.R.P.).
- 3.2 The County will be divided into a series of areas (59) reflecting geographical and community makeup. It is understood that South Kesteven will have eleven (11) defined local areas each provided with a community team. Each team will be made up of at least one Police Constable, at least one Police Community Support Officer (P.C.S.O.) and at least one Special Constable plus volunteer support where available.
- 3.3 Crime and Disorder Reduction Partnerships will have a major part to play in supporting joint working under the proposals through the commissioning of joint work and co-ordinating the linkages between their work and Community Teams.
- 3.4 Each Community Team will meet collectively to review progress and plan future activities. These meetings will be called Joint Action Groups. South Kesteven District Council have already been involved on a pilot basis and Joint Action Teams have necessitated the involvement of the Anti Social Behaviour Officer, the Community Safety Officer when appropriate and representatives from housing services. The amount of resource involved from non-police (multi-agency) personnel should not be underestimated in making this model of community policing work effectively; this is not just about the Police.

- 3.5 It is proposed that each team will set a strategy in consultation with a group that represents all aspects of the area it serves. This group, called the Community Panel, will be made up of 6-12 members of the community representative of the variety of public interests and concerns. It is proposed that the Community Panel meet every six months. The Panel will be involved in quality assuring the community profile and signing off team tasks.
- 3.6 A countywide review group will meet on an annual basis to review the functioning of the structures.

#### **4.0 COUNTY COUNCIL POSITION**

- 4.1 The letter from the Leader of Lincolnshire County Council sets out the County Council position. This is attached as (Appendix A).
- 4.2 The total cost of meeting the police proposals is £3.3m of which the County Council is proposing to provide £3m of funding. The County are requesting that District Councils provide £300,000 as a contribution to the overall initiative.
- 4.3 The County Council have suggested that contributions be based on how the distribution of Building Safer Stronger Communities funding (Home Office Funding) is apportioned across the County. This means that South Kesteven District Council have been asked for a contribution of £65,700.

#### **5.0 DISTRICT COUNCIL POSITION**

- 5.1 The Cabinet approved an action for tackling anti-social behaviour at the meeting held on 10<sup>th</sup> October 2005. The Action Plan identified the actions and resources needed to deliver specified outcomes. The plan was formulated on the basis of neighbourhood and community policing and recognises the type of support needed to deliver effective partnership working through joint action groups. The policing model advocated by the Police was developed in conjunction with South Kesteven District Council. Our experience demonstrates that the model needs agencies other than the Police to make the model work effectively at a local level.
- 5.2 It is suggested that the funding (£60,000) required for taking forward the Council's Action Plan for tackling anti-social behaviour (approved by Cabinet on the 10<sup>th</sup> October) be considered as part of the development of the Council's 2006/07 budget. It is understood that any future decisions about funding the Council's Action Plan would be subject to sufficient resources being available after the contribution to the Community Policing Initiative has been made and consultation has taken place as part of the budget setting process.

#### **6.0 COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND STRATEGIC RESOURCES**

- 6.1 I have been consulted about these proposals and the budget implications of these proposals will be considered during the preparation of the 2006/07 budget.

**7.0 COMMENTS OF THE CORPORATE MANAGER (DEMOCRATIC & LEGAL SERVICES)**

7.1 I have been consulted about these proposals and support the recommendations of the report.

**8.0 CONCLUSIONS**

8.1 The proposals put forward by the County Council will result in significant leverage for the Council. For the £65,700 invested nearly £550,000 of additional money will be invested in local policing within the District. The approach proposed by the Police is consistent with the way that the Council's Community Safety Team has been set up.

**9.0 CONTACT OFFICER**

9.1 John Pell  
Corporate Director (Community Services)  
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Email: [j.pell@southkesteven.gov.uk](mailto:j.pell@southkesteven.gov.uk)  
22<sup>nd</sup> November 2005



# LINCOLNSHIRE COUNTY COUNCIL

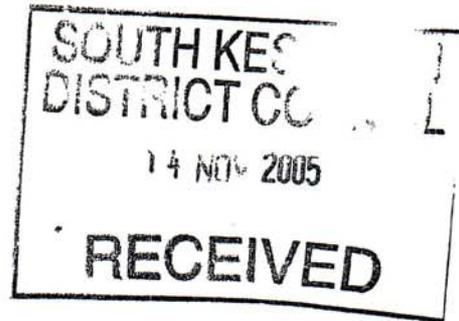
LEADER OF THE COUNCIL  
Councillor M J Hill

County Offices, Newland, Lincoln LN1 1YS  
Telephone: (01522) 552091 Fax: (01522) 552072

*Letter to District Council Chief Executives*

Reference: MH/TM/CL/PAR

11 November 2005



Dear Chief Executive

## **LINCOLNSHIRE COMMUNITY POLICING INITIATIVE**

Neighbourhood policing is a key Government initiative with a commitment that dedicated policing teams will be in place across the country by 2008. It is integral to the wider neighbourhood empowerment agenda that the Government has set out in the document "Citizen Engagement and Public Services: Why Neighbourhoods Matter" (January 2005).

