



# AGENDA

## CABINET

**MONDAY, 10 OCTOBER 2005**

**10.30 AM**

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

Duncan Kerr, Chief Executive

<b>CABINET MEMBERS:</b>	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)
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<b>Cabinet Support Officer:</b>	Lena Shuttlewood tel: 01476 406119 e-mail: l.shuttlewood@southkesteven.gov.uk
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**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 5<sup>th</sup> September 2005.  
**(attached)**
3. **Declarations of Interest (if any)**

**CATEGORY A PRIORITIES:**

4. **\*SKDC Action Plan for Dealing with Anti-Social Behaviour**  
Report number DCS28 by the Director of Community Services. **(attached)**
5. **\*Town Centre Action Plan: Consultation Draft Report of Representations received and Proposed Changes**  
Report number PLA533 by the Head of Planning Policy & Economic Regeneration.  
**(attached)**

**EXCLUSION OF THE PUBLIC**

It is anticipated that, in accordance with Section 100(A) of the Local Government Act 1972, the public may be excluded from the meeting during consideration of the following item of business because of the likelihood that otherwise exempt information, as described in paragraphs 8 and 9 of Schedule 12A of the Act, would be disclosed to the public.

6. **Bourne Core Area Redevelopment Proposals: Update**  
Report number PLA531 by the Head of Planning Policy & Economic Regeneration.  
**(Exempt report attached)**
7. **\*Economic & Community Development Strategy 2005-2008**  
Report number PLA534 by the Head of Planning Policy & Economic Regeneration.  
**(attached)**

**CATEGORY B PRIORITIES:**

8. **\*Local Development Framework: Statement of Community Involvement**  
Report number PLA532 by the Head of Planning Policy & Economic Regeneration.  
**(attached)**
9. **\*Aire Road, Grantham: Provision of Affordable Housing**  
Report number DRS22 by the Director of Regulatory Services. **(attached)**
10. **Redevelopment of Besdsit Accommodation, Croake Hill, Swinstead**  
Report number HSG165 by the Director of Regulatory Services.  
**(attached)**

**CATEGORY Y ISSUES:**

11. **\*Travel Concessions**  
Report number DOS293 by the Director of Operational Services.  
**(attached)**

**CHANGE MANAGEMENT ACTION PLAN ISSUES:**

<p><b>12. Value for Money Trend Analysis</b> Report number CEX298 by the Chief Executive. (attached) [A copy of the Council's Value for Money Self-Assessment submission to the Audit Commission follows this report.]</p>
<p><b>13. Aligning Council and LSP Priorities</b> Report number CEX300 by the Chief Executive. (attached)</p>
<p><b>14. Matters Referred to Cabinet by the Council or the Development &amp; Scrutiny Panels</b></p>
<p><b>15. Items raised by Cabinet Members including reports on Key and Non Key Decisions taken under Delegated Powers.</b></p>
<p><b>16. Representations Received from Members of the Public on Matters within the Forward Plan (if any)</b></p>
<p><b>17. Representations received from Non Cabinet Members</b></p>
<p><b>18. Any other business which the Chairman, by reason of special circumstances, decides is urgent</b></p>



**MEETING OF THE CABINET**  
**5 SEPTEMBER 2005 - 10.30 AM - 11.11 AM**

**PRESENT:**

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

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

**Chief Executive  
Director of Community Services  
Head of Environmental Health & Licensing  
Head of Leisure & Cultural Services  
Member Services Manager  
Public Relations Manager  
Trainee democratic Support Officer**

**Non Cabinet Members : Councillors Kerr ; G. Taylor ; G. Wheat ; Wilks**

**CO56. MINUTES**

The minutes of the meeting held on 8<sup>th</sup> August 2005 were confirmed as a correct record.

**CO57. DECLARATIONS OF INTEREST**

No declarations of interest were made.

## CO58. ESTABLISHMENT OF A LEISURE TRUST

### 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.

Considerations/Reasons for Decision:

- (1) Report number LAC146 by the Head of Leisure & Cultural Services setting out the recommendations contained in a consultants' report on the viability of establishing a leisure trust to manage some or all of the services currently provided by the Council's leisure and cultural services section;
- (2) The consultants, PMP, looked at various models of not for profit organisations, the services provided by the Council and their operational costs, business rates and VAT. Future capital costs were also considered;
- (3) Consultation undertaken with officers of the Council, some town and parish councils, facility users and neighbouring authorities;
- (4) An exploration of the advantages and disadvantages of the trust options, together with the roles and responsibilities of board trustees;
- (5) Consideration of the legal and property issues, including the leasehold transfer of assets to a trust. Staffing implications have also been considered;
- (6) A proposed course of action which will be required if the Council wants to accept the consultants' advice and proceed with the development of a trust. A period of consultation will be needed in order to establish the framework around which the new organisation can be built;
- (7) The consultants have identified one off costs of £150,000 that will be incurred in establishing a new leisure trust;
- (8) The Cabinet approve the establishment of a trust or trusts in principle but are mindful that there are outstanding issues to be resolved first,

most notably the lease/ownership issues in relation to the Bourne and Market Deeping leisure centres with the Lincolnshire County Council. The Cabinet indicated its desire to see these matters satisfactorily resolved before any trust(s) is established;

(9) In view of the timescale for consultation, the Cabinet requested that this issue be fed through the current round of Local Area Assemblies.

Alternative options considered and rejected:

Options for management of leisure facilities, including the development of a partnership trust arrangement have previously been considered, assessed and dismissed.

*[The Director of Community Services, and the Head of Leisure & Cultural Services here left the meeting before discussion and consideration of the following item.]*

CO59. REVIEW OF SENIOR MANAGEMENT STRUCTURE

**DECISION:**

**That the Council be recommended**

**(1) to make the following adjustments to the budget and policy framework:**

- (a) £300,000 towards the salary costs relating to the implementation of the review of the Council's Senior Management Structure from 1<sup>st</sup> April 2006;**
- (b) £150,000 to be a provisional estimate for the period 2006/07 to 2006/07 to cover the costs of the external recruitment, any redundancy payments and additional salaries payable if appointments are taken up before 1<sup>st</sup> April 2006.**

**(2) to approve that member consultation on the appointment of the Strategic Directors is undertaken by the involvement of the members of the Chief Executive's Appraisal Panel and the remit for this panel be extended to include the authority to implement and make assessments against a performance-related pay scheme for the Chief Executive.**

Considerations/Reasons for Decision:

- (1) Revised report CEX296 by the Chief Executive which had been amended to take account of on-going consultation with the Corporate Management Team and other consultees. The principal changes referred to the omission of personal details relating to individual officers, a revised timetable for implementation, indicative allocation of responsibilities between the six operational managers as revised, and**

the resolution of the allocation of Section 151 responsibilities within the new structure;

- (2) The proposed grades for the three posts of Strategic directors have been set at up to £75,000. The grades for the six posts of General managers are established by job evaluations within the range of £50,805 to £61,000 with those posts not being filled by assimilation being appointed on a scale up to £55,000;
- (3) The creation of six new General Managers will have implications for the number or level of responsibilities of the team-leaders who they will manage. Given the increased capacity being provided by General Managers, it is assumed that a target of £100,000 for offsetting efficiencies can be realised as a result of subsequent re-structuring at this level. No account has been made in this calculation for one-off costs such as redundancy and early release of pensions that will arise in the introduction of the new structure if suitably alternative employment cannot be offered to persons adversely affected by these proposals. The costings also assume that the housing functions will either be transferred or, if retained, be managed through a dedicated tenancy service section. Employment costs of senior management posts in the latter case would be funded entirely from the Housing Revenue Account;
- (4) Comments from the Director of Finance and Strategic Resources and the Corporate Manager, Human Resources & Organisational Development excepting that part of the report in which they have a personal interest.

#### CO60. PEST CONTROL SERVICE

**DECISION:** That the Council be asked to approve:

- (1) **the Head of Environmental Health & Licensing, in conjunction with the Council's Solicitor, being authorised to negotiate a variation of the contract to effect a one off payment to the Pest Control contractor, Pest Express Limited, in order to revise the remaining period of the contract at a sum not exceeding £50,000 plus legal costs, effective as soon as possible;**
- (2) **a revised budget for this amount.**

Considerations/Reasons for Decision:

- (1) Report number ENV251 by the Head of Environmental Health & Licensing explaining that for the first quarter of the financial year, the service had made a loss and that discussions had taken place with the contractor in order to try and reduce these costs. The objective was for the service to break even on a full cost recovery basis;
- (2) There has been a marked reduction for the pest control service since charges were introduced in April. The price is considerably lower than the open market price but other factors have contributed to the lower

take up such as adverse publicity about the new charge and the cold weather that affected the wasp population. The significant reduction in the number of requests to deal with wasps has had a considerable impact on income;

- (3) A solution is needed to address the future viability of the service in order to prevent any further loss to the Council. Through negotiation, the contractor had indicated that £50,000 (plus legal costs) would be required to effect a variation to the contract. The contractor would take over the provision of the whole service, including administration and collection of charges, the contractor would keep income raised and therefore would become the appointed pest control contractor for the remainder of the contract period;
- (4) The maximum loss to the Council for the remainder of the contract period would be fixed based on this solution and the contractor has indicated he would reduce the charges to the public;
- (5) Noting this contract variation will necessitate adjustments to the work which had been done to prepare this service for inclusion within the contact centre;
- (6) The Cabinet notes that the proposed fees to be levied by the contractor are very reasonable and therefore represent excellent value for money for the public using the service.

Other options considered and assessed:

- (1) The Council could increase charges for the service. The current charges have had a dramatic effect on take up of the service so the take up would potentially drop further.
- (2) The Council could continue to advertise and monitor the situation. With the evidence currently available, the income is not likely to rise significantly in the near future. Any income received will contribute towards the cost of the service, but it is unlikely that this will achieve the objective, which is to break even.
- (3) The Council could terminate the contract and not offer any service. We will still have to pay the contractor the full contract price.

CO61. PROPOSED NEW PROTOCOL FOR MEMBER AND OFFICER RELATIONS

DECISION:

**The new Protocol for Member and Officer Relations as appended to report number DLS44 by the Corporate Manager, Democratic & Legal Services was approved subject to delegated authority being**

**given to the Chief Executive in conjunction with the Leader and the Monitoring Officer to amend the wording of Paragraph 62.**

Considerations/Reasons for Decision:

- (1) Report number DLS44 by the Corporate Manager, Democratic & Legal Services referring to a new model protocol developed by the Association of Council Secretaries and Solicitors;
- (2) The Council's existing protocol does not address the changed role of members resulting from the Local Government Act 2000, particularly in relation to the scrutiny and executive functions. The new protocol is considered more relevant to the current constitutional arrangements of the Council;
- (3) The suggested new protocol has been subject to consideration by the Council's Corporate Management Team, Portfolio Holders, the Standards Committee, Unison, and the Scrutiny Co-ordinating Group. All members had been given an opportunity to comment. Comments and suggestions made during this process have been taken account of in the amended version which represents the combined views of all consultees;
- (4) The amendment at paragraph 62 is for clarification on this important point of principle: members acting in decision making capacities can suggest amendments to an officer's recommendation but must not do so in order to serve a political stance.

CO62. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.

**NON KEY DECISIONS:**

**(1) Councillor Mrs Frances Cartwright: Portfolio - Organisational Development (including Large Scale Voluntary Transfer and Housing Landlord function)**

Decision: To accept the tender submitted by Devlin Decorators Ltd of Mablethorpe in the sum of £15,800 for the Internal Decoration of Community Centres in Grantham, Stamford and the Deepings.

[Decision date: 05.09.05]

**(2) Councillor Terl Bryant: Portfolio - Assets & Resources/Councillor Paul Carpenter: Portfolio – Access & Engagement.**

**(Joint Non Key Decision)**

**Decision:** That approval be given to undertake further discussions and demonstrations with Cedar Software Ltd with a view to awarding that company as the preferred supplier for the Council's new financial system.

[Decision made 22.08.05]

**(3) Councillor Teri Bryant: Code of Conduct**

Councillor Bryant referred to an issue that had arisen in relation to the interpretation of Standards Board guidance in instances where members wore "two hats" and could potentially face a conflict of interest. He referred to his position as Portfolio Holder for Assets and Resources whereby he adjudicated on a list of over 200 organisations applying for discretionary rate relief and other grants. The Monitoring Officer was presently in consultation with the Standards Board about how he, and other members, could avoid being placed in positions where they had a conflict of interest.

**DATE DECISIONS EFFECTIVE:**

Key Decision at minute number CO58 and other non key decisions made on 5<sup>th</sup> September 2005 can be implemented on 14<sup>th</sup> September unless subject to call-in by the relevant Development & Scrutiny panel Chairman or five members of the Council. Decisions at minute numbers CO59, CO60, and CO61 are matters of policy and therefore stand referred to the full Council.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,  
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## REPORT TO CABINET

REPORT OF: CORPORATE DIRECTOR (COMMUNITY SERVICES)

REPORT NO: DCS28

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	<b>SOUTH KESTEVEN DISTRICT COUNCIL ACTION PLAN FOR DEALING WITH ANTI-SOCIAL BEHAVIOUR</b>
FORWARD PLAN ITEM:	Yes
DATE WHEN FIRST APPEARED IN FORWARD PLAN:	17 <sup>th</sup> March 2005
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Yes

COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:	Councillor Peter Martin-Mayhew
CORPORATE PRIORITY:	Anti-social Behaviour – Priority A
CRIME AND DISORDER IMPLICATIONS:	Meets the Council's requirements under Section 17 of the Crime and Disorder Act 1998
FREEDOM OF INFORMATION ACT IMPLICATIONS:	Recognised in the appendix to the report
BACKGROUND PAPERS:	<ol style="list-style-type: none"><li>1. Report DCS 10 Tackling Anti-Social Behaviour</li><li>2. South Kesteven District Council's Anti-Social Behaviour and Enforcement Policy</li></ol>

## **1.0 INTRODUCTION**

- 1.1 Combating Anti-Social Behaviour was approved by the Council as a Category A Priority in May 2004, and the Council's Anti-Social Behaviour and Enforcement Policy was approved by Council on the 28<sup>th</sup> April 2005.
- 1.2 This action plan deals with anti-social behaviour. For the purpose of this action plan and for the purpose of tackling anti-social behaviour South Kesteven District Council has adopted the formal definition included in the Crime and Disorder Act 1998, which defines anti-social behaviour as:

*“Any person acting in a manner that caused or was likely to cause harassment, alarm or distress to one or more person not of the same household as himself”*

- 1.3 The Home Office have developed a typology for anti-social behaviour and this is useful to help draw up a working definition of anti-social behaviour, the purpose of the typology is to provide a practical framework and guide to the main categories of behaviour that are widely accepted to be anti-social by both practitioners and the public. The categories are divided into four core areas according to whether they occur in a public space, whether they have a direct or indirect victim and whether the behaviour impacts on the environment. The core area categories are: misuse of public space; disregard for community and personal well being; acts directed at people; and environmental damage.
- 1.4 Under each of these categories there are a number of definitions which include a range of behaviours including the disorder associated with the evening economy and alcohol, drug misuse, aggressive begging, street drinking, prostitution, abandoned cars, vehicle related nuisance and inappropriate vehicle use, vandalism, rowdy behaviour, noise, nuisance behaviour such as urinating in public, hoax calls, animal-related problems, intimidation and harassment, littering and dumping rubbish, neighbour and general public nuisance in both private houses and on the council's housing estates and in the council's sheltered housing schemes.

### **1.5 The Challenge**

Communities are complex and interdependent; the work of one agency affects the work of another, however when agencies work together they are much more effective. There are many challenges in dealing with anti-social behaviour, and there are also many tools for dealing with anti-social behaviour, one of the most important tools for dealing with anti-social behaviour are partnerships at both the strategic and operational level.

### **1.6 Some Fact and Figures**

Our town centres have undergone a renaissance in recent years, and people are returning to live, work and spend their leisure time in them. A key feature has been the growth of the evening economy between 5pm and the night time

economy after 9pm. National research has shown that this expansion has benefits at a local level for example:

- The average pub injects £73,000 a year into the local economy.
- Cinema attendance has more than doubled since 1990.
- Since the late 1990's an increasing proportion of shopping centres and leisure development have been undertaken in town and city centres.

## 1.7 Alcohol-related Crime, Disorder and Anti-Social Behaviour and the Cost

Although much has been done to improve the powers available, there is too much violent crime, disorder and anti-social behaviour caused by alcohol, let's look at some more national data:

- In 2002 – 2003. 1.2 million violent crimes were alcohol-related, that's 44% of all violent crime.
- One in five violent incidents takes place in or around clubs and pubs, accounting for 13,000 incidents each week.
- Underage drinking causes particular problems, in undercover tests in 2004, one in three attempts by underage people to buy alcohol were successful.
- This puts pressure on all public services especially the police, accident and emergency, cleaning and environmental services and this Council, lets look at some of the costs taken from national figures:
- Alcohol -related anti-social behaviour costs £7.3 billion a year.
- Litter from drinks increased 23% in the last year and litter from fast food outlets increased 12% in 2002 – 2003.
- Local authorities spend £100 million on tourism promotion, which is put at risk by town centres being perceived as poorly managed and dangerous, deterring potential and repeat visits.
- Up to 35% of accident and emergency attendances and ambulance costs are estimated to be alcohol-related, and between midnight and 5am, up to 70% of visits to accident and emergency departments are alcohol-related.

## 1.8 How is Anti-Social Behaviour different from Crime?

Even given the above remarks at paragraph 1.2 above anti-social behaviour is a difficult concept to define, the same action could be considered by different people to sit anywhere on the behaviour spectrum from normal to anti-social to

disorderly to criminal. Also the types of behaviour that are reported as being anti-social vary from one person to another. From this a number of different themes emerge about anti-social behaviour. These themes inform our understanding of ways in which people experience anti-social behaviour differently from being a victim of crime. For the purpose of this action plan and in order to have a starting point for tackling anti-social behaviour South Kesteven District Council will adopt the concept:

1.9 *“That anti-social behaviour typically manifests itself in high volume, low level incidents involving repetitive and cumulative incidents. People are aware that some behaviour that concerns them might be considered trivial when considered in isolation, however when experienced on a regular daily basis it could become unbearable”*

## **2.0 RECOMMENDATIONS**

2.1 The Cabinet is requested to:

- (a) Approve and adopt the Action Plan noting that the financial implications estimated to be £60,000 will be brought forward for consideration as part of the Council's budgetary processes.
- (b) Encourage Portfolio Holders and Services Managers to make provision for service specific actions identified in the Anti-Social Behaviour Action Plan within their Service Plans.
- (c) Note that the document is subject to amendment and review in line with changes in Government legislation.
- (d) Note that the document is subject to development, amendment and review following ongoing consultation with; the Council's CDRP partners, the community and with other statutory and non-statutory agencies, any amendment will be reported back to Cabinet for approval.

## **3.0 DETAILS OF REPORT**

3.1 The Council's Action Plan for dealing with Anti-Social Behaviour is attached at Appendix 1.

3.2 Anti-Social Behaviour is a high priority for the Council and in line with this priority the action plan has four key performance areas for tackling anti-social behaviour, as follows:-

- To improve community safety.
- To reduce crime and disorder.
- To reduce the fear of crime.
- To create public reassurance.

In line with the four performance areas the aim is to tackle anti-social by:

- Working with high-risk children and young people to prevent them from becoming involved in anti-social behaviour.
- Making perpetrators aware of the impact and consequences of their behaviour.
- Using Anti-Social Behaviour Orders and informal agreements to establish standards of acceptable behaviour within the community.
- Identifying and working with key partners to jointly resolve anti-social behaviour.
- Working with the community to create social cohesion and inclusion.
- Identifying the resources needed.

3.3 From the above there are four key action areas: enforcement, community support and engagement, prevention and education. There are three components inherent in the relationship for anti-social behaviour to take place: the victim, the offender and the location, these comprises the seven key elements of the community safety matrix. These seven key elements have been set out in a community safety matrix to help arrive at a priority ranking. The matrix is shown at appendix 2.

**4.0 OTHER OPTIONS CONSIDERED AND ASSESSED**

4.1 In addition to the above it should be noted that people's understanding of what constitutes anti-social behaviour is also determined by a series of factors including context, location, community tolerance and quality of life expectations. Also the subjective nature of the concept makes it difficult to identify a single way of tackling anti-social behaviour. To overcome this issue a wide range of approaches and methods are proposed.

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

5.1 I have been consulted on the development of this action plan. Its proposals will be considered as part of the Budget Development for 2006/2007.

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

6.1 None.

**7.0 CONCLUSIONS**

7.1 There is an increasingly high emphasis being placed by the Government on anti-social behaviour and the methods to tackle it. This is particularly evident through the setting up of the Anti-Social Behaviour Unit within the Home Office, the launch of the anti-social behaviour "Together" Action Plan and the introduction of the Anti-Social Behaviour Act during 2003, added to this is anti-social behaviour is a key concern to the public.

- 7.2 In order to tackle anti-social behaviour effectively it is important that the Council has a clear action plan this action plan defines a range of approaches that can be used to tackle anti-social behaviour
- 7.3 The action plan identifies four actions that will require additional resources. The cost of implementing the Action Plan is estimated to be £60,000 full year cost.

## **8.0 CONTACT OFFICERS**

Alan McWilliams  
Community Safety Manager  
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John Pell  
Corporate Director Community Services  
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<b>Funding Source</b>	<b>Requirement</b>	<b>Installation Costs</b>	<b>Revenue Costs</b>	<b>Monitoring Costs</b>
Local Authority	Requirement generated by application from local community/residents group or from internally at the authority. Application backed up by supporting data from Lincolnshire Police and Community Safety Manager	Data transfer means, camera, recording and display equipment LA-from existing budget	British Telecom Camera Maintenance	LA
Cameras gifted / part gifted by third party	New Scheme- No stand alone locations to be considered Evidence reflecting the actual/fear of crime Link up with existing scheme	Third party or shared with the LA	Service Level Agreement in place Picked up by third party or shared with the LA	LA
Section 106 Agreements	Supporting evidence in place Link up with existing scheme	Developer	10yrs costs paid up front by the developer After 10 yrs picked up by LA	LA
External Client	Monitoring of third party cameras on behalf of client. Industrial estates, private housing developments, hospitals, other LA's	Client	£3,750 Per camera pa Yearly uplift	Client Service Level Agreement in place

Mark Jones  
CCTV

Manager



**SOUTH KESTEVEN DISTRICT COUNCIL**  
 Action Plan for dealing with Anti-Social Behaviour

**Strategic Aim:** To maintain and improve pride in the community for all the people of South Kesteven, so as they can enjoy a life that is safe and free from fear, harassment, alarm and distress, and to develop a community leadership role in reducing anti-social behaviour, and in particular involve young people in the process at all levels.

**Objective 1: Develop partnership to reduce anti-social behaviour in identified priority areas and develop a co-ordinated process to tackle anti-social behaviour.**

Action	Lead Officer	Timescale	Required Resources	Outcome that will indicate achievements	Cost	Score and Ranking
1.1 Tackle anti-social behaviour using a range of contracts and legal remedies, increasing the effective use of legal powers	Alan McWilliams	Ongoing	2 x FTE ASB Officers currently 1 FTE in post funded by SK CDRP (£25,000) to end March 2006	Long term funding secured Over the next three years meet the following national & local BVPI targets:  BVPI 127 Reduce the of number violent offences by: 2005 – 06 1380 2006 – 07 1311 2007 – 08 883  Local; number of unacceptable Behaviour Warning letters issued in year: 2005 – 06 = 100 2006 – 07 = 120 2007 – 08 = 150  Local; number of Acceptable Behaviour Contracts issued in year: 2005 – 06 = 10 2006 – 07 = 12 2007 – 08 = 15  Local; number of Anti-social Behaviour Orders issued in	£50,000 (New)	105

			year: 2005 – 06 = 8 2006 – 07 = 6 2007 – 08 = 5
			Number of reports to Council of anti-social behaviour: 2005 – 06 = 100 2006 – 70 = 120 2007 – 08 = 150
			Percentage of those reports successfully resolved: 2005 – 06 = 60% 2006 – 07 = 65% 2007 – 08 = 70%
1.2 To change the operation of street cleansing operatives	Gary Knighton	By December 2006	Street Cleansing Operatives – Shifts introduce to provide night-time service. Cleanliness of town centres improved.
1.3 Agree and implement the Council's Anti-Social Behaviour Policy and ASBO Protocol	Alan McWilliams	Completed April 2005 and signed off by Council 28 <sup>th</sup> April 2005	CSM staff time
1.4 Improve co-ordination between key agencies in reporting anti-social behaviour	Alan McWilliams	Ongoing	CST SK CDRP
1.5 Increase the viability of street wardens and improve feasibility and co-ordination and their activity.	Housing	By April 2006	2 x FTE Street Wardens 1 FTE in post cost £20,000
1.6 Expand the service and widen the scope of the Enforcement Rangers to include tackling anti-social behaviour	Gary Knighton	By April 2006	Changes in rostering and shift patterns. May require additional resources.
			Anti-social behaviour is reduced
			Funding in current Budget 05/06
			£10,000 (New)
			89

1.7 Provide a 24-hour on call service to deal with complaints of noise.	Bob Hadfield	Ongoing	Staff time	Complaints about unwanted noise are investigated and enforcement action is taken against those found responsible for a statutory noise nuisance.	Staff time	81
1.8 Take effective action against tenants not adhering to conditions of their tenancy agreement	Tenancy Support Manager	Ongoing	Housing & Legal staff time	Reduction in neighbour disputes	Staff time	78
1.9 To improve the community in generating ownership responsibility	Tenancy Support Manager	April 2006 / March 2007	Housing Staff	<p>Good tenants rewarded, gold / silver / bronze scheme in place</p> <p>Reduction in unsatisfactory gardens</p> <p>Reduction in vandalism incidents</p> <p>Reduction in graffiti</p>	Code A see below	75
1.10 To identify new tenants in line with current legislation and Council Policy, and to provide clear explanation of tenancy conditions	Tenancy Support Manager	Ongoing	Housing Staff	<p>Reduction in litter</p> <p>Change in social mix of estates</p> <p>Reduction in numbers of hard to let properties</p>	Staff time	55
1.11 Staff and members understand their role in preventing anti-social behaviour in South Kesteven	Alan McWilliams	By July 2006	Staff time	<p>Lead officers established in each directorate, service, and department</p> <p>Targeted training and workshops have taken place for staff</p>	Staff time	51

**Objective 2: Develop and analyse data on anti-social behaviour in particular focusing on:-**

- **Areas where anti-social behaviour is concentrated.**
- **Families and individuals causing persistent problems.**
- **Alcohol related anti-social behaviour.**
- **Criminal damage.**
- **Fear of anti-social behaviour.**
- **Impact on quality of life.**
- **Young people as victims and perpetrators.**

2.1 Develop an extensive expertise in the mapping and analysis of anti-social behaviour and the risk factors associated with offending	Alan McWilliams	December 2006	Staff time	Targets are here and now and focused actions are identified and intelligence led	Staff time	77
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**Objective 3: Reduce the fear of anti-social behaviour**

3.1 Develop a media strategy for the CST	Anne Jappie	Ongoing	Staff time	Profile of the CST is maintained	Staff time	63
				Reduction in fear of anti-social behaviour as measured by the residents satisfaction survey		
3.2 Use citizens panels of residents to regularly test public opinion	Business Service Manager	By March 2006	Business Management Services	Residents concerns and priorities identified	Staff time	63
3.3 Produce a leaflet or a feature in SKtoday which provides advice on and for anyone who has experienced racial hatred or faith or religious abuse	Chris Sharp	By October 2005	Staff time	Leaflet available	£11,890 (New) or no cost if in SKtoday	55
3.4 Carry out an annual residents satisfaction survey	Business Service Manager	Ongoing	Business Management Services	Residents better informed about diversity issues	Staff time	53
			LSP	Residents concerns and priorities identified		

**Objective 4: Develop plans to break the cycle of persistent drug and alcohol related anti-social behaviour that impacts on the town centres and neighbourhoods.**

4.1 Target premises selling alcohol to young people	Bob Hadfield	March 2006	Staff time Trading Standards Police	Increased number of retailers: • Warned • Prosecuted	Staff time 87
4.2 Increased and faster removal of drug litter	Gary Knighton	December 2005	Staff Time	Reduced under-age drinking Contract Services drug litter data	Staff time 56

**Objective 5: Citizenship: develop effective partnerships with young people to enable them to have a voice and pride in the decision making process that effects them and their community, locally, nationally and globally.**

5.1 Question Time	John Wills	Annual Jan 06	Council Chamber Sandy Kavanagh	Event takes place	£500 * (New)	73
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- To be met from sponsorship.

- **Appendix 1 Unshaded/shaded areas:**

Unshaded areas (actions 1.1 and 1.6) denotes those actions believed to deliver step change but require additional resources; Shaded areas (actions 1.2, through to 1.5 and 1.7 through to 5.1) denotes actions which may deliver step change and costs can be contained within existing financial resources.

#### **Appendix 1 Codes:**

- A. This cost will fall either to the HRA or the new landlord if the housing stock is transferred.
- B. This cost is address in the CCTV Service Plan and is dependant on scheme expansion and addition management responsibilities; this is explained in more detail below at note 1.

#### **Appendix 1 Notes:**

##### **1. Purposed SKDC Policy for Future CCTV Camera Expansion**

A number of measures should be considered for areas experiencing problems relating to general crime and disorder, community safety and anti-social behaviour within our district. These measures include:

- Designing out crime.
- Improved lighting.
- Increased Police/PCSO patrols.
- CCTV overt and covert, either fixed location or re-deployable to deal with short term transient crime hot spots.

#### **Funding**

Although there is an amount budgeted each year for future installations (£25,000 for 2005-2006) this only accounts for the installation cost, each camera location will incur extra revenue charges in the region of £2,000 per annum, dependant upon distance between camera location and control room.

It is now a set procedure for section 106 planning restrictions to be placed upon applications for future commercial or residential developments. A number of these have proved successful with £20,000 being secured for a camera location at the Northern edge of the new Wilson home housing development, the Brambles, Springfield Rd, Grantham. A further two agreements are currently in the early stages of negotiation. This procedure has now been adapted to include the costs incurred for not just the installation but also for the running costs, excluding monitoring, for 10yrs post installation.

# Agenda Item 5

## REPORT TO CABINET

REPORT OF: M Sibthorp; Head of Planning Policy & Economic Regeneration

REPORT NO. PLA.533

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	<b>TOWN CENTRE ACTION PLAN – CONSULTATION DRAFT REPORT OF REPRESENTATIONS RECEIVED AND PROPOSED CHANGES</b>
<b>FORWARD PLAN ITEM:</b>	<b>YES</b>
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	16.06.05
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	<b>Key Decision</b>

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor John Smith Economic Development Portfolio
<b>CORPORATE PRIORITY:</b>	Town Centres (A); Planning & Conservation (B); Car parks (B); Street Scene (A); Anti-Social Behaviour (A); Business development (B)
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Some of the proposed actions will positively address crime and disorder issues
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None
<b>BACKGROUND PAPERS:</b>	Cabinet Report PLA.518 Town Centre Action Plan 11 <sup>th</sup> July 2005

## **1. PURPOSE OF REPORT AND SUMMARY**

**At the meeting of 11<sup>th</sup> July 2005, Cabinet considered a draft Town Centre Action Plan, which set out a broad range of actions relating to the town centre 'A' priority. The document, with a number of small modifications was approved for consultation purposes.**

## **2. DETAILS OF REPORT**

The consultation is now complete. Some 15 representations have been received concerning the action plan. Additionally some 13 representations have been received specifically relating to the Welland Quarter site in Stamford.

A summary of the representations received, a commentary thereon, and details of any relevant amendments to the report are set out in the table appended to this report.

Cabinet members will have been sent under separate cover full copies of the representations received, and copies have also been deposited in the Cabinet Room and Members Lounge.

**RECOMMENDATION: Cabinet are invited to endorse the modifications recommended within the attached schedule , and to approve the Town Centre Action Plan, as amended, as the basis for future town centre activity.**

## **3. CONTACT:**

Mike Sibthorp  
Head of Planning Policy & Economic Regeneration  
Tel: 01476 406472

**TOWN CENTRE ACTION PLAN  
CONSULTATION DRAFT**

**SUMMARY OF REPRESENTATIONS RECEIVED**

No	From	Summary of comments	HPPER Comments	Recommended modification
1	SKDC Economic Development and Scrutiny Panel	The Minutes from this meeting have been circulated. No specific actions or recommendations arise from their consideration of the report, although there appears to be a general support for the document and the proposed actions.	None	None
2	GRANTHAM	<ul style="list-style-type: none"> <li>General satisfaction for the document.</li> <li>Support the need to establish a more robust TCMMP membership, and move towards a CIC structure</li> <li>Support for a review of the Masterplan, particularly if CIC structure established</li> </ul>	General support for proposed actions.	None
3	J Knowles	<ul style="list-style-type: none"> <li>General support for document</li> <li>Welcomes Grantham Transport Study.</li> <li>Need to dovetail in with any Masterplanning exercise. Fundamental issue remains the railway bridges.</li> <li>Supports visitor economy initiatives; emphasis upon St Wulfram's precincts and riverside areas. Also, links between town and Gonerby Moor and vice versa</li> <li>Need to look at improvements to Wide Westgate</li> <li>Support for Canal basin project</li> <li>Questions merit of rail halt proposal</li> </ul>	<ul style="list-style-type: none"> <li>In order to capture relationships between masterplan and transport study, and in order to capture the broader under-performing sub-regional centre issues, there appears to be merit in broadening masterplan review to whole town whilst still including important town centre specific issues.</li> <li>Wide Westgate and riverside issues capable of being addressed within Masterplan review</li> </ul>	Amend Action 10 (Page 21) to refer to a town-wide masterplan; textual amendments to reflect this change.
4	Grantham Civic Society	<ul style="list-style-type: none"> <li>Support Canal basin initiative</li> <li>Support Market Place pedestrianisation initiative</li> <li>Support Vine Street pedestrianisation (not included in report)</li> <li>General support for Welham Street MSCP subject to appropriate design</li> </ul>	<ul style="list-style-type: none"> <li>Vine Street capable of being addressed within Masterplan review</li> </ul>	None

5	Gladys Foster	<ul style="list-style-type: none"> <li>Purchase of St Vincent's for a Dambuster's Museum</li> <li>Need to reflect needs of disabled groups in town centre</li> <li>Retention of Conduit Lane car park</li> </ul>	<ul style="list-style-type: none"> <li>Conduit Lane CP has been recognised as an important opportunity area in the town, and its inclusion in the document as such is considered important</li> <li>St Vincent's not within town centre</li> </ul>	Amend text Page 18 to refer to potential of including other adjacent land (r/o Wessgate) as part of any regeneration of the Conduit Lane site
6	Sue Mallinson	<ul style="list-style-type: none"> <li>General concerns re loss of important buildings for redevelopment (specifically Granley Street)</li> </ul>	<ul style="list-style-type: none"> <li>Not directly covered by action plan; more appropriately dealt with as an LDF issue</li> </ul>	None
<b>STAMFORD</b>				
7	Stamford Vision	<ul style="list-style-type: none"> <li>General support for document. Gateway scheme should be listed as part of core activities.</li> <li>Evening economy and visitor economy issues; need for joint approach</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	None
8	Stamford Town Council	<ul style="list-style-type: none"> <li>General support for SKDC approach to town centres and TCMP's</li> <li>Concerns expressed re: composition of TCMP's and low-count of democratically elected representatives .recommend 2 Town Councillor representatives on TCMP &amp; Committees</li> <li>Need for Town Council representation on working groups (eg. car parking, evening economy, LDF)</li> <li>Stamford Vision had a wider range of activity than purely town centre issues</li> <li>Any decision of TCMP should be subject of agreement by Town and District Council</li> <li>Recommend amendment to Action 22; delete 'support its appraisal'</li> <li>Welland Quarter development would need to supported by new relevant infrastructure particularly roads</li> <li>New hotel potential not confined to Welland Quarter</li> </ul>	<ul style="list-style-type: none"> <li>It is considered that there is appropriate elected representation at all levels (County, District, Town)</li> <li>Primary town centre focus</li> <li>This is considered to be inappropriate</li> <li>Action refers only to the need to properly appraise the proposals from a highways perspective and a planning perspective. There is no adopted Council position on the road proposals at this time</li> </ul>	<ul style="list-style-type: none"> <li>None required</li> <li>None required</li> <li>None</li> <li>None</li> </ul>

9	Stamford Chamber of Trade and Commerce	<ul style="list-style-type: none"> <li>• Town Centre Action Plan should extend beyond the five priorities identified by Stamford Vision Chamber identifies six priorities for the town;</li> <li>• Traffic problems; Chamber feel their Eastern relief Road proposals should have been more fully covered within the report</li> <li>• Car parking; Council should support Chamber's strategy and policy in relation to car parks, car parking charges and the proposed North Street underground CP proposal.</li> <li>• Development opportunity sites; North Street (as part of car parking proposal) but potentially extending beyond car park to east; Cattle market site; particularly western end – potential hotel / convention centre; Welland Quarter;</li> <li>• Protection of the riverside and provision of rights of way</li> <li>• Refurbishment of paving in the pedestrian precinct</li> <li>• The need to find a beneficial use for st John's church; community based use – possible TIC</li> </ul>	<p>Its is considered important to firstly properly appraise the highways and planning merits of the scheme. Action 22 properly records this position</p> <p>The car park review is presently underway. It is considered premature to preempt the outcomes of that study</p>	None	<p>The potential of each of these sites is recognised, but cannot be divorced from the outcomes of the parking review.</p> <p>Potential to identify opportunities following car park study, within LDF / Action area plan</p>	None	<p>Most appropriately considered through LDF / AAP</p> <p>This appears a reasonable long term ambition. Text of plan could be amended and additional action added, to refer to the need to identify and prioritise areas for public realm enhancement following implementation of the gateway scheme</p>	None	<p>St John's Church issue; important to identify viable long term use, but not considered appropriate as a specific action within TCAP</p>
10	Stamford Civic Society	<ul style="list-style-type: none"> <li>• Insufficient reference to the importance of maintaining built fabric and public realm</li> <li>• Support initiatives to address evening economy issues</li> </ul>			<p>This is an important issue. Textual changes to acknowledge importance</p>	Textual changes to acknowledge conservation and public realm issues			

11	B Foster, 4 Exeter Court, St Peter's Street	<ul style="list-style-type: none"> <li>Gateway scheme goes "too far"</li> <li>Lack of accountability of TCMP's; less support for TCMP than suggested</li> </ul>	No comment TCMP's are accountable.	None
12	Bourne TCMP	<ul style="list-style-type: none"> <li>Supports restructuring of TCMP</li> <li>Supports need for a wider membership of stakeholders</li> <li>Supports the establishment of a business club</li> <li>Proposes certain amendments to commentary on Action Plan in Appendix 8</li> </ul>	These additions are acknowledged and amendments are appropriate	Amend appendix 8 to reflect additional actions completed
13	Bourne Town Council	<ul style="list-style-type: none"> <li>Concern that CIC-structures will reduce accountability</li> <li>Concern that establishment of a business club will override existing established organisations</li> <li>Need to review terms of reference</li> <li>Support review of Town Centre Action Plan subject to appropriate Town Council consultation</li> </ul>	CIC-structures will need to be accountable to its constituent organisations and the community at large If practicable Business Club will build upon any existing organisation rather than replicate it Agreed	None
14	Crown Walk Property, Bourne	<ul style="list-style-type: none"> <li>Plan should focus on broader issues beyond core area; eg. pedestrianisation</li> <li>Impact of core area development on town centre needs to be considered</li> <li>Impact of core area on medieval grain of town</li> <li>New car parking provision is fundamental</li> </ul>	Impact assessment will be submitted as part of any future planning application Car parking review proposed in plan in tandem with core area redevelopment Core area scheme relates well to historic structure of town	None
<b>DEPINGS</b>				
15	DSJ Parish Council	<ul style="list-style-type: none"> <li>Broadly support Actions 1-9 on functions of TCMP's. Action</li> </ul>	None Plans Support actions in relation to The Deepings; SKDC funding for TC Manager as well as s.106 money Support extension of BID's to the Deepings	None

WELLAND QUARTER		Issues raised	HPPER Comments	Recommended changes
No	Name			
1	M Woodall, 6 Priory Road	<ul style="list-style-type: none"> <li>Unnecessary and undesirable development</li> <li>Costs of development exceed advantages</li> <li>Priory should not be surrounded by 'urban sprawl'</li> <li>Increased traffic</li> <li>Infrastructure and community facilities already overloaded</li> </ul>	The Welland Quarter has been identified, since the 2002 Local Plan Deposit Draft as an 'Opportunity Area'. The text of the Action Plan document identifies the underused nature of much of the site, and the potential to deliver a genuinely mixed use development that would provide quality employment opportunities, leisure opportunities, and housing.	No changes recommended. Textual modifications to reflect issues raised by objectors that will require careful consideration in the detailed masterplanning phase.
2	H M Butler, 24 Priory Road	<ul style="list-style-type: none"> <li>Priory Road already congested</li> <li>Concern about potential loss of Wharf Road car park</li> <li>Services already overloaded</li> <li>Adverse impact upon historic town</li> </ul>	Work completed to date, in partnership with Stamford Vision, has identified that a comprehensive redevelopment scheme is likely to be viable. Any such development would be private sector led, and is not likely to involve the use of significant public resources as suggested in the letters of objection.	
3	P W Heath, 9 Adelaide Street	<ul style="list-style-type: none"> <li>Detrimental to fabric of historic town</li> <li>Traffic already too congested</li> <li>Town should be protected</li> </ul>		
4	L Thistleton, 29 Priory Road	<ul style="list-style-type: none"> <li>Much of site is green-field; should not be developed</li> <li>Traffic flows on Priory Road already excessive</li> <li>Much of site is flood plain</li> <li>High voltage overhead lines cross the site – concerns about electro-magnetic fields</li> <li>Loss of allotments</li> </ul>	There are recognised constraints and issues on the site that will need to be addressed. In my view, these do not represent absolute barriers to development, but issues that need to be carefully considered and incorporated into any future redevelopment proposals.	
5	J Matthews, 4 Princes Road	<ul style="list-style-type: none"> <li>Much of site is flood plain</li> <li>Cost on the public purse excessive</li> <li>Adverse environmental impact</li> <li>Additional traffic</li> <li>No need for the development</li> <li>Adverse impact upon St Leonard's Priory</li> </ul>	As identified in the Action Plan, the next stage of the process, now that the basics viability of the scheme has been confirmed, is to proceed to a more detailed master planning phase that will very carefully need to consider the issues and constraints of the type identified by objectors. Access arrangements for example will be a critically important issue. It is anticipated that the masterplanning phase will then lead to the development of a planning brief for the site, and the preparation of	
6	M Belton, 35 Warrenne Keep	<ul style="list-style-type: none"> <li>No need for the development</li> <li>Sewerage facilities can't cope</li> <li>Better use of resources</li> </ul>		
7	Rev D B & Mrs Hartley Beggars Roost, Priory Rd	<ul style="list-style-type: none"> <li>Concur with objections of Mrs A Woods(below)</li> <li>Development of flood plain</li> </ul>		

8	<b>Mrs A Woods, Hudds Mill, Uffington Road</b>	<ul style="list-style-type: none"> <li>Increases in vehicular traffic</li> <li>Half of area is designated floodplain</li> <li>Excessive decontamination costs</li> <li>Adverse impact upon St Leonard's Priory</li> <li>Excessive public cost</li> <li>Stamford does not need the additional jobs that would be created</li> <li>Existing employment sites exist</li> </ul>	<p>supplementary planning guidance. It is anticipated that there will be full consultation throughout this process and the opportunity to inform the masterplanning of the site.</p> <p>It is considered that the site remains an important opportunity for Stamford, and one which needs to be developed further. No changes are recommended at this stage, but textual changes are suggested to reflect the issues and objections raised in representations that will require careful consideration.</p>
9	<b>D Grove, 3 Kings Mill Lane</b>	<ul style="list-style-type: none"> <li>Concerns about traffic impact, impact upon floodplain and the effect upon the setting of St Leonard's Priory</li> <li>Scale of development incompatible with the character of Stamford</li> </ul>	
10	<b>M &amp; D Aspinall, 28 Priory Road</b>	<ul style="list-style-type: none"> <li>Adverse traffic impacts upon Priory Road</li> <li>Loss of allotments</li> <li>Overhead lines – health implications</li> <li>Development in the flood plain</li> </ul>	
11	<b>H Payne, 39 Warrene Keep</b>	<ul style="list-style-type: none"> <li>Adverse traffic impact</li> <li>Pressure upon public services</li> <li>Impact upon the setting of the priory</li> </ul>	
12	<b>S Watkins, 39 Priory Road</b>	<ul style="list-style-type: none"> <li>Increased traffic</li> <li>Impact on floodplain</li> <li>Impact upon the priory</li> <li>Loss of allotments</li> <li>Duplicate existing facilities nearby</li> </ul>	
13	<b>N Gray, 9 Priory Gradens</b>	<ul style="list-style-type: none"> <li>Supports representations made by A Woods</li> </ul>	

# Agenda Item 6

By virtue of paragraph(s) 8, 9 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 8, 9 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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of the Local Government Act 1972.

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# Agenda Item 7

## REPORT TO CABINET

REPORT OF: Head of Planning Policy & Economic Regeneration

REPORT NO: PLA534

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT STRATEGY 2005-2008</b>
<b>FORWARD PLAN ITEM:</b>	Yes
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	15 <sup>th</sup> April 2005
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	P.F.P.

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor John Smith
<b>CORPORATE PRIORITY:</b>	Town Centres and the development of Grantham as a Sub-Regional Centre.
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Some elements of strategy will contribute positively to crime and disorder reduction issues.
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	The Strategy is open to the public, and will be distributed to any member of the public on request, within ten working days.
<b>BACKGROUND PAPERS:</b>	<ol style="list-style-type: none"><li>1. Lincolnshire Enterprise Economic Strategy</li><li>2. East Midlands Development Agency Economic Development Strategy</li></ol>

### **1.0 PURPOSE OF REPORT AND SUMMARY**

1.1 The report aims to present the Economic & Community Development Strategy for South Kesteven for 2005-2008. The strategy indicates how the Council and partners will be involved in promoting the social, economic and environmental well being of South Kesteven. This report is requesting that Cabinet endorse the strategy after partners have contributed to its development.

## **2.0 DETAILS OF REPORT**

2.1 Please see attached Strategy.

## **3.0 OTHER OPTIONS CONSIDERED AND ASSESSED**

3.1 There are no other options to be considered or assessed.

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

4.1 None at this stage.

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

5.1 None at this stage.

## **6.0 CONCLUSION OR SUMMARY**

6.1 The draft Economic Development Strategy seeks to support and develop the local economy in South Kesteven. Economic development contributes to quality of life within the district. Developing our town centres and through regeneration is a priority for the Council with the added challenge of Grantham achieving sub-regional status in the near future.

6.2 The Strategy includes detailed action plans aimed specifically at business development, enabling sustainable communities and town centre regeneration.

## **7.0 RECOMMENDATIONS**

7.1 That South Kesteven District Council endorses & distributes the draft Economic & Community Development Strategy to partners for information.

7.2 That South Kesteven District Council delivers to the Economic & Community Development Strategy during 2005-2008

## **8.0 CONTACT OFFICER**

Neil Cuttell. Team Leader, Economic & Community Regeneration  
Tel: 01476 406364

# **South Kesteven District Council**

## **Economic & Community Development Strategy**

### **July 2005 - July 2008**

#### **Foreword by Portfolio Holder for Economic Regeneration - John Smith**

I would like to commend this challenging document as a critical component in the vision adopted by South Kesteven District Council *“To ensure that the residents of South Kesteven are proud of their district and their council.”*

It demonstrates commitment to Modern Vibrant Local Governance by showing how we work in partnership with The Local Strategic Partnership, the sub-regional Strategic Partnerships, Town Centre Management Partnerships, Lincolnshire County Council and the East Midlands Development Agency.

The Local Strategic Partnership and Community Strategy, Diversity and Equality, Planning and Conservation, Business Development together with Town Centre Regeneration and the development of Grantham as a sub-regional centre have all been adopted as priorities through consultation with the local community. These will contribute to the vision of the council through a pro-active and robust action plan, which will be carefully monitored by performance management. They will assist in the aim of The Local Strategic Partnership *“To ensure that by 2020 our residents live in one of the ten most desirable locations in the country and are proud that they have the skills necessary to participate in sustainable communities that are safe, healthy and economically vibrant.”*

#### **What is Economic Development?**

Local economic development and regeneration encompasses a range of activities and initiatives to promote prosperity and enhance the quality of life for local citizens. The economy is changing at every level and Local Authorities have a role to manage this change for the benefit and prosperity of their areas. To date Local Authorities have had powers to *“take steps as they may from time to time consider appropriate for promoting the economic development of their area”* (Section 33, Housing and Local Government Act 1989) This has been strengthened by the Local Government Act 2000, White Paper; Modernising Local Government, that stated that Local Authorities will have renewed emphasis in the duty to *“promote the social, economic & environmental well being of the area”*

At South Kesteven we are committed to supporting and developing the local economy, and recognise that economic development contributes to quality of life within the district. The Council's key aims, identify the development of the local economy, through town centre regeneration, & business development, as an issue to address.

However, local economic development does not operate in a vacuum, our strategy and activities at a local level must be placed in the context of broader developments at a regional, national and global level. We also recognise that maximum gain can only be secured by working in partnership with agencies at these levels. No one agency is in a position to drive forward economic development in isolation. The only way that we can

effectively respond to opportunities and weaknesses in our district is by working together with our partners.

As such the Council is working together with partners through the South Kesteven Local Strategic Partnership to create an updated Community Strategy that will encompass work undertaken by the following implementation, or 'task & finish' groups targeting the following priorities:

1. Lifelong Learning
2. Economic Prosperity
3. Quality of Environment & Transport
4. Housing
5. Health
6. Community Safety

A key aim of the Local Strategic Partnership is to: "Create an economically prosperous community that encourages investment, supports business development and job creation and enables local people to achieve their full potential".

### The Economy in Context

#### **Global Issues**

- Increasingly local companies are operating in the international market place. Increased mobility due to lower trade barriers and improved ICT means companies have greater flexibility in making location decisions.
- Clustering of industries is more commonplace and could lead to greater concentrations of employment in certain areas. However diversity has to be nurtured and recognised to ensure a robust economy.
- New legislation from Europe and moves to single currency present significant changes to the way local businesses operate.
- The advent of the ICT revolution is still moving at an incredible pace and is having a major impact on businesses. Many businesses are still not prepared for the technological market place of the future, whilst others have had major success, i.e. ebay and google.
- The global economy is likely to continue changing at speed, demanding a constant need for changing, updating and adapting the skills of local people.
- European funding will be limited in the United Kingdom after 2006, this is largely down to the 19 new member states joining in May 2004.
- Steel prices have been rising due to tight raw material supplies and a surge in demand from the Chinese economy.
- China is due to overtake the United Kingdom as the 4<sup>th</sup> largest economy by 2006.

#### **National Issues**

- The last thirty years have seen significant shifts in the UK's economic structure, a pattern that is unlikely to stop or slow down.
- The UK economy has moved from a manufacturing dominated economy to that of a service driven one.

- The basis of employment has also changed. Non direct, temporary employment contracts are more commonplace, leaving businesses flexible to respond to changes in demand, but employees susceptible to short term unemployment. A significant shift towards part time employment across the whole UK is apparent.
- Low interest rates have allowed for greater borrowing by the individual or business, this has had both positive and negative effects, in that property and land prices have soared. This has meant that development & rental values in some smaller sub regions have only left value to residential development. Increasingly commercial property is only being developed with public sector support in some locations.
- Resources for economic development activity are increasingly only achieved through partnership working.

## **Regional Issues**

- In contrast to other UK regions, employment growth in the East Midlands over the next decade will be predominately in full time jobs
- In the future professional, managerial and skilled occupations are expected to grow.
- Regionally the population is ageing which may lead to greater demand for health and care services, but could lead to skills shortages.
- The creation of Regional Development Agencies in 1999, and later Sub Regional Strategic Partnerships in 2002 has provided an opportunity to enhance cooperation within economic development activity.
- The East Midlands has a strong tradition of manufacturing which has generally been resilient, but with a growing number of service sectors.
- Under its 'Regional Growth' PSA Target, the government is committed to improving economic growth and to reduce the persistent gap in growth rates between the regions. The North South divide was 'breached' with the North West and East Midlands performing above average on earnings improvements.
- There is a skills shortage of semi skilled, and skilled labour.

## **South Kesteven Overview**

South Kesteven is the Southern Western gateway into Lincolnshire and its position within the Welland Sub Region provides the district with a pivotal economic role at regional, sub regional and county level. The quality of the infrastructure with the main A1 artery and the electrified East Coast rail link between London and Edinburgh to the West is unique in a county context where dual carriageway roads and main rail links are at a premium.

The resident population of South Kesteven, as measured by the mid year estimates of 2003 was 126,600, made up of 61,900 males, and 64,700 females. The current number of households stands at 51,494 (2001 data).

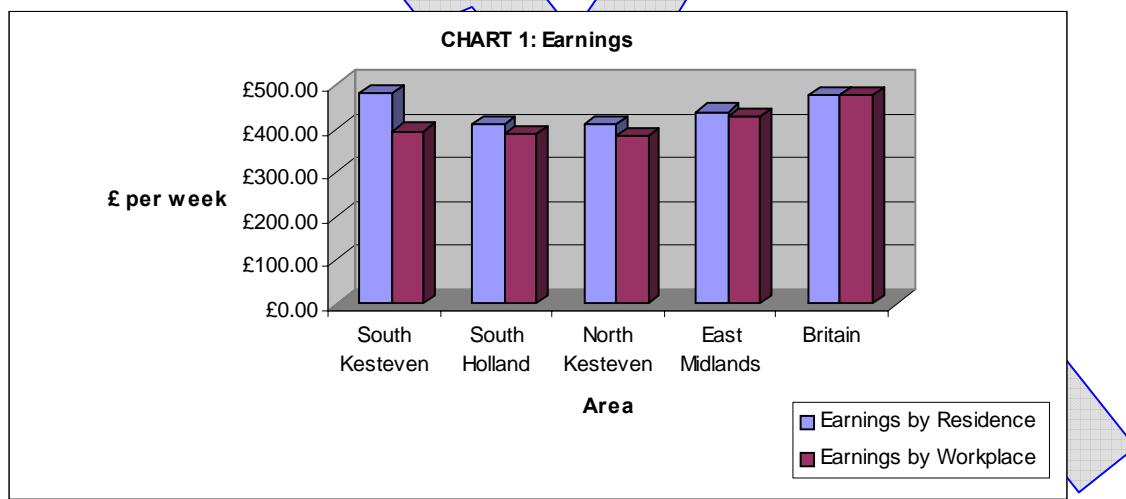
The main urban areas are:

- Grantham; defined as a sub regional centre and small urban area, is the second largest population centre in Lincolnshire (33,918, Census 2001)
- Stamford; (population of 19,525, Census 2001) is one of the most picturesque towns in England with significant tourism potential

- Bourne; (population of 11,933, Census 2001) is a key market town with an expanding population. Bourne is expected to grow by about 50% by 2013 to a population of 18,000.
- The Deepings; including Market Deeping, Deeping St James, & West Deeping (Population of 13,400, Census 2001) is situated on the southern border of South Kesteven.

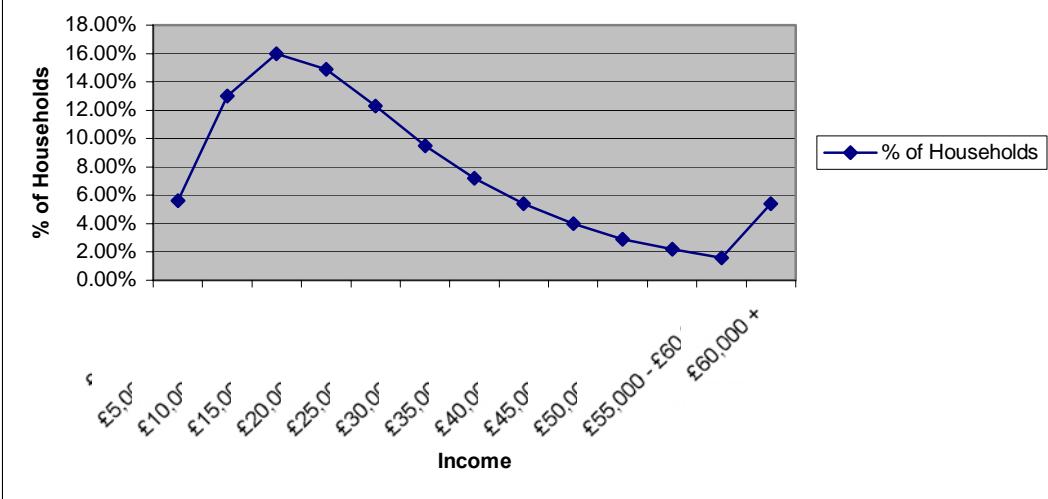
### Economic Statistics & Interpretation

- 60.4% of the population are of working age, compared to the East Midlands 61.2% and Great Britain 61.4%.
- 81.1% of population are economically active, as opposed to the East Midlands average of 79%
- 28.2% of the population are educated to NVQ Level 4 or above, against 22.2% in the East Midlands.
- The average earnings for employees living in the area is £481.50 per week, against £439.40 in the East Midlands & £475.80 in Great Britain.
- The average earnings for employees working in the area is £394.60, against the East Midlands £428.60, and Great Britain £475.80.
- Chart one evidences earnings by residence and workplace for South Kesteven and surrounding areas. There is a significant difference for South Kesteven between earnings by residence and by workplace. This could be down to people commuting out of South Kesteven to higher paid jobs, i.e. the reason we have more managers and senior professional occupations. This however leaves a significant number of occupations that can be considered low paid jobs. This is further evident in chart two – ‘travel to work’.



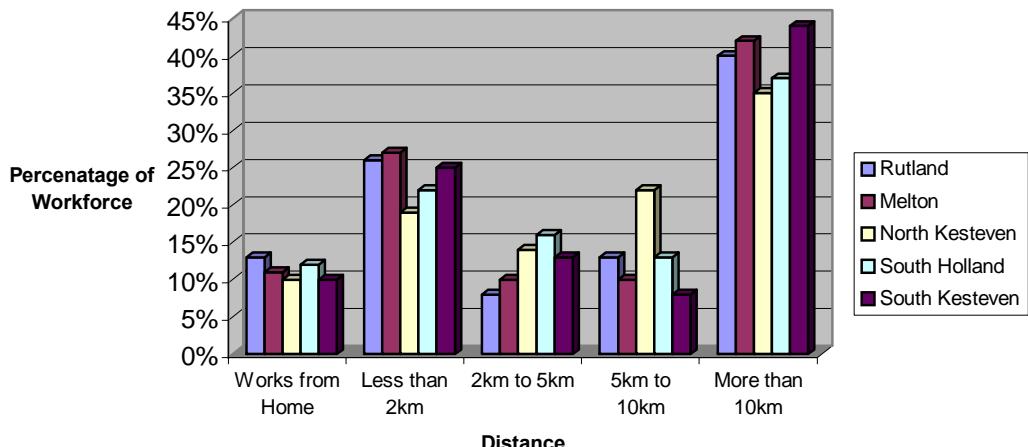
Income Band	% of Households
£0 - £5,000	5.60%
£5,000 - £10,000	13%
£10,000 - £15,000	16%
£15,000 - £20,000	14.90%
£20,000 - £25,000	12.30%
£25,000 - £30,000	9.50%
£30,000 - £35,000	7.20%
£35,000 - £40,000	5.40%
£40,000 - £45,000	4%
£45,000 - £50,000	2.90%
£50,000 - £55,000	2.20%
£55,000 - £60,000	1.60%
£60,000 +	5.40%

CHART 2: Household Income 2005



- Chart two evidences household income for South Kesteven. Interestingly 62% of households have an income of less than £25,000, or rather the national average, therefore proving the low skill, low wage local economy. 35% of households are surviving on incomes of less than £15,000 per annum.
- Chart three (below), shows the travel to work distances undertaken by the South Kesteven workforce. In comparison to other East Midland areas South Kesteven has the highest percentage of its workforce travelling more than 10km per day to employment. This is intrinsically linked with the difference between the salaries of employees working in the area, and those living in the area. Thus showing us a need to provide or enable facilities for higher paid, higher knowledge jobs in South Kesteven.

CHART 3: Distance Travelled to Work



- 42.1% of all persons in employment are in managerial, professional or associate professional occupations, against 37% for the East Midlands, and 40.5% for Great Britain.
- Males in South Kesteven are more economically active (88.7%) compared to the East Midlands average of (83.9%)
- Female full time workers, (by residence) earn £394 per week compared to the East Midlands average of £363.60. There is no data for female full time workers working in the area.
- The total percentage of people claiming Jobs Seekers allowance is 1.3% against the East Midlands average of 2.1% and Great Britain of 2.4%. (January 2005)

CHART 4: Qualifications

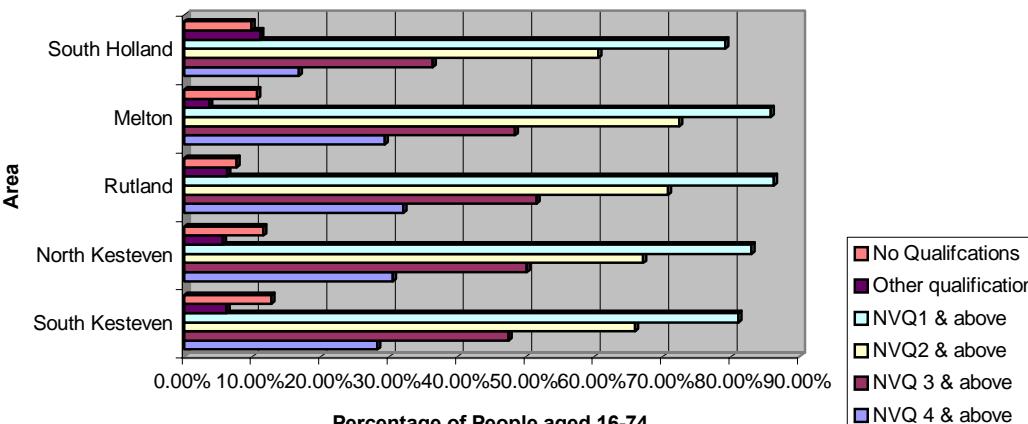
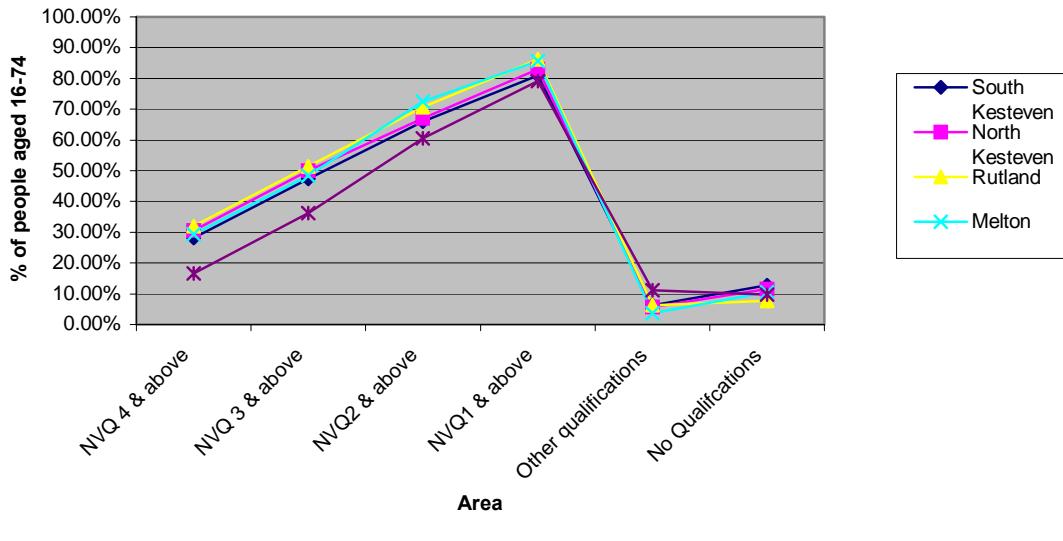
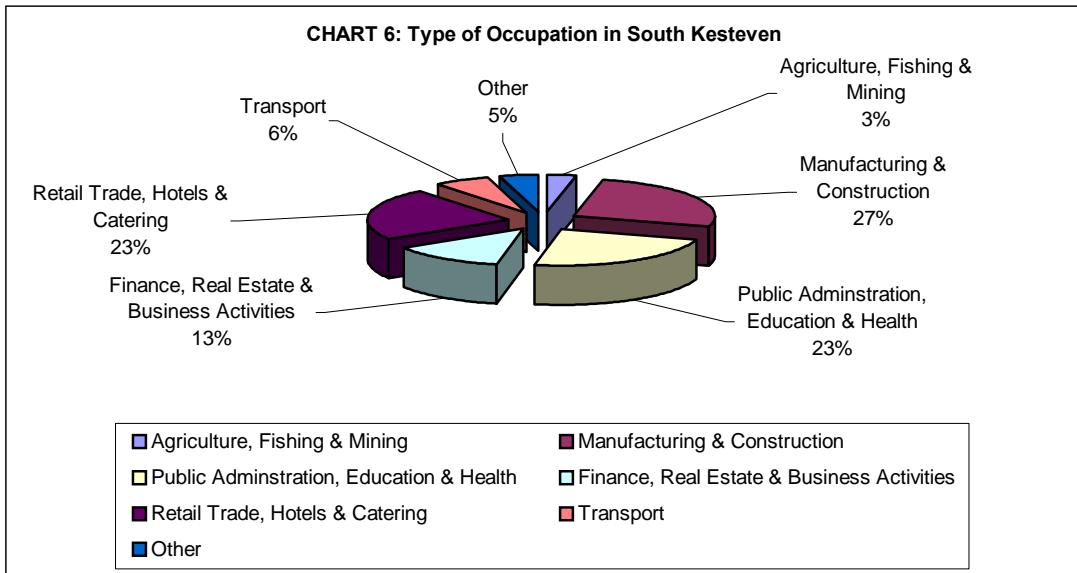


CHART 5: Qualifications

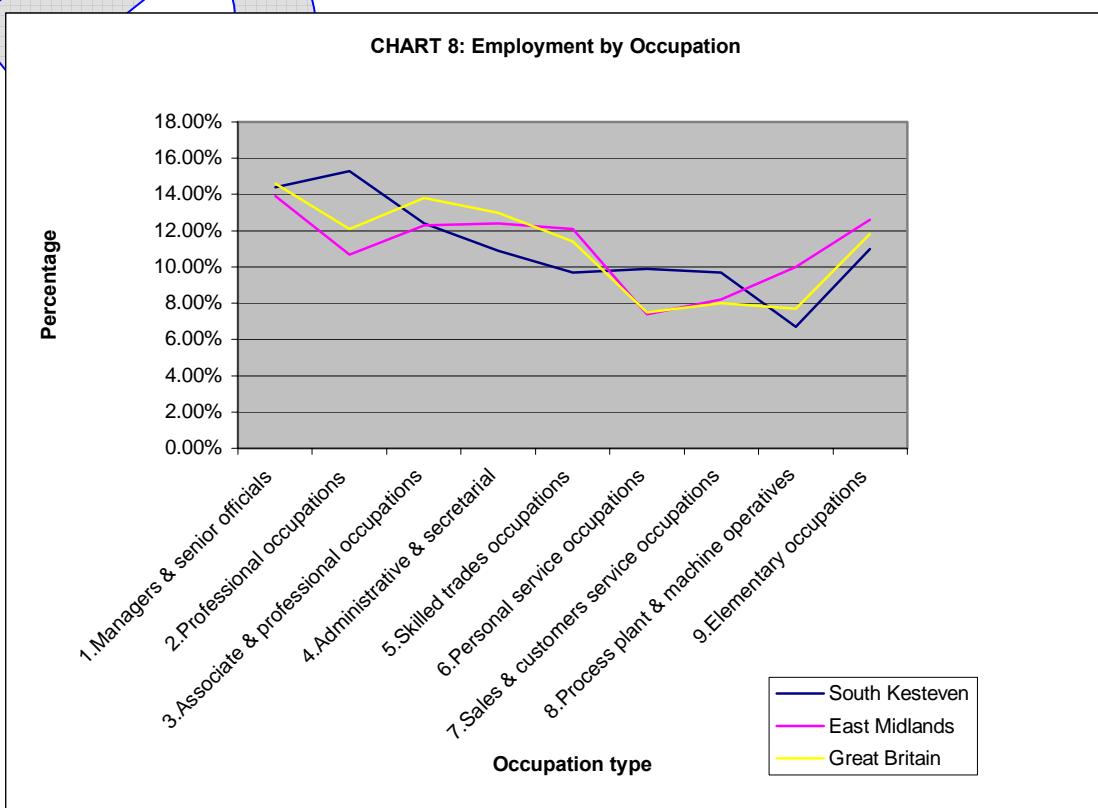
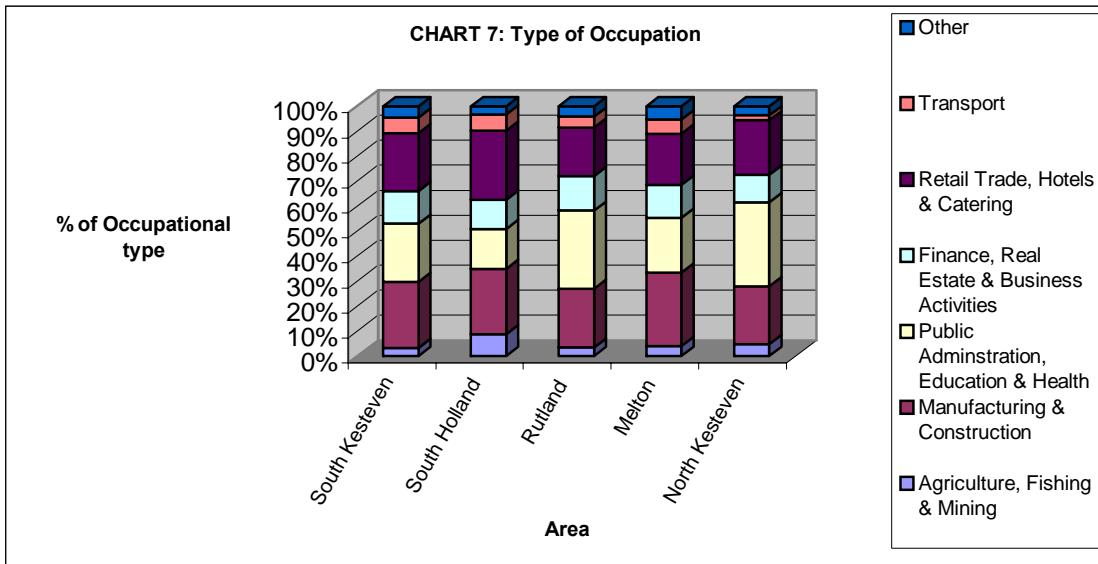


- Chart four & five compares South Kesteven with surrounding areas, through the percentage of people with qualifications at a certain level. Roughly a level one qualification is equivalent to two G.C.S.E's, a level two is five G.C.S.E's, a level three is 2.5 A Levels, a level four would be Higher National Certificate or Diploma, and a level five would be a Degree or above. As a comparable with surrounding areas, South Kesteven fairs pretty well. However South Kesteven could do more to increase the skills levels at level 3 and 4 to thereby increase the GVA & GDP for the local area. This does not operate alone, there would need to be investment in capital build, a science discovery centre, innovation centre or alike would assist this. At the same time chart seven shows us a comparable gap with the region for skilled trade occupations, and this needs support.
- The jobs density (i.e. the ratio of total jobs to the working age population) is 0.7 jobs. That is to say that there are 0.7 jobs per economically active person. This again evidences the fact that employees move out of South Kesteven to work. There could be potential projects here for retention of employees through providing the right kind of employment in South Kesteven. This could include retention of young people and graduates, as well as professional types.



- In chart six it is evident that the main source of employment is Manufacturing & Construction (27%), Retail, Hotels and Catering (23%), and Public Administration, Education & Health (23%) equalling (72%), totalling 3 out of 4 jobs. This demonstrates that the district is still reliant on the traditional industries such as agriculture, manufacturing and construction. The more traditional employment is however synonymous with a lower skilled workforce and this is reflected in the under representation in 'higher knowledge' industries within the District such as finance (which as a sub category rates at 3% of the workforce). This means that the supply of higher level skills is low in comparison to other areas. The situation is self perpetuating, with lower demand, lower opportunities, lower supply, lower expectations and aspirations, and slower increases in the higher skilled higher technology industries all impacting on, and perpetuating each other. High reliance on the traditional industries has, however, benefited the district by providing a stable economy in the area, with economic change being very gradual. In addition to this the lower rate of employment in the higher knowledge industries has allowed quite rapid increases in some sectors. For example the recent boom in the housing market has led to increases in employment in the real estate sector (as well as construction), and although numbers are low, this may encourage growth in other high technology industries.

Chart seven (below) shows as a comparable the difference in the employment structure of the surrounding areas. Although South Kesteven has a relatively diverse economy according to type of occupation, there is certainly room to develop further higher skilled jobs, and support the skilled labour force, and therein improving the GVA for the area.



- Chart eight evidences that as a proportion against the East Midlands & Great Britain we have fewer skilled trade occupations, administrative and secretarial and associate professional occupations. This can be developed, and interventions and projects such as the Centre of Vocational Excellence at Grantham College can and should be supported and developed. Other projects that may create the appropriate jobs include managed office space, business incubator units, science centres, and university/college hives. Linking this in with regional and sub regional targets, South Kesteven can do more to develop the associate and professional occupations, this would increase the Gross Domestic Product and Gross Value Added statistics for the area, thereby decreasing the divide within the region and

country. Below, in chart eight the occupations are grouped into four major groups. This follows the above table with Major Group 1 being Occupation Type 1 to 3, Major Group 2 being Occupation Type 4 & 5, Major Group 3 being Occupation Type 6 & 7, and finally Major Group 4 being Occupation Type 8 & 9.

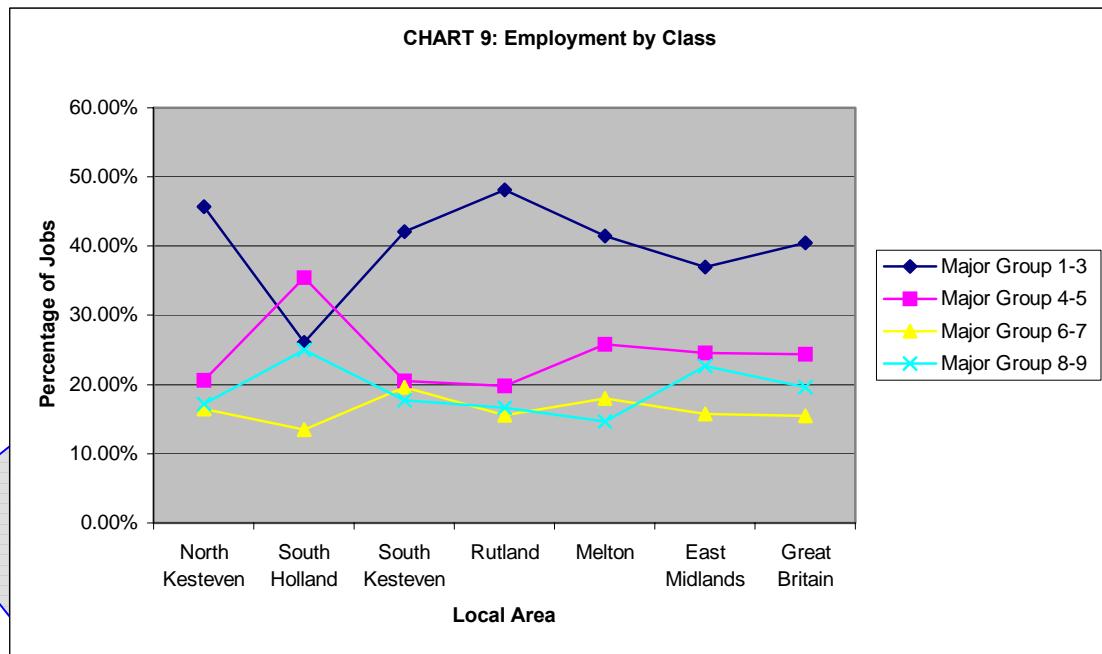
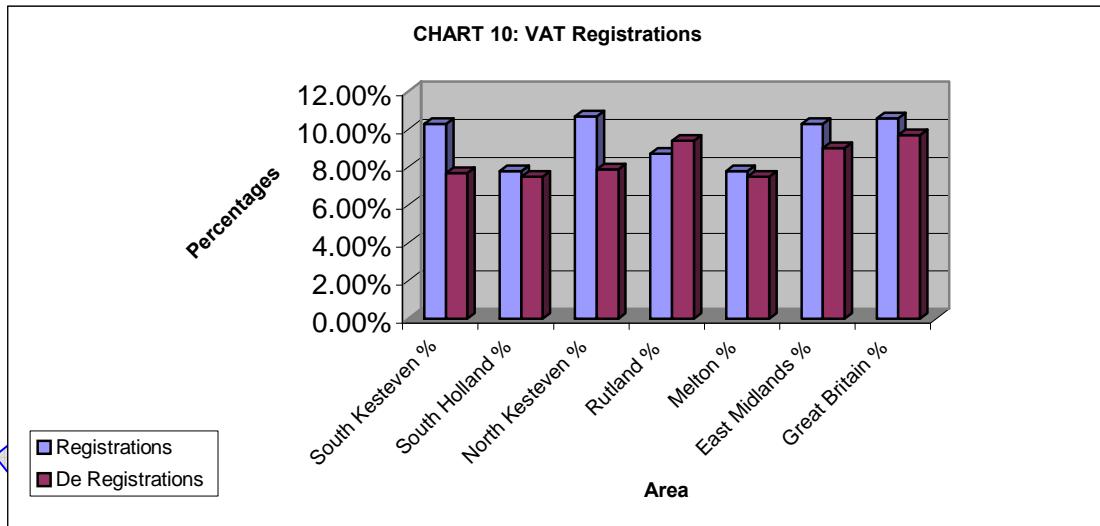


Chart ten (below) shows that there has been a 2.6% increase in the number of VAT registered businesses in South Kesteven during 2003. This compares to a 2.3% increase in the East Midlands and a 0.9% increase in Great Britain. Although South Kesteven has been very good at developing new business creation, under the VAT registered category, it is recognised that this would require the business to have a turnover greater than £60,000 per annum. It is widely accepted that this model does not account for the businesses started up that have a turnover less than £56,000. As most start up businesses are classified micro-businesses in that they employ less than five people, it is difficult to ascertain the number of start up businesses under the turnover threshold, and thereby the number of small business surviving. For instance the South Kesteven Business Directory shows 2,917 (this is not the overall business stock), businesses employing under ten employees and 162 businesses over ten employees, from a stock of 3,079 registered on line (it is unknown as if they are registered for VAT or otherwise). The 2001 census shows us a stock of businesses at 4,390. Proportionally this shows us that 95% of businesses have ten employees or under, it would be interesting to find out how many have a turnover less than £56,000.



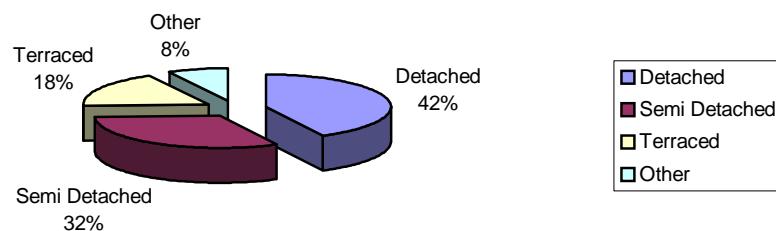
- South Kesteven has super output area (SOA) in the bottom 10% of deprived wards, and four in the bottom 25% deprived SOAs according to the Index of Multiple Deprivation 2004. This constitutes 5% of the South Kesteven population living in the bottom 25% most deprived wards in the Country.

#### Housing: -

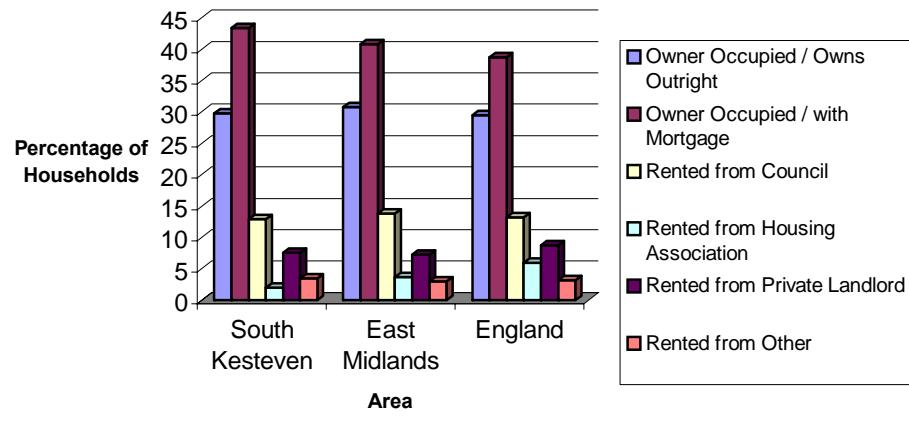
The most up to date and accurate figures available will not account for the new developments that have occurred in South Kesteven, nor for the property boom of 2002-2004. However the following statistics give an understanding of the position South Kesteven property is in

Type of Household	South Kesteven	East Midlands	England
Detached	42.48	32.24	22.77
Semi Detached	31.89	36.26	31.58
Terraced	17.75	21.27	26.04
Other	7.88	10.23	19.61

**CHART 11: Type of Household: - South Kesteven (2001)**

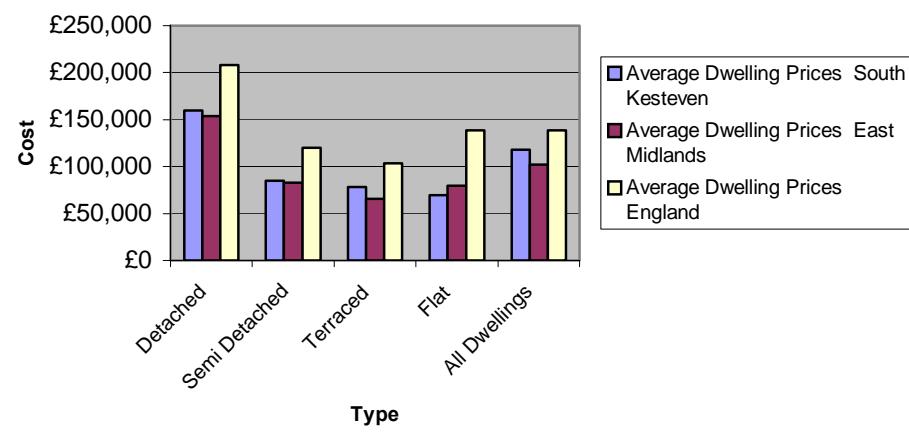


**CHART 12: Tenure of Household (2001)**



As we can see from these basic statistics there are no significant differences between South Kesteven and the regional or national level. It could be stated that the micro economy of South Kesteven shows a variance in the value of property compared to the national level, this again is linked to the low skills low wage argument. However the recent housing price boom has shown that the average salary to the average house price would mean a new mortgage would require five times the average salary to buy. This could have repercussions in the future. Mortgage lenders could allow applicants 5-6 times their salary, and this has been proposed. However based on a system implemented in Japan and Germany, this would require a borrowing period of 50-100 years, knowing that English property prices rarely depreciate in price. This again could spark another property boom through people being able to borrow yet more, which is why the Financial Services Authority is wary. Another scenario is that housing prices will stagnate for up to a decade with an increase/decrease of 0.1% per year until average salaries mirror (i.e become affordable to the masses) the average property price. Again this will have a knock on effect on the rental markets during this period.

**CHART 13: Average Dwelling Prices (2002)**



### **Key Local Issues: -**

1. Low skilled and low paid employment is prevalent

2. High percentages of skilled people are commuting outside of the district for employment
3. To continue to raise the skills base in the district
4. There are some skill shortages in skilled and semi skilled employment categories
5. There is a need to facilitate social and environmental regeneration in key wards in South Kesteven as highlighted within the Index of Multiple Deprivation
6. Better management in the growth of start up businesses
7. An improved retail offer is required for local people and visitors.
8. There is a need to support up to date technology in local businesses i.e. broadband
9. There is a need to regenerate particular brown field sites to encourage & develop all of the above.
10. To increase the quality of tourism facilities and ensure a high quality visitor experience and raise the profile of the district.

## **The Economic Development Framework**

The parameters of South Kesteven District Councils Economic Development Strategy for 2005 -2008 are set out in both existing and evolving regional, sub regional, county and district strategies, including the South Kesteven Community Plan. All of these strategies were and are being developed after widespread consultation and research on the economic needs of the region and the districts.

### ***Regional***

The East Midlands Development Agency (EMDA) was one of nine Regional Development Agencies (RDA's) created in 1999. This strategy will be delivered on a local level and linking in with the EMDA strategy for the region. EMDA has set a goal to be one of the top twenty regions in Europe by 2010, and aims to achieve this by focusing on twelve key areas, which include; enterprise, enterprising communities, employment, learning & skills, innovation, international trade and inward investment, economic growth and the environment, site provision and development, transport, information & communication technologies, tourism & culture, rural development, and urban regeneration. The targets are highlighted with the EMDA corporate plan for 2003-2006 and are designated into core outputs and supplementary. The core outputs are such:

1. Employment opportunities; to support the creation of net jobs created and safeguarded
2. Business performance; to support the creation and attraction of businesses
3. Brownfield land; remediate and/or recycle hectares of brownfield land
4. Education & skills; support the creation of learning opportunities
5. Investment in deprived areas, EMDA funding private sector investment benefiting residents of the most deprived wards.

Everything in the EMDA corporate plan is intended to boost incomes and to increase productivity. On both counts the East Midlands does not do well. Whilst the East Midlands is the wealthiest region outside the greater South East, as measured by Gross Domestic Product (GDP) per head, this headline conceals significant sub regional variations, which show only the major cities and Northamptonshire above the UK average. Productivity in the region, as measured by Gross Value Added (GVA) per hour

worked is lower than the UK as a whole, and an analysis of the East Midlands over the last twenty years indicates that the annual rate of growth is slowing. GDP figures are not available for the district of South Kesteven due to no data being available below regional level, or sub regional level.

EMDA have produced, and are revising in 2005 their Regional Economic Strategy (RES), this may contain more socially orientated projects with the amalgamation of the Countryside Agency with the RDAs in 2004.

<b>EMDA Programme of 2010 targets for the East Midlands includes:</b>
An additional 4,000 new business start-ups a year by 2010
To reduce by almost one third the number of East Midland wards in the most deprived category nationally by 2010
To increase employment in newer technology industries to 45% by 2010
To see business expenditure on research and development increased by 20% by 2010
To create 200 new exports a year and help 400 existing exporters to move into new markets each year to 2010
To increase from 2% to 10% of electricity generated from renewable sources by 2010
To see 55% of all new housing either built on previously developed land or converted from existing buildings by 2010
Increase the number of freight train journeys by 30 extra trains per day by 2010
To double the number of businesses trading online to 20% by 2010
Tourism to account for 4.5% of GDP by 2010
Reduce the productivity gap between the worst performing rural areas and the English average
To increase average weekly earnings in towns and cities to within 2% of the national average by 2010

### ***Sub Regional***

Sub Regional Strategic Partnerships (SSP's) were formed by the Regional Development Agencies (EMDA in our case) in 2002, as a way of devolving decision making to the sub regions. SSP's are the key strategic bodies for economic development, agreeing sub regional strategies that set out the priorities for the area and which reflect the priorities of the Regional Economic Strategy (RES).

South Kesteven is located in an 'overlap' area and is actively involved with two SSP's: -

**The Welland SSP** is a cross-boundary, cross-community partnership covering 5 districts across 4 counties and working together with local communities to produce gains for all. Welland is the only East Midlands SSP with a solely rural and market towns agenda. The SSP focuses on a balanced and business-led community-wide approach, capable of delivering an effective economic programme within the context of The East Midlands Development Agency's Regional Economic Strategy. The Welland Partnership was accepted by EMDA as the Sub Regional Strategic Partnership for the Welland area in February 2002. Consequentially South Kesteven District Council will work with the Welland Sub Regional Strategic Partnership to achieve some of the objectives outlined within the Economic Development Statement. Currently the Welland SSP covers all of

South Kesteven other than Grantham. The Welland SSP has three key drivers, which to a point mirror EMDA's objectives, these are: -

1. Climate for Investment
2. Enterprise & Innovation
3. Employment, Learning & Skills

**Lincolnshire Enterprise** is the Sub-regional Strategic Partnership for Lincolnshire. It is concerned with delivering the Regional Economic Strategy working in partnership at both regional and local levels. Its vision is "to make Lincolnshire an economically successful, accessible county, comprising a network of inclusive communities with an enviable quality of life, which is an integral part of its wider region". It co-ordinates the regeneration activities set out in The Lincolnshire Agenda and ensure that local delivery of initiatives and county and regional policies do not conflict, but work to a common goal. Lincolnshire Enterprises Key objectives are:

- To encourage the economy of Lincolnshire to grow and flourish by providing an overall strategic framework for sustainable economic development activities in Lincolnshire.
- To respond with one voice for Lincolnshire and gain strength through collective action.
- To contribute to the delivery of the Regional Economic Strategy in Lincolnshire.
- To link with other Sub-regional Strategic Partnerships.
- To develop, allocate and monitor resources from Objective Two and the Single Programme.
- To establish a mechanism to bring together the broader voice of the voluntary and community sectors, as they relate to economic development.
- To deliver a communications strategy and provide a forum for sharing good practice, experience and informal networking.
- To maximize the use of resources available for economic development within the county, through implementation by the most appropriate agency for the task.

Lincolnshire Enterprise only covers the Grantham area of South Kesteven.

### **Lincolnshire County Council**

**Lincolnshire Development** is Lincolnshire County Council's economic development team. Lincolnshire Development have produced an Economic Development & tourism Strategic Plan for 2004 to 2007. The ambitions of the Council are to: -

- *Create economic prosperity* - to raise the incomes of all the people of Lincolnshire through improving skills, creating jobs and encouraging business investment.
- *Enrich the quality of life* - to create a safe and secure community, which protects and care for the disadvantaged and establishes a real sense of community.
- *Improve community engagement* - proactively engaging with the community, and regularly communicating to keep them informed and involved.
- *Providing the opportunity for people to achieve their full potential* - through the provision of strong infrastructure, for excellence in education, access to children's services, access to services which promote health and sport, and encourage lifelong learning.