The initiative will deliver policing that is dedicated, visible, accessible and responsive. Research shows that the public wants a greater police presence that is approachable and sensitive to their needs. Police Community Support Officers (PCSOs) provide a reassuring local presence. They are known by the community and can be gatherers of intelligence and providers of feedback to the public on the success of operations and initiatives.

Central to the effectiveness of the neighbourhood initiative is a multi-agency approach to service delivery so the proposals include plans for joint agency impact teams and for a range of ancillary services to strengthen communities and help them to solve problems for themselves. These additional services will include training and advice on issues such as parenting, healthy living and tackling the root causes of antisocial behaviour and will be financed out of any surplus or slippage in the main programme.

Good intelligence is crucial so the proposed spending plan includes an element for research and analysis (in line with the National Intelligence Model) to enable the new teams to be more proactive than reactive.

Crime and Disorder Reduction Partnerships (CDRPs) have signed agreements with the Government Office of the East Midlands to reduce crime in the county by 17% over three years in line with National Public Service Agreement No. 1, so it is important that this initiative contributes to the achievement of that outcome. One element of the spending plan is a proposal to restore to the CDRPs a sum equivalent to the Basic Command Unit (BCU) fund that will enable them to continue to commission and fund projects and services that contribute to the achievement of their targets.

The Home Office is "keen to encourage joint funding of this kind with local businesses and councils" so, it is suggested that contributions from District/Borough/City Councils is calculated as follows:

The total cost of meeting the police proposals is approximately £3.3 million of which the County Council will provide £3 million, leaving £300 000 to be provided by the District Councils.

The "Building Safer Communities (BSC)" Fund that the Home Office provides to CDRPs is calculated on crime and population levels in the CDRP areas. It seems fair and reasonable to use the same ratios to divide up the amount required but then to deduct from a district's share any sum that it is known that the Council (not the CDRP) contributes towards the cost of providing PCSOs. The County Council already contributes £40 000 per annum to provide PCSOs.

The table that follows shows the current distribution of BSC funds and the percentage split between each of the seven areas.

CDRP	BSC	Percentage of total
Boston	£89,988	11.6
East Lindsey	£129,618	16.7
Lincoln	£150,555	19.5
North Kesteven	£86,569	11.2
South Holland	£82,092	10.6
South Kesteven	£139,866	18.1
West Lindsey	£95,560	12.3
<b>LINCOLNSHIRE TOTAL</b>	<b>£774,248</b>	<b>100</b>

(Source: Government Office – East Midlands)

As far as I am aware, North Kesteven (£10 000), South Holland (£20 000) and East Lindsey (£30 000) are the only districts that contribute towards PCSOs

Based on the above, the following contributions from the seven District Councils towards the £300 000 new investment would seem to be reasonable:-

<b>Boston Borough</b>	<b>11.6%</b>	<b>= £42 110</b>
<b>East Lindsey</b>	<b>16.7%</b>	<b>= £60 620 MINUS £30 000 = £30 620</b>
<b>Lincoln City</b>	<b>19.5%</b>	<b>= £70 790</b>
<b>North Kesteven</b>	<b>11.2%</b>	<b>= £40 660 MINUS £10 000 = £30 660</b>
<b>South Holland</b>	<b>10.6%</b>	<b>= £38 480 MINUS £20 000 = £18 480</b>
<b>South Kesteven</b>	<b>18.1%</b>	<b>= £65 700</b>
<b>West Lindsey</b>	<b>12.3%</b>	<b>= £44 650</b>

**Total new contributions from District Councils** **£303 010**

In addition, I will ask the Police Authority to contribute the sum of £40,000 to help provide the surplus contingency provision mentioned above.

I hope that you can support this initiative to give our citizens a better, more focussed, more responsive service and will encourage your Councils to commit to making the financial contributions outlined above.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Martin Hill'.

**Martin Hill**  
**Leader of the County Council**