- *Improve the transport infrastructure throughout the County* - enhancing and enlarging the transport infrastructure by protecting, promoting our existing rail and road networks, and improving our strategic transport links.
- *Providing community focused, cost effective services* - providing services which are led by the needs and expectations of our community and delivered in the most efficient and effective way.

## **South Kesteven District Council & The Local Strategic Partnership**

South Kesteven District Council & the Local Strategic Partnership aim to develop, deliver and monitor to this strategy, whilst linking in with the above national, regional, and sub-regional targets. As such the issues that require our support at the local level will be analysed quarterly and an annual economic development action plan will be developed. This is attached as part of this living, working strategy.

Investment in the community is now a statutory role for local authorities, with South Kesteven District Council having a lead role in bringing local organisations together to promote or improve the social, environmental, and economic well being of the area. To help secure the commitment of organisations to the development and delivery of a Community Plan the South Kesteven Local Strategic Partnership (LSP) was launched in June 2002. The LSP is part of a nationwide network and the partners on the South Kesteven LSP represent local voluntary organisations, education, health, housing, police, business and councils at ward, district and county levels.

Community development in general, and the South Kesteven Community Plan in particular should be an integral part of this economic development plan for 2005 to 2008. The Community Plan itself will have a specific section focusing on economic and enterprise issues. The Community Plan is due to be updated in late 2005. The Local Strategic Partnership has undertaken a local area profile exercise to ascertain the prioritisation process. Coupled with a resident's survey, and linked with partner's strategies and objectives it is envisaged that economic & community regeneration will be a factor involved and addressed.

## **Local Development Framework (LDF)**

South Kesteven District Council is in the process of developing the Local Development Framework for the area. This will require the planning policy and economic & community regeneration teams to work together to provide a comprehensive and robust Local Development Framework. The LDF will include a Statement of Community Involvement (SCI) and two development and policy documents (DPD) on development & location, and Housing & Economic Development. There will also be Area Action Plans for Grantham, Stamford & Bourne, as well as Supplementary Planning Documents on affordable housing, planning arrangements, public open space and children's play areas. A key part currently underway is an employment land study, that will be key to developing the appropriate provision of employment in South Kesteven.

## **South Kesteven District Council Employer Survey 2005**

A survey of employers in South Kesteven was undertaken in April this year, 2,695 were sent to businesses listed on the Council's Business Directory.

491 were returned as businesses that had moved away, ceased trading or had incomplete addresses, therefore 2,204 can be considered as the total number of businesses surveyed. Of which 735 were returned completed, representing a 33.3% return.

The survey was carried out to enable the Council to have a greater understanding of the business community and the issues it faces and to gain updated information on the confidence in the business sector to predict growth in the next 12 months. The survey also served as a consultation document.

The following table shows the results of the survey across the district, including a breakdown of town and rural businesses.

	South Kesteven	Grantham	Stamford	Bourne	Deepings	Rural
No of businesses surveyed	2,204	576	725	424	219	260
Returned	735	191	176	107	96	165
Returned as % sent	33.3%	33%	25%	25%	44%	64%
<b>Businesses Types</b>						
Limited Companies	40%	53%	37%	33%	30%	37%
Partnerships	23%	17%	27%	19%	25%	25%
Sole Traders	30%	23%	28%	33%	39%	31%
Franchises	1%	1%	2%	-	-	0.5%
PLC's	2%	2%	3%	2%	1%	1%
Co-operatives	.3%	1%	-	1%	-	-
Charities	2%	3%	2%	3%	2%	1%
Subsidiary	2%	-	1%	7%	2%	2%

<b><u>Nature of Business</u></b>	14%	18%	6%	17%	16%	13%
Manufacturing	25%	19%	34%	26%	27%	19%
Retail	3%	5%	1%	1%	4%	3%
Wholesale	5%	6%	3%	5%	2%	8%
Distribution	8%	9%	7%	7%	5%	9%
Consultancy	46%	42%	49%	44%	46%	48%
<b><u>Control of Business</u></b>						
UK owned /controlled	97%	96%	96%	98%	99%	98%
Jointly UK/foreign	2%	2%	2%	1%	1%	1%
Foreign owned/cont.	1%	2%	2%	1%	-	1%
<b><u>Technology</u></b>						
Internet Access	76%	88%	64%	73%	68%	83%
Broadband	50%	61%	48%	45%	51%	17%
Web site	56%	66%	52%	51%	46%	59%
Buy/sell on- line	38%	47%	35%	32%	24%	42%
	South Kesteven	Grantham	Stamford	Bourne	Deepings	Rural
Business Development over last 12 months						
Increased profitability	35%	44%	9%	7%	13%	13%
Inc. turnover	47%	52%	26%	27%	32%	35%
Inc. market share	16%	22%	47%	47%	41%	40%
Fewer customer complaints.	27%	31%	8%	10%	6%	7%
<b><u>2005/6 Forecast on Company T/O</u></b>						
Decrease	10%	8%	9%	7%	13%	13%
Stay the same	30%	29%	26%	27%	32%	35%
Grow slightly	44%	47%	47%	47%	41%	40%
Grow significantly	9%	13%	8%	10%	6%	7%
<b><u>Obstacles to Growth</u></b>						
Availability of staff	32%	35%	34%	32%	25%	28%
Increased labour costs	32%	33%	26%	36%	33%	36%
Market size	15%	21%	13%	18%	13%	12%
Premises issues	12%	8%	16%	12%	11%	10%
Cash flow	20%	21%	20%	20%	23%	18%
Strength of £	5%	5%	2%	6%	5%	9%
Interest rates	10%	9%	8%	13%	14%	10%
Lack of capital	8%	5%	6%	9%	7%	11%
Lack of local available training.	5%	3%	4%	7%	3%	5%
Transport costs	23%	19%	16%	21%	26%	34%
Road infrastructure	13%	21%	9%	8%	2%	16%
Service problems	3%	2%	5%	5%	2%	7%
Employee resistance to change.	5%	7%	3%	9%	5%	4%

Sickness or injury problems. None	6% 9%	10% 8%	2% 10%	4% 8%	6% 11%	9% 10%
<b>Premises Issues</b> Operate from commercial premises. Problems finding premises. Considering moving in next 12 months.	69% 17% 8%	77% 19% 6%	73% 22% 7%	74% 17% 11%	65% 16% 8%	56% 13% 11%
<b>Staffing Issues</b>  Staff turn-over higher than 1 year ago. Lower No change	9% 9% 62%	9% 12% 60%	10% 7% 58%	11% 10% 57%	6% 10% 67%	7% 8% 70%
Any current vacancies Hard to fill vacancies <i>Reasons</i> <i>Lack of applicants</i> <i>Lack skills/qualifications</i> <i>Lack experience</i> <i>Higher competitor wages</i> <i>Unsocial hours</i> <i>Transport to/from work</i> <i>Poor motivation</i> <i>Other</i>	76% 36% 15% 30% 21% 7% 5% 4% 15% 1%	72% 36% 17% 28% 25% 6% 4% 2% 15% 2%	79% 33% 15% 23% 19% 3% 7% 1% 13% 2%	77% 43% 17% 63% 24% 9% 9% 6% 22% 0%	80% 32% 10% 22% 19% 5% 3% 1% 10% 0%	77% 35% 16% 24% 17% 10% 4% 11% 17% 1%
Do you offer training Difficulty accessing Training.	70% 10%	77% 9%	74% 10%	65% 12%	63% 9%	66% 9%
Future vacancies (next 12 months)	39%	47%	39%	42%	28%	36%
Facilities to employees <i>Childcare assistance</i> <i>Disabled</i> <i>Job sharing</i> <i>Career guidance</i> <i>Remote access</i> <i>Transport assistance</i>	4% 6% 11% 11% 9% 9%	6% 8% 9% 12% 15% 11%	2% 6% 16% 10% 5% 9%	2% 7% 15% 13% 8% 3%	5% 3% 9% 3% 8% 14%	4% 7% 9% 15% 5% 11%

The table shows the % responses, where the surveyed businesses chose to answer the questions, some businesses chose not to answer some questions or felt they were not relevant to their business, for example employee related questions to sole traders.

In addition to the tick box questions, businesses were asked if they had any issues they would like to bring to the attention of SKDC, in particular if they felt we could be of assistance.

A large number of businesses added comments which they felt caused some or significant difficulty in growth, these fell into the main categories listed below:-

- Land/premises availability cost and use
- Street scene, signage, anti-social behaviour
- Re-cycling
- On –line, website, Business Directory
- Level of Non Domestic Rates (NDR)
- Training, practical and funding
- Car parking and transport

We have responded to some of the comments e.g. NDR, where suitable we have sent information on possible rate relief.

Overall, business confidence in South Kesteven seems to be higher than national trends with 45% of businesses expecting to grow a little and over 9% predicting significant growth. The Bank of England July 2005 summary of business conditions in the UK, reported that growth generally had slowed down slightly, manufacturing growth has fallen back, but that intentions and recruitment difficulties had eased, construction output across the UK also continues to be strong.

## **THE STRATEGY**

The following three themes are identified as key areas of work for the development of the priorities and objectives within this strategy. The economic & community development statement (to follow) highlights the actions that will be undertaken by the economic & community regeneration team over the next year.

The key priorities will be: -

**Town Centre Regeneration** – Town centres are increasingly becoming major sources of local employment as expenditure on leisure activity rises, but they also risk falling into decline as they are replaced by alternative means of shopping, for example internet shopping and out of town developments. Good town centre management aims to secure the role of the town centre by attracting investment, encouraging diversity of services and roles for the centre, and offering an ‘experience’ to shoppers. This can also be linked to tourism, in that regionally and locally tourism is a major economic generator with over £182m generated annually from visitor spend in South Kesteven. This supports in the region of 5,000 jobs for the area. The towns in South Kesteven offer a range of leisure & cultural pursuits, attractions and events; it is seen as an attractive and historic district. There is therefore great potential to increase our tourism & cultural industries take and to stimulate wider economic benefits from the leisure and tourism sectors, whilst improving facilities, such as libraries, museums and sport amenities for our community.

**Business Development** – A successful economy must have a competitive, well balanced business environment, which offers a range of sustainable employment opportunities, has a balance of employment opportunities, and offers businesses the opportunity to grow and prosper within the locality. The business environment must be complemented by a competitive modern workforce, which is willing to learn and to develop new skills. We must aim to have a workforce with a breadth of skills, flexible skills and adaptive to the changing economic environment. Barriers to employment must be broken down and employment opportunities must be accessible and sustainable.

**Encouraging Communities to become Sustainable** – Within South Kesteven there are key areas where economic and social conditions that fall behind the rest of the District. These are areas which continue to experience deprivation, social isolation and exclusion. In order to develop the economy of the whole district, the problems in these communities must be addressed. Likewise we must develop all of our communities so that they can assist themselves to identify their problems and address them, providing a very much needed, ‘grass roots up’ model, and solution. A unique opportunity is offered through the development of Local Strategic Partnerships, and the different sub partnerships affiliated, to do this.

## **Performance Indicators for Economic Development**

The Economic & Community Regeneration Team will for the first time measure its performance annually on the following indicators: -

### *1. Business Enquiries*

**Measurement** - The number of business enquiries for advice and information received per annum.

**Definition** - a Business enquiry is a request for advice or information by mail, telephone, email or face to face contact on a business issue from a business or individual. To be counted, an enquiry must result in specific advice or information being provided.

### *2. Businesses assisted*

**Measurement** - The number of businesses assisted through business support initiatives and services during the year.

**Definition** - Businesses assisted will be counted as equal regardless of differences in size and can include sole traders and the self employed. Assistance is that provided through individual officer contact or through seminars, conferences, networking groups etc. Individual businesses will be counted each time they receive assistance.

### *3. Business start up supported*

**Measurement** - The number of new business start ups supported in the local area per annum.

**Definition** - A business start up is a new business set up by a sole trader, a partnership company, or as a social enterprise. It can include taking on a new franchise, starting a referral marketing operation, and management by outs/ins. It does not include buying an existing business or franchise or subsidiary / associated set up by existing companies. The form and types of assistance covered are the same as for the businesses assisted indicator.

### *4. Jobs created or safeguarded*

**Measurement** - The number of jobs that have been created or safeguarded per annum to which the business support provided has made a significant contribution. Jobs created and safeguarded will be recorded separately, each on the basis of; direct jobs only & direct + indirect & induced jobs with appropriate deductions for leakage, deadweight, displacement and substitution.

**Definition** - The basic unit of account is defined as a permanent 'full time equivalent' (FTE) job. A full time job is 30 hours a week or more. A job will be counted as safeguarded when this has primarily or to a significant extent occurred as a result of the direct economic development action or intervention.

### *5. Inward investment enquiries*

**Measurement** - The total number of inward investment enquiries dealt with per annum, including web site hits.

**Definition** - Enquiries are those from existing or prospective inward investors that have the potential to result in new and additional investment in the South Kesteven area and or

safeguard existing investment. They can be made in person, by telephone, by means of web form submissions and email. This should result in the provision of information and assistance to the enquirer.

## *6. Investments*

**Measurement** - The total number of inward investments made in the South Kesteven area that have primarily or to a significant extent occurred as the direct result of the inward investment promotion and support activities of the authority, in terms of number of investments, and capital expenditure.

## *7. Brownfield land reclaimed*

**Measurement** - Brownfield land reclaimed as a percentage of all land available for industrial, commercial and leisure purposes. Looking at all land earmarked for development (i.e. has current planning permission) for industrial, commercial and leisure purposes (as identified in the local plan or LDF), calculate the area of this which is brown field land, as a percentage of the total land identified.

**Definition** - Brownfield land is as defined in PPG3 and includes previously developed land, which is or was occupied by a permanent structure and associated fixed surface infrastructure. Brownfield land reclaimed is defined as that which has become available during the year. The area of land will be calculated in hectares and only included where reclamation has been completed during the year.

## *8. Leverage of external funding*

**Measurement** - The extent to which the local authorities investment bringing forward the development of land or a project for economic development purposes has been instrumental in levering funds from other public and private sector sources.

**Definition** - For measurement this will be expressed as a leverage index of X i.e. £X of external funding levered for every £1 put in by South Kesteven District Council.

## *9. Adults in employment gaining skills*

**Measurement** - The percentage of adults in employment receiving training that they have gained qualifications or other outcomes intended through workforce training programmes in which South Kesteven District Council is involved as either sole provider, lead partner or supporting partner.

## *10. Unemployed people going into employment / full time education*

**Measurement** - The percentage of unemployed people participating in training and employment programmes that have gone into employment or full time education or part time education combined with part time employment.

## *11. Footfall figures*

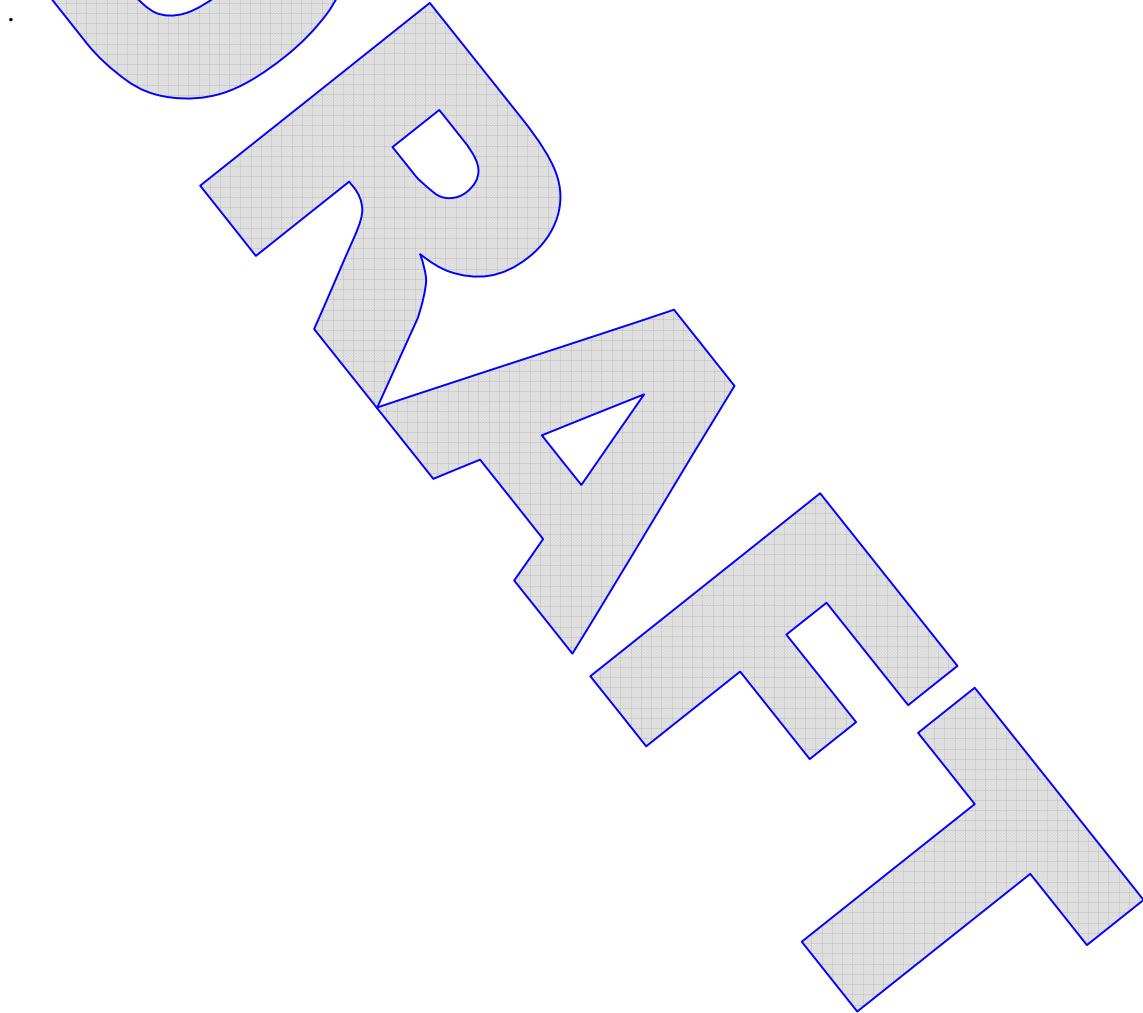
**Measurement** - The number of people walking along key areas of South Kesteven towns on a particular month and day.

## *11. Customer satisfaction*

**Measurement** - The percentage of people or businesses expressing satisfaction with the training, advice or assistance they have received from South Kesteven District Council. This will be measured through providing evaluation sheets to all businesses assisted, people affected by any work undertaken, and a questionnaire for ideas and improvement

#### *12. Postcode Survey*

**Measurement** – The number of people visiting South Kesteven. Local retailers and tourism outlets such as hotels, attractions and Bed & Breakfasts usually measure this. This statistic will compliment the footfall figures in establishing the number of people visiting, and how far they have come.



# Economic Development Performance Management

	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
1. Business Enquiries	Unknown - No data collected	60	70	80	85
2. Businesses Assisted	Unknown - No data collected	65	65	70	70
3. Business Start Up Supported	Unknown - No data collected	11	12	15	20
4. Jobs Created or Safeguarded	Unknown - No data collected	Unknown - No data collected	20	30	40
5. Inward Investment Enquiries	Unknown - No data collected	76	80	80	85
6. Investments	Unknown - No data collected	Unknown - No data collected	5	6	8
7. Brownfield Land Reclaimed	Unknown - No data collected	Unknown - No data collected	1 Hectare	1 Hectare	3 Hectare
8. Leverage of External Funding	Unknown - No data collected	Unknown - No data collected	£2 for every £ invested by SKDC	£3 for every £ invested by SKDC	£5 for every £ invested by SKDC
9. Adults in Employment gaining Skills	Unknown - No data collected	Unknown - No data collected	20	25	30
10. Unemployed people going into employment or full time education	Unknown - No data collected	Unknown - No data collected	5	5	10
11. Footfall Figures	Unknown - No data collected	Unknown - No data collected	5% Increase	5% Increase	5% Increase
12. Customer Satisfaction	Unknown - No data collected	Unknown - No data collected	5% Increase	5% Increase	5% Increase
13. Postcode Survey	Unknown - No data collected	Unknown - No data collected	2% Increase on Visitors	3% Increase on Visitors	5% Increase on Visitors
14. Number of partnership events facilitated	Unknown - No data collected	Unknown - No data collected	20	20	20



## Acronyms

### **Statutory**

SKDC -	South Kesteven District Council
LCC -	Lincolnshire County Council
GOEM -	Government Office East Midlands
ODPM -	Office of Deputy Prime Minister
DTI -	Department of Trade & Industry
RDA -	Regional Development Agency
EMDA -	East Midland Development Agency
DEFRA -	Department of the Environment, Farming & Rural Affairs
RDS -	Rural Development Service

### **Partnerships** - *Themed partnerships delivering to an action plan or strategy*

SSP -	Sub Regional Strategic Partnership
LSP -	Local Strategic Partnership
TCMP -	Town Centre Management Partnership
CSP -	Community Safety Partnership
DMP -	Destination Management Partnership
LE -	Lincolnshire Enterprise

### **Direct Service** - *Provision of service to a direct user*

BLLR -	Business Link Lincolnshire & Rutland
RCC -	Rural Community Council
VAK -	Voluntary Action Kesteven
MAS -	Manufacturing Advisory Service
WEA -	Welland Enterprise Agency
LSC -	Learning & Skills Council
DMO -	Destination Management Organisation
CAB -	Citizens Advice Bureau
HSE -	Health & Safety Executive
ACAS -	Advisory, Conciliation, & Arbitration Service

### **Indirect Service** - *Advisory, Monitoring*

EMRLGA -	East Midlands Regional Local Government Association
LRO -	Lincolnshire Research Observatory
AMT -	Action for Market Towns
SSC -	Sector Skills Councils
CLA -	Country Land & Business Association
EMRA -	East Midlands Regional Assembly
EMT -	East Midlands Tourism
CEDOS -	Chief Economic Development Officers Society

### **Term / Strategy**

LAA -	Local Area Agreement
StAR -	Strategic Area Review
RES -	Regional Economic Strategy
GDP -	Gross Domestic Product
GVA -	Gross Value Added
BID -	Business Improvement District
SIC -	Standard Industrial Classification
RPI -	Retail Price Index
FRESA -	Framework for Regional Employment & Skills Action
SFI -	Selective Finance for Investment
ESF -	European Social Fund
ERDF -	European Regional Development Fund

RSA -  
IRS -

Regional Selective Assistance  
Integrated Regional Strategy

**Professional Body**

IED -  
RICS -  
BURA -  
RTPI -

Institute of Economic Development  
Royal Institute of Chartered Surveyors  
British Urban Regeneration Association  
Royal Town Planning Institute

**Key Definitions**

GDP – Gross Domestic Product is a measure of the total economic activity occurring in the UK. It can be measured in three ways: Production; measures the Gross Domestic Product as the sum of all value added by all activities which produce goods and services (see Gross Value Added). Income; measures the Gross Domestic Product as the total of incomes earned from the production of goods and services. Expenditure; measures the Gross Domestic Product as the total of all expenditures made either in consuming finished goods and services or adding to wealth, less the cost of imports. A common equation for GDP is  
$$GDP = consumption + investment + exports - imports$$

GVA – Gross Value Added is the difference between output and intermediate consumption for any given sector / industry. That is the difference between the value of goods and services produced and the cost of raw materials and other inputs, which are used up in production.

RPI – Retail Price Index is an important domestic indicator of inflation in the UK. It measures the average change from month to month in the prices of goods and services purchased in the UK. In addition there are two commonly used RPI aggregates: RPIx all items excluding mortgage interest payments; and; RPIy all items excluding mortgage interest payments and indirect taxes.

SCI – The Standard Industrial Classification is a way of categorising economic activities into a common structure. At the highest level there are seventeen classifications (A-Q) where activities such as manufacturing (d) and construction (f) are classified. These sections are further broken down into divisions, classes, and sub classes, which are represented in a numbered system.

## Economic Development Action Plan

Area for Action	South Kesteven Priority	Delivery - Initiative / Programme / Project	Timescale	Key SKDC Officer	Partners (Internal & External)
Support business formation through access to advice, premises, capital etc.	Business Development	<ol style="list-style-type: none"> <li>1. Provision of two-business start up workshops per year.</li> <li>2. Provide advice and guidance on services provided directly and indirectly from the Council.</li> <li>3. Evaluate &amp; investigate with Partners a business start up grant.</li> <li>4. Provide information on available local grants such as the Welland Business Development Fund</li> <li>5. Provide an up to date online business directory.</li> </ol>	July 2005 & February 2006 Ongoing September 2005 Ongoing February 2006	1) Team Leader 2-5) Economic Development Manager	Welland Enterprise Agency, EMDA, Welland SSP, Lincolnshire Enterprise, Lincolnshire Development, Business Link Lincolnshire & Rutland, Manufacturing Advisory Service, Sector Skills Councils, Learning & Skills Council, Lincolnshire Tourism, ACAS, DEFRA, HSE, DTI
Promote usage of information technology in business and industry in South Kesteven	Business Development	<ol style="list-style-type: none"> <li>1. To develop and roll out the Broadband Channel 5 project in South Kesteven during 2005/6</li> <li>2. To work with TCM's &amp; business clubs to promote the usage of online trading in the South Kesteven area</li> <li>3. To work with Lincolnshire Development to encourage local businesses to make use of Broadband capabilities.</li> </ol>	December 2005 Ongoing Ongoing	1) Team Leader 2) Partnerships Manager & Community Regeneration Officer	Lincolnshire Enterprise, Welland SSP, Business Link, Welland Enterprise Agency, Town Centre Management Partnerships, Lincolnshire Development
Ensure a mix of local jobs appropriate to skills of residents	Business Development	<ol style="list-style-type: none"> <li>1. Encourage appropriate and diversity of local business development.</li> <li>2. To provide a job fair annually for local people to gain employment</li> </ol>	Ongoing May 2006	1) Team Leader & Economic Development Manager 2) Community Regeneration Officer	Local Strategic Partnership, Local Colleges and Schools, Lincolnshire County Council, Learning & Skills Council
Encourage entrepreneurs and start up businesses	Business Development	<ol style="list-style-type: none"> <li>1. To evaluate the provision of a start up business grant with partners for local business creation.</li> <li>2. Provision of two start up business workshops per year.</li> <li>3. To work with the Princes Trust to develop one TEAM or other PT initiative per year.</li> <li>4. Investigate and aim to provide incubation centres for business growth in each town in South Kesteven</li> </ol>	November 2005 July 2005 & February 2006 March 2006 Ongoing	1) Team Leader & Economic Development Manager 2) Team Leader 3) Community Regeneration Officer 4) Team Leader	Welland Enterprise Agency, Welland SSP, Lincolnshire Enterprise, Lincolnshire Development, Business Link Lincolnshire & Rutland, Business24, Princes Trust, Connexions Service, DEFRA, DTI
Support businesses to innovate	Business Development	<ol style="list-style-type: none"> <li>1. Investigate the possibility of a local innovation centre in each of the market towns of South Kesteven</li> <li>2. Provide training and awareness courses for</li> </ol>	Ongoing November 2005	1-3) Team Leader	Welland Enterprise Agency, Welland SSP, Lincolnshire Enterprise, Lincolnshire Development, Business Link

		the local businesses in South Kesteven 3. Work with Lincoln University to provide the "Experience Exchange" Programme in South Kesteven	& March 2006 March 2006		
Develop leadership and managerial skills within local businesses	Business Development	1. To provide a Delivering Business Skills Excellence (DBSE) Course within the South Kesteven area. Provide a business management training course with partners in 2005/06	February 2006 December 2005	1) Team Leader & Economic Development Manager	Lincolnshire & Rutland, Business24, Learning & Skills Council, DEFRA, DTI, Lincoln University
Encourage local businesses to diversify skills within their workforce	Business Development	1. Develop the 'get on with graduates' programme in South Kesteven. Identify and track skills need and match with appropriate provision of courses. Try and make sustainable the Training Across South Kesteven Project (TASK)	January 2006 Ongoing October 2006	1) Team Leader & Economic Development Manager 2-3) Team Leader	EMDA, Welland SSP, Wwelland Enterprise Agency, Business Link, Business Training Networks
To consult with local businesses on their requirements and needs and to develop local initiatives to deliver to.	Business Development	1. Facilitate the development of business clubs & forums within the district, and assist in delivering initiatives driven from these groups. 2. Act as a sign posting service for the delivery of business services. 3. To consult with local businesses on the possibility of a business improvement district for Grantham (BID).	Ongoing Ongoing Ongoing	1) Partnerships Manager 2) All Team 3) Team Leader, Partnerships Manager & Economic Development Manager, Grantham Town Centre Manager	Town Centre Management Partnerships, Business Forums, Business Link Lincolnshire & Rutland
Investigate 'gap' provision of skills within workforce and explore solutions	Business Development	1. Identify and track shortage of skills within South Kesteven, and explore possible solutions. 2. Work with education providers to support the development of vocational training programmes to meet the needs of local employers.	Ongoing Ongoing	1-2) Team Leader	Town Centre Management Partnerships, Business Forums, Business Link Lincolnshire & Rutland, Sector Skills Councils, Learning & Skills Council, LFA
Promote South Kesteven as an inward investment location	Business Development & Town Centre Regeneration	1. Undertake a marketing campaign to highlight the key features and attributes of South Kesteven to external businesses 2. Update and develop the SKDC Website to include features of a single business account for all inward investors. 3. To provide a commercial pack for all inward investors. 4. To host site visits to the available units and land. 5. To promote the redundant viral building grant. 6. To promote the Welland Tourism grants. 7. To promote all other available grants open in South Kesteven	September 2005 & ongoing July 2006 Ongoing Ongoing Ongoing Ongoing	1) Economic Development Manager 2) Team Leader & Partnerships Manager 3-5) Economic Development Manager 6) Community Regeneration Officer	Lincolnshire Enterprise, Welland SSP, EMDA, Lincolnshire Tourism, Lincolnshire County Council, Business Link Lincolnshire & Rutland, Trade Partners UK, Welland Tourism Officers Group

Ensure adequate and appropriate supply of premises and land for inward investors	Business Development & Town Centre Regeneration	<ol style="list-style-type: none"> <li>Provide an up to date online commercial property register.</li> <li>Provide an up to date hard copy business directory.</li> <li>Provide information on available sites and units.</li> <li>Work with the Planning Policy Unit to develop a LDF framework for future employment land.</li> </ol>	June 2006	1.3) Economic Development Manager	Lincolnshire Enterprise, Welland SSP, EMDA, GOEM, SKDC Planning Teams
			July 2006	2) Economic Development Manager & Partnerships Manager	
To ensure that future large scale development is concentrated within Grantham, Stamford, Bourne and the Deepings.	Business Development & Town Centre Regeneration	<ol style="list-style-type: none"> <li>To instigate a study for the development of the Grantham Canal Basin, including feasibility, viability, design, cost and implementation.</li> <li>To meet with local land owners to ascertain possible future development of the Grantham Canal Basin</li> <li>To work with Stamford Vision to support and assist the development of the Welland Quarter.</li> <li>To update a revised Grantham Master plan with the Grantham TCMMP</li> <li>To work with partners to develop the Northfields site at Market Deeping for employment purposes.</li> <li>To work with Bourne TCMPP to develop the Bourne Core Retail area.</li> <li>To work with and develop the employment sites at South Road, Bourne, Stamford Sheep Market, Stamford Red Lion and all other allocated employment sites in South Kesteven</li> </ol>	<p>November 2005 to August 2006</p> <p>As study (above) dictates</p> <p>Ongoing</p> <p>March 2006 to December 2006</p> <p>January 2006 to December 2006</p> <p>Ongoing</p> <p>Ongoing</p>	<p>1-3) Team Leader &amp; Economic Development Manager, Partnerships Manager, Community Regeneration Officer</p> <p>4) Grantham TCM &amp; Team Leader</p>	SKDC Planning Teams, GOEM, Town Centre Management Partnerships, English Partnerships, British Waterways, Lincolnshire County Council, RDS
Maintain & enhance the viability and vitality of the principle retail areas within the District through principles of good town centre management.	Town Centre Regeneration	<ol style="list-style-type: none"> <li>To promote and develop the 'shop around' project in South Kesteven</li> <li>To identify a timescale for the development of a business improvement district (BID) for Grantham.</li> </ol>	<p>August 2005 onwards</p> <p>February 2006</p>	<p>1-4) Partnership Administrator, Partnerships Manager &amp; Team Leader, Town Centre Managers</p>	Town Centre Management Partnerships, EMDA, Lincolnshire Enterprise, Lincolnshire Development, Welland SSP, SKDC Planning Teams, GOEM, Town Centre Management Partnerships, English Partnerships, British Waterways, Lincolnshire County Council
To develop Grantham as a sub regional centre of the East Midlands	Town Centre Regeneration	<ol style="list-style-type: none"> <li>To work with partners &amp; stakeholders to develop the Canal Basin Project.</li> <li>To develop an action plan that will identify the feasibility, costings and timescale of development of the Canal Basin.</li> <li>To work with partners &amp; stakeholders to develop the Grantham to Skegness Community Rail Project</li> <li>To work with the Grantham TCMPP to</li> </ol>	<p>Ongoing</p> <p>September 2005</p> <p>Ongoing</p> <p>Ongoing</p>	<p>1-4) All Team</p>	EMDA, Lincolnshire Enterprise, Lincolnshire Development, Welland SSP, SKDC Planning Teams, GOEM, Town Centre Management Partnerships, English Partnerships, British Waterways, Lincolnshire County Council, Grantham Town Centre Management Partnership

Support and encourage tourism activity which supports community facilities and local businesses	Town Centre Regeneration	1. Create a business advice pack for new businesses. 2. Create a new residents guide 3. Support the TCM's through developing local events 4. Design and print 2005 District Guide 5. Design and print an accommodation 2006 brochure 6. Provide business advice, support, and help with starting up, to local tourism businesses with the DMP. 7. Investigate possibility of tourism business skills training workshops.	Ongoing November 2006 Ongoing August 2005 November 2005 Ongoing Ongoing	1) Economic Development Manager 2-5) Community Regeneration Officer & Community & Economic Development Assistant	Lincolnshire Tourism, EMDA, Town Centre Management Partnerships, East Midlands Tourism
Ensure that the marketing of South Kesteven is done on a co-ordinated basis	Town Centre Regeneration	1. Promote South Kesteven at the British Travel Trade Fair 2005/6 & other appropriate events 2. Promote South Kesteven through the Yellow page listings, advertising campaigns, Lincolnshire tourism publications, and direct mail targeting to ensure that information is accurate and up to date. 3. Represent South Kesteven at overseas travel events in partnership with Lincolnshire Tourism 4. Promote the Pride & Prejudice publication with Stamford Marketing Group and Lincolnshire Tourism.	As required Ongoing As required As required November 2005	1-3) Community Regeneration Officer & Community & Economic Development Assistant	Lincolnshire Tourism , EMDA, Town Centre Management Partnerships, Stamford Vision, Stamford Marketing Group
Create and maintain an attractive environment, and encourage investment to the Grantham, Stamford, Bourne, Deepings retail sectors, to ensure that the area is a place where people wish to shop	Town Centre Regeneration	1. Support the TCM's with appropriate resources such as officer time and financial grants.	Ongoing	1) Community Regeneration Officer & Community & Economic Development Assistant	Town Centre Management Partnerships, EMDA, Welland SSP, Lincolnshire Enterprise, Lincolnshire Development, RDS
Support affordable housing development	Enabling & Developing Sustainable Communities	1. Make best use of section 106 funds to deliver community space, and develop town centres with the TCM's. 2. Ensure that there is a sufficient allocation of affordable housing in any housing development. 3. Work with Housing teams to investigate ways of providing affordable housing in South Kesteven.	Ongoing Ongoing Ongoing	1) Partnerships Manager & TCM's 2) Planning Policy Team Leader 3) Economic & Community Regeneration Team Leader	Town Centre Management Partnership, Lincolnshire County Council, Housing Associations, Property Developers

<p>To develop the most deprived areas of South Kesteven by directing resources and support to the areas of greatest need.</p>	<p>Enabling &amp; Developing Sustainable Communities</p>	<p>1. With partners evaluate &amp; develop an action plan for the development the most deprived wards in Grantham.</p> <p>2. Working with local community groups to instigate required and need projects.</p> <p>3. To promote the community catalyst fund to local community groups.</p>	July 2006	<p>1) Team Leader, Grantham TCM &amp; Partnerships Manager</p> <p>2-3) Partnerships Manager &amp; Community Regeneration Officer &amp; Community &amp; Economic Development Assistant</p>	Town Centre Management Partnerships, EMDA, Lincolnshire Enterprise, Lincolnshire Development, Welland SSP, Sure Start, Lincolnshire Compact
		<p>1. Work with the employment office, connexion service and other agencies to identify people, and get them to take up employment.</p> <p>2. Host &amp; facilitate one jobs fair per annum.</p>	Ongoing	<p>1) Economic &amp; Community Regeneration Team Leader</p> <p>2) Community Regeneration Officer</p>	Job Centre Plus, Welland SSP, Lincolnshire Enterprise, EMDA
<p>Encourage the take up of employment opportunities by people from disadvantaged groups and geographical areas</p>	<p>Enabling &amp; Developing Sustainable Communities</p>	<p>1. To facilitate and host the Town Centre Management Partnerships.</p> <p>2. To facilitate and host the Local Strategic Partnership (LSP)</p> <p>3. To facilitate and host the varying sub groups of the LSP &amp; TCMPs.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>1-3) Partnerships Administrator &amp; Partnerships Manager, TCMP's</p>	Community Council Lincolnshire, CAB, CAB, CAB
		<p>1. Provide a small grants programme for voluntary and community groups in South Kesteven.</p> <p>2. Promote and help community groups access the Welland Catalyst Fund.</p> <p>3. Develop the Social Capital Small Grants Scheme in South Kesteven.</p> <p>4. Develop the Welland Disability Inclusion Project for the South Kesteven area.</p>	<p>July 2005, 2006 &amp; 2007</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>1-4) Partnership Administrator &amp; Community Regeneration Officer &amp; Community &amp; Economic Development Assistant</p>	Community Council Lincolnshire, Social Enterprise East Midlands, Voluntary Action South Kesteven, CAB
<p>Support voluntary &amp; community groups, and recognise their role in developing communities services</p>	<p>Enabling &amp; Developing Sustainable Communities</p>	<p>1. To work with local colleges and schools to provide an appropriate mix of training packages for local people.</p> <p>2. To promote the use of the learn direct scheme</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>1-2) Team Leader</p>	Learning & Skills Council, Local Colleges, Local Schools, Lincolnshire County Council, Sector Skills Councils

# Agenda Item 8

## REPORT TO CABINET

REPORT OF: Head of Planning Policy and Economic Regeneration

REPORT NO. PLA532

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	Local Development Framework – Statement of Community Involvement
<b>FORWARD PLAN ITEM:</b>	Yes
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	17 <sup>th</sup> May 2004
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision

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

## **1. SUMMARY**

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

1.2 The draft Statement of Community Involvement was put out for pre-submission consultation between the 22<sup>nd</sup> April & the 3<sup>rd</sup> June 2005 and a significant number of comments were received. Amendments have been made to the document in light of comments received and a final document has been prepared for submission to the Secretary of State.

## **2. RECOMMENDATIONS**

2.1 Cabinet is recommended to consider and endorse the Council's response to each representation made on pre-submission, summarised in Appendix A of this report.

2.2 Cabinet is recommended to approve the Statement of Community Involvement, attached to this report at Appendix B for submission to the Secretary of State and publishing for a 6 week formal representation period in accordance with the Regulations.

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

3.1 In April this year information on the draft Statement of Community Involvement was sent out to over 1000 bodies/individuals including parish/town councils, community groups, business interests, developers/agents, landowners, residents associations and tenants compacts.

### **3.2 Main Issues Raised in relation to the draft SCI**

Some 121 responses to this consultation were received. A wide variety of detailed matters were raised, a summary of which is attached as Appendix A. However, some of the main issues raised were as follows:

- Requests for additional key groups be referred to in the SCI &/ included on the LDF database (for example it was suggested that developers/landowners should be added to this list)
- Suggestions were made for additional community involvement methods to consider
- Expressions of support either for general content or for specific point within the SCI
- Requests for alteration/improvement to the Council website
- Scepticism about the new planning system/real use of consultation
- Suggestions that reference be made to additional Regulations concerning DPD/SPD community involvement
- Comments unrelated to the SCI (other planning matters)
- Various typographical (grammatical/spelling errors)

### **3.3 Main Changes to the SCI in response to Issues Raised**

Extensive changes to the SCI have been made in response to issues raised by pre-submission consultation as can be seen from the main document. The main changes to the document can be summarised as:

- A large number of additional groups have been added to the LDF consultation database
- A number of additional consultation methods have been included e.g. Dovetailing/piggybacking. Some suggestions were not included however, due to their significant resource implications. Methods for consultation have also been made clearer through the inclusion of a consultation methods table.
- Reference has been made to those regulations which implement the Act (2004) that specifically relate to consultation through the inclusion of appendices in the SCI summarising community involvement in Development Plan Documents (DPD) & in Supplementary Planning Documents (SPD).

### **3.4 Test for Soundness**

The government requires that the Statement of Community Involvement meets the following nine tests of soundness:

1. that the local planning authority has complied with the minimum requirements for consultation as set out in Regulations (The Town & Country Planning (Local Development)(England) Regulations 2004)
2. that the local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy
3. that the statement identifies in general terms which local community groups and other bodies will be consulted
4. that the statement identifies how the community and other bodies can be involved in a timely and accessible manner
5. that the methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development document
6. that resources are available to manage community involvement effectively
7. that the statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
8. that the authority has mechanisms for reviewing the statement of community involvement
9. that the statement clearly describes the planning authority's policy for consultation on planning applications.

It is felt that the revised document meets these tests.

3.5 If cabinet approve the SCI for submission to the Secretary of State the document will be submitted in November 2005 (to follow the Issues & Options due to end on 11<sup>th</sup> November). A formal Submission Statement will also be submitted summarising all consultation undertaken in relation to the SCI. This will follow a standard format set down by GOEM, but will be available for cabinet to view prior to submission if desired. If approved, the SCI will also be made available for six weeks formal public representation in November and December 2005. (The Issues & Options Consultation is being sent out in October and it is felt best to start consultation on the Statement of Community Involvement after this to avoid any confusion.) Examination of the SCI would then be expected in February 2006, with adoption following receipt of the Inspectors binding report in April 2006. As such the SCI will be the first document in the LDF to be adopted.

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

#### **4. CONTACT OFFICER**

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# SCI Pre-Submission Participation Responses

Name	Summary of Response	SKDC Response
Allison Homes Eastern Ltd. (Smith Stuart Reynolds)	Refer to developers/agents in bold bullets on page 7. Also the appendix on consultation methods would be clearer if the SCI & DPD's were dealt with separately.	Changes have been made to the main text of the document to include developers/agents in the list of key groups to be consulted. (paragraph 9.3, no longer page 7) Consultation methods have been made clearer through the inclusion of separate tables for general consultation methods (paragraph 10.3), summaries of community involvement in DPD's & SPD's (appendices 4 & 5 respectively) and a clearer timetable for SCI involvement (paragraph 3.3).
Barton Willmore	Land owners should be included in the consultation.	Numerous landowners are included on the LDF database. However, changes have been made within the main text of the document under paragraph 9.3 in order to make the inclusion of landowners explicitly clear.
Bourne Town Council	Little direct involvement of the public at large should be addressed.	One of the main aims of the SCI is to increase involvement of the public at large by providing details on ways & means of doing so.
Bourne Town Council	Targeted mailshots to most impacted residents be it street, town/area.	The council's newspaper 'SKT Today' goes out to every household in the district & it is intended to use this publication to circulate information. In relation to planning applications occupiers of premises most likely to be affected are notified individually by letter, as detailed in the SCI under paragraph 12.6.
Bourne Town Council	Readable effective & unbiased information needs to be provided for effective consultation to succeed in its objectives.	The council believes that the SCI provides readable, effective & unbiased information.
Brown & Co	Page 11, point 4; In the 3rd bullet point under 1.2 the word 'from' should be changed to 'on'	This wording has been changed. (Now on paragraph 4.4)

Name	Summary of Response	SKDC Response
Brown & Co	<p>Generally we would also make the observation that in other areas Planning Forums have been established. These meet regularly &amp; secure interaction between Committee Members, Planning Officers &amp; Developers/Agents. This helps ensure positive dialogue is produced to ensure deliverability &amp; sound positive development. It also helps the Council gauge how the Planning Department is performing &amp; helps identify problems in the system which could be ironed out. It should produce positive feedback which would help to improve the service provided.</p> <p>Page 28; We suggest this needs expanding because it does not really indicate the situations when consultation is to take place. It might be appropriate in some situations to consult with others particularly Parish Councils &amp; local government groups where there are reserved issues &amp; should they not be consulted over other more sensitive applications including telecommunications masts? The statement as drafted does not really indicate what consultations with the community actually take place.</p>	<p>Planning forums with various interested parties/groups will be established to consider specific issues at particular times. This was stated in the draft SCI on page 7 under 'how we consult &amp; communicate'. However, this has been made clearer in the SCI through the insertion of a table on consultation &amp; involvement methods under paragraph 10.3.</p> <p>The timescale set down by government for dealing with prior approvals does not allow for an expanded consultation process on these applications.</p>
Brown & Co		<p>Information has been added under paragraph 22.3 to explain further how the public can interact with members. There is a 6 month trial at present enabling the planning committee member for the ward in which an application lies to request that it be presented before the full planning committee.</p>
Brown & Co		<p>Page 26, point 2.2; We feel further clarification should be given on how the public can interact with committee members to make their views known. Applicants &amp; others need to be able to express their views on relevant issues &amp; also to ensure that Officers do present a full picture to the Planning Committee. A point which is made later in the report should be mentioned here is that one or more committee members should be in a position to be able to ensure that an application which is taken before the Planning Committee. This will ensure that a democratic decision is taken by those entrusted with appraising applications submitted. Whilst we accept there is a need in certain situations for delegated powers (to save committee time), there must be a means by which committee members &amp; others can seek determination by the full planning committee to ensure a fair hearing. This is the only opportunity which members of the public &amp; the applicant have of amplifying their case &amp; answering questions on issues which may need clarification.</p>

Name	Summary of Response	SKDC Response
Brown & Co	Page 22; Consideration should be given to adding to the list of consultees, the Royal Institution of Chartered Surveyors who represent the Agents locality & also the National Federation of Housebuilders.	These organisations have been added to the LDF database.
Brown & Co	Page 20; Other statements we have seen actually include pages for each individual step of the process. These indicate the purpose of the document, those to be consulted, how the process will be evaluated & the timetable. If produced these would also be a useful framework for regular updates on the Council's website.	A timetable and individual pages for each Local Development Document are included within the Local Development Scheme and as such not included within the SCI. Further clarification has been added in relation to different LDD's however under section 8, "What will the community be consulted on?"
Brown & Co	Page 16; The box in the top right hand corner is not complete . Should the top box which refers to key land use issues not also refer to site promotion. Is this not the point at which where specific site allocations are being considered, members of the public, Developers & Agents should put forward their clients proposals? We feel this should be encouraged at this point & the position made clear rather than later in the procedure. Alternative sites should have been considered earlier in the process when formulating the submission documents.	This table has been removed and replaced by Appendix 4 to give greater clarity.
Brown & Co	Generally we would make the comment in relation to 1.2 that thought needs to be given to the website & we suggest that a separate division is created under 'Planning' for all documents & matters relating to the LDF process. There should be a new section & a timetable which is updated to give an easy point of reference for interested parties. All related documentation should be focused on one section on the website which is easily obtainable & identified.	Improvements & alterations to the website are being addressed as part of an ongoing review of the planning pages of the SKDC website.
Brown & Co	Page 8, point 9; Is this complete? It finishes after the word 'conduct' without a full stop.	This has been changed. (now paragraph 22.3)
Brown & Co	Page 6, points 7-9; We would suggest that the reasons for the consultation should be extended to add: Gauging public reaction, Secure interaction with Developers & Landowners to ensure expedient & deliverable development.	The point relating to 'Gauging public reaction' has been added to the SCI. However, whilst we will endeavour to ensure expedient & deliverable development through interaction with developers & landowners, this is not a specific purpose of consultation itself.

Name	Summary of Response	SKDC Response
Brown & Co	Page 6, point 5; We would suggest this should be reworded to read: respond promptly & actively to Regional & National Policy.	The Council will always attempt to respond promptly & actively to Regional & National Policy. However, it may not always be possible to marry up timeframes for the preparation of Regional, National & Local documents and thus for the Council to respond as promptly as it would like to.
Brown & Co	Page 3, point 2; It would be appropriate to mention Developers & Agents at this stage.	The reference to specific sections of the community has been deleted from this point. However, developers/agents have been included in the list of key groups to be consulted (paragraph 9.3).
Brown & Co	Page 14, point 2; Further details of the LAA's should be published on the planning section of the website so people can establish who is on the assemblies & when they meet. It would also be expedient for the minutes of those meetings to be published on the website to make sure the 'community' have access to this information & to establish the purpose of these assemblies. It would also give a reference point in case people have comments they wish to make in relation to the matters under discussion & to prompt debate on other issues.	Details of the local area assemblies are available on the council's website including information on how to make comments/get involved. As part of an ongoing review of the planning pages on the council's website, links with the LAA pages will be addressed.
Brown & Co	Page 8, point 8; In the first bullet point under the role of Elected Officers can we suggest an emphasis is also placed on the need to stimulate development in the public interest. A more proactive rather than a restrictive emphasis should be placed on the role of the planning system. Planning is there to control but also to help produce sustainable development which will be in the public interest.	It is agreed that the planning system is there to stimulate development as well as control. This point is raised in paragraph 2.1 under 'What is the LDF' where it is explained that the LDF will provide the planning policy framework for promoting & controlling development. However, the bullet point questioned is only making a point in relation to conduct of elected members & saying that 'one' of the purposes of the planning system is to control development. It is not dealing with the overall role of the planning system.
Brown & Co	Page 7, point 7; After the word 'tenants' please explain or amend the word 'compacts'- is this correct? We would also recommend that Agents & Developers are added to this list.	Tenants compacts is correct and describes a participation agreement between the council and its tenants. This point has been deleted. However, both tenants compacts and developers/agents have been included in the list of key groups to be consulted. (paragraph 9.3)
Carlton Scroop & Normanton -on-Cliffe Parish Council	Email planning applications for Parish Council representations rather than send them by post.	Parish Councils can receive planning applications via email on request. This point has been included in the SCI under paragraph 12.1.

Name	Summary of Response	SKDC Response
Carter Jonas	Rural areas are at risk of decline if they are to be mothballed. No development will lead to no future.	These issues fall outside the remit of the SCI. They will be considered under the relevant DPD's, namely the Core Strategy & the Housing & Economic Development DPD's.
Claypole Parish Council	Parish Councils typically meet on a monthly basis which conflicts with planning cycles. Are those targets immovable or can there be some flexibility so that timings of meetings are appropriate.	Targets set down for SKDC to meet in relation to the determination of planning applications are set down by the ODPM. Government advice on good practice contained in Circular 15/92 states that, the government has set local authorities a target of determining 80% of planning applications within 8 weeks. Authorities are asked to ensure that their obligations to publicise applications do not jeopardize this timetable. The council has in excess of 84 Parish/Town Councils within its boundaries & given the above targets, timings are unfortunately not flexible to fit in with individual parish meeting cycles.
Claypole Parish Council	The draft clearly sets out the Council's intentions & good techniques are described, but success will depend upon implementation.	Noted.
Claypole Parish Council	Given the move to more e-government would it be possible to subscribe in some way to having all or some of the applications emailed out to parish clerks or whoever subscribes. Could electronic copies of all applications be made available say in PDF format.	Parish Councils can receive planning applications via email on request. This point has been included in the SCI under paragraph 12.1. Electronic copies of all planning applications are available online at <a href="http://www.grantham-online.co.uk/planning">http://www.grantham-online.co.uk/planning</a> . This has been clarified in the SCI under paragraph 12.5.
Claypole Parish Council	The Parish Councils are obliged to hold an annual parish meeting and one suggestion would be to have that meeting attended by SKDC.	Planning officers are willing to attend parish meetings where appropriate, as set down in the SCI under paragraph 21.2.
Claypole Parish Council	We regularly receive complaints by property owners adjacent to planning applications who say that they are not aware of proposals until it is too late. Suggest that as Claypole is very close to Newark & as residents often take the Newark Advertiser rather than the Grantham Journal that the advertiser be included in the publications to receive notification (villages between Grantham & Newark would probably be sufficient)	This would have significant cost implications for the Council which are being investigated.
Clifford S Hirst	We do not see enough promotion for industry in the district (particularly Bourne). We need a large area of industry available to provide for the new housing owners. There is no comparison between Bourne & Spalding/Pinchbeck in South Holland.	This issue falls outside the remit of the SCI. It will be considered under the relevant DPD's, namely the Core Strategy & the Housing & Economic Development DPD's.

Name	Summary of Response	SKDC Response
Clifford S Hirst	Civic Society, Highways Agency, English Heritage, Archaeology Groups, AWA (Flooding)	These organisations were already/have been added to the LDF database.
Cllr GCR Chivers	Scouts, Guides, Cadet Forces	These organisations were consulted as part of the SCI pre-submission consultation through Voluntary Action Kesteven. Those that have requested to be involved have been included on the LDF database.
Cllr GCR Chivers	Use of local radio, Lincs FM, Gravity etc.	The Council will prepare press releases for local media including local radio where appropriate.
Cllr J Smith	The notification of neighbours & parish councils of amended plans. There is a lack of opportunity for additional comment on items for which delegation takes place. Is it possible for the interested parties to be informed of the delegation and if they have any further comments.	Parish Councils & neighbours are re-notified of significant amendments to planning applications as detailed under paragraphs 13.4 & 5. However, there is no statutory obligation on local planning authorities to publicise changes to applications once they are accepted as valid and the government state in Circular 15/92 that it will be at the discretion of the local planning authority to decide whether further publicity is desirable taking into account whether the proposed changes are significant. Time constraints also necessitate that the Council minimises re-consultation on minor amendments. The government has set local authorities a target of determining 80% of planning applications within 8 weeks and authorities are asked to ensure that their obligations to publicise applications do not jeopardise this timetable. All neighbours & parish councils have the opportunity to comment on delegated applications.
Cllr John Nicholson	Has the temporary absence of a householder been taken into account appropriately? Twenty-one days is not very long even for a 'normal' owner who is on holiday & very short for a 'second-homer'. Perhaps all should be advised always to leave a forwarding address if going away for more than two weeks, if the response time has to be 21 days?	21 days is the statutory time period required for notice of a planning application given by a Local Authority before that Authority can determine the application. Government advice on good practice contained in Circular 15/92 states that, The government has set local authorities a target of determining 80% of planning applications within 8 weeks. Authorities are asked to ensure that their obligations to publicise applications do not jeopardise this timetable. The authority has no control over the issue of forwarding addresses & does not feel it is appropriate to intervene in this matter.

Name	Summary of Response	SKDC Response
Cllr John Nicholson	<p>Page 27; Does the document give enough guidance on a definition of 'significant'? Presumably, altering the size or height of dwellings would not be, but what about type or colour of brick/other materials- would that be significant? A body of precedents to which an applicant could refer might be useful.</p> <p>Page 35; Is not 'loss of view' sometimes relevant? That is loss of view to the general public, rather than to a nearby house?</p>	<p>It is not always possible to give a precise definition since there are so many variables that giving specific details would mean some cases would be left out &amp; inappropriate actions would be taken on others.</p> <p>The list of material &amp; non-material considerations contained within Appendix 7 contains examples of possible considerations &amp; is not intended to be exhaustive. Material considerations may vary depending upon the application nature &amp; site.</p>
Cllr John Nicholson	<p>A number of minor typing errors.</p>	<p>These have been amended.</p>
Cllr John Nicholson	<p>Page 27; Should an 'Officer's' decision also be published somewhere on the website.</p>	<p>All decisions can be viewed online at <a href="http://www.grantham-online.co.uk/planning">http://www.grantham-online.co.uk/planning</a>. A statement to this effect has been incorporated within the SCI under paragraph 15.1.</p>
Cllr P Martin-Mayhew	<p>Parish Councils could be informed on who their particular officer is (email &amp; phone). Could we have a list of explanations for abbreviations, DPD's, LDF, SCI etc. on a separate sheet for reference when lay people are reading. This is a simplistic document. Is it produced in other elements such as blind versions etc.</p>	<p>Each parish is covered by more than one planning officer. However, parishes may contact the council to establish who their development control case officers are. A separate list of Key Abbreviations has been incorporated into the SCI. The council can provide document enhancement for the visually impaired or translation from English on request.</p>
Cllr P Martin-Mayhew	<p>P12 1.4 Could we include LAA's in the suggested list.</p>	<p>LAA's have been included in the list of key groups to be consulted. (paragraph 9.3, no longer page 12, 1.4)</p>
Colsterworth Parish Council	<p>Consultation is only worthwhile if the consultees are au fait with planning regulations. Draw up a development plan for each location and leave it up to the planning officers to interpret and implement the plan. Exclude the planning &amp; development committee.</p>	<p>It is a requirement of the new Planning &amp; Compulsory Purchase Act 2004 that the public be consulted &amp; involved as widely as possible. This will have many benefits as set down in the SCI. Training will be provided for key groups to ensure familiarity with the planning system.</p>
Colsterworth Parish Council	<p>The involvement should be in drawing up a community development plan.</p>	<p>Where parishes have prepared Parish Plans/ Village Design Statements these will be welcomed as an additional source of information about local character &amp; needs to feed into the LDF consultation process.</p>
Colsterworth Parish Council	<p>It is not practical to consult all parties meaningfully.</p>	<p>Not all parties will be consulted on all issues/documents. Consultation will be targeted with relevant parties from the consultee lists consulted/involved for specific documents.</p>

Name	Summary of Response	SKDC Response
Countrywide Agency	1.3 We welcome the recognition given to the role of East Midlands Planning Aid service who are actively working to help breakdown barriers to greater understanding of the planning system by providing valuable free advice to people who find themselves involved in the planning process.	Noted. A section on reviewing the SCI is included.
Countrywide Agency	1.5 Reporting back- we welcome the councils commitment to reporting back to those making comments how & where their comments have helped to influence decision making. Similarly the document should include a section on monitoring & review as this is a crucially important aspect of community consultation & participation, particularly assessing what technique worked well in what situation & what might work better next time.	Noted. A section on reviewing the SCI is included.
Countrywide Agency	Page 8 The Role of Elected Members- We support the recognition given to the crucial role that councillors can play in the planning process for helping to stimulate community & stakeholder engagement.	Support noted.
Countrywide Agency	1.1 The statement should include a commitment by the council early in the document that it will undertake extensive consultation that exceeds the statutory consultation requirements contained in the SCI preparation guidance.	A commitment has been included by the Council under paragraph 9.2 to exceeding the statutory minimum consultation requirements.

Name	Summary of Response	SKDC Response
Countrywide Agency	<p>The draft systematically sets out its intended approach towards community involvement &amp; whilst the approaches identified in the document to increase community consultation are well structured, the countrywide agency is concerned that the techniques suggested on their own will not be sufficient to achieve the proactive step change in community participation that the government wishes to see achieved. Page 7 - How we consult &amp; communicate recognises that increased consultation &amp; engagement will require a range of different methods in order to reach the community &amp; stakeholder. We would therefore encourage you to use &amp; promote a range of community planning tools that the agency has developed. In doing so the trust &amp; intent of the statement could be considerably strengthened. The Countrywide Agency has helped to develop a number of planning tools to help raise the overall standard of development &amp; to increase community engagement; Parish Plans, Village/Town Design Statements, Concept Statements, Market Town Healthcheck, Quality of Life Assessment &amp; Planning for Real.</p>	<p>Parish Plans/ Village Design Statements will be welcomed as an additional source of information about local character &amp; needs to feed into the LDF consultation process. A paragraph has been added to this effect. (paragraph 9.8) However, whilst the Council takes on board the comments in relation to other additional consultation methods, an important part of the SCI is to be realistic within the resources available. The Council will endeavor to go beyond what is set down in the SCI, but the community involvement set down needs to be achievable.</p>
Deeping St James Parish Council	<p>The new website makes access to planning matters much easier - the weekly decision list is a big help. It is difficult to locate in the minutes particular applications and reasons for supporting/refusing.</p>	<p>Improvements &amp; alterations to the web site are being addressed as part of an ongoing review of the planning pages of the SKDC web site.</p>
Earlfield Compact	<p>Feel that 3 minutes is not enough time to put a point across at committee. There is no restriction on councillors. That doesn't sound like community involvement.</p>	<p>In order to ensure that committee meetings remain viable a restriction on the time for which people are allowed to speak is necessary. However, public speaking at committee is only one of a number of ways in which the public can be involved in the planning process as detailed in the SCI.</p>
English Heritage	<p>Endorses the value of wider community involvement. With regard to this wider engagement, the statutory &amp; non governmental organisations that the agencies recommend are included in the planning process are; CABE, Ancient Monuments Society, Council for British Archaeology, Society for the Protection of Ancient Buildings, The Georgian Group, The Victorian Society, The Twentieth Century Society, Garden History Society, The National Trust Local Civic/ Amenity Society, Local Building Preservation Trust, Local Archaeological &amp; Antiquarian Societies &amp; local history societies.</p>	<p>These organisations were already/have been added to the LDF database.</p>

Name	Summary of Response	SKDC Response
English Heritage	The Charter for English Heritage Advisory Services underlines the value & importance of pre-application discussion with English Heritage on proposals for major change or damage to nationally important heritage assets.	A section on pre-application community involvement by developers on major planning applications has been added under paragraph 23.1, including a specific reference to early consultation with key consultees.
Environment Agency	The agency supports the approach outlined in the SCI.	Support noted.
Fenton Parish Meeting	Improvements could be made by providing access to planning applications including plans & documents on the website. Also by responding to parish council's requests for information & acknowledging receipt of objections to planning applications (email would suffice) Fenton parish are pleased to see this review taking place & welcome the introduction of LAAs. We are concerned that the planning case officer may or may not include a whole submission by a parish on an application to the DC committee & believe this needs review.	Electronic copies of all planning applications are available online at <a href="http://www.grantham-online.co.uk/planning">http://www.grantham-online.co.uk/planning</a> . This has been clarified in the SCI under paragraph 12.5. Requests for information receive a response, however, acknowledging receipt of all objections is not viable due to resource implications. Case officer summaries are provided to planning committee. However, all points detailed in a submission are always included.
GOEM	Part 2 Pgh 2.1 by notifying adjacent parish councils where planning applications may impact on the parish	Adjacent parish councils are notified where planning applications are likely to have a significant impact of that parish.
GOEM	Though the draft SCI provides information on the types of community involvement the Council intends to undertake, the benefits, methods & resource implications of these types of involvement are not addressed.	This has been addressed through the addition of a table under paragraph 10.3 illustrating the methods, benefits & resource implications of the various types of community involvement.
Fenton Parish Meeting	Reference should also be made to all Regulation 36 requirements in respect of DPD adoption.	This has been addressed through the inclusion of an appendix summarising community involvement in DPD's (appendix 4).
GOEM	Though the draft SCI refers to existing networks & community groups & local groups, it does not explicitly mention the voluntary sector.	Numerous voluntary groups are included on the LDF database. The Council has worked in conjunction with Voluntary Action Kesteven to ensure as many voluntary groups as possible have the opportunity to be involved in the LDF process. A paragraph to this effect has been added to the SCI under paragraph 9.6 and voluntary groups have also been added to the list of key groups to be consulted under paragraph 9.3 in order to make the inclusion of the voluntary sector explicitly clear

Name	Summary of Response	SKDC Response
GOEM	The draft SCI does not demonstrate an awareness of the make up, needs & interest of all the different groups in the council's area, together with their capacity to engage planning. Though pages 12 to 15 & 24 to 30 identify certain stakeholder groups, there is little information on the skills & interests of these groups.	The Council do not feel that it is appropriate to include details on the make up, needs & interests of all the different groups within the area. Given the large number of different groups & interests, it is felt that this would make the document unnecessarily lengthy.
GOEM	The draft ought to include a long list of the types of groups the council proposes to involve, perhaps as an appendix. An explanation of how this long list will be kept up to date should be added.	A long list showing the types of groups which the council proposes to involve has been added under appendix 3 & an explanation of this list & how it will be maintained is included in paragraphs 9.4. & 9.5.
GOEM	When an SPD is prepared, Regulation 17 of The Town and Country Planning (Local Development) (England) Regulations 2004 requires the local planning authority to prepare a statement setting out certain particulars with regard to the preparation of that SPD & send this statement, together with the SPD & details of the main issues raised on the latter, to bodies affected by the SPD &, as appropriate, general consultation bodies. Mention should be made of these matters in the draft SCI.	This has been addressed through the inclusion of an appendix summarising community involvement in SPDs (appendix 5).
GOEM	Reference should be made to Regulation 33 requirements in respect of site allocation representations.	This has been addressed through the inclusion of an appendix summarising community involvement in DPDs (appendix 4).
GOEM	Mention should be made of the requirements of Regulation 18 of the aforementioned Regulations. These relate to the consideration of representations on SPDs. To clearly explain to the community how representations will be dealt with, it would be helpful if the draft SCI could indicate what these requirements are & that SPDs may only be adopted after they have been met.	This has been addressed through the inclusion of an appendix summarising community involvement in SPDs (appendix 5).
GOEM	Consideration might be given to the use of consultation methods such as Planning for Real, citizen's panels & focus groups.	Whilst the Council takes on board the comments in relation to other additional consultation methods, an important part of the SCI is to be realistic within the resources available. The Council will endeavour to go beyond what is set down in the SCI, but the community involvement set down needs to be achievable.
GOEM	The draft SCI should also show how the results of community feedback will feed into the preparation of sustainability reports associated with LDDs.	A paragraph on Sustainability Appraisals has been included under point 8 (paragraph 8.2).

Name	Summary of Response	SKDC Response
GOEM	<p>The draft SCI has not identified appropriate types &amp; scales of involvement in relation to the type of development or the aims of the LDD in question.</p> <p>It may be appropriate to explain how involvement will be undertaken for different subject issues e.g. housing.</p>	<p>A table has been added to the SCI under point 10.3 to indicate how types &amp; scales of community involvement may apply to different types of LDD.</p> <p>The LDF will be a spatial plan with action plans produced on an area basis. As such, the council does not feel that it would be appropriate to tailor community engagement on the basis of subject issue.</p>
GOEM	<p>The draft SCI should explain how the principles of community involvement will apply to the different types of LDD.</p>	<p>A table has been added to the SCI under point 10.3 to indicate how consultation techniques may apply to different types of LDD.</p>
GOEM	<p>The draft SCI sets out how various parties will have opportunity to be consulted &amp; make representations on formal proposals in respect of DPDs. Information on SPDs is also needed. The draft SCI should identify types of community involvement the Council intends to undertake in the preparation &amp; revision of SPDs. At present, only DPDs are covered. Because no information is provided on SPDs, the draft SCI does not adequately demonstrate how parties will be able to get feedback &amp; be informed about the progress &amp; outcomes of LDD preparation. The SCI should clearly state how the Council will deal with representations &amp; how you will report on what has changed as a result of community involvement.</p> <p>Mention might also be made of how methods of involvement to be employed in the preparation of SPDs will be relevant to the communities concerned.</p>	<p>This has been addressed through the inclusion of an appendix summarising community involvement in SPD's (appendix 5).</p>
GOEM	<p>The document does not elaborate on how those consulted during the preparation of local development documents will be able to take an active part in developing proposals or options or actively engage planning professionals.</p>	<p>This has been made clearer through the inclusion of appendices summarising community involvement in DPDs &amp; SPDs (appendices 4 &amp; 5 respectively).</p>
GOEM	<p>The draft SCI should provide a brief summary of the types of LDD's &amp; sustainability appraisal reports that the council will produce &amp; seek community involvement on.</p>	<p>A brief summary of the types of LDD's &amp; sustainability appraisal reports has been included under point 8, paragraphs 8.1 &amp; 8.2.</p>
GOEM	<p>The draft SCI does not appear to be clear about the different stages of involvement with information, consultation, participation &amp; feedback.</p>	<p>This has been made clearer through the inclusion of appendices summarising community involvement in DPDs &amp; SPDs (appendices 4 &amp; 5 respectively).</p>

Name	Summary of Response	SKDC Response
GOEM	<p>It is noted that most of the Government Departments listed in Annex E2 of PPS12 have not been included in the list of consultation bodies on pages 22 &amp; 23 of the draft SCI. If any of the departments not listed has a large landholding in the district it should be included in the list. Consideration might also be given to whether those bodies listed in Annex E3 of PPS12, but not currently listed in the draft SCI should be consulted during the preparation of local development documents.</p> <p>The draft SCI should also indicate that the handling of site allocation representations will meet Regulation 32 requirements, in respect of the publication of representations on the council's website, consultation with DPD bodies &amp; advertisement in the local press.</p>	<p>Government departments with land holdings &amp; consultation bodies listed in Annex E3 of PPS12 were included on LDF database. However, this has been made explicitly clear through their inclusion on the long list added under appendix 3.</p> <p>This has been addressed through the inclusion of an appendix summarising community involvement in DPD's (appendix 4).</p>
GOEM	<p>Regulation 31 of the 2004 Regulations requires local planning authorities to carry out various tasks in respect of representations that do not relate to site allocation. The draft SCI should refer to these requirements.</p>	<p>This has been addressed through the inclusion of an appendix summarising community involvement in DPD's (appendix 4).</p>
GOEM	<p>Regulation 28 of the aforementioned Regulations stipulates that, when submitting a development plan document to the Secretary of State, the responsible local planning authority should also submit the related sustainability appraisal, a pre-submission consultation statement, relevant supporting documents, a notice of DPD matters &amp; inspection location details. These matters should also be referred to in the draft SCI.</p>	<p>This has been addressed through the inclusion of an appendix summarising community involvement in DPD's (appendix 4).</p>
GOEM	<p>The draft SCI does not indicate that/how consultation techniques will be tailored to engage appropriate parts of the community at various stages in the plan making process.</p>	<p>A table has been added to the SCI under point 10.3 to indicate how consultation techniques may be tailored to engage appropriate parts of the community at various stages in the plan making process and also through the addition of appendices 4 &amp; 5 which provide summaries of community involvement in DPD's &amp; SPD's.</p>
Grantham Town Centre Residents Group	<p>It is important that information &amp; details of applications are available to the public. We welcome &amp; applaud SKDC's efforts to include detailed information &amp; plans on the website. However, we would ask that this is easier to access by including very clear links on the homepage.</p>	<p>Noted. Potential improvements &amp; alterations to the planning pages on the SKDC web site are being reviewed at present.</p>

Name	Summary of Response	SKDC Response
Grantham Town Centre Residents Group	We would recommend that training workshops are arranged for stakeholders & community leaders that explain & inform about the process.	A training seminar to which all Parish/Town Councils were invited was held in June. Further training seminars will be organised for key stakeholders & target groups as appropriate throughout the process.
Grantham Town Centre Residents Group	We welcome the willingness of planning officers to attend public & residents association meetings.	Noted.
Grantham Town Centre Residents Group	People should be able to sign up for email updates of planning applications that are submitted.	Electronic copies of all planning applications are available online at <a href="http://www.grantham-online.co.uk/planning">http://www.grantham-online.co.uk/planning</a> . This has been clarified in the SCI under paragraph 12.5.
Grantham Town Centre Residents Group	There should be an email newsletter available to subscribe via the website which keeps people up to date about developments & how new legislation may impact on the plans.	Those interested parties on the LDF database who have provided email addresses will be emailed at appropriate key stages in the development of LDF documents. All documents will be available electronically on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> .
Grantham Town Centre Residents Group	We would recommend that key planning policy issues are submitted to regular town 'futures forum'. These are open meetings that allow discussion & exploration of issues on planning but also wider matters of regeneration & environmental impact. The forums could also be extended to include discussion on the web site through on-line portals. Outcomes of these meetings should be fed into the formal process & serious consideration given to how they can be integrated into planning policy.	Forums will be held at points through the LDF process for key stakeholders & target groups as appropriate. These will not specifically be town 'futures forums' although will cover a variety of planning issues including those surrounding Grantham and outcomes will be fed into the formulation of planning policies. The Council has previously hosted online portals. However, these were found to be unsuccessful and difficult to police and mediate.
Grantham Town Centre Residents Group	The LAA's are described as 'an important vehicle for community involvement in the LDF process' However, as they are currently organised they actually work against community involvement by limiting public questions to be handed in before the start of the meeting. As they are held only twice yearly with deferrals this means that they are ineffective. In particular, they are not objective/target driven & have to be thoroughly reformed before they can be relied on so heavily.	The LAA's are in their early stages & will be developed. They are an important vehicle for community involvement. However, the LAA's are only one of a number of existing organisations to be used in the community involvement process & as such are appropriate for inclusion in the SCI.
Grantham Town Centre Residents Group	Section 1 (1.4), section 2 (2.2 to 2.9) & the public speaking at committee for planning applications all refer to consultation with Parish/Town councils' & councilors. Grantham doesn't have a town council & therefore this places it at a considerable disadvantage. What mechanisms will be used to ensure that a plurality of representation is included in the process for Grantham?	Other groups including Grantham Charter Trustees, Grantham Town Centre Management Partnership, Grantham Civic Society, Grantham Chamber of Commerce & yourselves are on the LDF consultation database. Grantham is therefore well represented & will not be disadvantaged in the consultation process.

Name	Summary of Response	SKDC Response
Grantham Town Centre Residents Group	<p>We would ask that an explanation of how planning criteria is developed and applied is explained. We believe that this should be open to democratic review &amp; inquiry by the Futures Forum we outlined earlier. This could be included on the website &amp; also in council publications. This should also be included in training for stakeholders. Planning criteria should be reviewed annually &amp; approved by Council. The meeting that does this should be well profiled. Planning decisions should be coherent &amp; consistent &amp; take full account of wider social &amp; environmental impact. Criteria that are developed through the processes we have outlined will ensure accountability.</p>	<p>We assume that by planning criteria you mean planning policies. This is what the Local Development Framework is all about. The process to be followed is set down for the Council by the government. It is not possible due to requirements within the statutory process to update the LDF every year. However, planning policies aim to take account of wider social &amp; environmental impacts &amp; are assessed through a sustainability appraisal process as set down under paragraph 8.2 of the SCI.</p>
Hough on the Hill Parish Council	<p>Part 2 Development Control 1. Planning Notices should state clearly the exact nature of the planning application, so as not to mislead the public. 2. Certain contentious planning applications should be sent to all parishes affected by the application.</p>	<p>Planning application descriptions on site notices are intended to describe the exact nature of the development proposed. Adjacent parish councils are notified where planning applications are likely to have a significant impact of that parish.</p>
Jenny Young	<p>Please could you omit referring to the community archaeologist &amp; replace with planning archaeologist.</p>	<p>This wording has been amended.</p>
John Anderson	<p>All this seems fine but I believe that more time should be spent on planning. Planners should have ideas, we should not rely on consulting too much, far better to have early suggestions of the development framework ready to go out with the first approach to the community. It is easy to make a research program out of a public participation timetable. Much more skillful to produce good ideas, and from personal experience it is better to go public with a scheme or two alternatives. Just explaining how the public can be involved is dull &amp; will put off people who will then think they are wasting their time at the next consultation round. Bring the development ideas forward by twelve months.</p>	<p>Within the changes to the development plan system which have been introduced by the government through the new Planning &amp; Compulsory Purchase Act 2004, it is the government's intention that local authorities should increase consultation &amp; community involvement. Under the new act the Council has a legal requirement to produce an SCI which will form part of a new Local Development Framework &amp; is one of the first steps towards updating the development plan as soon as possible. Due to the requirements set down for various consultation stages and the limited resources available to the planning department, the LDS sets down the shortest feasible timeframe in which the council can produce a reviewed policy framework.</p>
John Dickie Associates	<p>It is imperative that all documents at all times are accessible on the web site</p>	<p>It is the Council's intention that all planning documents are accessible on the website at the appropriate times.</p>
John Martin & Associates	<p>The development industry - agents representing landowners in the area</p>	<p>The development industry including agents &amp; landowners are well represented on the LDF database. However, changes have been made within the main text of the document under paragraph 9.3 in order to make their inclusion in the process explicitly clear.</p>

Name	Summary of Response	SKDC Response
John Martin & Associates	Round table discussions on specific topic areas	Forums will be held at points through the LDF process for key stakeholders & target groups as appropriate. These will allow for an element of 'round table' discussion on various topic areas.
Lenton, Keisby, Hanby & Osgodby Parish Council	The Parish Council particularly welcomes the intention to reach minority groups in the process.	Noted.
Lenton, Keisby, Hanby & Osgodby Parish Council	This is a sound policy document expressing the intention to consult as widely as possible on planning issues. What is also important is the monitoring on a regular basis of the policy documents implementation.	Noted.
Lenton, Keisby, Hanby & Osgodby Parish Council	The document seems very comprehensive.	Support noted.
Lenton, Keisby, Hanby & Osgodby Parish Council	The policy document is of a high standard. Implementation is equally important.	Noted.
Lincolnshire County Council Highway Authority	Any formal consultation with the County Council should allow sufficient time for members of the County Council to consider the matter.	Statutory formal consultation periods are 6 weeks long which should allow sufficient time for consideration by county council members.
Lincolnshire Police	How the council intends to engage older people & other disadvantaged groups could be more clearly defined. Access to newspapers/internet may not be available.	Hard to reach groups will be involved through national & local bodies representing them which have been identified on the consultation database and also through the Council's Multicultural Consultation Forum. This has been clarified within the SCI under paragraphs 9.12 & 9.13. The Council is continuing to produce & distribute paper versions of all documents. Alongside using electronic methods & press releases, the council is continuing to produce & distribute paper versions of documents including the use of the Council's newsletter 'SKTToday' which goes out to every household in the district to ensure that no one in the community is excluded.
Lincolnshire Police	Lincolnshire Police, Sheltered Housing Accommodation	These groups have been included within the LDF consultation database.
Marston Parish Council	Email planning applications for Parish Council representation rather than post.	It is not feasible to email all planning applications to Parish Councils rather than posting since not all parish councils have the facility to receive/view email applications. However, Parish Councils can receive planning applications via email on request. This point has been included in the SCI under paragraph 12.1.

Name	Summary of Response	SKDC Response
Mr GM Brookes Baker	Unfortunately in plain speaking the draft's issues are very pretty and well published but to persons interested in specifics it is not worth the paper it is written on or the time and effort collating prior to print.	The Council do not believe this to be the case.
Mr GM Brookes Baker	All stated cover such wide parameters that virtually all are/could be covered	It is the intention of the SCI to involve & communicate with as wide an audience as possible and to avoid excluding anyone.
Mr GM Brookes Baker	More detailed menus for easier navigation to specific subjects.	Paragraph numbering has been incorporated throughout the SCI to aid easier navigation.
Mr GM Brookes Baker	Needs clarity of information instead of broad topics & obtuse descriptions.	The Council believes that the SCI provides clear information.
Mr R Johnson & Mrs R Edgehill	Its not always easy to find the relevant information on your website. Need to know where & when meetings will be held in advance for the public to attend. Often find out in the local news paper days before/after the event.	This information is available in advance both on the Council's website & in the local press. Potential improvements & alterations to the planning pages on the SKDC website are being reviewed at present.
National Farmers Union	National Farmers Union	The National Farmers Union has been added to the LDF consultation database.
National Farmers Union	Try not to rely on the internet & email as some people do not have computers or are not on broadband.	The Council is continuing to produce & distribute paper versions of all documents alongside using electronic methods to ensure that no one in the community is excluded.
Newark & Sherwood District Council	Concerned about the use of technical language as on page 10 . Do the public need to know about Regulations? The ideas for consultation are interesting especially the LAA's & YELL meetings.	The Council feels that some explanation of the Regulations is necessary to ensure the community know what the Council is required to do.
Peterborough City Council	Page 4, paragraph 2 - "Timetable for the preparation of this SCI" - this paragraph is a repetition of what the diagram below portrays. Are both really needed?	The written timetable & diagram have been replaced by a single process diagram under paragraph 3.3 for clarity.
Peterborough City Council	It would have been helpful if provision had been made to comment on the SCI on line. Considering that throughout this Draft, reference is made to making use of the Web whenever possible	The Council is looking into ensuring the provision of online forms for future consultation. However, at present this is dependent on the Council's IT capacity.
Peterborough City Council	Page 22 & 31 – It would be better to put the Specific Consultation Bodies at the end of the document as appendices.	Agree. The list of specific consultees appendix has been incorporated into a full list of LDF consultees at the end of the document.

Name	Summary of Response	SKDC Response
Peterborough City Council	Page 20, Appendices - Typographic error. Replace 'APPENDICES' with 'APPENDICES'. The table in the 'Distribution' column mentions Forums and Seminars. For clarity, it would be helpful if these are explained in the 'Communication Techniques' section (1.6).	The Appendices wording has been removed. The table has been replaced with a communication methods table under paragraph 10.3 which explains the various techniques for clarity.
Peterborough City Council	Introduction and Core Principle Sections – Paragraph numbering in these sections would have made it easier to comment as the paragraphs could have been used as a reference point.	Agree. Paragraph numbering has been incorporated throughout the document.
Peterborough City Council	The document is generally concise, easy to read and user friendly. Acronyms and abbreviations used are defined at the start of the brochure.	Noted.
Peterborough City Council	Page 10, Regulation 26, bullet point 1 - It would be helpful to provide a list of all places within South Kesteven where copies of the DPD will be made available.	A list of locations where & when documents will be made has been incorporated as an appendix to the SCI. (Appendix 2)
Peterborough City Council	Page 31 – Typographic error. Replace the heading 'APPENDICES' WITH 'APPENDICES'.	This wording has been removed.
Peterborough City Council	Page 8, paragraph 1 - This lists the 'hard to reach groups' in the district and yet on page 14 only 'Young People' are mentioned in the section (1.4) dealing with 'Involving the Whole Community'. How will other sections of the 'hard to reach groups' be involved? This is not mentioned in section 1.4, or elsewhere within the document.	Other hard to reach groups will be involved through national & local bodies representing them which have been identified in the consultation database and also through the Council's Multicultural Consultation Forum. This has been clarified within the SCI under paragraphs 9.12 & 9.13.
Peterborough City Council	Rippingale Village Design Committee have provided detailed comments on various aspects of the SCI. They have summarised these comments as follows. Having devoted two years to compiling the Rippingale Village Design Statement to incorporate the Development Control Departments conditions we have not received the recognition or consultation accorded to our status as SPG. We have not received proper consideration of the majority of our objections to the planning application process as designated in the Countryside Agency's "Introduction to Village Design Statements" published in Nov' 2004 & also as recommended in "Delivering Delegation". It is hoped that one of the results of this consultation will ensure that the VDC will be allowed greater involvement & consideration of its comments relative to the community it represents than has been the case in the past.	A paragraph has been included under point 9.9 about parish plans & village design statements which are incorporated into both the LDF & the Development control process & where relevant are used as a material consideration. Rippingale village design committee are on the LDF consultation & will be given the opportunity for involvement throughout the LDF process. Community Involvement does not however guarantee that all comments made will be taken on board as the Council has to balance numerous competing views. Village design statements adopted as SPG are only supplementary to the councils adopted policies. The adopted status of SPG relates only to the statements & not to their production committees. Consultation on the SCI is not the appropriate forum for comments in relation to previous specific development control planning decisions to be made.
Rippingale Village Design Committee		

Name	Summary of Response	SKDC Response
Rippingale Village Design Committee	<p>From the statements in the Development Control Committee's report PLA 403 the objectives of the planning panel have been formulated to achieve target performances rather than the quality of sound planning consents. The cost of possible appeals against planning decisions has also emphasised to the committee &amp; direction has been given to reduce the possibility of this happening. The targets have been achieved but not the soundness of decisions. As a result, frustration has arisen from the cavalier approach to these matters by the Development Control Planning Panel, none of whom have the local knowledge of our community. We believe that a considerable revision of the Council's Planning Panel structure &amp; procedure is now required in accordance with "Delivering Delegation" to achieve its stated aims &amp; especially that of "Transparency" mentioned at section (e) on page 20.</p>	<p>At present, the government are seeking to make Local Authorities achieve greater levels of delegation in relation to planning application decisions. The planning panel was formulated with this in mind &amp; is not in itself a decision making body, but a panel to address whether or not an application should be decided under delegated powers or by development control committee. As the planning panel comprises elected members, the panel actually allows for greater transparency &amp; objectivity than is required by government through straight forward delegated powers.</p>
RJ Blakeborough	<p>Believe that it would be best to make use of meetings, the website, exhibitions &amp; newspaper articles for consultation. For the District Council to inform people of local development issues, I would like to see a professionally prepared summary of the issues published in local newspaper (with pointers to the Council's website where the proposals could be examined in detail), plus paper copies of the documents deposited in local libraries &amp; where the scope of the development warrants it, an exhibition in the town advertised in the local paper.</p>	<p>The methods detailed will be used for engaging &amp; informing the community in the preparation of different LDF documents where appropriate. Professionally prepared press releases to local newspapers will be prepared at various stages throughout the production of LDD's. However, the Council do not have any form of control over the content of local newspapers and as such no guarantees can be given that these will appear in print.</p>
Stamford Bypass Group	<p>For planning in the area around Stamford, Northants, Peterborough &amp; Rutland Councils should also be consulted</p>	<p>These authorities are specific consultees and will be consulted on planning matters concerning Stamford as well as on broader policy matters.</p>
Stamford Bypass Group	<p>This consultation is already being taken under the heading of the Welland Partnership &amp; should be extended to planning &amp; development.</p>	<p>Consultation through the SCI is a statutory requirement on the Council under the Planning &amp; Compulsory Purchase Act 2004 and is separate to consultation being undertaken through the Welland Partnership.</p>
Stamford Town Council	<p>Stamford Town Council is satisfied with the content of this document. It was noted that Town &amp; Parish Councils are one of the specific consultation bodies referred to in the minimum requirements set out in Regulation 25 and that direct contact would be maintained throughout the planning preparation process. This was welcomed.</p>	<p>Noted.</p>

Name	Summary of Response	SKDC Response
Strategic Rail Authority	The SRA is listed as a specific consultation body in PPS12 & must be involved in the process of developing LDF documents. (also extensive standard comment more relevant to later documents not SCI)	Noted.
Taylor Woodrow Developments Ltd (Barton Willmore Plann	Paragraph 2.1 highlights that the weekly list will be available on the Council website. This is encouraged.	Noted.
Taylor Woodrow Developments Ltd (Barton Willmore Plann	Welcome an SCI that makes a clear distinction between community involvement in the plan making process and that in development control and on what level each different group can expect to be involved. Also approve of continued monitoring & review of consultation procedures as the principles are implemented.	Noted.
Taylor Woodrow Developments Ltd (Barton Willmore Plann	Paragraph 1.4 would welcome specific reference to significant land owners/ developers.	Changes have been made to the main text of the document to include developers/agents in the list of key groups to be consulted. (paragraph 9.3, no longer paragraph 1.4)
Taylor Woodrow Developments Ltd (Barton Willmore Plann	Paragraph 1.6 makes reference to the use of electronic methods. We consider that the development of the website & clear paths to documents & consistent use of terminology are essential in this matter. Particular reference to the use of the web site & electronic distribution should also be highlighted in the Consultation Methods Appendix.	Potential improvements & alterations to the planning pages on the SKDC web site are being reviewed at present. The consultation methods appendix has been replaced by table on consultation methods, under paragraph 10.3. The web site & electronic communication are highlighted within this table.
Taylor Woodrow Developments Ltd (Barton Willmore Plann	The lack of general pre-application community involvement procedures is a major omission from the SCI. We would welcome clear guidelines for landowners/developers as to their role in this respect. Specifically we would encourage the introduction of a tiered approach to community involvement. We seek clarity as to the level of community involvement, the council's role & whether this will be a one off or a series of events, particularly in relation to major schemes being proposed.	Agree. A paragraph has been added concerning pre-application community involvement. (paragraph 22). However, the Council does not want to be too prescriptive about the kind of pre-application community engagement that applicants carry out because major planning applications can vary quite considerably in scale and impact.
The Easton Estate	It is vital to keep rural communities thriving either through increased employment opportunities or through physical growth & residential potential and not threatened by ill thought out environmentally negative schemes.	These issues fall outside the remit of the SCI. They will be considered under the relevant DPDs, namely the Core Strategy & the Housing & Economic Development DPDs.

Name	Summary of Response	SKDC Response
Vincent & Gorbing	Unnecessary changes to the development plan system.	The changes to the development plan system have been introduced by the government under the new Planning & Compulsory Purchase Act 2004. The Council has a legal requirement to produce an SCI which will form part of a new Local Development Framework & is one of the first steps towards updating the development plan as soon as possible.
Vincent & Gorbing	Involve & consult landowners	Numerous landowners are included on the LDF database long list. However, changes have been made within the main text of the document under paragraph 9.3 in order to make the inclusion of landowners explicitly clear.
Welby Parish Council	Parish Councils to be notified of all plans & especially amendments. Our Parish Council is far from satisfied with the cooperation of individuals of the planning dept. Replies (by post) are usually completely irrelevant to the issues raised.	Parish Councils are notified of all plans & planning applications. Parish Councils & neighbours are re-notified of significant amendments to planning applications as detailed under paragraphs 13.4 & 5. The Council attempts to provide satisfactory responses to all points raised & does not believe that responses are irrelevant. However, it is not possible to comment on individual cases in the broader context of the SCI.

<i>Name</i>	<i>Summary of Response</i>	<i>SKDC Response</i>
Westborough & Dry Doddington Parish Council	All Blair sound bytes. Views of parish councils ignored completely on planning.	The SCI is a document required by government. Where Parish Council's relate to sound planning matters they are taken into consideration.



# Statement of Community Involvement (Submission Version)

Document enhancement for the visually impaired or translation from English is available on request. Telephone (01476) 406200 or e-mail [frontdesk@southkesteven.gov.uk](mailto:frontdesk@southkesteven.gov.uk)

October 2005

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## **1. Introduction**

In September 2004, Government passed the Planning & Compulsory Purchase Act which introduced major changes to the way in which the planning system operates. Currently the planning policies that guide development are provided by the South Kesteven Local Plan 1995. However, the requirements of the new planning act will mean that the review of the South Kesteven Local Plan will be based on a new system of plan production known as the Local Development Framework (LDF).

## **2. What is a Local Development Framework?**

2.1 The LDF is one of the key elements of the new planning system and incorporates a set of documents known as Local Development Documents (LDDs), which will provide the planning policy framework for promoting and controlling development in the District over the next 16 years. Some LDDs will be development plan documents and subject to examination by an Inspector appointed by the Secretary of State, others will be supplementary planning documents, adopted by the Council and not subject to external examination.

2.2 The Council has already decided which LDDs it will start to prepare before September 2007 and has a detailed programme known as the Local Development Scheme (LDS) describing the content and role of each local development document and dates for the different stages of its production. The LDS can be viewed on the Council's website available at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk).

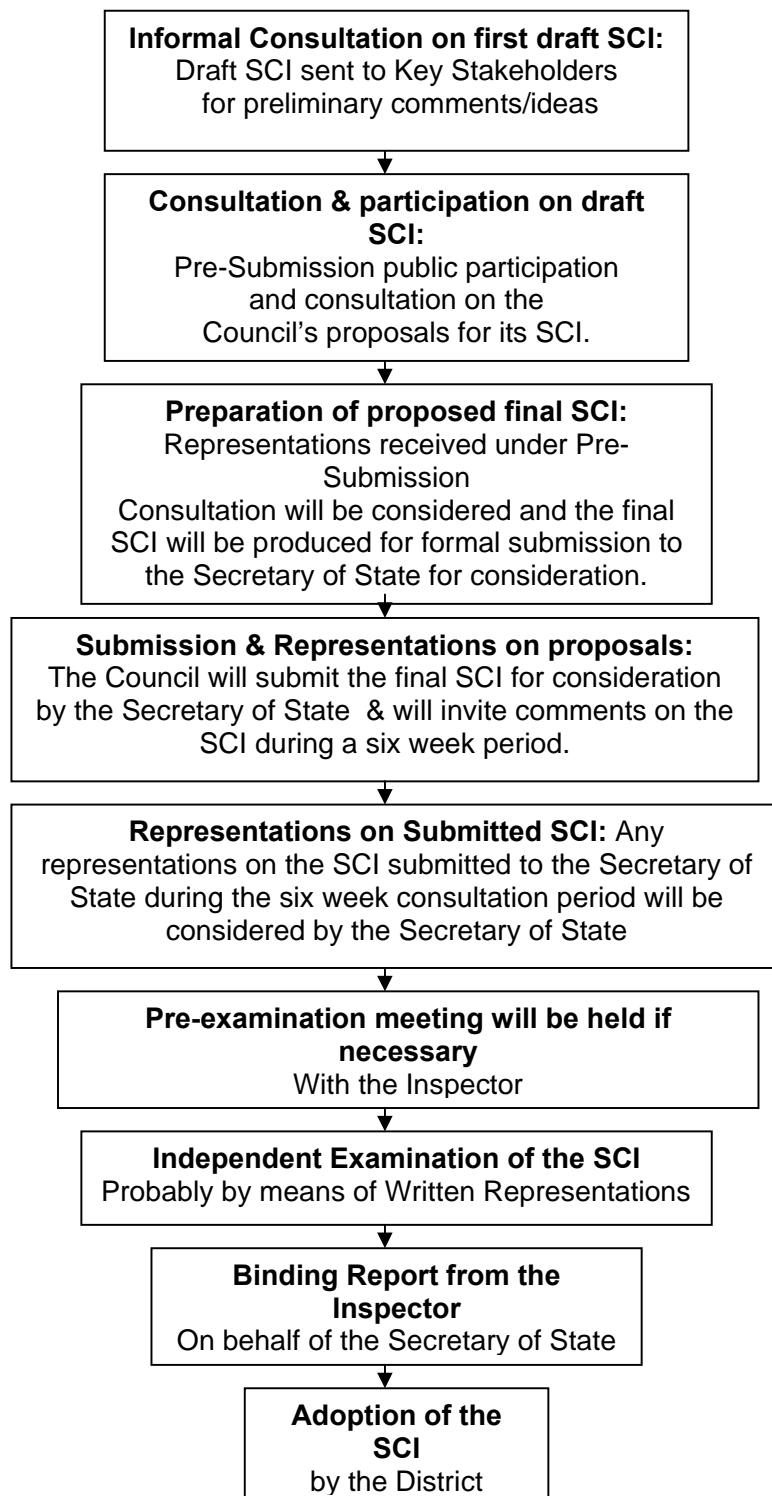
## **3. What is a Statement of Community Involvement?**

3.1 The Statement of Community Involvement (SCI) forms an integral part of the LDF. The statement sets out how, when and who the Council will seek to involve in both of its planning functions. This document therefore sets out the Council's commitment to involving the community in:

- the preparation, monitoring and review of documents for inclusion in the LDF
- the consideration of planning applications through the Council's development control function.

3.2 The aim is to ensure early community involvement in the planning process. Local ownership gained through early participation should lend support to the policies, which will shape the form and distribution of future development.

3.3 The SCI process is shown below.



#### **4. Core Principles**

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

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

#### **4.2 Purpose of Consultation**

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

- Involve others and gain commitment
- Identify opportunities, ideas and alternative solutions
- Test options and ideas
- Gauge public reaction

#### **4.3 The Benefits of Community Involvement in the Planning Process**

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

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

#### **4.4 Access to information**

Information relating to the drafting of LDDs will be made widely available through a variety of methods including:

- Information available in both paper and electronic formats.
- Copies of all documents available to view at local and mobile libraries and the Council's main and area offices.
- Document enhancement for the visually impaired or translation from English is available on request.
- The Council's website will offer a single point of call for information dissemination available at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) and an e-mail address will offer a single point of contact: [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

## **5. Links with other Council strategies**

### 5.1 How the Statement of Community Involvement will link with the Council's Consultation Strategy

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

### 5.2 How planning links with the Community Strategy process

The Government clearly identifies LDDs as one of the key mechanisms for delivering Community Strategy objectives. Many elements of the Community Strategy will have spatial aspects that can be addressed through the land use planning system. As South Kesteven's Community Strategy is being reviewed during 2005, there is an opportunity to link this review with the preparation of the LDF.

## **6. Available Resources for Consultation**

6.1 The Council has set a budget for preparing the LDF. This budget is finite, therefore community engagement must be undertaken within the restrictions set by the budget. This makes provision for the preparation of documents and consultation materials as well as funding of specific consultation periods. Additional sources of funding are not likely to become available. It is, therefore, important that community involvement is undertaken in an efficient and effective manner, and that the consultation techniques used are the most appropriate and cost effective.

6.2 Wherever possible consultation on different DPDs will be undertaken in tandem. In addition we will investigate the opportunity to coincide with consultation on the review of the Community Strategy. Existing forums and liaison groups will also be utilised wherever possible and consultation on specific issues will be targeted at specific groups and individuals known or thought to be interested in these issues.

## **7. Reviewing the Statement of Community Involvement**

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

## **Planning Policy**

### **8. What will the community be consulted on?**

#### **8.1 South Kesteven Local Development Framework**

The aim is to have a complete new planning policy framework in place by 2007. The timetable for the preparation of LDDs covers a three year period and is set down in the **Local Development Scheme (LDS)**.

8.2 The documents that SKDC intends to produce as part of the LDF are:

**Statement of Community Involvement** which sets out the Council's commitment to community involvement in the process, identifying how, when and why the community will be involved

**Development Plan Documents (DPDs)**. These are statutory documents, which are subject to Public Examination and will include:

**Core Principles of Development & Location Strategy** which sets out the vision, objectives and spatial strategy for achieving sustainable development including policies on Affordable Housing and Development Principles.

**Housing and Economic Development Policy Document** which will identify the strategy for meeting housing, employment and retail development needs, **including the identification of allocated sites**.

**Proposals Map** which will geographically identify the development plan policies.

**Area Action Plans (AAPs)** for Grantham, Stamford and Bourne will contain detailed policies and proposals aimed at strengthening the town centres as successful retail, business and leisure destinations and Grantham as a sub-regional centre.

**Supplementary Planning Documents (SPDs)** which are non-statutory documents that are approved by the Council following public consultation but are not subject to external examination on:

- **Affordable Housing,**
- **Planning Obligations (Section 106 Agreements),**
- **Public Open Space & Children's Play Areas**
- **Parish Plans/Villages Design Statements (produced by Parish Councils/Village Committees as appropriate)**

**Sustainability Appraisal**

A key aim of the LDF is to contribute to the aim of delivering sustainable development. The government defines Sustainable Development as:

- Social progress which meets the needs of everyone
- Effective protection of the environment
- Prudent use of natural resources
- Maintenance of high and stable levels of economic growth and employment

To ensure that the LDF contributes to sustainable development it will be subject to a Sustainability Appraisal (SA), incorporating the requirements of the EU Directive on Strategic Environmental Assessment (SEA). An SA report will need to appraise the social, environmental and economic effects of DPDs and SPDs. The SA process will be incorporated from the beginning of the LDF preparation process and the reports will be subject to consultation alongside consultation on the main DPDs and SPDs.

8.3 Further details of the contents and timetable of each LDF document are contained in the LDS for South Kesteven which may be inspected at the Council Offices, public libraries in South Kesteven & on the Council's website [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk)

## **9. Who will be involved?**

9.1 The Regulations for the Planning & Compulsory Purchase Act (2004) specify that certain **specific consultation bodies** must be consulted. The minimum requirement for pre-submission consultation is outlined in Regulation 25 and requires the local planning authority to consult with:

- “(a) each of the “specific consultation bodies” to the extent that the local planning authority thinks that the proposed subject matter of the Development Plan Document affects the body; and*
- “(b) such of the general consultation bodies as the local planning authority consider appropriate”.*

The specific consultation bodies are predominantly statutory bodies. The **general consultation bodies** include community groups and other stakeholders such as:

- Voluntary bodies whose works benefit any part of the Borough
- Bodies representing the interests of different racial, ethnic or national groups in the area
- Bodies representing the interests of different religious groups in the area
- Bodies representing the interests of the business community in the area

The Council will also consult with the various government departments as appropriate.

### **9.2 Other Consultees**

The Council is committed to exceeding the minimum requirements and involving other people and groups in its planning process. Any person or organisation that is interested in the planning of the District can get involved and make comments.

9.3 For the purposes of preparing planning policies and proposals, it is important that a broad range of groups are targeted for consultation. Wherever possible existing interest or stakeholder groups and forums will be used to target consultation and seek to avoid consultation overload. The key groups are below:

- General public
- District Councillors
- Regional Assembly
- Neighbouring councils and the County Council
- Parish/Town Councils

- Residents Associations/Tenants Compacts (participation agreements between the Council & its' tenants)
- Local Strategic Partnership (LSP)
- Local Area Assemblies (LAA)
- Businesses
- Developers/Agents/Landowners
- Statutory bodies and groups
- Interested parties and local community/voluntary groups
- The Media
- Hard to reach groups

9.4 A long list of specific, general and other consultees is contained in Appendix 3. As the appendices to this document do not form part of the formal Statement of Community Involvement, they can be updated as and when required. The list in Appendix 3 is therefore not intended to be definitive.

9.5 A database containing full contact details of interested parties has been established and will be maintained throughout the LDF process. This database will be used to periodically update on progress and invite involvement. Anyone who becomes involved in the LDF process through public consultation periods will have his or her contact details added to this database. This will not be open to public inspection, in order to protect confidentiality, but any organisation or individual may request inclusion or exclusion from it.

To add your details to this database please contact the Planning Policy team on: 01476 406469 or email: [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

#### **9.6 Voluntary Action Kesteven**

The Council has worked in conjunction with Voluntary Action Kesteven to ensure that as many voluntary groups as possible have the opportunity to be involved in the LDF process. Leaflets were sent through Voluntary Action Kesteven to all groups on their database inviting them to register whether they wished to be involved and receive information about the emerging LDF. All those who responded positively have been added to the LDF database.

#### **9.7 District Council**

The Council will use the Economic and Cultural Development & Scrutiny Panel (DSP) as a consultative group. This group is politically balanced and has no decision making powers, reporting directly to the Council's Cabinet. The DSP meets regularly and will consider the different stages of plan preparation, ensuring that Members are fully involved in the policy preparation process. Many of the decisions made in relation to the LDF will be made by Cabinet who are a selected group of elected councillors with executive responsibilities. However, final policy making decisions are taken by Full Council which comprises every elected district councillor.

#### **9.8 Parish Councils**

Parish councils are one of the specific consultation bodies referred to in the minimum requirements set out in Regulation 25. In addition some parish councils have or are preparing parish plans which may be helpful in informing the LDF process. Parish councils are one of the Council's key stakeholders and as such play an important part in

Local Area Assemblies, therefore direct contact with parish councils will be maintained throughout the plan preparation process.

**9.9 Parish Plans/Village Design Statements** – A number of parishes in the District have produced their own Parish Plans. These collect together the views and opinions of the local community and set out an action plan to address the main issues of that particular parish. Information contained within Parish Plans will be welcomed as an additional source of information about local character, needs, particular local issues and areas which are important to village development. Whilst the LDF will not be able to embrace all the aspirations of a parish plan, it will use them as a source of background information.

It is possible for a Parish Plan or a Village Design Statement (which can be prepared as part of a Parish Plan) to be adopted by the District Council as a Supplementary Planning Document. To do this the council will need to be satisfied that the document does not include things which are contrary to Council policy or beyond the control of the Council and ensure that it has been prepared in accordance with the requirements for community involvement set out in this SCI and the SEA/SA requirements. If adopted, the Parish Plan or Village Design Statement would be considered - in the same way as other Supplementary Planning Documents – as a material consideration in determining planning applications.

**9.10 South Kesteven Local Strategic Partnership (LSP)**

The South Kesteven LSP comprises members of local businesses, colleges, the District and County Councils, the Health Service, the police and a local housing association. The LSP is responsible for preparing and reviewing the Community Strategy. The objectives of the LSP as defined by the Community Strategy are “to deliver economic, social and environmental well being in South Kesteven”, through six priority areas; lifelong learning, economic prosperity, quality of environment and transport, housing, health and community safety. As the LDF will be a key vehicle for delivering these objectives, the LSP will be a key partner in the preparation of LDF documents.

**9.11 Local Area Assemblies (LAAs)**

The Council has established six LAAs to cover the four main towns and the northern and southern rural parishes of the district. The primary purpose of the LAAs is to provide a forum for discussion between the three tiers of local government (County Council, District Council and Parish Councils) and as a place where local residents can make their views known. The LAAs were established in the summer of 2004 with the first meetings being held in August and September that year. It is intended that the LAAs will meet twice annually, developing their own agendas and membership, and becoming an important vehicle for the community’s involvement in the LDF process.

**9.12 Involving Hard to Reach Groups**

It is important to try and achieve consultation that is representative of the community, the involvement of under represented groups is therefore particularly important. We will make all reasonable efforts to make all information and events equally accessible to everyone, within acceptable cost constraints. The District has a number of ‘Hard to Reach’ groups which have been identified as:

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

A number of these groups have local and national bodies representing them which have been identified in the consultation database and will be used as one means of contact.

#### **9.13 Multicultural Consultation Forum**

The council has begun to develop a Multicultural Consultation Forum for the district as part of its generic equality scheme. At its inception the forum was intended to be a meeting of representatives from ethnic minority groups living within the district. However, it is intended that the forum will be extended to involve representatives from other hard to reach groups. As such this forum will be a useful means of involving these groups in the planning process.

#### **9.14 Youth Engagement and Local Liaison meetings**

The Council is in the process of setting up Youth Engagement and Local Liaison (YELL) meetings to involve youth groups and individuals in Council projects and decision-making. One group has already been established at Stamford in partnership with the local police and the council aims to be setting up further groups across the district. As YELL groups are established they will be used to engage young people in the LDF process. Involvement with schools and youth groups will also be promoted at key consultation stages.

#### **9.15 Internal Communications**

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

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

#### **9.16 The Role of Planning Aid**

East Midlands Planning Aid (EMPA) is a voluntary service linked to the Royal Town Planning Institute (RTPI), offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Planning Aid is a vital part of the planning system. It enables local communities, particularly those with limited resources, to participate effectively in planning matters. Every effort will be made to seek to ensure that members of the community are aware of the advice and support that may be available from this source.

Further information about Planning Aid is available from the District Council or via the RTPI website at: <http://www.planningaid.rtpi.org.uk/>

## **10. How will we inform and involve people?**

10.1 For LDDs the key individual stages of consultation that must be followed are set out in the Town and Country Planning (Local Development) (England) Regulations 2004. There are four stages in the production of the DPD:

1. Issues and Options Consultation
2. Consultation on Preferred Options (Pre-submission)
3. Consultation on Submission Document & Submission to Secretary of State
4. Public Examination and Adoption

10.2 The process for preparing a Supplementary Planning Document is similar to that for DPDs, but simplified. There is no requirement for the preparation of preferred options but there must be community involvement on a draft version of the document.

10.3 We will endeavour to use appropriate methods for informing, involving and providing feedback, which are fit for their purpose according to need and preferred styles and we will continue to evaluate the methods that work and those that do not. The following table illustrates methods that may be used and potential groups of consultees and documents for which they would be appropriate.

Method	Benefits	Resource Implications	Main groups to be consulted (lists not exhaustive)	Document Type
Documents available at the Council's offices & public libraries for inspection	Available during opening hours in a variety of central locations.	Staff time in preparing documents. Costs of printing & circulating documents	General Public	All documents
Documents & supporting information available on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	Information easily accessible from people's own homes & businesses, 24 hours a day.	Staff time in setting up website	All	All documents
Public exhibitions (mobile)	Publicises information in a user friendly way & in a variety of locations & allows an opportunity for public raise & discuss issues	Costs of materials. Staff time in preparing, setting up & supervising.	General public	Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's
Information in the council's newsletter, SKToday.	Information circulated to all households in the district using existing communication channel	Staff time in preparing information	Every household in the district	Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's

<b>Method</b>	<b>Benefits</b>	<b>Resource Implications</b>	<b>Main groups which may be consulted (lists not definitive)</b>	<b>Document Type</b>
Press releases to local newspapers and/or radio and press adverts/ notices	Information to the local community and stimulates debate	Cost & staff time in preparing	General public, businesses, local community/voluntary groups	SCI, Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's
Seminars/Forums for invitees	Informs groups effectively & gives opportunity for groups & interested parties to raise and discuss issues	Staff time in preparing for, running & recording meeting & cost of hiring venue	Parish/town councils, Residents Associations, Tenants Compacts Developers/agents/landowners, Interested parties	Core Principles of Development & Location Strategy, Housing & Economic Development Policies, AAP's, SPD's
Dovetailing/ piggybacking as an agenda item on another meeting	Uses existing bodies representing a wide range of community groups and stakeholders	Staff time in preparing for, attending and recording meeting	Local Area Assemblies, Local Strategic Partnership, YELL's, Multi Cultural Consultation Forum, Town Centre Management Partnerships	SCI, Core Principles of Development & Location Strategy, Housing & Economic Development Policies, SPD's, AAP's
Consultation documents sent directly	Disseminates information effectively to key groups.	Staff time in preparing information. Costs of printing, postage & circulation	Specific consultees & key stakeholders	All documents
Letters and emails sent directly notifying of progress	Formal means of communication ensures information is received	Staff time in preparing letters & emails. Costs of printing posting.	Specific & general consultation bodies & all those on LDF database including, individuals, developers/agents/landowners, interested parties & local community/voluntary groups	All documents

10.4 Further details of how these methods will be applied to DPDs and SPDs are shown in Appendices 4 and 5 respectively. These identify at each stage:

- statutory requirements for consultation (what we must do)
- options for additional publicity community involvement (what we could or will do extra)
- what happens next

10.5 Details about when consultation will take place on each document are shown in the LDS.

## **Development Control**

### **11. Development Control and the Community**

11.1 Community involvement involves notifying and engaging both the wider community and the individual. For both of these the process of dealing with planning applications can be split up according to the stage of the process.

11.2 Government advice is to set out clearly defined codes of practice for neighbour publicity, however, no system for publicising planning applications can be foolproof, no matter how extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The current system does balance these conflicting issues.

11.3 Consultation does not simply involve the public. We also consult the statutory consultees. A list is contained in Appendix 6 showing all those bodies which may need to be consulted on a planning application, although not all bodies are consulted on each application as who to consult varies with the nature of the proposal and location. Statutory consultees have 21 days in which to respond. In many instances the responses show a requirement for the case officer to contact the applicant for more information or amendments.

### **12. How do we involve the community when a planning application is first received?**

#### **Wider Community**

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

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

- Those affecting nearby property by causing noise, smell, vibration, dust or other nuisance.
- Attracting crowds, traffic and noise into a generally quiet area;

- Causing activity and noise during unsociable hours;
- Introducing significant change, for example, particularly tall buildings;
- Resulting in serious reduction or loss of light or privacy beyond adjacent properties;
- Those affecting the setting or an ancient monument or archaeological site;
- Proposals affecting trees subject to tree preservation orders.

12.3 Site Notices are erected.

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

12.5 All applications received are made available to view online at <http://www.grantham-online.co.uk/planning>.

#### **Individual Consultation**

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

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

12.8 Listed Building/Conservation Area Applications. In addition to a site notice and press notice, individual letters to neighbours will be sent.

#### **13. How do we involve the community during the processing of a planning application?**

13.1 A considerable amount of negotiation takes place on a large number of applications, particularly major ones. This is a very important and a crucial part of the development control process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers, developers and their professional advisors and the local community is something which the Government and this Council actively encourages.

13.2 In a number of cases, the proposal will generate much public interest and provide many letters of objection. Amendments to applications are normally made to seek a better quality of development, which may indeed overcome objectors' concerns.

13.3 Re-notification of neighbours on minor amendments significantly delays consideration of an application. In order to avoid unnecessary delay, only amendments that constitute a major change that affects individual property occupiers and interests (such as re-siting of roads in residential developments or altering the siting of extensions or building closer to neighbouring properties) will be re-notified. Essentially, the question

of re-notification is at the discretion of the case officer within the aforementioned parameters. However, bearing in mind the pressure to determine applications speedily, a reduced time for a response to a re-notification is set (14 days). Similarly, amendments may well be negotiated on listed building applications, or applications within conservation areas. Significant amendments are re-advertised but re-advertisement would not normally take place on minor amendments. No hard and fast rules are possible and any re-notification is therefore at the case officer's discretion within the above framework.

#### **Wider Community**

13.4 With regards to significant alterations to plans the Parish Council and the relevant statutory consultees will be re-consulted.

#### **Individual Consultation**

13.5 Neighbours who have submitted written representation will be re-consulted following any significant alterations to the original plans.

### **14. How do we involve the Community when the application goes to Committee?**

#### **Wider Community**

14.1 There is a right for objectors, supporters, the Parish or Town Council and the applicant to speak at Committee. The committee agenda is available to view on the Council's website at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) and is published one week prior to the Committee meeting. Applicants and any person or parish council who have made representations on an application to be heard by Committee will be notified by letter. (A copy of the public speaking leaflet is attached at the end of this section.)

### **15. How do we involve the community after a decision is taken on a planning application?**

#### **Wider Community**

15.1 A letter is sent to any Parish or Town Council who wrote in, advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). Any local interest groups who wrote in are also advised by letter of the decision. The decision, if taken at Committee, is also publicised in the committee minutes on the Council's website at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk). All decisions can also be viewed online at <http://www.grantham-online.co.uk/planning>.

#### **Individual Notification**

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

### **16. How do we involve the community if an appeal is received on a planning application?**

16.1 Only applicants have a right of appeal; there are no third party rights to appeal a decision.

#### **Wider Community**

16.2 When an appeal is received the Parish or Town Council and local interest groups are notified in writing of the appeal and how to make their views known (either in writing,

if a written representations appeal or in person at an informal hearing or public inquiry). If they have already made their views known, their letters will be copied and sent to the Planning Inspectorate.

**Individual Notification:**

16.3 All those we originally wrote to, or who wrote to us, will be notified in writing of the appeal and how to make their views known. If they have already written to us their letter will be copied and sent to the Planning Inspectorate.

16.4 For public inquiries we also erect a site notice and publicise in the press the date/time and location of the inquiry.

**17. How do we involve the Community on prior approval applications?**

Some developments are subject to a system of prior approval of details, which falls half way between full planning control and permitted development. This presents the local planning authority with a chance to control matters such as siting, design and external appearance. However the principle of whether the development should be allowed cannot be questioned. Applications include some types of telecommunications mast and agricultural buildings. There is a fixed 28-day timescale to determine prior approval application, but once the timescale has elapsed, the application is automatically approved. In view of this principle for development being permitted (and the very limited timescale) publicity is via the weekly list; however these types of application are rare.

**18. Enforcement**

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

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

19.1 Proposals for works to trees in Conservation Areas will be determined within six weeks from the date of receipt and if consent is not appropriate, the Local Planning Authority will consider placing a Tree Preservation Order on the tree(s).

19.2 Applications for works to trees covered by a Tree Preservation Order will be determined within eight weeks or two months from the date of receipt. Delegated authority is available for officers to determine the application except where representations are received which are contrary to the officer recommendation. In such cases, the application will be considered by the Development Control Services.

**Wider Community**

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

**Individuals**

19.4 Neighbours will be notified directly of applications for works to protected trees at the discretion of the Arboricultural Officer.

19.5 Following a decision (which may be delegated), a copy of the decision notice will be sent to the applicant. Letters will also be sent to all neighbours/parish councils who made a representation on the application informing them of the decision.

## **20. How we will involve the community in Hedgerow Removal Notifications**

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

## **21. How else do we involve the community?**

### **Wider Community**

21.1 If requested and appropriate, officers will attend public meetings or residents association meetings to explain planning proposals.

21.2 Parish Councils: If requested, and where appropriate, officers may attend Parish Council meetings and explain particular planning applications. Parishes receive full details of all relevant planning applications for their Parish Council meeting.

21.3 Councillors are also involved in the consultation process. Councillors receive via email copies of the weekly list and can be provided with copies of individual applications, but are aware of the need to keep the requests for copies to a reasonable level. Councillors have the right to request that any application be determined by the full committee.

## **22. The Role of Elected Members**

22.1 One of the key purposes of the planning system is to control development in the public interest. In performing this role, planning necessarily affects land and property interests, particularly the financial value of landholdings and the quality of their settings. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable reasons.

22.2 Currently a six month trial is in place where by an elected member can request that a planning application be taken to full Development Control Committee. However, a Member can only request applications in their own ward and the request must be made in writing with a planning reason stated. The six month trial ends in November 2005 and at this point it will be reviewed and a decision made as to whether this becomes permanent procedure.

22.3 People affected by a planning decision or other planning proposals will often seek to influence it through an approach to their elected District Councillor or to a Councillor on the relevant decision making committee. This lobbying is a normal and

proper part of the political process. However, Members must restrict themselves to giving procedural advice, including suggesting to those who are lobbying that they should speak or write to the relevant officer, in order that their opinions can be included in the officer's report to the committee. Councillors are guided by Codes of Conduct.

### **23. Pre-Application Community Involvement by Developers on Major Planning Applications**

23.1 In addition to the Council's requirement to consult on all planning applications, developers will now be encouraged to carry out separate consultation with local communities on all major planning applications. Whilst this pre-application consultation is not statutory, involving the community from the beginning of the process is advantageous for local people (it allows them to genuinely influence the development), for the Council (it results in a straightforward application, which can be quickly processed) and for the applicant (potential problems can be resolved at an early stage and the time taken to determine applications can be reduced).

23.2 The Council will not refuse to accept a valid application because of the way in which a developer has consulted the community; however, failure by the developer to consult may lead to objections being made which could be material to the determination.

23.3 The Council does not want to be too prescriptive about the type of pre-application community involvement that applicants carry out because major planning applications can vary considerably in scale and impact. However, listed below are some of the types of engagement methods applicants should consider using, ideally in partnership with interested groups.

- Public exhibitions
- Development briefs
- Meetings with Town/Parish Councils
- Early consultation with key consultees (e.g. Environment Agency, English Heritage)

If required, the Council's planning officers can give assistance to applicants either by providing contact details of local groups, holding pre-application meetings or attending exhibitions and workshops.

## **Appendix 1**

### **Key Abbreviations**

AAP – Area Action Plans

DPD – Development Plan Document

DSP – Development and Scrutiny Panel

EMPA – East Midlands Planning Aid

LAA – Local Area Assembly

LD – Local Development Document

LDF – Local Development Framework

LDS – Local Development Scheme

LSP – Local Strategic Partnership

RTPI – Royal Town Planning Institute

SA – Sustainability Appraisal

SCI – Statement of Community Involvement

SEA – Strategic Environmental Assessment

SKDC – South Kesteven District Council

SPD – Supplementary Planning Document

YELL – Youth Engagement and Local Liaison Meeting

**Appendix 2** (Not part of the adopted SCI and will be subject to change)

**South Kesteven District Council**  
**Locations Where Local Development Framework Documents can be Inspected**

**The Council's website:** <http://www.southkesteven.gov.uk>

**Main Council Offices**

Council Offices, St Peters Hill, Grantham, Lincolnshire, NG31 6PZ  
Monday – Thursday 08:45-17:15  
Friday 08:45-16:45

**Stamford Area Office**

1, Maiden Lane, Stamford, Lincolnshire, PE9 2AZ  
Monday – Thursday 09:00-17:00  
Friday 09:00-16:30

**Bourne Area Office**

Town Hall, North Street, Bourne, Lincolnshire, PE10 9EA  
Monday – Thursday 09:00-17:00  
Friday 09:00-16:30

**Market Deeping Area Office**

Deepings Community Centre, Douglas Road, Market Deeping, PE6 8PA  
Monday – Friday 09:00-14:00

**Grantham Library Office**

Isaac Newton Centre, Grantham, Lincolnshire, NG31 6EE  
Monday, Tuesday 09:30-18:00  
Wednesday – Friday 09:30-19:00  
Saturday 09:00-16:00

**Bourne Library**

South Street, Bourne, Lincolnshire, PE10 9LY  
Monday – Friday 09:30-18:00 (Not Wednesday)

**Deepings Library**

The Park, High Street, Market Deeping, Lincolnshire, PE6 8ED  
Monday, Tuesday & Friday 09:30-13:00 & 14:00-18:00  
Wednesday 09:30-13:00 & 14:00-18:00  
Saturday 09:30-12:30

**Stamford Library**

High Street, Stamford, Lincolnshire, PE9 2BB  
Monday & Wednesday 09:00-20:00  
Tuesday, Thursday & Friday 09:00-17:30  
Saturday 09:00-13:00

**Mobile library** Details of mobile library visiting times & locations can be obtained from Lincolnshire County Council on (01522)552222 or on their website at:

<http://www.lincolnshire.gov.uk/mobilesearch.asp>.

*Statement of Community Involvement*

*for South Kesteven*

*Submission Version – October 2005*

## Appendix 3

### **LDF Consultees**

The following list of consultees will be updated and amended as and when required.

#### **Specific Consultation Bodies**

Adjoining Parish Councils/Meeting Groups  
(if appropriate)  
Allington Parish Council  
Ancaster Parish Council  
Anglian Water  
Aslackby & Laughton Parish Council  
Barholm and Stowe Parish Meeting  
Barkston & Syston Parish Council  
Barrowby Parish Council  
Baston Parish Council  
Belton & Manthorpe Parish Council  
Billingborough Parish Council  
Bitchfield & Bassingthorpe Parish Meeting  
Boothby Pagnell Parish Meeting  
Bourne Town Council  
Braceborough & Wilsthorpe Parish Council  
British Telecommunications  
Burton Coggles Parish Meeting  
Cambridgeshire County Council  
Careby, Aunby & Holywell Parish Meeting  
Carlby Parish Council  
Carlton Scroop &  
Normanton on Cliffe Parish Council  
Castle Bytham Parish Council  
Caythorpe Parish Council  
Central Networks  
Claypole Parish Council  
Colsterworth, Gunby & Stainby Parish Council  
Corby Glen Parish Council  
Counthorpe & Creeton Parish Meeting  
Countryside Agency  
Deeping St James Parish Council  
Denton Parish Council  
Dowsby Parish Council  
Dunsby Parish Meeting  
East Midlands Development Agency  
East Midlands Regional Assembly  
East Northamptonshire District Council  
Edenham, Grimsthorpe, Elsthorpe &  
Scuttlethorpe Parish Council  
English Heritage  
English Nature  
Environment Agency  
Fenton Parish Meeting  
Folkingham Parish Council  
Foston Parish Council  
Fulbeck Parish Council

Grantham Charter Trustees  
Great Gonerby Parish Council  
Great Ponton Parish Council  
Greatford Parish Council  
Haconby & Stainfield Parish Council  
Harlaxton Parish Council  
Heydour Parish Council  
Highways Agency  
Honington Parish Meeting  
Horbling Parish Council  
Hough on the Hill Parish Council  
Hougham Parish Council  
Irnham Parish Council  
Kirkby Underwood Parish Council  
Langtoft Parish Council  
Leicestershire County Council  
Lenton, Keisby, Hanby &  
Osgodby Parish Council  
Lincoln Ponton & Stroxtion Parish Council  
Lincolnshire County Council  
Lincs South West PCT  
Little Bytham Parish Council  
Little Ponton & Sproxton Parish Council  
Londonthorpe &  
Harrowby without Parish Council  
Long Bennington Parish Council  
Market Deeping Town Council  
Marston Parish Council  
Melton Borough Council  
Morton & Hanthorpe Parish Council  
National Grid Transco  
Newark & Sherwood District Council  
North Kesteven District Council  
North Witham Parish Council  
Northamptonshire County Council  
Nottinghamshire County Council  
Old Somerby Parish Council  
Peterborough City Council  
Pickworth Parish Meeting  
Pointon & Sempringham Parish Council  
Powergen  
Rippingale Parish Council  
Ropsley & District Parish Council  
Rutland County Council  
Sedgebrook Parish Council  
Severn Trent Water Ltd  
Skillington Parish Council  
South Holland District Council  
South Witham Parish Council  
Stamford Town Council

Stoke Rochford & Easton PC  
Strategic Rail Authority  
Stubton Parish Council  
Swayfield Parish Council  
Swinstead Parish Council  
Tallington Parish Council  
Thurlby Parish Council  
Toft, Lound & Manthorpe Parish Council  
Uffington Parish Council  
Welby Parish Council  
Welland Partnership  
West Deeping Parish Council Westborough & Dry Doddington Parish Council  
Witham on the Hill Parish Council  
WoolsthorpeBy Belvoir Parish Council  
Wyville Cum Hungerton Parish Meeting

### **General & Other Consultation Bodies**

Ablehomes Ltd  
Age Concern (England)  
Age Concern Kesteven  
Agriculture and Environment Sector  
Allington Gardens Residents Association  
Allington with Sedgebrook CoE Primary School  
Allison Homes  
Ancient Monuments Society  
Antony Asbury Associates  
Arthritis Care  
B.A.E. Badminton Club  
Bairds Malt Ltd  
BAOD  
Barrowby CoE Primary School  
Barton Willmore  
Barton Willmore Planning  
Baston Against Local Development  
Belton Gardens Bowls Club  
Belton Park GC  
Bidwells Chartered Surveyors  
Bigwood Chartered Surveyors  
Billingborough Village Hall Committee  
Black Sluice IDB  
Boothby Pagnell Village Hall  
Bourne & S.Lincs ME Support Group  
Bourne Chamber of Trade and Commerce  
Bourne Civic Society  
Bourne Salads  
Bourne Services Group Ltd  
Bracken Developments (Northern) Ltd  
British Chemical Distributors & Traders Assoc.  
British Red Cross  
British Waterways, East Midlands Office  
Broadgate Builders(Spalding) Ltd  
Brown & Co  
Bryant Homes West Midlands Ltd  
Buckminster Management Ltd  
Butterfield Day Care Centre  
BWB Partnership  
BWEA  
Byrd Associates Ltd  
CAD Associates  
Carer Sitter Service  
Carter Jonas  
Castlegate Churches Contact Group  
Centre for Ecology and Hydrology CEH  
Corporate Teams  
Chandlers Oil and Gas Ltd  
Chapman Warren  
Chesterton Planning & Economics  
Christian Salvesen Plc  
Church Commissioners  
Civil Aviation Authority  
Clifford S Hirst  
Commission for New Towns & English Partnerships  
Commission for Racial Equality  
Community Council for Lincolnshire  
Connell Estate Agents  
Council for British Archaeology  
Council for the Protection of Rural England  
Countrywide Surveyors  
Crown Estate Office  
Culpin Swaby Associates  
David J Loveday  
David Wilson Estates  
DB Lawrence & Associates  
Defence Estates  
Deeping St James United Charities  
Deepings Snooker Centre  
Department for Constitutional Affairs  
Department for Work and Pensions  
Development Planning Partnership  
Dialogue

*Statement of Community Involvement*

*for South Kesteven*

*Submission Version – October 2005*

Digby Developments Ltd  
Disability Rights Commission  
Disabled Persons Transport Advisory Committee  
Dorchester Developments  
DPDS Consulting Group  
DTZ Pieda Consulting  
Earlsfield Compact  
East Midlands Regional Housing Board  
Edenham Village Hall  
Edge Ellison  
Engage-St John Ambulance  
English Churches Housing Group  
Environment/Transport Implementation Group  
Escritt & Barrell  
Forestry commission  
FPD Savills  
Francis Jackson Estates  
Freight Transport Association  
Friends of Bourne Wood  
Friends of the Earth  
Fuller Pieser  
GCF Youth Group  
GE Dring & Partners  
George Wimpey Strategic Land  
Gerald Eve Chartered Surveyors  
Gerald Hunt  
GNER  
Godfrey-Payton  
Goldings Estate Agents  
Gough Planning Services  
Government Office for the East Midlands  
Grantham Badminton Club  
Grantham Canal Restoration Society  
Grantham Chamber of Commerce  
Grantham Civic Society  
Grantham College  
Grantham Learning Partnership  
Grantham Navigation Association  
Grantham PHAB Club  
Grantham Police Cadets  
Grantham TCMP  
Grantham Town Centre Residents Group  
Great Gonerby Womens Institute  
Grieggs Limited  
Grimsthorpe Castle Trust  
GS Robinson(Builders) Ltd  
GVA Grimley  
Harris Lamb Chartered Surveyors  
Hazel homes  
HBS  
Health and Safety Executive  
Help the Aged  
Henry Boot Homes Ltd (Hallam Land Management)  
Heritage Trust of Lincolnshire  
House Builders Federation  
Housing Corporation  
Ingoldsby Parish Council  
Inland Waterways Amenity Advisory Council  
Inland Waterways Association  
Innes England  
Insignia Richard ellis  
Jefferson Sheard Partnership  
Jelson Ltd  
JH Walter  
JJ & J Hartley  
John Anderson Planning  
John Castley & Company  
John Dickie Associates  
John Hallam Associates  
John Martin & Associates  
Jonathan Booty  
Kesteven Blind Society  
Kesteven Rugby Club Junior Section  
Kesteven Rugby Football Club  
Landmark  
LAPD  
Learning Skills Councils  
Leukaemia Research  
Lichfield Planning  
Lincolnshire Chamber of Commerce  
Lincolnshire Credit Union  
Lincolnshire Field path Assoc  
Lincolnshire Fire & Rescue  
Lincolnshire Police  
Lincolnshire Wildlife Trust  
Lincolnshire Youth Service  
Local Nature  
Longstaff  
M Parker & Sons (Builders) Ltd  
Malcolm Judd & Partners  
Market Deeping Building Company Ltd  
Martin Llowarch  
McLean Homes East Midlands Ltd  
MCS  
Mentoring & Befriending  
Messrs A Eatch & Son  
Messrs Baxter & King  
Midland Mainline  
Molloson Associates (Chartered Town Planners)  
Montagu Evans  
Moulton design, Planning & Architecture  
Muir Group Housing Associateion Ltd  
Multisilver Ltd  
NAI Fuller-Peizer  
Nathaniel Lichfield & Partners  
National Playing Fields Association  
Nelsons Ltd  
Network Rail

New Beacon Project  
Newage AVK/SEG  
NFU  
North Country Homes Group Ltd  
Oaktree Developments  
Office of Government Commerce  
Old Road Securities PLC  
Oxfam  
Parkinsons Disease Society  
Passenger Transport Authorities (South  
Yorks)  
Passenger Transport Executive, Office of  
Rail Regulation  
Peacock & Smith  
Pegasus Planning Group  
Pelham Homes Land Ltd  
Peter Burrows Developments  
Peterborough Diocesan Board of Finance  
Peterborough Environment City Trust  
PF Miller Ltd  
Philip Sawyer Chartered Surveyors  
Planning Design Associates  
Plot of Gold Ltd  
Police Architectural Liaison Officers/ Crime  
Prevention Design Advisors  
Priory Road Allotments Association  
(Stamford)  
Property Division LCC(specific request)  
Pygott & Crone  
Rainer Lincolnshire  
Redrow Homes  
Reeve Baggot Partnership  
Rippingale Village Design Committee  
Riverside Design  
Robert Doughty Consultancy  
Ropsley CoE Primary School  
Ropsley Village Hall  
Ross Thain & Co  
Royal Institution of Chartered Surveyors  
Royal Mail Group Plc  
Royal Society for the Protection of Birds  
RPS  
Rushcliffe Ladies & Girls FC  
Rutland Friends of the Earth  
Samuel Rose Ltd  
Saunders Boston  
Savills  
Scorer Clay Richardson  
Seventh-Day Adventist Church  
Sheard Partnership  
Sheepmarket Patients Group  
Smith Stuart Reynolds  
Smith Wooley  
South Kesteven Disability Forum  
South Witham Community Primary School  
Sport England  
St Andrew's Parish Hall Management  
Committee  
St Wulfram's Parish Church  
Stamford Amateur Music Society  
Stamford Bypass Group  
Stamford Chamber of Trade and Commerce  
Stamford College  
Stamford Homes Ltd  
Stamford Vision  
Stamford Volunteer Bureau  
Stansgate  
STEP  
Stephen Knipe & Company  
Stephen Roberts Associates  
Stoneleigh Planning Partnership  
Strutt Parker  
T Balfe & Sons Ltd  
Taylor & Hardy Chartered Town Planners  
The Aveland High School  
The Barton Willmore Partnership  
The Belvoir Estate  
The Coal Authority  
The Easton Estate  
The Garden History Society  
The Georgian Group  
The Gypsy Council  
The National Trust  
The Planning Bureau  
The Scouts  
The Society for the Protection of Ancient  
Buildings  
The Victorian Society  
The W R Davidge Planning Partnership  
The Wilmot Partnership  
Town & Country Planning Services  
Twentieth Century Society  
Upper Witham IDB  
Vincent & Gorbing  
Voluntary Action Kesteven  
Walker & Whitehead  
Walton & Co.  
Walton Girls' High School  
Warmingtons  
Welland and Deepings IDB  
Wellingore Memorial Hall  
Westbury Homes (Holdings) Ltd  
Wilcon Homes Anglia Ltd  
William & Heath Architects  
William H Brown  
Wimpey Homes Holdings  
WM Saunders & Partners  
Wood Frampton  
Woodland Trust  
Yenton Minster homes  
YMCA

**Appendix 4**  
**Summary of Community Involvement in Development Plan Documents (DPD's)**

Stage	Statutory Requirements for consultation & notification (what we must do)	Options for additional publicity & community involvement (what we could/will do extra)	What happens next?
Informal consultation on issues & options	Consult with relevant "specific" & "general" consultation bodies as required by Regulation 25 (see Appendix 3) (Note: some specific bodies not required to be consulted for Statement of Community Involvement)	<ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> </ul>	<ul style="list-style-type: none"> <li>All issues &amp; points raised at consultation events will be recorded &amp; taken into account</li> <li>All responses (including email) will be recorded &amp; summarised</li> <li>A report summarising the result of the consultation exercise will be submitted through council for approval</li> </ul>
Formal public participation on the preferred option	As required under Regulation 26: <ul style="list-style-type: none"> <li>Make copies of pre-submission proposal documents &amp; statement of proposals available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>Publish pre-submission proposal documents &amp; statement of proposal matters &amp; statement of where &amp; when the proposals may be inspected on Council's web site <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> <li>Include information where possible in Council's newsletter, SKToday</li> <li>Form on Council's website for online responses</li> <li>Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>Press release to local media</li> </ul>	<ul style="list-style-type: none"> <li>All responses will be acknowledged</li> <li>All responses (including emails) will be recorded &amp; summarised</li> <li>Where appropriate the Council will discuss the matters with those who have raised them</li> <li>A report summarising all responses &amp; recommending any changes considered necessary as a result of consultation will then be</li> </ul>

	<p>where &amp; when the proposals may be inspected to relevant “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</p> <ul style="list-style-type: none"> <li>• Advertise the proposals matters &amp; statement of where &amp; when the proposals may be inspected in local newspapers</li> </ul>	<p>submitted through the Council for approval</p>
Submission to Secretary of State	<p>As required under Regulation 28:</p> <ul style="list-style-type: none"> <li>• Send copies of DPD documents (including the pre-submission consultation statement, the DPD, the sustainability appraisal report &amp; any other supporting documents), the notice of DPD matters &amp; the details of where &amp; when documents may be inspected to the Secretary of State</li> <li>• Make DPD documents &amp; statement of DPD matters available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish DPD documents, statement of DPD matters &amp; details of where &amp; when documents may be inspected on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send copies of the DPD documents (as above, but any supporting documents relevant to the body), notice of DPD matters &amp; details of where &amp; when documents may be inspected to relevant “specific” &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• Inform other appropriate consultees from Appendix 3 by email or letter</li> <li>• Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> <li>• Update Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> including form for online responses</li> <li>• Include information where possible in Council's newsletter, SKToday</li> <li>• Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>• Press release to local media</li> <li>• As required under Regulation 29 all representations should be made to the Council within 6 weeks of the date on which the DPD is submitted to the Secretary of State</li> <li>• All responses will be acknowledged</li> <li>• All responses (including emails) will be recorded &amp; summarised</li> <li>• Where appropriate the Council will discuss the matters with those who have raised them</li> </ul>

	<p>“general” consultation bodies as required by Regulation 25 (see Appendix 3)</p> <ul style="list-style-type: none"> <li>• Advertise DPD matters &amp; details of where &amp; when documents may be inspected in local newspapers</li> <li>• Notify anyone who has asked to be notified of DPD submission</li> </ul>		<ul style="list-style-type: none"> <li>• All responses will be acknowledged</li> <li>• All responses (including emails) will be recorded &amp; summarised &amp; submitted to the Secretary of State in accordance with Regulations</li> </ul>
Representations on development plan documents not relating to site allocations	<p>As required by Regulation 31:</p> <ul style="list-style-type: none"> <li>• Make copies of representations available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish a summary of representations on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send information about the representations to the Secretary of State</li> </ul>	<p>As required by Regulation 33:</p> <ul style="list-style-type: none"> <li>• Inform other appropriate consultees from Appendix 3 by email or letter</li> <li>• Update Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> including form for online responses</li> <li>• Include information where possible in Council's newsletter SKToday</li> <li>• Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> </ul>	<p>As required by Regulation 33:</p> <ul style="list-style-type: none"> <li>• All representations should be made to the Council within 6 weeks of the date on which the representations on site allocations are first advertised</li> <li>• As soon as practicable after they are received, the Council will send details of the</li> </ul>
Representations on site allocations	<p>As required under Regulation 32:</p> <ul style="list-style-type: none"> <li>• Make site allocation representations &amp; statements of matters available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish site allocation representations &amp; statement of matters on Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Send the address of site allocation representations &amp; notice of matters to “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</li> </ul>		

<ul style="list-style-type: none"> <li>• Advertise proposals in local newspapers</li> <li>• Notify persons who requested to be notified</li> <li>• Send copies of representations received &amp; other details to Secretary of State</li> </ul>	<p>representations to the Secretary of State</p>
<p>Adoption of development plan document</p>	<p>As required by Regulation 36:</p> <ul style="list-style-type: none"> <li>• Make DPD, adoption statement &amp; sustainability appraisal report available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>• Publish adoption statement on the Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>• Advertise the adoption statement &amp; details of where &amp; when the DPD can be inspected in the local newspapers</li> <li>• Send the adoption statement to anyone who has asked to be notified of adoption of the DPD</li> <li>• Send DPD &amp; adoption statement to the Secretary of State</li> </ul> <p>Inform other appropriate consultees from Appendix 3 by email or letter</p> <p>Update Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></p> <p>Include information where possible in Council's newsletter, SKToday</p>

**Appendix 5**  
**Summary of Community Involvement in Supplementary Planning Documents (SPD's)**

Stage	Statutory Requirements for consultation & notification (what we must do)	Options for additional publicity & community involvement (what we could/will do extra)	What happens next?
Initial consultation (evidence gathering, issues & options)	<ul style="list-style-type: none"> <li>No statutory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Engage with/involve as appropriate target groups &amp; stakeholders from Appendix 3</li> </ul>	<ul style="list-style-type: none"> <li>All issues &amp; points raised at meetings &amp; events &amp; any written responses will be recorded &amp; taken into account</li> <li>A report summarising the result of the consultation exercise will be submitted through the council for approval</li> </ul>
Public participation	<p>As required under Regulation 17:</p> <ul style="list-style-type: none"> <li>Prepare a consultation statement setting out who was consulted &amp; how, a summary of the main issues &amp; how they have been addressed</li> <li>Make SPD documents (including the consultation statement, The SPD, the sustainability appraisal &amp; any other supporting documents) &amp; statement of SPD matters available for inspection at Council</li> </ul>	<ul style="list-style-type: none"> <li>Inform appropriate target groups &amp; stakeholders from Appendix 3 by email or letter <ul style="list-style-type: none"> <li>Include information where possible in the Council's newsletter, SKToday</li> <li>Council's website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> updated including form for online responses</li> <li>Email address <a href="mailto:planningpolicy@southkesteven.gov.uk">planningpolicy@southkesteven.gov.uk</a> for responses &amp; enquiries</li> <li>Press release to local media</li> </ul> </li> </ul>	<p>As required by Regulation 18:</p> <p>Representations must be made to the Council within the specified period (between 4 &amp; 6 weeks)</p> <p>The Council will not adopt the SPD until it has considered all representations made during the specified period &amp; prepared a summary of the main issues raised &amp; how these have been addressed</p> <p>All responses will be</p>

<p>Offices &amp; libraries during normal office hours</p> <ul style="list-style-type: none"> <li>Send the documents to relevant “specific” &amp; “general” consultation bodies as required by Regulation 25 (see Appendix 3)</li> <li>Publish the documents on the Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Advertise the SPD matters &amp; details of where &amp; when SPD documents can be inspected in the local newspapers</li> </ul>	<p>acknowledged All responses (including emails) will be recorded &amp; summarised</p> <ul style="list-style-type: none"> <li>Where appropriate the Council will discuss the matters with those who have raised them</li> <li>A report summarising all responses &amp; recommending any changes considered necessary as a result of consultation will then be submitted through the Council for approval</li> </ul>
<p>Adoption of supplementary planning documents</p>	<p>As required by Regulation 19:</p> <ul style="list-style-type: none"> <li>Make SPD, the summary of the main issues raised &amp; how these have been addressed &amp; an adoption statement available for inspection at Council Offices &amp; libraries during normal office hours</li> <li>Publish the documents on the Council’s website <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></li> <li>Send the adoption statement to anyone who has asked to be notified of adoption of the SPD</li> </ul>

## Appendix 6

### **Consultees for Planning Applications**

Adjacent District Councils  
Anglian Water Services Ltd  
British Waterways  
Commission for Architecture & the Built Environment  
Council for the Protection of Rural England  
Countryside Agency  
County Council Education Department  
County Council Highways Department  
County Council Waste Disposal Department  
Department for Environment, Food and Rural Affairs  
Departments of the District Council  
English Heritage  
English Nature  
Environment Agency  
Forestry Commission  
Georgian Group  
Grantham Civic Society  
Health & Safety Executive  
HM Inspector of Pollution  
Highways Agency  
Historic Buildings & Monuments Commission  
Lincolnshire County Council  
Lincolnshire Wildlife Trust  
Ministry of Agriculture, Fisheries & Food  
National Trust  
Network Rail  
Office of the Deputy Prime Minister (ODPM)  
Parish Councils  
Police Architectural Liaison Officer  
Planning Archaeologist  
Ramblers Association (Footpaths)  
Rights of Way Officer  
Severn Trent Water Ltd  
Society for the Preservation of Ancient Buildings  
Sport England  
Stamford Civic Society  
Town Centre Management Partnerships  
Town Councils  
Transco  
The Theatres Trust  
Victorian Society

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

## **Appendix 7**

### **Public Speaking at Committee on Planning Applications**

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

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

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

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

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

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

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

#### **If I have made representations do I have to speak?**

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

#### **Who is permitted to speak to the Committee?**

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

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

### **How long can I speak for?**

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

### **Who can ask questions?**

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

### **What issues can I refer to?**

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

Material:

- Conformity with the development plan
- Highway safety issues
- Interference with residential amenities
- Design, appearance and layout
- Previous planning decisions
- Conservation of historic buildings and trees

Not Material:

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

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

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

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

# Agenda Item 9

## REPORT TO CABINET

REPORT OF: **CORPORATE DIRECTOR (REGULATORY SERVICES)**

REPORT NO. **DRS22**

DATE: **10 OCTOBER 2005**

<b>TITLE:</b>	<b>AIRE ROAD FLATS REDEVELOPMENT - PROPOSED PARTNERSHIP WITH NOTTINGHAM COMMUNITY HOUSING ASSOCIATION</b>
<b>FORWARD PLAN ITEM:</b>	<b>Yes</b>
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	<b>August 2005</b>
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	<b>Key Decision</b>

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	<b>Cllr Peter M Mayhew - Community Safety</b>
<b>CORPORATE PRIORITY:</b>	<b>Affordable Housing</b>
<b>CRIME AND DISORDER IMPLICATIONS:</b>	<b>None</b>
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	<b>Unless exempt, this report is a public document and available from the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a></b>
<b>BACKGROUND PAPERS:</b>	<b>Reports CEX212 - 5 December 2003 PRO267 - 29 October 2003 PRO309 - 13 August 2004 Non key decision notice published 1 September 2004</b>

## **1. INTRODUCTION OR SUMMARY**

To summarise progress with the Aire Road redevelopment project and to present proposals for working jointly with Nottingham Community Housing Association (NCHA) in procuring the construction of 34 timber framed houses based upon a formal negotiated partnering contract with Westleigh Homes Ltd of Leicester.

## **2. RECOMMENDATIONS**

It is recommended that Cabinet:-

- a) reconsiders the previous decision of cabinet relating to the development of Aire Road, Grantham for the reasons outlined in this report.
- b) subject to a) above, approves option 4 for the redevelopment of Aire Road, Grantham and:-
  - i) approves the transfer of land to NCHA at the District Valuers valuation with the District Council granting the Association financial assistance in respect of the whole purchase price in accordance with S.25 of the Local Government Act, 1998 and the General Disposal Consent 2005.
  - ii) provides a capital contribution of up to £192,916 for the cost of additional square meterage to meet the specification defined by South Kesteven, but without garages.. The capital contribution being funded from S106 reserves and future commitments. The contribution to be negotiated with NCHA by the Director of Regulatory Services and Director of Finance and Strategic Resources in consultation with the Community Safety Portfolio Holder.

## **3. DETAILS OF REPORT**

The background to this project has previously been set out in Reports CEX212 (5<sup>th</sup> September 2003), PRO267 (29<sup>th</sup> October 2003) and PRO309 (13<sup>th</sup> August 2004) and the Non Key Decision Notice published on 1<sup>st</sup> September 2004 confirmed that work should proceed on the basis of:

- a) Demolition of existing flats.
- b) Housing layout comprising 34 semi-detached houses - 6 x 4 bed houses and 28 x 2 bed houses.
- c) SKDC capital funding of £2.25m for the construction of 20 houses. Remaining 14 houses to be financed by a Housing Association.
- d) Tenders to be invited for traditional and system built pre-fabricated construction.

The demolition of the original 5 blocks of flats was successfully completed in January 2005 and the levelled site has since been secured with 'permanent' steel fencing in readiness for the redevelopment work.

The design proposals have been drawn up following full consultation with key stakeholders including Tenants and key agencies such as the Police.

Planning permission for the site layout and house types as previously proposed in report PRO309 has also been secured and subject to the resolution of an agreement with a Housing Association and finalisation of contract arrangements the work can proceed.

With regard to these latter two issues, negotiations have been progressing for some months with one of the Council's preferred RSLs, Nottingham Community Housing Association, who have now committed to the project and have included the work in their own delivery programme.

Working with NCHA has also presented the opportunity to procure the construction work on a full partnership contract basis, making use of the organisation's expertise, experience and cost management database in support of the Government's Modern Procurement Programme.

NCHA have fully embraced the partnering approach to all their major procurement projects in recent years and have established preferred contractor arrangements and up-to-date audited databases for the negotiation of project costs without the need for traditional competitive tendering of the kind historically undertaken at SKDC.

### **Current Situation**

The Audit Commission Strategic Housing inspection earlier this year assessed the Council as providing a poor service with uncertain prospects of improvement. A major improvement programme, which provides greater focus on improving its strategic role, has been put together. This has resulted in retargeting of staff resources to the strategic housing and enabling roles rather than direct provision. In addition, the Stock Options Appraisal process has also identified the need for Housing Revenue Account business plan to focus future investment into the meeting of tenants priority aspirations for improvement and the remodelling of sheltered accommodation to ensure they remain 'fit for purpose' in future years. Taking account of these factors NCHA have been asked to consider developing all the units on this site and in particular consideration to commence on site within the current financial year.

NCHA have agreed to develop the whole of the site as previously proposed in report PRO309 and have contacted the Housing Corporation to bid for funding towards the scheme as follows:

Unit Type	Tenure	No. of Units	Total Cost per Unit	Total Public Subsidy per Unit
2b x 4p	Shared ownership	10	£115,072	£ 41,590
2b x 4p	Rent	18	£111,547	£ 72,140
4b x 6p	Rent	6	£151,027	£102,440
		34	£119,551	£ 68,502

Total scheme cost £4,064,726.

The Housing Corporation have raised an issue over the size of the units which represent higher build costs and the cost of building attached garages to 18 of the units which are not eligible for grant funding. They are unlikely to approve grant funding for the scheme without either the size of the affordable housing units being smaller and the garages.

#### 4. OTHER OPTIONS CONSIDERED AND ASSESSED

The size of the proposed units and the Housing Corporation preferred size are as follows:

Propose	H/C	Difference
6 x Type C 4bx6p = 111m <sup>2</sup>	96m <sup>2</sup>	15m <sup>2</sup>
16 x Type D 2bx4p = 81.81m <sup>2</sup> (excl. garage)	76m <sup>2</sup>	5.81m <sup>2</sup>
8 x Type C 2bx4p = 80m <sup>2</sup>	76m <sup>2</sup>	4m <sup>2</sup>
4 x Type B 2bx4p = 79m <sup>2</sup>	76m <sup>2</sup>	3m <sup>2</sup>

The average cost of building = £850m<sup>2</sup>.

The cost of providing a garage is approximately £8 - 10k.

The Type D 2 bed houses have integral garages.

Options for consideration are:-

#### Option 1

Work in partnership with Nottingham Community Housing Association to develop the 34 housing units as in report PRO309. To transfer the land to Nottingham Community Housing Association at District Valuers valuation, with

the District Council granting the Association financial assistance in respect of the whole purchase price in accordance with S.25 of the Local Government Act 1998 and the General Disposal Consent 2005.

### **Option 2**

Work in partnership with Nottingham Community Housing Association to develop the 34 housing units as in report PRO309. To transfer the land as in Option 1. The Council to grant a capital contribution for the cost of the garages and the difference in square metres between the unit size and the standard size.

18 x garages @ £9,000 per garage	= £162,000
4 bed - 6 x Type C x 15m <sup>2</sup> x £850	= £76,500 (£12,750 per unit)
2 bed - 16 x Type D x 5.81m <sup>2</sup> x £850 (integral garages)	= £79,016 (£4,938 per unit)
2 bed - 8 x Type C x 4m <sup>2</sup> x £850	= £27,200 (£3,400 per unit)
2 bed - 4 x Type B x 3m <sup>2</sup> x £850	= £10,200 (£2,500 per unit)
Total capital subsidy required for housing & garage units	£344,716

### **Option 3**

Work in partnership with Nottingham Community Housing Association to develop 34 affordable housing units only on site - the garages to be deleted and the units decreased in size. To transfer the land as in Option 1.

### **Option 4**

Work in partnership with Nottingham Community Housing Association to develop 34 affordable housing units only on site - the garages to be deleted. To transfer the land as in Option 1.

Total capital subsidy required for housing units = £192,916

### **Appraisal**

**Option 1** - will deliver 34 affordable housing units in line with report PRO309 and consultation with residents. Nottingham Community Housing Association will not secure grant funding from the Housing Corporation for the scheme as it stands.

**Option 2** - will deliver 34 affordable housing units in line with report PRO309 and consultation with residents. Nottingham Community Housing Association

should achieve funding from the Housing Corporation with a capital grant of £300,000 from South Kesteven for the garages and extra square metrage.

**Option 3** - will deliver 34 affordable housing units but not as agreed in report PRO309 and in line with the consultation and preferred choice of residents. Further consultation will be required with residents to agree new layout and property sizes. This will delay the development.

**Option 4** - Option 4 will deliver 34 affordable housing units (but not the garage units) as agreed in report PRO 309. Nottingham Community Housing Association should achieve grant funding from the Housing Corporation with a capital grant from South Kesteven District Council for the sum up to £192,916.

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

The content of the report and recommendations have been discussed with the Director of Finance and Strategic Resources and the recommendations are supported as the most appropriate way forward. The element of Local Authority subsidy can be funded from S106 uncommitted reserves of £152,000.

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

In the light of the changed circumstances referred to in point 3 above, it is now prudent to reconsider the previous Cabinet decision regarding the redevelopment of the site.

## **7. COMMENTS OF OTHER RELEVANT SERVICE MANAGER**

None

## **8. CONCLUSIONS**

Option 4 presents the most viable option to provide additional affordable housing units without any further delay. Start on site can be commenced within the current financial year (subject to Housing Corporation Funding) and completion would be scheduled for Dec 06/Jan 07. The funding for SKDC additional contribution could be secured from S106 reserves.

## **9. CONTACT OFFICER**

**Sally Marshall - 01476 406511**  
**Mandy Gee - 01476 406371**

## REPORT TO CABINET

REPORT OF: Housing Services

REPORT NO. HSG165

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	Redevelopment of Bedsit Accommodation Croake Hill, Swinstead
<b>FORWARD PLAN ITEM:</b>	Not applicable
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	Not applicable
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Not applicable

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Cllr. Peter Martin-Mayhew / Housing
<b>CORPORATE PRIORITY:</b>	Affordable Housing - B
<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>	<b>Housing Strategy</b> <b>Community Strategy</b> <b>Report to Cabinet 16<sup>th</sup> December 2002</b>

## **1. PURPOSE OF REPORT**

To update the Cabinet and to obtain approval to sell 2124m<sup>2</sup> of land (bedsit accommodation, garages, community room and rear washing line store area) at Croake Hill, Swinstead to Muir Group Housing Association ("The Association") shown edged with a broken line on the attached Plan A. The Housing Association propose redevelopment of the site with demolition of the existing bedsit accommodation and development of affordable housing, consisting six houses and two bungalows. It is proposed the site be sold to the Association at the District Valuer's fettered valuation taking into account nomination rights in favour of the Council.

To obtain approval to sell 978m<sup>2</sup> of amenity housing land (area edged with a broken line on the attached Plan B) to the Association as open land for the benefit of the residents of Croake Hill and maintained as open land for a period of 20 years.

## **2. RECOMMENDATIONS**

It is recommended that having considered other options available:

1. The land and buildings outlined by the broken line on Plan 'A' at Croake Hill, Swinstead be sold to the Association to develop six houses and two bungalows subject to a nomination rights in favour of the Council at District Valuers Valuation.
2. The open amenity land shown edged with a broken line on the attached Plan B be sold to the Association at District Valuers Valuation subject to the land being maintained by the Association as open land for the benefit of the residents of the Croake Hill development.

## **3. DETAILS OF REPORT**

On the 16<sup>th</sup> December 2002, Cabinet made the decision that:

1. The eight bedsit units, communal facilities and Warden's quarters at the Croake Hill, Swinstead sheltered scheme be demolished.
2. All equipment, furnishings, fittings, etc. be salvaged for use at other sheltered schemes.
3. Subject to the granting of planning permission, the site to be redeveloped to provide bungalows in partnership with one of the Council's preferred registered social landlord (RSL) partners.

The Association have been selected as one of the Council's preferred RSL partners.

Planning permission for the redevelopment of the site shown on Plan A attached was not granted until 17<sup>th</sup> May 2005. A report attached at Appendix A outlines the planning application history and the reasons for the change of units to six houses and two bungalows.

The Housing Association proposes to redevelop the site with eight affordable homes to meet local housing needs. Muir Group has secured funding for the redevelopment of the site from the Housing Corporation. In order to qualify for the grant, the transfer of the ownership of the site now needs to be completed.

On the 16<sup>th</sup> March 2005 Swinstead Residents Group applied to Lincolnshire County Council to register two pieces of land as 'Village Green' on our development site at Croake Hill. The two pieces of land are shown hatched on the attached Plan A. They are claiming that both pieces of land have become village green through 20 years of use.

This Council has opposed the application. The relevant committee of the County Council is due to consider the application on 17<sup>th</sup> October 2005.

A local neighbouring resident and the Swinstead Residents Group have approached the Council with offers to purchase an area of land shown hatched on Plan A - Area number 1.

The priority of the Council is to provide affordable housing. The most effective way for the Council to do this is to make land available to RSL's to provide such housing and secure nomination rights in favour of the Council. These offers to purchase have not been pursued.

#### **4. OTHER OPTIONS CONSIDERED AND ASSESSED**

Requests to purchase the two areas of land shown by a broken line on Plans A and B attached have been considered as genuine offers. It is recommended that these offers be rejected, as they do not accord with the Council's priorities. The requests also include a proposal for the two areas to be provided for the benefit of the community of Swinstead as village green or Swinstead. The Associations proposals for redevelopment of the site include the retention of the open space to the front of the development for the benefit of all the residents of Croake Hill. The Association's proposals could not proceed without the two areas of land referred to. The two areas of land have not been declared surplus to requirement by Housing Services.

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

The Council has the power to dispose of the freehold of the site to the Association at fettered valuation by virtue of s.25 of the Local Government Act 1988 in accordance with the General Housing Consent 2005.

The Council has opposed the application for registration as a village green. The land is housing land which has not been appropriated for any other use. Appropriate notices have been placed on the land to prevent any further use.

**6. CONTACT OFFICER**

Mrs Mandy Gee, Housing Strategy Manager - 01476 406371  
[m.gee@southkesteven.gov.uk](mailto:m.gee@southkesteven.gov.uk)

PLAN 'A'



Scale 1:500

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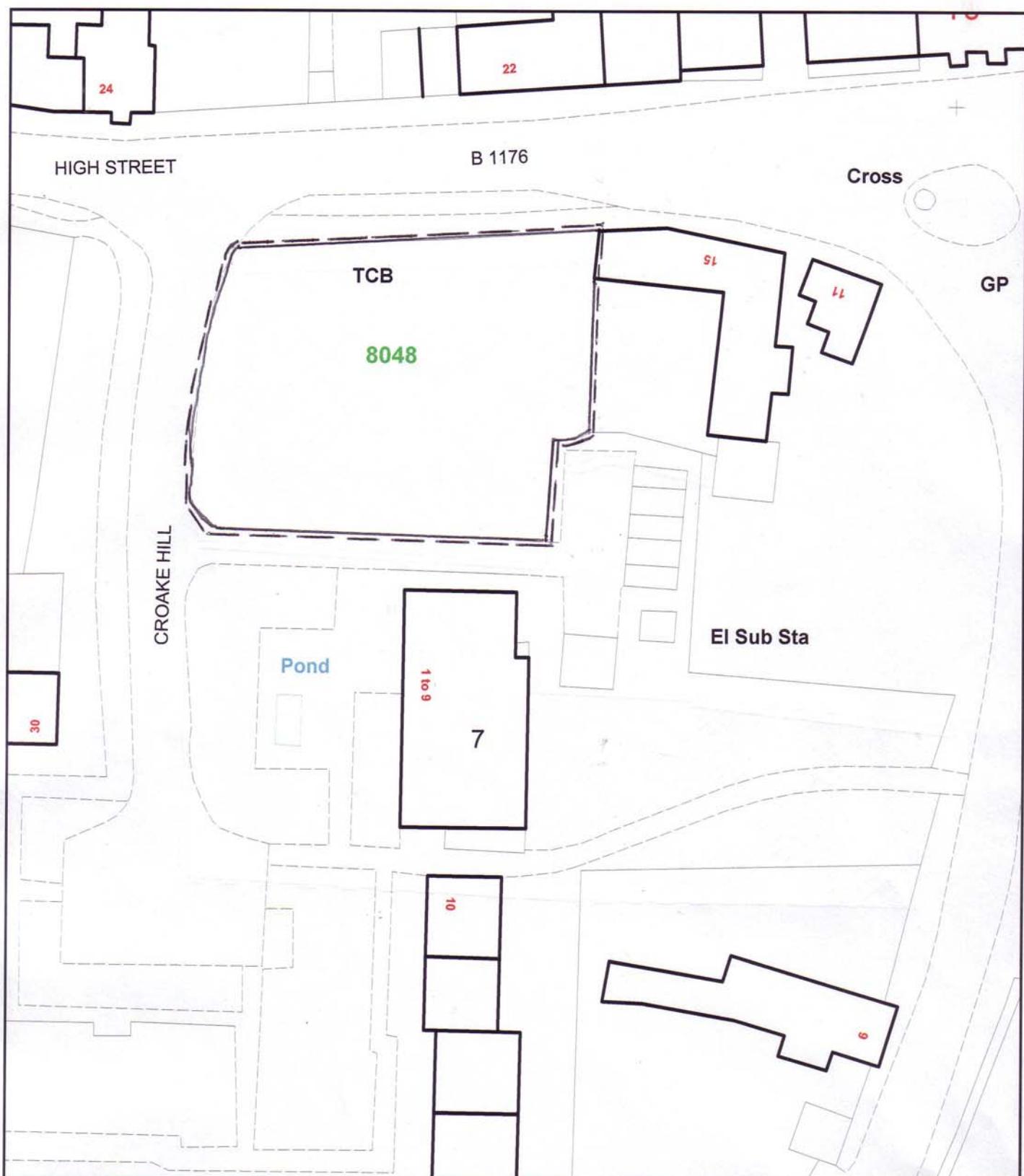
South Kesteven District Council LA079421 2001.

Housing Services

PLAN 'A'

CROAKEHILL, SWINSTEAD

# PLAN 'B'



Scale 1:500

Housing Services

PLAN B

CROAKEHILL, SWINSTEAD

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South Kesteven District Council LA079421 2001.

Applicant	<b>Muir Group Housing Association Limited</b> Old Government House, Dee Hills Park, Chester, CH3 5AR
Agent	Trevor Burden, Property Services, South Kesteven District Council Council Offices, St Peters Hill, Grantham, Lincs, NG31 6PZ
<b>Proposal</b>	<b>Erection of 6 houses and 2 bungalows</b>
<b>Location</b>	<b>Land Off, Croake Hill, Swinstead</b>

<b><u>Site Details</u></b>	
<b>Parish(es)</b>	<b>Swininstead</b> Site partially in Conservation Area B Class Road Demolition of any building - BR1 Radon Area - Protection required Adjacent Listed Building Area of special control for adverts C9 Area Conservation Policy EN3 Area of great landscape value Airfield Zone - No consultation required Drainage - Welland and Nene

## **REPORT**

### **The Site and its Surroundings**

The application site forms part of an existing local authority GOPD scheme on the south side of High Street in Swinstead.

The existing scheme comprises 21 elderly persons bungalows grouped around a shared open space, a two storey building accommodating a community centre, nine flats, and two grassed open spaces, one fronting High Street and the other Creeton Road.

The existing development, which dates from the early 1970's, is of an unremarkable design of brick and concrete tile construction.

The site slopes gently upwards from High Street, where a low stone wall defines the frontage. A hedge defines part of the frontage to Creeton Road, to which there is an existing public footpath from Croake Hill.

The grassed open spaces and a garage court are within the designated Conservation Area, the remainder is outside.

In the grass verge on the High Street frontage there is a listed Telephone Kiosk.

The village cross, a scheduled Ancient Monument, is some 33m north east of the site.

### **Site History**

There are 2 applications directly relevant to the consideration of this proposal, both of which will be familiar to Members.

S03/1343 – Erection of 13 dwellings and community facility. Members will recall that this was the first submission by the applicants. This application was considered by Committee on the 9th December 2003 and deferred for a Member site visit. However, that application was subsequently withdrawn before a decision could be made. The site visit nonetheless took place.

S04/0074 – Erection of 10 dwellings and community facility. Committee considered this application on 9th March 2004 where the application was refused contrary to Office recommendation for the following reason:

Planning permission is sought for the demolition of an existing 2-storey block of flats and the erection of 10 new bungalows and houses and a community facility on land off Croake Hill, Swinstead. The development is within and adjacent to the Swinstead Conservation Area the character of which it is desirable to preserve or enhance. The settlement is in a relatively remote location and lacking in full range of services and facilities and as such any new occupiers of the development will be reliant on the motor car. In the opinion of the Local Planning Authority the proposed development will have an adverse impact upon the character and setting of the settlement and on the community and its local environment by virtue of the design, density, height and proximity to adjacent and nearby listed buildings. Moreover, the proposed development fronting onto High Street will result in a substantial loss of the only undeveloped area of open space that exists in the heart of the settlement. A development of this nature does not preserve or enhance the special character or appearance of the Conservation Area and constitutes an unsustainable form of development. The proposal is therefore contrary to Policies H7 and C9 of the South Kesteven Local Plan and current government planning guidance contained within PPG3 and PPG13.

The applicant subsequently appealed against this refusal. An informal hearing took place in January 2005 following with the appointed Inspector dismissed the appeal. The Inspectors decision is reproduced below in full for Members information:

### **Main Issues**

1. The main issues in the appeal are whether Swinstead is an appropriate location for residential development, the matter of housing need, and the effect of the proposals on the character and appearance of the surroundings, because of unsympathetic design and the loss of open space.

### **Planning Policy**

2. The most relevant part of the development plan is the South Kesteven Local Plan adopted in 1995. Reference was made at the hearing to Policies H7 and C9, along with national planning guidance.

### **Reasons**

#### **Housing Need**

3. The statistics from the housing needs survey indicate that in 2002 almost 100 households in the central rural sub-area of the district were in unsuitable accommodation and were unable to afford marking housing. The projections show that over the next 5 years the same zone will face a continuing shortfall. There is evidence of a desire for people on the housing waiting list, some with village connections, to have a house or bungalow in Swinstead.

4. These needs are material planning factors that have to be taken into account. However, they do not strike me as compelling considerations in the appeal because the central rural sub-area includes a substantial tract of the district area. The assessment does not specify where provision for any affordable housing should be made and it seems to me that, notwithstanding personal preferences, the needs could be equally well met in other settlements in the area.

### **Rural Settlement Policy and Sustainable Development**

5. Under Policy H7 Swinstead is a village where, subject to certain criteria, planning permission is normally granted for individual dwellings and small groups of dwellings. The ideas being developed by the Council for re-categorising such settlements are at an early stage and, although the community is quite isolated with few services and facilities and an infrequent bus service, I am not persuaded that in relation to the principle of residential development any new concepts are yet of greater significance than the development plan. Indeed, the Council intimated that it would not object to appropriate village infilling and has approved a group of dwellings not far from the appeal site.

6. The appeal project is to replace nine bed-sit flats with ten small dwellings, some intended for people with disabilities. There would probably be some increase in car-borne journeys and an additional demand for services as a result of the broader household structures. However, given the location of the site at the centre of the village, the limited scale of the development and its general conformity with Policy H7, and the history of residential approvals in the village, I consider that any sustainable disadvantages of the proposal are not so serious as to justify rejecting the scheme for that reason.

### **The effects on local environmental characteristics**

7. The criteria of Policy H7 referred to at the hearing relate to the impact of the development on the form and character of the settlement and the need to protect important open spaces.

8. I saw that the village contains a range of building types with not many focal characteristics other than the stone and tiles of the older cottages. Even these properties vary in size, height and appearance and in some cases they are juxtaposed with more modern brick dwellings. One of the chief building influences in the vicinity of the appeal site is the Croake Hill development itself and in this setting the proposed bungalows and community facility would not be out of place. I note the advisory comments made about the height and detailing of the houses but my impression is that the designs have been prepared with respect for the nature and variety of other buildings in the locality and reflect the customary diversity of local dwellings. They would certainly look better than the existing block of flats. I am satisfied that none of the dwellings would obstruct important public aspects of the church or the appreciation of listed buildings.

9. The houses planned for plots 1-4 and some parking spaces would fall outside the built-up area of Croake Hill, on land within the conservation area, and here the scheme would have a greater visual impact. The chief characteristic of this part of the appeal site is its openness. Whilst I appreciate that it may not be a play area or open space accessible to the general public, nor is it identified in the development plan as a space in need of protection, I think it is a significant feature of the village. It is not to be mistaken for a traditional village green but it is a pleasantly proportioned area of grass providing an open interval and relief at the heart of Swinstead that adds greatly to the attractiveness of the surroundings. It seems to me from remarks made at the hearing that local people genuinely value the amenity that this green asset provides, and that this should not be discounted.

10. It is a matter of judgement but in my opinion the encroachment of development into this open area with the considerable bulk of two storey houses, and car parking, would have a detrimental effect on the existing form and character of the village centre. I consider that the reduction of the undeveloped area and green setting along High Street would not preserve or enhance the established character or appearance of the conservation area. I am less concerned about the Creeton Road frontage because it is narrower and less prominent in the street picture. However, my conclusion is that harm arising from the loss of the larger open space would conflict with the objectives of Policies H7 and C9 and that permission should not be granted.

### **Conclusions**

11. For these reasons and having regard to all other matters raised I have decided that the appeal should be dismissed.

### **The Proposal**

The revised application again proposes the demolition of the community centre and flats and a block of lock-up garages, to facilitate a Housing Association development, this time comprising:

2 no. 2 bed (3 person) bungalows

2 no. 2 bed (4 person) houses

4 no. 3 bed (5 person) houses

Two pairs of semi-detached houses would front onto the grassed area on the High Street frontage, but unlike previous schemes would not encroach onto the grassed area. These dwellings along with the 2 bungalows are outside the designated Conservation Area. The other two properties are proposed to be located along Creeton Road and would be entirely within the Conservation Area.

Materials are specified to be natural stone for the houses fronting High Street and Creeton Road with roof coverings being predominantly clay pantiles, with some of plain clay tiles.

It is also proposed as part of the application to create new parking provision in the area in front of the existing bungalows for residents of those and some of the proposed units. This area is at present given over to formal, shared open space.

The most significant differences between the current application and the previous scheme are as follows:

- a) The number of units reduced from 10 to 8.
- b) The houses fronting High Street moved back allowing the retention of the open undeveloped grassed area.
- c) Removal of the community facility.

The development proposed is by a Housing Association and is intended to meet a proven housing need. The number of dwellings proposed is now one less than the nine flats that are to be demolished as part of this proposal, therefore resulting in a net reduction in the number of housing units on the site.

The Authority undertook a Housing Needs Review in 2003 and this has identified the need for accommodation in villages in the south-western part of the District, with significant numbers expressing a preference for village locations. Some potential occupiers are already resident in other villages that are similar to Swinstead in terms of their level of facilities.

### **Statutory Consultations**

Local Highway Authority: Requests 2 standard conditions and Note to Applicant.

Community Archaeologist: Development site lies within what would have been the core of the Medieval village. Requests standard condition W7.

Parish Council: Comments awaited.

English Heritage: Comments awaited.

### **Representations as a result of publicity**

The application has been advertised in accordance with statutory requirements, the closing date for representations being the 29th April 2004. The application was re-advertised after initially referring to 6 dwellings rather than 8. At the time of drafting this report representations have been received from the following:

1. N Hurt, Croake Hill Cottage, 15 High Street.
2. L Hurt, Croake Hill Cottage, 15 High street.
3. B & T Lynch, 2 Bourne Road.
4. M Lynch, 6 Creeton Road.

The issues raised are as follows:

- a) Swinstead is not a suitable location for providing family affordable housing.
- b) Swinstead is unsustainable and lacks essential facilities.
- c) Development should be located in towns or larger villages.
- d) Loss of open space.
- e) Creeton Road should enjoy protection as a village green.
- f) Adverse impact on the setting and views of listed buildings.
- g) Architecture and roof heights not in keeping with surrounding properties.
- h) Families should not be housed close to OAP bungalows.
- i) Loss of privacy to front garden (No. 15 High Street).
- j) Properties are too close to adjacent listed buildings.
- k) Loss of community centre.

In addition to the above representations, 2 letters have been received from the Swinstead Residents Group. One letter refers to the error in the original publicity (referred to above) and the

other relates to an application to Lincolnshire County Council by the group to attempt to get the two frontage areas designated as a Village Green. On this basis the group registers a general objection to the 2 plots fronting onto Creeton Road.

The issue of the Village Green application has been discussed with the Corporate Manager for Democratic and Legal Services. It is our view that such an application does not in any way give the land any additional protection from development at this current moment in time. Obviously, should the application be successful then this would be a material planning consideration in the same way as Local Plan designations under Policy EN6 which aims at protecting such areas from development.

### **Policy Considerations**

#### **South Kesteven Local Plan**

Policy H7 sets out the criteria for residential development in settlements with no specific allocation for housing.

Allows for development comprising small groups of dwellings. A small group is defined as 10 dwellings but this does not preclude the possibility that proposals for more than this number could be acceptable, providing the following criteria can be complied with:

- a) Small groups of dwellings;
- b) individual dwellings;
- c) redevelopment or change of use of existing buildings; and
- d) improvement and extension of existing dwellings.

- i) The impact of the proposal on the form, character and setting of the settlement and on the community and its local environment;
- ii) the availability of utility services;
- iii) the provision of satisfactory access;
- iv) the need to protect open spaces defined on the proposals map as serving an important visual or amenity function; and
- v) the need to avoid the extension of isolated groups of houses and the consolidation or extension of sporadic and linear development.

Policy C9 – Buildings in Conservation Areas. States that applications for development in Conservation Areas are to be considered having regard to the following:

- i) The effect of the proposal on the character and appearance of the area;
- ii) the appropriateness of the proposal in terms of design, scale and materials; and
- iii) the impact of any new use.

Policy C1 – Sites of Archaeological Importance – states that planning permission will not normally be forthcoming for development which would adversely affect the setting of Scheduled Monuments.

Policy EN1 – Protection and Enhancement of the Environment – sets out the criteria against which development proposals are assessed:

- i) Incorporate appropriate landscaping and tree planting where appropriate; conserve and enhance, wherever possible, woodland, trees, hedgerows, wetland and other wildlife habitats, watercourses and other natural features, known archaeological sites and features of heritage significance;

- iii) in respect of buildings, reflect the general character of the area through layout, siting, design and materials;
- iv) not intrude into the setting of important buildings, landscape features or prominent views;
- v) where appropriate, help to achieve the improvement of derelict, degraded and underused land;
- vi) be located where the highway system can adequately and safely accommodate the volume and nature of traffic likely to be generated or incorporate suitable proposals for all necessary improvements; and
- vii) avoid pollution of their surroundings by noise, toxic or offensive odour or by release of waste products.

Policy EN3 – Areas of Great Landscape Value – identifies those parts of the District which are recognised to be of Great Landscape Value. Swinstead lies within an area so designated.

Policy H8 – Affordable Housing – makes provision for Affordable Housing development on land within settlements, which would not normally be released for general housing demand, to meet a proven local need.

Listed Buildings Act 1990 – Section 72 requires local authorities when exercising their planning function to pay special attention to the desirability of preserving or enhancing the character or appearance of a Conservation Area.

### **Planning Policy Guidance**

PPS1 – General Policy and Principles.

PPG3 – Housing (2000).

PPS7 – The Countryside: Environmental Quality and Economic and Social Development.

PPG15 – Planning and the Historic Environment.

Lincolnshire Design Guide for Residential Areas.

### **Applicants Submissions**

#### **1. Introduction**

1.1 The Croakhill development is an existing housing area that has been the subject of redevelopment proposals by the Muir Group for affordable housing.

1.2 The most recent planning application resulted in a planning appeal that was dismissed by an independent Planning Inspector. That decision does, however, provide guidance on what would be an acceptable scheme and constitutes a material planning consideration when determining any new proposal.

#### **2. Planning Appeal Decision APP/E2530/A/04/1148480**

2.1 The appeal planning application was for the erection of six houses, four bungalows and a community facility.

2.2 The Appeal Inspector identified the main issues in the first paragraph of the decision letter:

“The main issues in the appeal are whether Swinstead is an appropriate location for residential development, the matter of housing need, and the effect of the proposals on the character and appearance of the surroundings, because of unsympathetic design and the loss of open space.” (Para. 1)

### **Location for Residential Development**

2.3 The Inspector found that the appeal proposal would probably lead to some increase in car-borne journeys and an additional demand for services,

“However, given the location of the site at the centre of the village, the limited scale of the development and its general conformity with Policy H7, and the history of residential approvals in the village, I consider that any sustainable disadvantages of the proposal are not so serious as to justify rejecting the scheme for that reason.” (Para 6)

### **Housing Need**

2.4 In support of the appeal proposal, information was provided to illustrate that there is a need for affordable homes in the rural areas.

2.5 The Inspector found that whilst the increasing housing need in the rural areas is a material planning consideration, it was not an overriding one in the case of the Swinstead proposal.

### **Effects on Local Environmental Characteristics**

2.6 The Inspector reviewed the appeal proposal in terms of its impact on the local environment. This included both the areas of open space to the east and north of the proposal.

2.7 The Inspector concluded that:

“the reduction of the undeveloped area and green setting along High Street would not preserve or enhance the established character of the conservation area. I am less concerned about the Creeton Road frontage because it is narrower and less prominent in the street picture. However, my conclusion is that the harm arising from the loss of the larger open space would conflict with the objectives of Policies H7 and C9 and that permission should not be granted.” (Para 10)

2.8 It is clear, however, that the determining factor in the appeal was the impact on the open space area along High Street. Any further development proposal must pay due regard to this factor.

### **3. New Proposals**

3.1 The appeal decision has been used to inform the latest proposals for 2 bungalows and 6 houses.

3.2 The key consideration is the open space along the High Street and this is now retained in full.

3.3 In addition, existing garages to the south east of the open space are to be demolished and replaced by car parking, effectively pulling buildings further back from the open space area and the dwelling, 15 High Street.

3.4 This amendment to the scheme has reduced the number of dwellings proposed from 10 to 8, deleting 2 dwellings and the community centre from the scheme. It should be noted that during the appeal hearing local residents expressed concern about the community centre and whether it would threaten other facilities in the village.

3.5 The change in the number of dwellings also ensures that there is no threat to overall housing targets for the District, as the scheme is one that involves previously developed land with the net loss of a dwelling from the current position.

#### **4. Conclusions**

4.1 The revised scheme takes into account the recent appeal decision and the proposal now retains the full extent of the open space alongside the High Street, which the Inspector considered to be the determining factor for the appeal.

4.2 The remainder of the development is materially the same as that previously proposed, but with the number of dwellings reduced from 10 to 8, one less than the number of dwellings that currently exist.

4.3 At the same time, the scheme secures rationalised parking arrangements for the current occupiers of bungalows on Croak Hill that were prepared in close consultation with residents.

4.4 The scheme, therefore, provides a most suitable design solution for the site, both in terms of new housing opportunity in the rural area as well as upgrading the current arrangements for residents of Croake Hill.

4.5 I conclude that the revised planning application is in full accord with national planning guidance and current Local Plan policy.

#### **Comments of Development Control Services Manager**

Members will by now be fully familiar with the site on which this application is made together with the recent history. In dismissing the appeal earlier this year, the Inspector addressed the issues raised in the refusal notice.

Firstly he concluded that the proposal is “in general conformity with Policy H7, and the historic of residential development approvals in the village, I consider that any sustainable disadvantages of the proposal are not so serious as to reject the scheme for this reason.” With this in mind, and considering that the current proposal will result in a net decrease in dwelling numbers in the village, I do not consider that an objection on grounds of sustainability can be sustained.

Secondly, in dealing with the effect on local environment characteristics the Inspector stated: “... my impression is that the designs have been prepared with respect for the nature and variety of other buildings in the locality and reflect the customary diversity of local dwellings.” He goes on to state that “... none of the dwellings would obstruct important public aspects of the Church or the appreciation of listed buildings.” I therefore consider that the scheme as currently proposed is acceptable in design terms and sits comfortably with adjacent and nearby listed buildings.

The Inspector does however give significant weight to the value of the open undeveloped land fronting onto High Street. Whilst stating that the land should not be mistaken for a traditional village green, he states that "It is a matter of judgement but in my opinion the encroachment of development into this open area with the considerable bulk of two storey houses, and car parking, would have a detrimental effect on the existing form and character of the village centre. I consider that the reduction of the undeveloped area and green setting along High Street would not preserve or enhance the established character or appearance of the conservation area. I am less concerned about the Creeton Road frontage because it is narrower and less prominent in the street picture." The applicants have taken these comments into account and the current proposal excludes any development from the open area fronting High Street. However, this scheme still proposes 2 dwellings on Creeton Road. This is consistent with the Inspector's comments but contrary to the opinion of those who have made representations on this particular application (as detailed above).

With all of the above in mind it is my opinion that this re-designed proposal addresses the issues raised by both the Inspector and Committee. The scheme now results in a net decrease in number of units on the site from 9 to 8 and as such does not conflict with the aims and objectives of the proposed interim housing policy. The retention of all the undeveloped land fronting High Street retains the existing open aspect of this part of the village and indeed the new dwellings provide a much more appropriate and sympathetic backdrop compared to the existing buildings on site.

### **Summary of Reasons for Approval**

It is considered that the design, layout and details of the proposed development satisfy the criteria laid down under the relevant policies of the development plan and would not, subject to compliance with the conditions listed below, materially harm the character and appearance of the conservation area, the setting of nearby listed buildings and Ancient Monument, nor the amenities of neighbouring occupiers. The removal of the existing, brick and concrete tile, two storied, 1970's building and its replacement with more sympathetic cottages and bungalows, would result in a positive enhancement of the Conservation Area.

**RECOMMENDATION:** That the development be Approved subject to condition(s)

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.
2. Samples of the materials to be used for all external walls and roofs shall be submitted to the District Planning Authority before any development to which this permission relates is commenced and only such materials as may be approved in writing by the authority shall be used in the development.
3. Before any development is commenced the approval of the District Planning Authority is required to a scheme of landscaping and tree planting for the site (indicating inter alia, the number, species, heights on planting and positions of all the trees). Such scheme as may be approved by the District Planning Authority shall be undertaken in the first planting season following the occupation of the buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the District Planning Authority gives written consent to any variation.
4. The applicant shall arrange for an archaeologist recognised by the District Planning Authority to monitor all stages of the development involving ground disturbance in accordance with a scheme to be submitted to and approved by that Authority before development is commenced. A report of the archaeologist's findings shall be submitted to

the District Planning Authority within one month of the last day of the watching brief and shall include arrangements for the conservation of artefacts from the site.

5. Before the development is commenced there shall be submitted to and approved by the district planning authority details (including cross sections) of the relative heights of existing and proposed ground levels of the site and existing adjoining development and roads.
6. The area shown on the plan accompanying the application reserved for the parking of vehicles shall be used or be available for vehicle parking at all times when the premises are in use.
7. Prior to the buildings becoming occupied, the driveway (and turning feature) shall be laid out and constructed, and suitably hardened for the whole of its length.

The reason(s) for the condition(s) is/are:

1. Required to be imposed pursuant to section 91 of the Town and Country Planning Act 1990.
2. These details have not been submitted and the District Planning Authority wish to ensure that the colour and type of materials to be used harmonise with the surrounding development in the interests of visual amenity.
3. Landscaping and tree planting contributes to the appearance of a development and assists in its assimilation with its surroundings. A scheme is required to enable the visual impact of the development to be assessed and to create and maintain a pleasant environment.
4. To ensure that satisfactory provision is made for the evaluation, investigation, preservation (in situ where necessary) and recording of any possible archaeological remains on the site.
5. In the interests of amenity, to ensure a satisfactory development and to ensure that any new development does not impose adversely upon its surroundings.
6. The Local Highway Authority so requests in the interests of the safety and convenience of traffic using the adjacent road.
7. The Local Highway Authority so requests in order that mud and soil are not deposited on the highway in the interests of road safety.

Note(s) to Applicant

1. Your attention is drawn to the enclosed Planning Guidance Note No. 2 entitled 'Watching Brief' and the Community Archaeologist's assessment which may be helpful to you in complying with the condition relating to archaeology included in this approval. The South Kesteven Community Archaeologist may be contacted at Heritage Lincolnshire, The Old School, Cameron Street, Heckington, Sleaford, Lincs NG34 9RW - Tel: 01529 461499, Fax: 01529 461001.
2. You are advised that the application site falls within an area which requires protection from Radon. You are advised to contact the District Council's Building Control Services to ascertain the level of protection required, and whether geological assessment is necessary.

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## REPORT TO CABINET

REPORT OF: Corporate Director Operational Services

REPORT NO. DOS 293

DATE: 10<sup>th</sup> October 2005

<b>TITLE:</b>	Travel Concessions
<b>FORWARD PLAN ITEM:</b>	Yes
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	16 September 2005
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Policy Framework Proposal

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Paul Carpenter Portfolio: Access and Engagement
<b>CORPORATE PRIORITY:</b>	Bus Pass Service – Priority Y Travel Vouchers Service – Priority Z
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Minor
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available via the local democracy link of the Council's website.
<b>BACKGROUND PAPERS:</b>	Business Management Services – Travel Concessions

## **1. INTRODUCTION**

The purpose of this report is to review the current travel concessions service, specifically in respect of the changes necessary as a consequence of the Chancellors Budget announcement. This announced free local bus travel for people over the age of 60 and disabled people from April 2006.

## **2. RECOMMENDATIONS**

It is recommended that: -

- i. Due to the cost and the current categorization of the service, it is recommended that the service is introduced within the Council's existing policies and guidance.
- ii. The free bus pass should be introduced from April 2006. Customers will be written to informing them that the bus pass will be half fare from January to March and free from April to December.
- iii. The additional funding required to introduce the free bus pass be allocated.
- iv. There should be no time restrictions imposed, except where the bus operator has indicated that this would impact negatively on particular service routes, which may then result in significant additional expenditure for the Council. All services will be included from the minimum 9.30am start time. It is recommended that the Corporate Director for Operational Services should be allowed discretion to negotiate these exceptions with operators.
- v. Authority should be given to the Corporate Director Operational Services to assess and agree generation factors with respect to individual bus routes with operators.
- vi. Reimbursement arrangements with operators should be agreed in conjunction with the portfolio holder.

## **3. BACKGROUND**

The current travel concessions service was introduced as a result of the Transport Bill 2000, which required the Council to introduce as a minimum, a concessionary half fare bus pass to enable the elderly and disabled to travel on local buses between the hours of 9.30am and 11pm, from April 2001.

The legislation permits an authority to offer an enhanced or alternative scheme to compliment the necessary minimum scheme. Initially, the minimum scheme was introduced, but after widespread opposition from customers an alternative of travel vouchers was commenced.

#### **4. OBJECTIVES OF THE SERVICE**

The service objective is to provide the elderly and disabled with assistance towards the cost of local travel by taxis and buses, in the form of either travel vouchers or a half fare bus pass.

It is currently statutory to provide the elderly, (men and women aged 60 years and above), and disabled people with a half fare bus pass for local travel within the district.

From April 2006 it will become statutory to provide the elderly, (men and women aged 60 years and above, and disabled people with a free bus pass for travel within the district.

This service supports the Council's shopping and working ambition in respect of enhancing economic activity within the District.

#### **5. PRIORITIES**

Currently the two strands of the service have differing priorities: -

Statutory Half Fare bus pass – category Y service – to provide statutory minimum only

Travel Vouchers – category Z service – to remove or reduce investment in the service

#### **6. CUSTOMER PROFILE**

There is currently the following customer profile entitled to concessions: -

## **Population Statistics Estimates**

<b>Age</b>	<b>No. of Persons</b>
60-64	6,852
65-69	5,905
70-74	5,224
75-79	4,469
80-84	3,489
85-89	1,546
90+	824
<b>Total</b>	<b>28,309</b>

This year to date 65% of those eligible has claimed a travel concession.

## **7. CURRENT SCHEME CONDITIONS**

The current scheme offers eligible residents a choice of one of the following: -

### **7.1 HALF FARE BUS PASS**

This entitles the holder to unlimited amount of half fare bus journeys within the district. If used to travel from within the district but crossing the border the concession is available up to the boundary.

This is available to people over the age of 60 and disabled people. Once provided, bus passes do not have an expiry date, although the customer is able to transfer to travel vouchers during each new years issue.

### **7.2 TRAVEL VOUCHERS**

This entitles the recipient to a fixed amount of travel vouchers that can be exchanged for travel on both buses and taxis on the condition that the journey either starts or finishes within the district.

Vouchers are available for people aged 60 years who are currently in receipt or disabled residents. From January 2006 new applicants for vouchers will need to be 70 years.

Vouchers are provided in denominations of £1. The value of travel vouchers received by the applicant is dependent upon the distance they live from their nearest town. The bandings are as follows: -

Category	£	% of issues	No. Issued
0-2 miles	18	75	9,896
3-5 miles	22	11	1,453
5+ miles	28	14	<u>1,777</u>
		13,126	

The vouchers are only valid for one calendar year. The majority of applicants reside within the 0-2 miles from town category, which traditionally enjoys the benefits of more frequent bus routes and access to taxis. The redemption rate for 2004 was 74%.

### 7.3 No. of Travel Concessions by Year

Year	Travel Vouchers Issued		Live Bus Passes		Total Customers
2001	9,114	68%	4,234	32%	13,348
2002	11,527	72%	4,533	28%	16,060
2003	12,641	72%	4,846	28%	17,487
2004	13,291	72%	5,142	28%	18,433
2005 to Aug	13,126	71%	5,352	29%	18,478

The above figures indicate that customer choice between the two options is consistent. 72% of those taking concessions chose vouchers and 28% choose a bus pass. It is not evident what the impact of providing a free bus pass will have on the above figures, although it is planned to consult with users of the service in the near future.

## 8. FINANCE

### 8.1 Bus Operators

There are currently six bus operators who accept both bus passes and travel vouchers on their vehicles. The law provides that they must accept bus passes, but they accept travel vouchers voluntarily.

The Transport Act 1985 provides that bus operators should be no better and no worse off as a result of the implementation of any concessionary fare scheme. Therefore, any additional travel as a result of increased frequency of journeys being undertaken or as a result of longer journeys being made is classed as "generated travel". A higher generation factor serves to reduce the payment to the operator, and thus the overall cost of the scheme. However, the correct factor

is difficult to ascertain and the overall effect of reducing payments to operators, who if suffer as a result, may simply reduce the number of bus routes they operate or pass on the effect of reduced income to customers in the form of increased fares.

Currently two levels of generation factor are applied. Routes are separated into rural, attracting a 0% generation factor and urban, attracting a 20% generation factor. This means that on rural routes the operator is reimbursed the whole of the half fare due, 50% from the Council, (the bus pass holder has paid the other half on boarding), whereas on an urban route they will receive only 33% from the Council and 50% from the customer. Therefore, actually receiving 83% of the total fare.

The overall effect of the generation factor on the budget therefore is significant.

The current average reimbursement for each bus pass is £20.56 per annum.

### 8.2 Audit problems with introduction of free bus pass

Currently reimbursement to operators is relatively easy. Reports of the half fares paid by customers are received from operators, if applicable the generation factor is applied and the necessary reimbursement is made.

However, with the introduction of a free bus pass there will be no half fare paid by the customer and therefore no ticket issued and report generated. This is a problem already highlighted by the bus operators as their equipment does not enable them to issue a ticket with a nil value. It is therefore necessary to work closely with the operators to ensure that a satisfactory system of reimbursement is introduced.

### 8.3 Financial Information

#### **D51 Travel Vouchers**

	2003/04 Out-turn £	2004/05 Out- turn £	2005/06 Original Budget £	2005/06 Revised Budget £	2006/07 Original Budget £	Notes
Employees	1,036	1,313	1,560	1,600	1,600	
Premises	75	75	90	100	100	
Transport	79	17	50	10	10	
Supplies & Services	10,951	11,309	13,750	14,000	14,000	
Support Services	6,319	6,818	5,880	5,880	5,880	
Travel Vouchers	181,306	197,525	200,000	210,000	210,000	
Income	-1879	-43				
	<b>197,887</b>	<b>217,014</b>	<b>221,330</b>	<b>231,590</b>	<b>231,590</b>	

## D52 Bus Passes

	2003/04 Out-turn £	2004/05 Out- turn £	2005/06 Original Budget £	2005/06 Revised Budget £	2006/07 Original Budget £	Notes
Employees	-	-	100	3,100	20,100	Extra staff time
Premises	-	-	-	100	100	
Transport						
Supplies & Services	427	287	580	5,000	3,000	Consultation, customer information
Support Services	35,579	25,001	19,970	22,970	39,970	
Bus Passes	115,400	105,713	160,000	160,000	280,000 to 320,000	Increase due to free travel
	<b>151,406</b>	<b>131,001</b>	<b>180,650</b>	<b>191,170</b>	<b>343,170 to 383,170</b>	

Assuming introduction of free bus pass in April 2006

<b>Total</b>	<b>349,293</b>	<b>348,016</b>	<b>401,980</b>	<b>422,760</b>	<b>574,760 to 614,760</b>
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### 9. PLAN FOR INTRODUCTION OF FREE BUS PASSES (assuming travel voucher service remains constant)

Time	Action
October 2005	Place order for travel vouchers
October 2005 onwards	Liaise with bus operators regarding financial arrangements and introduction of the service & generation factor
October 2005	Consult with sample of users
November 2005	Write to all entitled residents explaining service changes and ask which service they would prefer
December 2005 /January 2006	Distribute vouchers by post to those choosing this option
December 2005	Give official notice to bus operators of alterations to scheme
April 2006	Introduce free pass
May 2006 onwards	Monitor usage and take-up

## 10. OPTIONS

Assuming the current service options remain static the following options for service delivery are available: -

- i. Introduction of free bus pass from April 2006 starting from 9.30am to 11pm, whilst keeping the half price bus pass for the period January to March.

### Implications

- Many villages have few bus services which operate around the "school run", by excluding these from the service many users would not have a bus to use their pass on.

- ii. Introduction of free bus pass from April 2006 with no time restrictions, whilst keeping the half price bus pass for the period January to March.

### Implications

- On some of the busier routes e.g. Bourne to Peterborough there may be too many passengers taking up this option as many of those entitled may use their pass to travel to work.
- Legally as an operator is to be no better or no worse off, then if this required extra buses as a direct consequence of the concessionary scheme, the Council would have to provide for this.

- iii. Introduction of free bus pass from January 2005, in line with issue of travel vouchers.

### Implications

- The travel concessions service currently operates from January to December. Each January current users have the option to choose which element of the service they would prefer for the year. Those opting for a bus pass would need to be aware of the changes during April.
- Introduction during January could have a budget implication of £35,000.

## **11. OPTIONS AVAILABLE TO MODIFY THE SERVICE PROVIDED**

- i. To discontinue the provision of travel vouchers to contribute to the funding of free bus passes

### Implications

This was originally tried when the bus pass was first introduced and resulted in many complaints from customers. The main issues were:

- Buses are not widely available or frequent in some areas of the district
- Many elderly and disabled customers find buses difficult to use and therefore use vouchers on taxis

- ii. To limit the provision of travel vouchers to those residing in area with few or no buses and the disabled.

### Implications

- This would prove unpopular with those who currently choose the travel voucher option, 9,896 customers. Many of which would no longer be eligible.

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

The additional funding will need to be built into the budget for 2006/07, as this is a statutory service.

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

No comments as the report responds to the changes in legislation relevant to the duties of the District Council concerning concessionary travel.

## **14. CONCLUSION**

The current service is popular with current users and tailored to suit both those with favourable bus services and gives those who cannot use a bus an alternative of taxis.

The introduction of a free bus pass itself causes no administrative problems with the customer as the current pass can still be used.

There are administrative problems regarding reimbursement to operators which will require working with each operator to come to a satisfactory and auditable arrangement.

Legally the minimum scheme does not have to be provided before 9.30a.m., however this poses a problem for those users with few buses often geared around this time of day. Conversely, some operators would prefer not to fill their buses at this busy period with concessionary fares.

The generation factor on individual routes will need to be assessed and agreed with operators.

The financial impact of providing a free service compared with a service where the customer is expected to contribute half is difficult to measure, as is the number of customers who will transfer from receiving travel vouchers to a free pass. Consultation with users would be the only way to ascertain the likely impact.

A large proportion of those customers who currently do not receive a concession and will not be entitled to claim travel vouchers until they are 70 years (an average of 1890 entitled per year), may claim a free bus pass for 10 years rather than receive no concession.

65% of the eligible population currently claims a concession, of these travel vouchers are more popular, representing 71% of concessions issued, even though this is a category z priority. 9,896 of those receiving travel vouchers reside up to 2 miles from their nearest town, which is usually better served by bus routes.

## **15. CONTACT OFFICER**

Mrs Sharon Yates – Business Management Services

## REPORT TO CABINET

**REPORT OF:** Chief Executive

**REPORT NO.** CEX 298

**DATE:** 10th October 2005

<b>TITLE:</b>	Value for Money Trend Analysis
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	No
<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Teri Bryant: Assets & Resources Portfolio
<b>CORPORATE PRIORITY:</b>	Corporate Governance : CPA Key Line of Enquiry
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None
<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>

### 1. Introduction

- 1.1 The Audit Commission have recently made available to Councils a Value For Money Profiling Tool that enables Councils to assess and compare the relative value for money (vfm) they provide to their residents.
- 1.2 Value for Money is one of the Key Lines of Enquiry in the test of resources element of CPA 2005. Enclosed, as Appendix A is an extract from this document, which explains the detailed evidence-based performance necessary to achieve a good score for this element.
- 1.3 For obvious reasons, the data used in the audit commission's profile is historical and the assessment is therefore a snapshot at a fixed point in time. Estimated data has been provided for the periods 2001/02 to 2004/05.

- 1.4 In order to provide data that is as contemporary as it can be, the financial aspects are based on budget estimates for 2004/5 rather than expenditure outturns. This means that authorities like South Kesteven which reported a considerable underspend in that year will have the costs of their services over-estimated. In fact the underspends from previous years will have a similar impact on any trend analysis.
- 1.5 Data on performance is drawn from Best Value Performance Indicators for 2003/4, the last year that audited data is available nationally.
- 1.6 To gain a detailed, comprehensive and shared understanding of the value for money we provide for each, and every, aspect of the many services we are responsible for will take some time. The authority started this approach last year with the inclusion of a balanced scorecard assessment in each of the services plans. The Audit Commission profiling tool gives the authority the opportunity to test the assumptions that underpin these scorecards. This will then lead to revised more evidenced-based assessments and prioritised actions to improve value for money being included within the service plans for 2006/7.
- 1.7 The profile also enables the authority to undertake an initial corporate assessment of its value for money in comparison with other authorities

## **2. Use of the Audit Commission Profile**

- 2.1 The profile is available on the following link: <http://vfm.audit-commission.gov.uk/HomePage.aspx>
- 2.2 To use the profile the Council has to determine which is the most appropriate comparator group: all 230 district councils, or the sixteen Councils in our family group? In accordance with the comparison most commonly drawn by inspectors, it is proposed that all authority comparisons are used in the first instance and then comparison with the other members of our family group are used to investigate specific concerns.
- 2.3 Considerable care is needed in interpreting the data, for instance accountancy practices differ and this impacts on the allocation of costs. Service needs also fluctuate between authorities and this is further compounded by differences in how the data is presented. Demand is often expressed as an absolute (for example the number of planning applications for food premises) whereas cost are given per head.

## **3. Assessing Value for Money at a service level.**

- 3.1 Determining value for money is a process of assessing the economy, efficiency and effectiveness with which inputs (measured in terms of resources used) are turned into outputs (measured wherever possible as the community benefit). The profile enables us to compare our achievements with those of other authorities. It is important to recognise that the level of service provision can vary because of the local context in which services have been provided.
- 3.2 Given the number and range of services we provide it seems helpful to adopt some value for money categories into which each of our services can be

assigned based on the information contained in the profile. Based on the use of quartile comparisons I propose the following categorisation:

Resources used quartile	Performance achieved quartile	VFM judgement	Category
Low (best quartile)	High (best quartile)	Excellent	1
Low (best quartile)	Medium (second or third quartile)	Good	2
Low (best quartile)	Low (worst quartile)	Average	3
Medium (second or third quartile)	High (best quartile)	Good	2
Medium (second or third quartile)	Medium (second or third quartile)	Average	3
Medium (second or third quartile)	Low (worst quartile)	Poor	4
High (worst quartile)	High (best quartile)	Average	3
High (worst quartile)	Medium (second or third quartile)	Poor	4
High (worst quartile)	Low (worst quartile)	Very poor	5

3.3 Allocating a service to a particular category would then determine the components of the subsequent action plan in accordance with the following:

Category of VFM	Subsequent actions
1	Excellent value for money being delivered, no further action required
2	Good value for money being delivered – service plan will detail how this achievement is to be maintained
3	Average value – incremental improvement required through Action plan.
4	Poor value for money - step change improvement required
5	Very poor value for money being delivered - thorough review using best value methodology required.

3.4 The intention is that these actions will be taken into account in the formulation of service plans for 2006/7.

#### 4. Expenditure Overview

4.1 The most notable feature of a global assessment of our expenditure, compared to other authorities nationally, is how extremely low this expenditure is. Of the 238 District Councils in England, South Kesteven has the 11<sup>th</sup> lowest expenditure per head of population putting us in the lowest 5 percent. Full

details are given in Appendix B.

4.2 Locally, it might have been predicted that urban areas would be spending more, and indeed they are. However it is sobering to see precisely how much more, Lincoln for instance is spending over 85% more per resident than South Kesteven.

4.3 What is more perturbing is that some local Districts, which much better reflect our demography, also have expenditure levels considerably above our own. Boston for example are spending over 60% more per head of population than us, South Holland 33%, Newark and Sherwood 22%. The second table in Appendix B shows how we compare with the similar authorities in our family group across the country. The average of this group is 22% higher than that of the South Kesteven. If South Kesteven was able to spend at just the average for its family group it would mean that the Council would have over £2.75 million per year to invest in service provision, with a resultant council tax of £164 at Band D.

4.4 In order to assess performance at a corporate level it is illuminating to cross-tabulate this data with another spreadsheet on the Audit Commission's web-site that assesses the CPA performance of all District Councils. As explained earlier South Kesteven has the eleventh lowest expenditure per head of population. So it is interesting to compare the performance of South Kesteven along with other low-spending authorities with the average for the country as a whole and indeed those authorities who are high spending. This can be done using the scored judgements that under-pinned the CPA inspection process. The results are given in the following table:

Authorities by net expenditure per head	Average total CPA score	Average score for service quality	Average score for capacity
All Authorities	40.49	2.68	2.61
20 highest spenders	38.95	2.4	2.25
20 lowest spenders	40.6	2.6	2.6
South Kesteven	39	3	2

4.5 Surprisingly this shows that the CPA result for South Kesteven is not only better than both the average of the top twenty highest spending authorities and four of the top six highest spenders. Furthermore when we examine service quality as the component most closely related to the perceptions of residents, the score of South Kesteven is considerably above all the other comparators.

4.6 Remarkably the average score for capacity for those authorities with the least expenditure per head of population is higher than for the top 20 authorities.

4.7 Taken together this provides support to the perceptions that South Kesteven is delivering a fair quality of service for a low rate of expenditure.

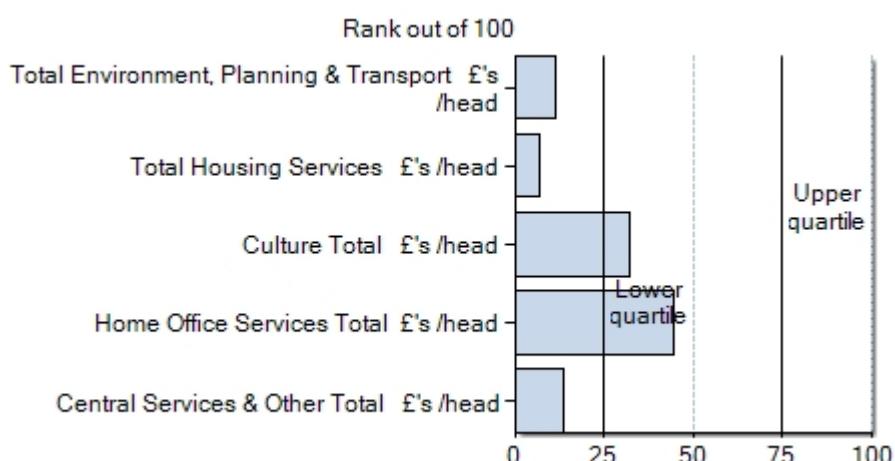
4.8 Inevitably our much lower rate of service expenditure poses significant limitations on our service provision. It also affects how we assess value for

money in our services. As we are spending a long way below the lowest quartile any expenditure on any given service that is at, or above, the lower quartile when compared to other authorities, may represent a disproportionate application of the Council's limited resources or are we achieving a higher level of user income from services?

4.9 Interestingly and worryingly, the District Council's low level of expenditure does not correlate with its score on the deprivation index. Although below the average, the Council is shown as the 147<sup>th</sup> most deprived District from the 238 included. All of the ten Councils with lower levels of expenditure than SKDC have lower levels of deprivation.

4.10 This low level of expenditure contributes to the situation where residents of South Kesteven pay the second lowest level of Council tax in the country as is shown in Appendix C. Not surprisingly this level of Council tax is the lowest in our family group.

4.11 A high level overview comparing our expenditure categories with other authorities reveals the following picture:



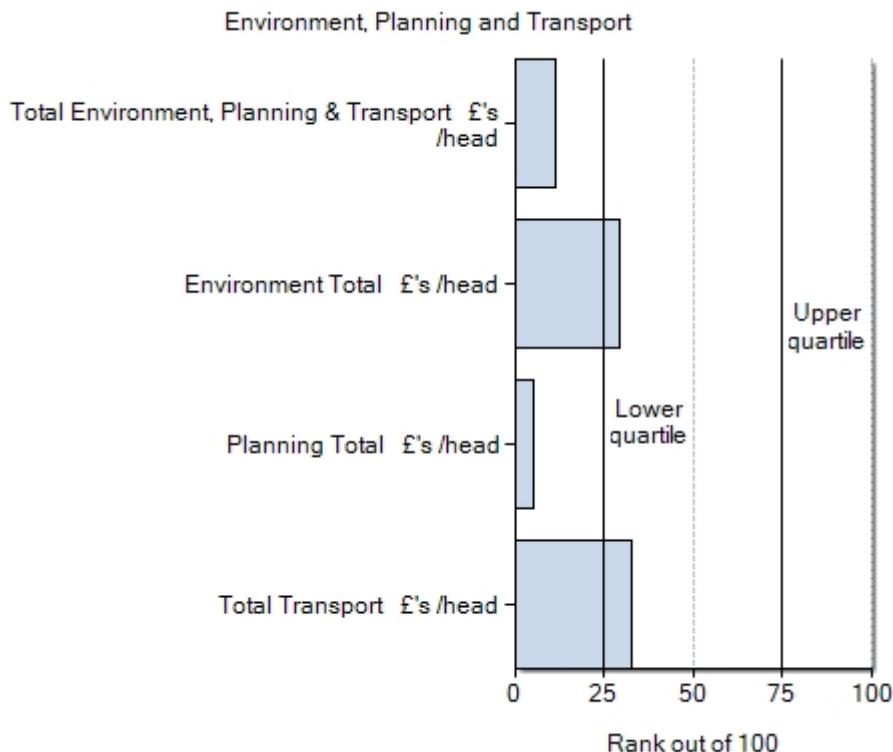
4.12 At a high level the areas that would appear to receive a disproportionate amount of Council finance are Cultural Services and Home Office Services. However, as can be seen the actual expenditure on Home Office Services is very low and can be discounted:

Indicator	2004
Central Services & Other Total £'s /head	35.18
Home Office Services Total £'s /head	0.14
Culture Total £'s /head	22.78
Total Housing Services £'s /head	2.58
Total Environment, Planning & Transport £'s /head	43.14
Social Services Total £'s /head	0

4.13 In order to assess value for money, one has to focus as much on outcomes as on the use of resources, so the following sections looks at each of these categories.

## 5. Environment, Planning and Transport

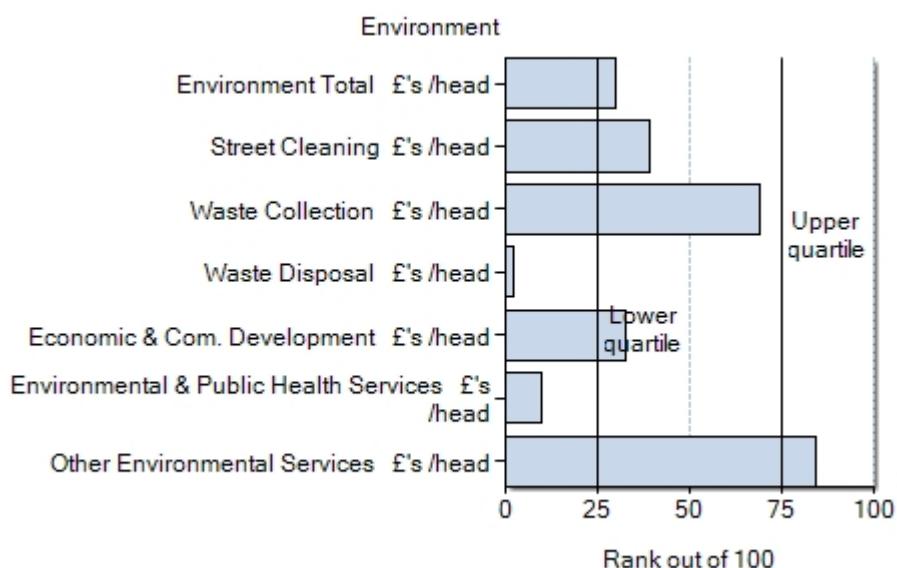
5.1 This accounts for over 40% of the authority's expenditure, making it the largest element of expenditure. It consists of the following service blocks:



5.2 The largest block is Environment, which includes the following services:

### Environmental services: Street cleaning

#### Environment



## 5.3 Waste collection and recycling

5.3.1 The largest element of this service is waste collection, where the authority's costs are well above the mid-point.

5.3.2 This impression is confirmed by an analysis comparing our costs with other members of our family group where we are in the highest (worst) quartile:

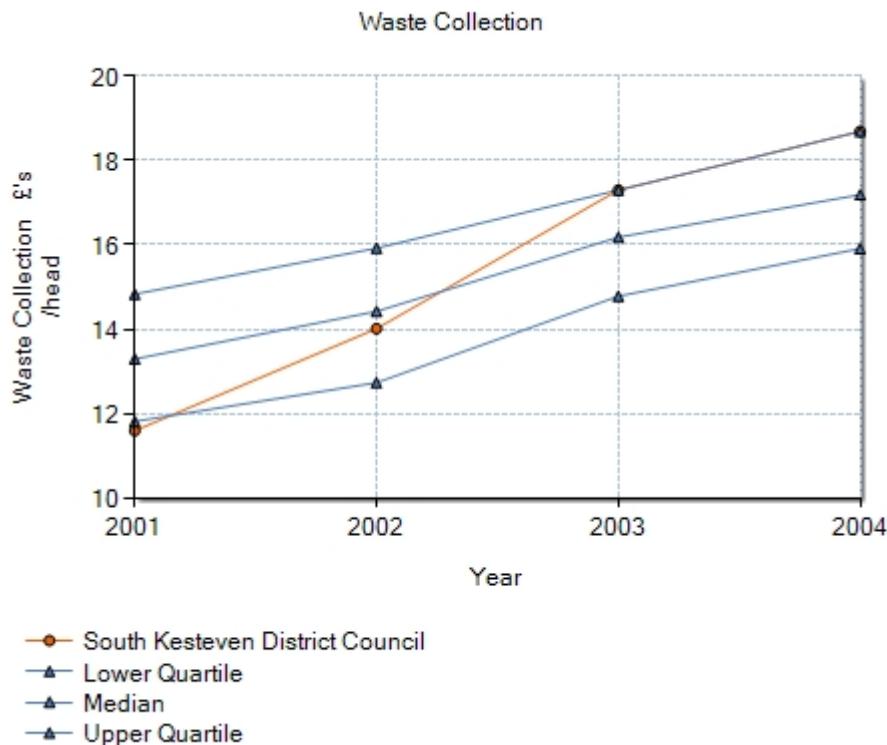
<b>Authority name</b>	<b>2004</b>
Braintree District Council	26.15
Shrewsbury and Atcham Borough Council	22.52
St Edmundsbury Borough Council	19.18
<b>South Kesteven District Council</b>	<b>18.69</b>
Vale Royal Borough Council	18.57
Hinckley and Bosworth Borough Council	17.67
Newark and Sherwood District Council	17.54
High Peak Borough Council	17.19
Kettering Borough Council	16.69
East Northamptonshire Council	16.52
Borough of Crewe and Nantwich	16.33
North Warwickshire Borough Council	15.91
Wyre Forest District Council	15.54
Stafford Borough Council	15.48
East Staffordshire Borough Council	14.30
West Wiltshire District Council	11.65

5.3.3 Our performance, as measured by both our recycling rate and residents' satisfaction, is in the worst quartile when compared to all authorities and just outside the worst quartile when compared to the similar authorities in our family group.

5.3.4 Taken together these factors would suggest that the Council has not been delivering value for money in this service and justifies the need for improvements in the recycling rate to be a priority of the authority. Using our vfm table this service is in category 4 indicating that the data shows poor value for money.

5.3.5 A much better picture of performance emerges if the budgeted figure for 2004/5 is prepared with the actual out-turn. However until our-turn figures are available for all authorities this data cannot be used.

5.3.6 An analysis over time shows how the Council has moved from being a low spending to a high spending authority during the time when the service was brought in house. Clearly this process was accompanied by a perceived increase in quality of service, but the lack of investment in recycling meant that this key performance indicator has lagged behind other authorities. This has now been addressed by making recycling a category A priority, however there will clearly be a lag before we achieve a step-change in our performance.



## 5.4 Street Cleaning

5.4.1 At £6.90 per head our expenditure on street cleaning is just above the best (i.e. lowest) quartile nationally and is in the best quartile when compared to authorities in our family group. Data on customer satisfaction is disappointing; we are in the bottom quartile by comparison with all authorities and have the lowest resident satisfaction of the authority in our family group. It will be interesting to see whether this perception has been improved by the measures taken since street scene became a priority of the Council.

5.4.2 This is therefore a category 3 service, indicating that the data shows average value for money.

## 5.5 Planning

5.5.1 At £5.28 per head our expenditure on planning services was the 13<sup>th</sup> lowest in the country and the lowest in our family group. In the year for which comparisons are being made, our performance was below the median (but above the bottom quartile) nationally. This resulted in the authority receiving no planning delivery grant for 2004. Performance has since improved dramatically, and it is reasonable to anticipate that this will be reflected in an improved comparative performance.

5.5.2 The data on the number of applications decided indicates that this is well above the median nationally.

5.5.3 With very low expenditure and median performance the data indicates that this is a category 2 service providing good value for money.

## **5.6 Transport**

5.6.1 With an income of £1.97 South Kesteven expenditure was below the median but above lowest quartile both nationally and by comparison with authorities in our family group. As this heading includes both parking and subsidised public transport there are no readily available indicators to assess performance.

## **5.7 Environmental Health and Public Services**

5.7.1 At £7.76 per head, by national comparison our costs are well into the lowest (best) quartile. This budget head comprises food inspections and public toilets. Nationally the number of high-risk food premises is the highest in the family group and the best practice score is median, implying that this is a category 2 service offering good value for money.

## **5.8 Economic and Community Development**

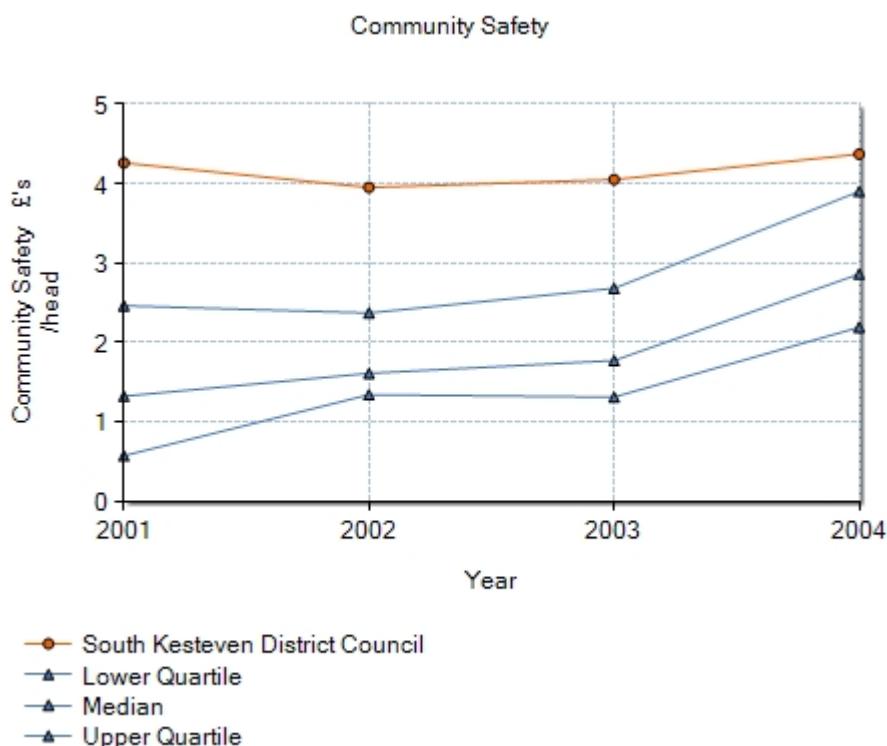
5.8.1 At a cost of £2.12 the Council is close to the lowest (best) quartile for expenditure. This is an area where reliable and robust performance indicators are not available to support a reliable assessment of value for money.

## **5.9 Community Safety**

5.9.1 At over £4.37 the Council has one of the highest levels of expenditure within its family group and nationally and is well within the highest (worst) quartile on both comparisons.

5.9.2 The bulk (58%) of this expenditure is on CCTV. Unfortunately the outcome in terms of reduced criminal activity is not included in these data sets, although it is known that the Council is the best quartile nationally for this. A considerable element of this expenditure (31%) is on footpath lighting. This cost of £171,000 is a considerable amount of expenditure by a District Council and further comparative data is being sought.

5.9.3 A comparison over time shows that whilst the Council's investment is relatively static, the investment by other authorities is increasing quickly meaning that the gap between the Council and other authorities is narrowing:



5.9.4 This leads to an assessment at level 3 providing average value for money.

## 6. Housing Services

### 6.1 Community (Strategic) Housing Services

6.1.1 With expenditure in the year of just £2.58 the costs of this service are one of the very lowest in the country and the family group. At £1.33 costs of homelessness are slightly higher on a comparative basis but still below the median.

6.1.2 Households accepted as homelessness are, however, amongst the highest in the country and well into the highest (i.e. worst) quartile, although as this is an absolute figure, it is influenced by the population of the Council. Conversely the households in temporary accommodation are amongst the lowest in the country, with the number in bed and breakfast during the year the very lowest (0).

6.1.3 However the number of private properties made fit is the lowest in the country and the number of Mandatory Disabled Facilities Grants approved is on about the median.

6.1.4 The disparity of these indicators makes the assessment of performance difficult. On balance this service would appear to be in category 2 offering good value for money.

### 6.2 Repairs and Maintenance

6.2.1 Because of changes to HRA finances, principally through Social Rent reform and the creation of the Major Repairs Allowance, it is not easy to obtain

accurate data relating to the resources used by each authority for the repair of its housing stock. The situation is particularly complex because the form, nature and condition of the housing stock vary significantly across the country. In order to provide some form of vfm assessment an assumption has been made that the government programme of directing resources to those authorities in accordance with their needs has been accurate and therefore the assessment focuses solely on the extant to which performance has been achieved.

- 6.2.2 The data shows that performance in terms of the number of non-decent homes is in the best quartile both nationally and within the family group. Re-let times and non-urgent repairs are about median but urgent repairs completion is in the bottom quartile. On the other hand appointments is in the top quartile. This shows that locally agreed policies on appointments are different to the national targets for repairs completion.
- 6.2.3 Overall, on the assumptions given a level of 3, average service is appropriate.

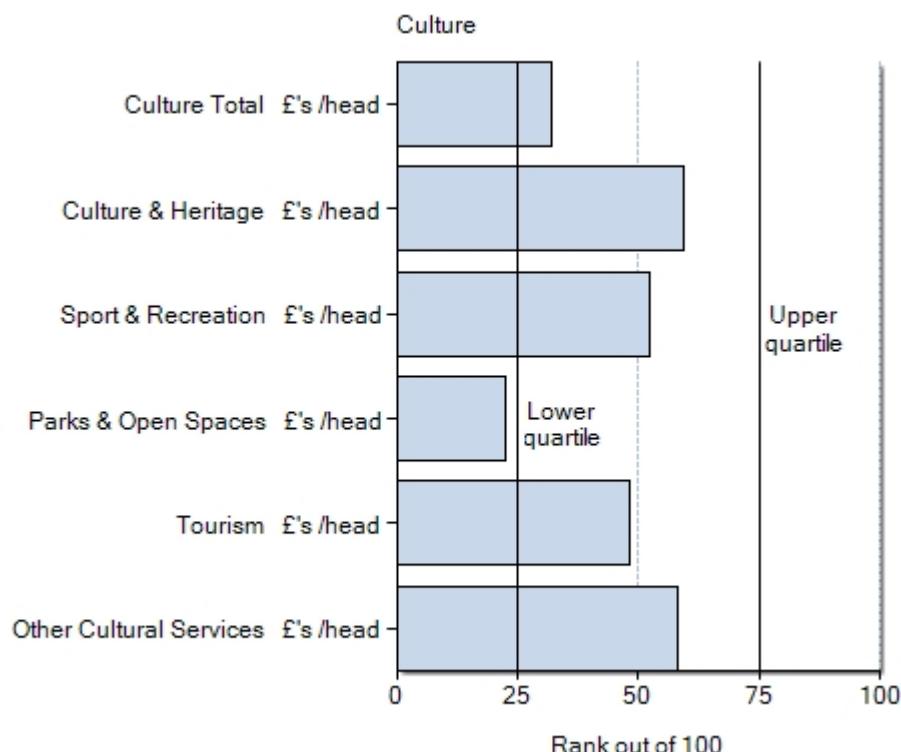
### **6.3 Management of Council Homes**

- 6.3.1 The changes to housing finance have had the same affect on assessing the resources available for management. The data from the Audit Commission aggregates management and maintenance expenditure together so no clear picture of resources used on management can be obtained. This problem is further compounded by the lack of clear performance criteria meaning that it is difficult to draw a robust view of value for money can be obtained from this data.
- 6.3.2 The only indicator of tenants' satisfaction can be affected as much by repairs as by management. This indicator places the Council at the median nationally leading to a tentative conclusion that the value for money may also be at level 3, average.

## 7. Culture

### 7.1 Cultural Services Generally

7.1.1 Cultural services comprises the following services:



7.1.2 Total spend on culture is £22.79 per resident, making it the second largest block of expenditure after Environment, Planning and Transport.

### 7.2 Sports and Recreation

7.2.1 This is the largest element and accounts for just under half (£10.81) of our total expenditure on culture.

7.2.2 This level of expenditure is comparatively very high for the District Council. Although it is still below the median nationally. National comparisons on both user satisfaction and usage are close to the median.

7.2.3 Comparison with our family group paints a slightly different picture showing a comparatively low level of expenditure and satisfaction above the median.

7.2.4 Taking these factors together it is considered that a level 3 average value for money assessment is appropriate.

### 7.3 Culture and Heritage

7.3.1 This is the next largest element accounting for £5.06 per resident. It covers the costs of arts centres and theatres.

7.3.2 Nationally this level of expenditure is higher than the median. The same data shows that satisfaction with, and usage of, arts and cultural facilities are at or just below the median. This is confirmed by comparisons with our family group, indicating a level 3, average value for money assessment.

#### 7.4 Parks and Open Spaces

7.4.1 The costs of maintaining parks and open spaces are £3.77 per residents, which is in the best (i.e. lowest) quartile nationally. Unfortunately usage and satisfaction figures are in the worst quartile both nationally and in our family group.

7.4.2 It would therefore seem that this is also a level 3, average value for money service.

#### 7.5 Tourism and Other Cultural Services

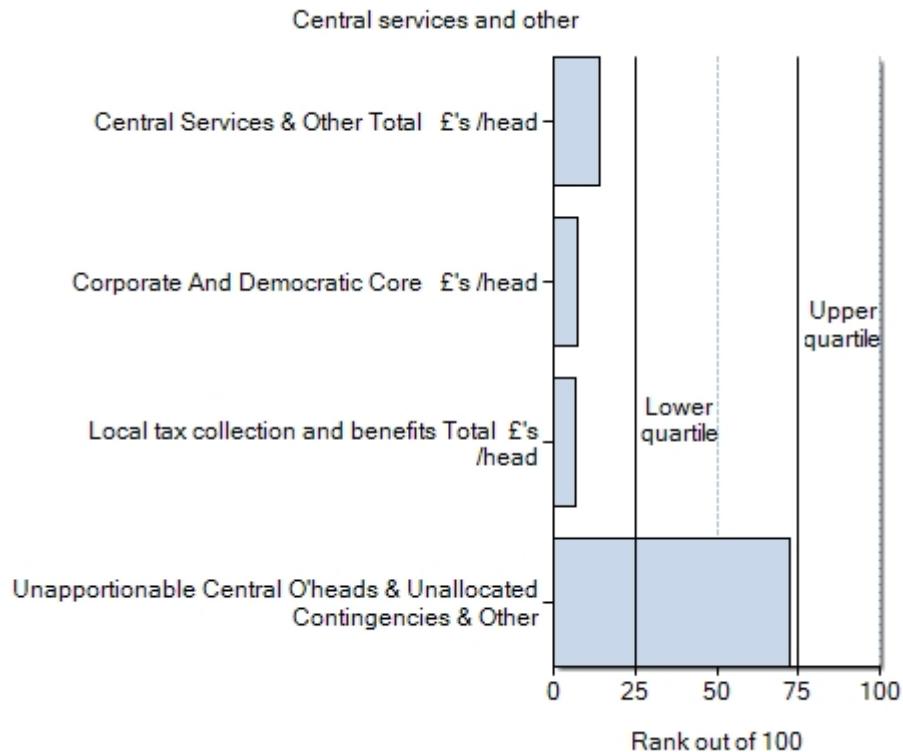
7.5.1 These represent fairly modest levels of expenditure, (£1.77 and £1.33) both of which are median nationally. There are no suitable indicators of performance with these data sets making it impossible to assess the value for money

### 8.0 Financial and Central Services

#### 8.1 General

8.1.1 This block accounts for £35.18 per resident and contains several separate services:

#### Central services and other



## **8.2 Tax Collection**

- 8.2.1 At a cost of £4.87 per household, costs of tax collection are in the lowest (best) quartile nationally.
- 8.2.2 Performance in the collection of Council tax and NNDR collected are in the third quartile.
- 8.2.3 Based on this it would appear that this service should be assessed at level 2 offering good value for money.

## **8.3 Benefit Administration**

- 8.3.1 At £3.81 the costs of administering Council tax benefit is about the median for the England, and at £3.59 the costs of administering housing benefits are well within the lowest (best) quartile.
- 8.3.2 There is a large amount of data on performance, speed of processing new and repeat claims is between the lowest quartile and the median as is customer satisfaction. Accuracy is at the median.
- 8.3.3 The overall conclusion is that this is a service assessed at level 2 offering good value for money.

## **8.4 Overheads and Contingencies**

- 8.4.1 These account for £10.32 per resident, an investment that is well within the highest (worst) quartile. The biggest element in this category is the levy charged by the Internal Drainage Boards, which comprises nearly 40% of the costs. The council has no control over this charge. The next highest element is the unapportioned pension costs, which comprise 23%. The major remaining charges are the contingency established to fund our priorities, expenditure on watercourses, grants and the registration of electors. The diverse nature of these services means that there are no effective performance indicators.

## **8.5 Corporate and Democratic Core**

- 8.5.1 At £12.52 our costs for these services are well into the lowest (best) quartile. Unfortunately there is no data in the profile that can be used to assess performance.

## **8.6 Public Transport Concessionary Fares**

- 8.6.1 At £3.76 expenditure on this budget head is significantly above the median nationally and in the top quartile for comparable authorities.
- 8.6.2 The performance data relating to the use and satisfaction with bus services is only available at the County level and cannot be used to assess value for money of this service within South Kesteven

## **8.7 Car Parking**

- 8.7.1 At £6.12 the income derived from parking is about the median for the family group and nationally.

8.7.2 Although it is not a measure of performance it is suggested in the Audit Commission report that higher levels of parking charges are related to a higher ratio of day-time visitors to residents. South Kesteven has a ratio of 0.88, which is below the median.

## **9.0 Summary of Value for Money Assessment using this data.**

9.1 The following table summarises the vfm assessment derived from the Audit Commission profile and presents it according to the proportion of Council expenditure that they incur.

9.2 Further trend analysis needs to be carried out to see whether the VFM indicated in 2004/05 is replicated for earlier periods.

9.3 Further analysis of the local context of service provision needs developing for the VFM submission to the Audit Commission.

Service/Area	% of total exp	Cost	Performance	VFM Judgement
Waste Collection	18.5%	High	Low	4 = Poor
Overheads and contingencies	12%	High	ND	
Corporate Services	12%	Low	ND	
Sorts and Leisure	10.5%	Medium	Medium	3 = Average
Env Health	7.5%	Low	Medium	2 = Good
Benefit Administration	7%	Low	Medium	2 = Good
Street cleaning	6.6%	Low	Low	3 = Average
Planning	5%	Low	Medium	2 = Good
Culture	5%	Medium	Medium	3 = Average
Tax collection	4.5%	Low	Medium	2 = Good
Com Safety	4%	High	ND	
Parks	3.5%	Low	Low	3 = Average
Tourism and other cultural services	3%	Medium	ND	
Concessionary transport	3%	High	ND	
Strategic Housing	2.5%	Low	Medium	2 = Good
Economic Dev	2%	Low	ND	
Transport	-2%	Medium	ND	
Car Parking	-3.5%	Medium	ND	
Housing repairs	NA	NR	Medium	3 = Average
Housing Management	NA	NR	Medium	3 = Average

Key:

ND = No data

NA = Not applicable (not funded from the General Fund)

NR = Not relevant (national framework allocates resources according to need)

9.2 The overall assessment of services funded from the General Fund is as follows:

VFM Assessment	Number of Services in this category	% of net spend in this category
1 = Excellent	0	0
2 = Good	5	26.5%
3 = Average	4	25.6%
4 = Poor	1	18%
5 = Very Poor	0	

**10 Building a detailed picture of service costs and quality and taking action to improve value**

- 10.1 The information and perspective derived from this data gives the authority the foundation stones for the development of a detailed picture of service costs and quality.
- 10.2 The service categorisation that results now needs to be tested and moderated by service managers to ensure that it properly reflects the situation of the Council. For example, on some services performance data was not provided in the Audit\Commission's data set and this will need to be obtained from other sources. In other services there may be underlying differences that have a significant impact on the costs or perceived quality delivered by the Council when compared to other authorities.
- 10.3 This process of moderation may uncover evidence that results in a particular service being re-categorised. Where this occurs there will be a clear audit trail identifying the reasons for this re-categorisation and the supporting evidence that substantiates this decision.
- 10.4 Following completion of this moderation process actions and improvement plans will be prepared as appropriate and included in the service plans which will be reviewed by the relevant DSPs.

**Recommendation**

That this study of value for money based on the audit commission web-site is noted and incorporated into the Council's self-assessment.

Duncan Kerr  
Chief Executive

5. VALUE FOR MONEY			
Key line of enquiry	5.1 The council currently achieves good value for money		
Audit Focus			
Evidence that:			
<ul style="list-style-type: none"> <li>• Costs compare well with others allowing for external factors</li> <li>• Costs are commensurate with service delivery, performance and outcomes achieved</li> <li>• Costs reflect policy decisions</li> </ul>	<p><b>Criteria for judgement/descriptors</b></p> <p><b>Level 2</b></p> <p>There is some information on costs and how these compare to others and to the quality of services but this is not fully understood. Managers use information to review value for money and report to members.</p> <p>Overall costs and unit costs for key services are not significantly higher than other councils providing similar levels and standards of services, allowing for the local context. There is a positive relationship between costs and the range, level and quality of services provided, including overheads and capital costs.</p> <p>Significant unintended high spending is identified and addressed.</p> <p>The council has a well managed capital programme, with projects usually completed on time and on budget.</p>	<p><b>Level 3</b></p> <p>There is clear information on costs and how these compare to others and to the quality of services achieved currently and over time. Managers routinely use this information to review and challenge value for money throughout services and corporately.</p> <p>Overall costs and unit costs for key services are low compared to other councils providing similar levels and standards of services and allowing for the local context. Unintended high spending is identified and addressed effectively.</p> <p>The council has a well managed capital programme, with most projects completed on time and within budget.</p> <p>Areas of higher spending are in line with stated priorities and the investment results in improved services.</p>	<p><b>Level 4</b></p> <p>The council regularly benchmarks its costs and quality of services achieved currently and over time.</p> <p>Members and managers actively use this information to review and challenge value for money throughout services and corporately. Achieving value for money is an integral part of senior officer's performance appraisal.</p> <p>High performance is achieved across a range of priority services whilst costs remain generally low compared to others. Any high spending is identified and addressed effectively.</p> <p>The council has a well managed capital programme, with projects completed on time and within budget. Areas of higher spending are in line with stated priorities and the investment results in improved services.</p> <p>The council has detailed information on the full short and long-term costs of its actions and takes account of these when making decisions. All policy proposals have in built cost analyses.</p>

<b>5 VALUE FOR MONEY</b>			
<b>Key line of enquiry</b>	5.2 The council manages and improves value for money		
<b>Audit Focus</b>			
Evidence that:	<ul style="list-style-type: none"> <li>• The council monitors and reviews value for money</li> <li>• The council has improved value for money and achieved efficiency gains (limited to the last three years)</li> <li>• Procurement and other spending decisions take account of full long term costs</li> </ul>		
<b>Criteria for judgement/descriptors</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
	<p>Members and senior managers identify and pursue opportunities to reduce costs or improve quality within existing costs. Consideration is given to the likely impact on users of changes in spending levels.</p> <p>Areas of high spending are identified, are subject to review and scrutiny, and action to address them results.</p> <p>Sound processes for reviewing and improving value for money are in place and have led to some significant improvements in value for money.</p>	<p>There is evidence that members, senior managers and service managers seek to manage costs alongside quality of services and responding to local needs. The impact on users is assessed and then ensure that costs are not simply cuts without regard to outcomes.</p> <p>The scope for improving cost-effectiveness is kept under review and scrutiny. There are clear policies and effective processes for reviewing and improving value for money. Internal reviews are targeted at high cost services and lead to improved value for money.</p>	<p>There is strong commitment among members, senior managers and service managers to managing costs alongside quality of services and responding to local needs. The impact on users is assessed and then tracked to ensure that costs are not simply cuts without regard to outcomes.</p> <p>The scope for improving cost-effectiveness is kept under review and scrutiny. Innovative approaches are used where appropriate and have achieved clear improvements in value for money.</p>
		<p>Information on costs and the quality of services is collected, regularly reported to members and taken into account when reviewing performance. This includes information on equity across the whole community.</p> <p>Targets are set and applied to improve efficiency and value for money.</p> <p>The council has produced and [from 2006] is delivering on a robust efficiency plan to achieve</p>	<p>Members and managers routinely and actively use clear information on costs and the quality of services to challenge how these compare to others currently and over time, corporately and for services. Information on equity is actively used to promote access and value for money across the whole community.</p> <p>There is clear evidence that the council sets and achieves ambitious targets to improve efficiency and value for money corporately and in services.</p>

<p>the Efficiency Review targets of 2.5 per cent gains per year over a three year period.</p>	<p>The council has effective procurement practices and can demonstrate improvements in value for money from significant procurement exercises. It has explored options for joint procurement and works with the LSP and other partners to improve value.</p>	<p>Procurement decisions are not based solely on lowest cost options but reflect the best combination of cost and quality.</p>	<p>Internal reviews are carried out (in line with Best Value legislation) and achieve significant improvements in value.</p> <p>Investment is made in poorer services to secure future improvements in value for money.</p> <p>External funding is sought where appropriate to support local priorities.</p>	<p>Targets are used ‘intelligently’ to reflect potential for improvement.</p> <p>The council has produced and [from 2006] is delivering on a robust efficiency plan to achieve more than the Efficiency Review targets of 2.5 per cent gains per year over a three year period.</p> <p>The council follows good procurement practice, knows where the greatest benefits can be gained and acts on these effectively. It has used joint procurement and works with the LSP and other partners to improve value.</p> <p>Procurement decisions are not based solely on lowest cost options but on achieving greatest benefit to the public purse, for example securing additional health or environmental benefits and opportunities for joint procurement with partners are actively pursued. Significant and identifiable savings have been achieved through procurement and internal reviews without unintended loss of quality (or quality increased at no extra cost).</p> <p>Investment is targeted at improving value for money in the longer term. Past investment has resulted in demonstrable improvements in value for money.</p> <p>External funding is sought strategically to support local priorities and the council has a successful track record of securing external funding and using it to deliver required outcomes and increased value for local people.</p>
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Appendix B – Table of all District Councils in England showing expenditure per head of population

<b>Authority name</b>	<b>2004</b>
Hastings Borough Council	256.87
Watford Borough Council	251.26
Crawley Borough Council	243.01
Preston City Council	222.66
Redditch Borough Council	211.84
Harlow District Council	204.50
Stevenage Borough Council	202.02
Ipswich Borough Council	196.42
City of Lincoln Council	192.31
Eastbourne Borough Council	191.97
Sedgefield Borough Council	190.78
Burnley Borough Council	188.78
Oxford City Council	186.06
Wear Valley District Council	185.69
Norwich City Council	183.89
Bedford Borough Council	182.97
Carlisle City Council	181.94
Test Valley Borough Council	180.81
Shepway District Council	179.06
Forest Heath District Council	178.51
Corby Borough Council	176.57
St Edmundsbury Borough Council	173.33
Barrow-in-Furness Borough Council	172.62
Boston Borough Council	170.44
Fenland District Council	170.20
Allerdale Borough Council	168.14
Pendle Borough Council	166.79
Gloucester City Council	164.52
Berwick Upon Tweed Borough Council	164.12
Derwentside District Council	162.50
Dacorum Borough Council	162.16
Chester City Council	162.02
Great Yarmouth Borough Council	161.85
Scarborough Borough Council	160.75
Basildon District Council	160.45
Canterbury City Council	159.01
Runnymede Borough Council	158.32
North Hertfordshire District Council	158.25
Thanet District Council	157.85
District of Easington	157.62
Welwyn Hatfield District Council	156.64
South Shropshire District Council	156.23
Worthing Borough Council	156.20
Rother District Council	154.37
Chester-Le-Street District Council	154.20
Mansfield District Council	154.15
Dartford Borough Council	153.58
Christchurch Borough Council	153.35
Eden District Council	152.37
Elmbridge Borough Council	151.33
Bolsover District Council	151.30
Copeland Borough Council	150.99
Three Rivers District Council	150.56

Nuneaton and Bedworth Borough Council	150.38
Rugby Borough Council	150.34
Reigate and Banstead Borough Council	149.78
West Lancashire District Council	149.71
North Cornwall District Council	149.63
Tynedale District Council	148.92
Wellingborough Borough Council	148.90
Borough of Spelthorne	148.60
Cannock Chase District Council	148.43
Weymouth and Portland Borough Council	148.06
Wansbeck District Council	147.99
Rushmoor Borough Council	147.92
Surrey Heath Borough Council	146.93
Penwith District Council	146.68
Wyre Forest District Council	146.43
Maidstone Borough Council	146.37
Northampton Borough Council	146.04
Lancaster City Council	145.73
Cambridge City Council	145.39
Teesdale District Council	145.34
Brentwood Borough Council	144.65
Exeter City Council	144.52
Sevenoaks District Council	144.45
Winchester City Council	144.32
Huntingdonshire District Council	144.32
Swale Borough Council	144.29
North Shropshire District Council	144.14
Gosport Borough Council	143.05
Havant Borough Council	142.89
Cherwell District Council	142.88
Epping Forest District Council	142.71
Alnwick District Council	142.38
Blyth Valley Borough Council	142.09
Tamworth Borough Council	142.02
West Dorset District Council	142
East Staffordshire Borough Council	141.80
West Devon Borough Council	141.55
West Oxfordshire District Council	141.30
Adur District Council	141.13
Woking Borough Council	140.57
Eastleigh Borough Council	140.47
Ryedale District Council	140.37
Dover District Council	139.66
Ellesmere Port and Neston Borough Council	139.49
Ashfield District Council	139.39
Tunbridge Wells Borough Council	139.14
Borough Council of King's Lynn and West Norfolk	138.79
Rossendale Borough Council	138.71
Epsom and Ewell Borough Council	138.02
Kennet District Council	137.75
South Holland District Council	137.66
Oswestry Borough Council	137.41
Worcester City Council	137.38
North Warwickshire Borough Council	137.02
Selby District Council	136.43
Hertsmere Borough Council	136.11
West Lindsey District Council	136.06
Vale Royal Borough Council	135.79

Hyndburn Borough Council	135.78
Chesterfield Borough Council	135.75
Colchester Borough Council	134.53
Kerrier District Council	134.40
Durham City Council	134.08
East Lindsey District Council	133.95
Tonbridge and Malling Borough Council	133.90
Waveney District Council	133.82
Shrewsbury and Atcham Borough Council	133.80
Guildford Borough Council	133.51
West Somerset District Council	133.27
Vale of White Horse District Council	133.22
South Somerset District Council	132.85
Chichester District Council	132.76
St Albans City and District Council	132.74
Derbyshire Dales District Council	132.73
Chorley Borough Council	132.66
Kettering Borough Council	132.57
Forest of Dean District Council	132.38
Amber Valley Borough Council	132.14
Erewash Borough Council	131.60
Newcastle Under Lyme Borough Council	131.46
Maldon District Council	131.30
Cotswold District Council	130.40
Richmondshire District Council	130.18
Lewes District Council	130.14
North Devon District Council	130.04
Arun District Council	130.03
Borough of Broxbourne	129.33
Bassetlaw District Council	129.20
Restormel Borough Council	129.18
South Ribble Borough Council	128.94
Gravesham Borough Council	128.77
Craven District Council	128.51
Castle Morpeth Borough Council	128.12
Basingstoke and Deane Borough Council	128.05
Fareham Borough Council	127.86
South Hams District Council	127.82
East Hertfordshire District Council	127.72
Torridge District Council	127.52
Mid Bedfordshire District Council	127.45
Tewkesbury Borough Council	127.44
Wycombe District Council	127.31
Cheltenham Borough Council	127.22
South Bedfordshire District Council	127.15
Suffolk Coastal District Council	127.03
Mid Devon District Council	126.67
South Buckinghamshire District Council	126.37
Newark and Sherwood District Council	126.35
South Oxfordshire District Council	126.31
Stratford on Avon District Council	126.23
Chelmsford Borough Council	126.03
Carrick District Council	125.90
Caradon District Council	125.85
Fylde Borough Council	125.63
North Norfolk District Council	125.49
Aylesbury Vale District Council	125.49
Ashford Borough Council	125.37

Borough of Crewe and Nantwich	125.32
Teignbridge District Council	125.24
Wyre Borough Council	125.21
Braintree District Council	124.51
Harrogate Borough Council	124.50
Breckland Council	124.29
Hambleton District Council	123.43
South Lakeland District Council	122.66
Mole Valley District Council	122.41
Wealden District Council	121.88
New Forest District Council	121.61
East Northamptonshire Council	121.48
Sedgemoor District Council	121.30
North Dorset District Council	120.52
Wychavon District Council	120.42
Mendip District Council	120.24
Lichfield District Council	119.95
Castle Point Borough Council	119.30
Tendring District Council	118.88
Bridgnorth District Council	118.74
Bromsgrove District Council	118.06
Melton Borough Council	117.76
East Hampshire District Council	117.69
Warwick District Council	117.60
Tandridge District Council	117.57
Oadby and Wigston Borough Council	117.56
North East Derbyshire District Council	117.25
Rochford District Council	116.79
Uttlesford District Council	116.69
Rushcliffe Borough Council	116.62
South Cambridgeshire District Council	116.27
Stafford Borough Council	116.07
Babergh District Council	115.97
Chiltern District Council	115.71
Purbeck District Council	115.54
Horsham District Council	115.27
Daventry District Council	114.57
East Cambridgeshire District Council	114.55
North West Leicestershire District Council	114.51
Mid Sussex District Council	114
East Devon District Council	113.60
Staffordshire Moorlands District Council	113.47
Waverley Borough Council	113.32
Borough of Macclesfield	113.10
North Wiltshire District Council	112.99
Salisbury District Council	112.55
Broxtowe Borough Council	112.54
Stroud District Council	112.03
Congleton Borough Council	111.53
East Dorset District Council	111.20
Taunton Deane Borough Council	110.15
Malvern Hills District Council	110.07
South Northamptonshire Council	109.33
Hart District Council	109.11
Gedling Borough Council	109.11
South Derbyshire District Council	107.79
High Peak Borough Council	106.91
South Norfolk District Council	104.56

<b>South Kesteven District Council</b>	<b>103.82</b>
Ribble Valley Borough Council	103.81
Harborough District Council	103.06
Charnwood Borough Council	100.36
West Wiltshire District Council	98.86
South Staffordshire Council	96.70
Mid Suffolk District Council	95.84
North Kesteven District Council	95.16
Broadland District Council	89.85
Hinckley and Bosworth Borough Council	88.42
Blaby District Council	84.85

### Comparison with Similar Authorities in our Family Group

<b>Authority name</b>	<b>2004</b>
St Edmundsbury Borough Council	173.33
Wyre Forest District Council	146.43
East Staffordshire Borough Council	141.80
North Warwickshire Borough Council	137.02
Vale Royal Borough Council	135.79
Shrewsbury and Atcham Borough Council	133.80
Kettering Borough Council	132.57
Newark and Sherwood District Council	126.35
Borough of Crewe and Nantwich	125.32
Braintree District Council	124.51
East Northamptonshire Council	121.48
Stafford Borough Council	116.07
High Peak Borough Council	106.91
<b>South Kesteven District Council</b>	<b>103.82</b>
West Wiltshire District Council	98.86
Hinckley and Bosworth Borough Council	88.42

### Appendix C – Council tax payable on a Band D property in all of the District council areas in England

<b>Authority name</b>	<b>2004</b>
Sedgefield Borough Council	1376
Newark and Sherwood District Council	1367
District of Easington	1349
Mansfield District Council	1337
South Bedfordshire District Council	1332
Broxtowe Borough Council	1321
Ashfield District Council	1320
Bassetlaw District Council	1319
Weymouth and Portland Borough Council	1315
Ipswich Borough Council	1313
Rushcliffe Borough Council	1300
Gedling Borough Council	1300
Rossendale Borough Council	1296
Derwentside District Council	1294
Lewes District Council	1292
Castle Morpeth Borough Council	1292
Pendle Borough Council	1291

Burnley Borough Council	1290
Wealden District Council	1286
Preston City Council	1286
Hastings Borough Council	1285
Eastbourne Borough Council	1279
North East Derbyshire District Council	1273
Bolsover District Council	1272
East Dorset District Council	1272
Mid Bedfordshire District Council	1271
Tynedale District Council	1268
Oswestry Borough Council	1266
South Shropshire District Council	1264
North Warwickshire Borough Council	1263
Bedford Borough Council	1263
Harlow District Council	1263
Oxford City Council	1261
Purbeck District Council	1260
Hyndburn Borough Council	1259
Barrow-in-Furness Borough Council	1259
Alnwick District Council	1259
Basildon District Council	1256
West Devon Borough Council	1255
West Dorset District Council	1254
Berwick Upon Tweed Borough Council	1253
South Ribble Borough Council	1252
Norwich City Council	1251
Derbyshire Dales District Council	1251
Wansbeck District Council	1249
Rother District Council	1248
Carlisle City Council	1248
Stroud District Council	1247
West Lancashire District Council	1246
Chorley Borough Council	1244
Teesdale District Council	1242
Copeland Borough Council	1241
Adur District Council	1241
Mid Devon District Council	1240
Watford Borough Council	1239
Wear Valley District Council	1238
South Lakeland District Council	1237
Castle Point Borough Council	1237
Christchurch Borough Council	1236
Durham City Council	1235
North Devon District Council	1234
Blyth Valley Borough Council	1234
High Peak Borough Council	1233
Lancaster City Council	1232
Nuneaton and Bedworth Borough Council	1232
Shepway District Council	1230
Rochford District Council	1229
North Shropshire District Council	1228
Eden District Council	1227
Forest of Dean District Council	1227
Amber Valley Borough Council	1226
Wyre Borough Council	1224
Harrogate Borough Council	1224
North Dorset District Council	1223
Scarborough Borough Council	1222

Allerdale Borough Council	1222
Teignbridge District Council	1222
South Norfolk District Council	1221
Richmondshire District Council	1219
Fylde Borough Council	1219
Epping Forest District Council	1217
Maldon District Council	1215
Chester-Le-Street District Council	1215
Cherwell District Council	1215
Ryedale District Council	1215
Erewash Borough Council	1215
St Edmundsbury Borough Council	1214
South Oxfordshire District Council	1213
Elmbridge Borough Council	1213
Forest Heath District Council	1212
North West Leicestershire District Council	1210
Fenland District Council	1210
Rugby Borough Council	1210
South Derbyshire District Council	1208
Selby District Council	1207
South Hams District Council	1207
Uttlesford District Council	1206
North Norfolk District Council	1206
Broadland District Council	1206
Cotswold District Council	1206
Babergh District Council	1206
Ribble Valley Borough Council	1206
Mid Suffolk District Council	1205
North Wiltshire District Council	1204
Colchester Borough Council	1204
Torridge District Council	1203
Woking Borough Council	1203
Borough Council of King's Lynn and West Norfolk	1203
Waverley Borough Council	1202
Braintree District Council	1202
Welwyn Hatfield District Council	1201
Cheltenham Borough Council	1201
Chelmsford Borough Council	1201
Wyre Forest District Council	1200
Congleton Borough Council	1200
Bridgnorth District Council	1200
South Somerset District Council	1200
Craven District Council	1199
Surrey Heath Borough Council	1198
Brentwood Borough Council	1198
Tandridge District Council	1198
Maidstone Borough Council	1198
Chester City Council	1198
Gloucester City Council	1198
Vale Royal Borough Council	1197
Oadby and Wigston Borough Council	1197
Ellesmere Port and Neston Borough Council	1197
Reigate and Banstead Borough Council	1196
Harborough District Council	1196
Sevenoaks District Council	1195
West Wiltshire District Council	1194
Chiltern District Council	1194
Suffolk Coastal District Council	1193

Shrewsbury and Atcham Borough Council	1192
Great Yarmouth Borough Council	1192
East Staffordshire Borough Council	1192
Chesterfield Borough Council	1192
Blaby District Council	1192
Redditch Borough Council	1192
Mendip District Council	1192
Arun District Council	1191
Stratford on Avon District Council	1190
Tendring District Council	1189
Borough of Macclesfield	1189
East Devon District Council	1189
Cannock Chase District Council	1186
Worthing Borough Council	1185
Melton Borough Council	1185
St Albans City and District Council	1184
Malvern Hills District Council	1183
Bromsgrove District Council	1183
Thanet District Council	1182
Borough of Crewe and Nantwich	1182
Three Rivers District Council	1181
Guildford Borough Council	1180
New Forest District Council	1179
Warwick District Council	1178
Crawley Borough Council	1178
West Somerset District Council	1177
Mid Sussex District Council	1177
North Hertfordshire District Council	1175
Charnwood Borough Council	1175
East Hertfordshire District Council	1174
Gosport Borough Council	1174
Vale of White Horse District Council	1173
Waveney District Council	1173
Aylesbury Vale District Council	1172
Exeter City Council	1172
Borough of Spelthorne	1171
Kennet District Council	1171
Staffordshire Moorlands District Council	1171
Hart District Council	1168
South Buckinghamshire District Council	1168
Stevenage Borough Council	1167
Tonbridge and Malling Borough Council	1167
Mole Valley District Council	1165
Breckland Council	1165
Newcastle Under Lyme Borough Council	1164
Epsom and Ewell Borough Council	1164
Wycombe District Council	1163
Eastleigh Borough Council	1163
East Hampshire District Council	1161
Sedgemoor District Council	1160
Worcester City Council	1159
Chichester District Council	1159
Dover District Council	1159
Taunton Deane Borough Council	1158
Canterbury City Council	1158
Northampton Borough Council	1158
Horsham District Council	1158
Salisbury District Council	1155

Lichfield District Council	1155
West Oxfordshire District Council	1154
South Northamptonshire Council	1154
City of Lincoln Council	1154
Stafford Borough Council	1153
Hertsmere Borough Council	1153
West Lindsey District Council	1152
Rushmoor Borough Council	1152
Havant Borough Council	1152
Tewkesbury Borough Council	1150
Dartford Borough Council	1150
Dacorum Borough Council	1149
Winchester City Council	1147
Wychavon District Council	1146
Hinckley and Bosworth Borough Council	1146
Tunbridge Wells Borough Council	1144
Kerrier District Council	1144
North Cornwall District Council	1144
Swale Borough Council	1143
Kettering Borough Council	1140
East Cambridgeshire District Council	1138
Gravesham Borough Council	1138
Runnymede Borough Council	1137
Carrick District Council	1136
Caradon District Council	1135
South Staffordshire Council	1134
Huntingdonshire District Council	1133
East Northamptonshire Council	1132
Daventry District Council	1130
Tamworth Borough Council	1129
Corby Borough Council	1129
North Kesteven District Council	1128
Hambleton District Council	1128
Ashford Borough Council	1126
Boston Borough Council	1124
Fareham Borough Council	1123
Cambridge City Council	1120
Test Valley Borough Council	1119
Wellingborough Borough Council	1104
Restormel Borough Council	1104
Basingstoke and Deane Borough Council	1103
Penwith District Council	1101
South Cambridgeshire District Council	1099
South Holland District Council	1098
Borough of Broxbourne	1098
<b>South Kesteven District Council</b>	<b>1096</b>
East Lindsey District Council	1085

### Comparison of Council tax with members of our family group

<b>Authority name</b>	<b>2004</b>
Newark and Sherwood District Council	1367
North Warwickshire Borough Council	1263
High Peak Borough Council	1233
St Edmundsbury Borough Council	1214

Braintree District Council	1202
Wyre Forest District Council	1200
Vale Royal Borough Council	1197
West Wiltshire District Council	1194
Shrewsbury and Atcham Borough Council	1192
East Staffordshire Borough Council	1192
Borough of Crewe and Nantwich	1182
Stafford Borough Council	1153
Hinckley and Bosworth Borough Council	1146
Kettering Borough Council	1140
East Northamptonshire Council	1132
<b>South Kesteven District Council</b>	<b>1096</b>

# Value for money

## Self-assessment

Authority	South Kesteven District Council
Chief Executive	Duncan Kerr
Key contacts	John Blair (01476 406202)
Date Completed	30.09.05

The Audit Commission is an independent body responsible for ensuring that public money is spent economically, efficiently and effectively, to achieve high-quality local and national services for the public. Our remit covers more than 12,000 bodies which between them spend nearly £100 billion of public money every year. Our work covers local government, housing, health, community safety and fire and rescue services.

As an independent watchdog, we provide important information on the quality of public services. As a driving force for improvement in those services, we provide practical recommendations and spread best practice. As an independent auditor, we monitor spending to ensure public services are good value for money.

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## Value for money key lines of enquiry

### 5.1 The council currently achieves good value for money

#### What is the purpose of this section of the self-assessment?

This section provides the authority with an opportunity to demonstrate how it achieves good value for money including how current costs compare with others. Local fieldwork will focus on the extent to which the authority understands, compares and reviews its costs in relation to both performance and priority. This section will draw significantly on the evidence provided in the standardised VFM Profiles report.

#### Completing the self-assessment

Please provide short statements using the pro-forma which address the key line of enquiry and each of the key sub-questions:

- 5.1 How well does the council currently achieve good value for money?
  - 5.1.1 How well do the council's overall and service costs compare with others?
  - 5.1.2 How do external factors affect costs and how do adjusted costs compare?
  - 5.1.3 To what extent are costs commensurate with service delivery, performance and the outcomes achieved?
  - 5.1.4 To what extent do costs reflect policy decisions?

KLOE 5.1 How well does the council currently achieve good value for money?	Please provide brief details and evidence to support your assessment with focus on:	The Council has a track record of ensuring value for money in the services it provides. This is articulated in our priorities and performance document (1):  <b>"as we raise money from the local community we need to ensure that it is invested in the things that the Community value and consider worthwhile. However we also need to make sure that we are not just dealing with public perception but that it is supported by tangible evidence. Finally, if we are to spend public money on a problem we need to ensure that the outcomes we can achieve are worth the investment we are making"</b>	We challenge value for money by: <ul style="list-style-type: none"><li>• The process of establishing the Council's priorities ensuring the money being spent is aligned with our customers' wishes and evidence of need (2).</li><li>• Having a performance management culture within the authority; systematically monitoring costs and output based performance indicators on an ongoing basis. Service plans (3) identify local and national key performance indicators to be monitored. These are reported formally to the Corporate Management Team on a monthly basis. A range of corrective measures are put in place to ensure performance is realigned if necessary. (4) This can result in full best value reviews(5).</li><li>• Development and scrutiny panels challenge performance against targets, requesting officers and Cabinet portfolio holders to provide explanations. This assists them in their</li></ul> (1) Path to Pride Leaflets (2) Priorities Report (3) Service Plans (4) Process for realigning performance (5) Best Value Toolkit
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<p>contribution to the budget process.</p> <ul style="list-style-type: none"> <li>• Service plans are critically scrutinised by members to justify and challenge the resources being requested to deliver the objectives of the service</li> <li>• Costs are reviewed through the budget development process. Budgets are developed at the same time as service plans to ensure proper consideration of likely outcomes along side required inputs. Early consideration allows members to take a lead in challenging service managers to ensure corporate aims are being achieved and reallocate resources accordingly. The budget process is Member led through the Cabinet Portfolio Holder for Finance, and the Budget Development Working Group</li> <li>• Through the Council's modernisation programme including business process redesign and the identification of the investment in new technology to drive long term savings. This challenge and removes the non-value adding processes within our operations.</li> <li>• Using gateway reviews (6) to ensure that additional investment in the Council's priority services is achieving the planned improvements and in the non-priority areas the reduction in services is enabling the release of resources.</li> <li>• Benchmarking family groups and published quartile statistics.</li> <li>• Formal market testing.</li> </ul>	<p>(6) Gateway Reviews</p>	<p>(7) Medium Term Financial Strategy</p>	<p>South Kesteven District Council has a wide cost base due to the number and range of services provided. The Medium Term Financial Strategy (7) therefore requires costs to be kept to a minimum to maintain an overall expenditure level which is in line with a low taxation base Expenditure per head of population is the 11<sup>th</sup> lowest out of the 238 district councils in the country. Yet, we are able to maintain service performance where 22% of our national key performance indicators in the top quartile, 36% in the second and third quartile and only 21% in the bottom quartile.</p> <p>The Council Tax of £100.80 is in the bottom 30 in the County in 2005/06. The average district charge is £139.40, when combined with County Council and Police Authority levies. This results</p>
			<p>(8) <a href="http://www.odpm.gov.uk/finance">www.odpm.gov.uk/finance</a></p>

<p>in the second lowest Council Tax in the County (8). The District Council spends well below the Formula Standard Spending FSS level (8), demonstrating a value for money approach to its corporate responsibility to the Council tax payer. It is keen to ensure users pay towards the balance of expenditure and regularly reviews the scale of charges within its discretion to ensure service users pay a proportion of service expenditure, for example, a major review of car policy charges was undertaken in 2004/05 (9).</p>	<p>(9) Car Parking Charges Review</p>
<p><b>5.1.1 How well do the council's overall and service costs compare with others?</b></p> <p>Please provide brief details and evidence to support your assessment – please attach the VFM Profiles summary report provided. Key areas of focus:</p> <ul style="list-style-type: none"> <li>• current level of overall costs and costs for key services;</li> <li>• planned spending in relation to others; and</li> <li>• level of overheads and how they are accounted for.</li> </ul> <p>The Value For Money Profiles Summary report (10) shows the level of spending on all services is exceptionally low per head of population, compared to both comparable authorities and all authorities; in fact it is the 11<sup>th</sup> lowest expenditure per head.</p> <p>The Value for Money Trend Analysis'(11).report identifies nearly half of services are low cost and just over a quarter are relatively high cost in comparison to other authorities in the country. This, when linked to data on service performance using the audit commission profiles (12), gives us an assessment of value for money. Linking service expenditure to service outcomes resulted in an overall score of 90% of services being average or above on value for money.</p> <p>Based on the prioritisation process, reallocation of funding has been allocated to priority services in order to fund the delivery of step changes in service performance. The delivery of the step changes</p>	<p>(10) The Value for Money Profiles Summary</p> <p>(11) Value for Money Trend Analysis</p> <p>(12) Audit Commission Profiles</p>

in terms of outcomes are not currently reflected in the Audit Commission's profiles, whereas the additional expenditure is.

Our overhead costs per resident are in the worst quartile however this is due to the biggest element of this category charged by the Internal Drainage Board. The Council has also budgeted for an increase in pension costs which affects the overhead charge. However, the costs for the corporate and democratic core are in the lowest (best) quartile.

### 5.1.2 How do external factors affect costs and how do adjusted costs compare?

Please provide brief details and evidence to support your assessment:

- external local contextual factors that influence costs (such as deprivation, geography, demography); and
- demand and supply levels.

#### Local Context and Deprivation

Lincolnshire authorities have commissioned a piece of work by Rita Hale Associates to show the indices that have a major impact on the funding level and cost of service provision within the area. The population figures and analysis show:

- Lincolnshire is a lagged rural area
- its population is rising at a faster rate than average
- it has a rising older population
- it is a low waged area
- Council tax takes a higher proportion of earnings. (13)

For South Kesteven the population has risen from 124,792 in 2001 to 127,000 in 2005, a 1.7% rise.

(13) South Kesteven Observatory Analysis

<p>The information on the District analysis will be fundamental to future service planning.</p> <p>There are parts of South Kesteven that have high levels of deprivation, in particular the Earlesfield ward, whilst pockets of rural deprivation will remain hidden by ward based statistics. The Council has produced an analysis of the District that is used in service planning. Future analysis will include super output area detail.</p> <p>Having four towns and a large rural geographical makeup does impact on the costs of services. For example, to provide equal access to certain services such as leisure has resulted in the provision of four separate leisure centres. Transport costs are a significant element in services such as waste management and concessionary travel schemes.</p>	<p><b>Diversity</b></p> <p>South Kesteven is rated 12.21 on the index of deprivation (10). The Council has developed a comprehensive generic equality scheme, and through various training sessions has embedded it into the Service Planning process (14). All service plans address diversity and equality issues. A cross Lincolnshire bid for capacity funding was successful in securing further work.</p> <p><b>Benefits</b></p> <p>The caseload for housing benefits will continue to rise through improved 'signposting' of benefits, rising population and increasingly diverse population. By an effective front-back office split the Council will continue to offer an effective customer-focussed benefit service. The service will continue to work with other specialist agencies to ensure hard to reach groups receive an effective service. For example, a joint signposting event held in September 2004 raised awareness amongst hard to reach groups (15).</p>	<p>(10) The Value for Money Profiles Summary</p> <p>(14) Generic Equality Scheme</p> <p>(15) Poster: 'Lets get together event'</p> <p><b>Value for Money in cross-cutting services and capacity building</b></p> <p><b>Leadership [People Resource]</b></p>
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The Council has recognised that the development of our managers as leaders is not only one of the most cross-cutting of issues, but is also fundamental to our improvement journey and consumes a considerable amount of resources.

We have compared our costs at senior management level with those of neighbouring authorities in order to determine the comparative level of resources devoted by the Council to this activity. The results of this are given in the following table:

Apr-05

AUTHORITY	POP	C EXEC SALARY	COST PER RESIDENT	CORP DIR/MANAGER SALARY	NO	SECTION HEAD SALARY	NO
<b>South Kesteven</b>	<b>125,000</b>	<b>£91,539</b>	<b>£0.73</b>	<b>£61,029</b>	<b>4</b>	<b>£39,921</b>	<b>3</b>
Boston	55,739	£85,000	£1.52	£50,805	2	£46,065	1
N Kesteven	99,008	£89,895	£0.91	£78,000	2	£54,000	4
W Lindsey	79512	£95,000	£1.19	£72,741	1	£46,545	8
E Lindsey	130,500	£104,000	£0.80	£77,730	1	£52,890	1
Lincoln	82,824	£100,178	£1.21	£62,000	4	NK	20
S Holland	72,256	£86,778	£1.20	£70,704	2	£52,374	8

Comparisons are difficult because of the differences in size of these organisations and the differences in management hierarchies, responsibilities and the extent to which services are procured or delivered in-house.

We recognise that leadership is not confined to senior managers, and in many respects it is the leadership from front-line supervisor that has the greatest impact on Council performance.

<p>In order to measure the quality of this leadership the Council has developed its own Senior Management Assessment and Development Scheme, (16) which is currently being applied to over 50 managers.</p> <p>This comprehensive scheme codifies the expectations of the Council and assesses the performance of individual managers in an evidential way. Assessments will be completed by October 2005 when the moderation panel will meet to agree scores. At this time it will then be possible to have a clear picture of the quality of our current leadership, along with detailed data on the major areas for improvement and which managers would benefit most from development in these areas. These assessments will be undertaken annually enabling us to plot and monitor progress over time.</p>	<p>(16) Senior Management Assessment Scheme</p>
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5.1.3 To what extent are costs commensurate with service delivery, performance and the outcomes achieved?	Reference to evidence source
<p>Please provide brief details and evidence to support your assessment in relation to the key areas of focus – please refer to the VFM Profiles tools for evidence:</p> <ul style="list-style-type: none"> <li>• quality and standards achieved, including targeted investment to improve poorer services and quality of life;</li> <li>• results of service inspections; and</li> <li>• range of discretionary services provided.</li> </ul> <p>The 'Value for Money Trend Analysis'(11).report identifies 92% of our services have 'medium' performance scoring based on best value performance indicators for 2003/4.</p> <p>The level of resources allocated to a service is determined through the Council's prioritisation process (2). Services are assessed over a range of criteria such as whether they are a customer priority, national priority, contribute to the visions and performance. This results in the service being placed in a category:</p> <p><b>Category A</b> requires significant resources to deliver step changes  <b>Category B</b> requires incremental changes to be made  <b>Category Y</b> provides a statutory minimum service only  <b>Category Z</b> have significant reduction in spending or removal of service.</p> <p>This is the main process for aligning service costs to performance and outcome requirements.</p>	(11) Value for Money Trend Analysis

<p>Low performing services are identified through the monthly performance monitoring arrangements and we have a recognised procedure to ensure corrective action.</p>	<p>The range of discretionary services provided is determined through the prioritisation process. The Council has traditionally provided a wide range of discretionary services including four leisure centres, two arts centres, a stadium and CCTV covering the main population areas of the district. This substantial investment in assets has led to a difficult prioritisation process for future resources given the increased emphasis on the five priority areas. The Council will need to find innovative ways to continue these benefits to the community including the development of a leisure trust or formal market testing.</p>	<p><b>Some examples of how we deliver good value for money.</b></p> <p><b>Planning</b> Under performance in the planning service resulted in additional resources being allocated which in turn led to not only improved performance (17A), but in 2005 a planning delivery grant being awarded.</p>	<p><b>Strategic Housing</b> As a result of a audit commission service inspection report which gave a poor rating, we now have a positive action plan to improve the service which includes increased investment. This has had Full Council approval (17B).</p>	<p><b>Pest Control</b> The Council, in reviewing its service priorities, made a decision that the Pest Control Service should aim for full cost recovery as this was categorised as Z. Charges were levied from April 2005. A review after the first quarter showed the service was unlikely to achieve the targets set for it and better value could be gained from enabling rather than directly providing the service. This value for money approach was approved by the Council on 8<sup>th</sup> September 2005 (18).</p>
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<p><b>Waste Management and Recycling</b></p> <p>The Council believes in a continuous review of service provision. The waste management contract was brought in-house 2 years ago because it offered better value for money at a time when the Council had to make a stepped change in its recycling rate (17A). At the current time an efficiency review is underway to determine the appropriate solution to increasing our recycling rate whilst reducing the ongoing cost of waste collection (19). A DEFRA grant towards the capital set up costs was secured.</p>	<p><b>Capital Strategy</b></p> <p>The Council has an approved Capital strategy (20) and capital assessment scheme (21). This allows a wide variety of potential projects to be ranked against the Council's objectives and then be assessed by the Cabinet for inclusion in the capital programme. The assessment measures the outcomes likely to be achieved, impact on the revenue account and whether enabling provision of the asset or service is better than providing directly.</p> <p>Examples of good Value for money on major schemes include the approach to developing the Park Air factory for a major employer and the provision of major assets such as the Meres Leisure Centre. Recent examples include the assessment of Contaminated land in Wharf Road car park in Stamford and finding the solution offering best value for money (22).</p>	<p>(17A) Performance indicators (comparison of 2003 and 2005).</p> <p>(19) Waste Management Working Group recommendations to Cabinet.</p> <p>(20) Capital Strategy           <ul style="list-style-type: none"> <li>- Programme</li> <li>- Assessment process</li> </ul> </p> <p>(21) Capital Assessment Scheme scores</p> <p>(22) Wharf Road car park documentation</p>	<p>(23) Internal Audit Contract Award documentation</p>
<p><b>Internal Audit Contract</b></p> <p>A joint tendering exercise with Boston Borough Council has derived financial savings of £30,000 per annum with the same outcome based specification. This shows the benefit of joint procurement and partnership working (23).</p>	<p><b>Super Loos</b></p> <p>The cabinet and development and scrutiny panels challenged the continued use of Superloos which were providing poor value for money. The local policy decision is to introduce one</p>		

<p>supervised public convenience in each major town providing a high quality service. It proved to be better value for money on the superloos to terminate the current lease arrangement with a commuted sum and save the ongoing costs with the provider. The report shows the cost per visit of using the service (24).</p> <p><b>Interest Receipts</b></p> <p>During 2004/5, a review of treasury management activity meant better value for money was achieved for the Council's investments. By changing the institution where overnight and short term money was held £12,000 additional income was raised. In addition, the placing of investment monies for periods of greater than 365 days and a proportion of forward deals has delivered better value for money (25).</p> <p><b>Special Expense areas</b></p> <p>The operation of Special Expense Areas for Grantham, Stamford, Deepings, Bourne and Langtoft has helped eliminate double taxation and provide better value for residents. In Langtoft expenditure has been reduced from over £50,000 per annum in 2003/04 to an estimated £7000 for 2006/07, whilst providing more effective use of the facilities provided (26).</p> <p><b>Crime and Disorder</b></p> <p>Partnership working between CCTV and mobile street wardens allows for an effective provision against antisocial behaviour.</p>	<p>(24) Cabinet report on Lavatory provision</p> <p>(25) Calculation notes</p> <p>(26) Report to Council 21/11/02 Financial Statement – Special Expense Areas Langtoft background papers</p> <p>(26A) Report Mobile Wardens</p>
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5.1.4 To what extent do costs reflect policy decisions?	Please provide brief details and evidence to support your assessment in relation to the key areas of focus:	Reference to evidence source
<p><b>Policy Decisions and Framework</b></p> <p>The Council's prioritisation exercise clearly sets out the investment levels expected to be made in the identified areas, and this has been supported by action plans for each area (27). At the same time those areas where less investment is required have seen reduced levels of funding included within the budget.</p> <p>The Medium Term Financial Strategy has built these into its assessment alongside the potential for additional external income, increases in statutory spend and other factors impacting financially on the Council.</p> <p>The Capital Programme reflects the long-term investment needs required in existing assets and in priority areas.</p> <p><b>Partnership Working</b></p> <p>To maximise benefits to our customers whilst minimising costs, we have worked jointly with Welland and Lincolnshire partners:</p> <ul style="list-style-type: none"> <li>• Welland – software to deliver e-government and improved customer services</li> <li>• Lincolnshire – work on diversity and member and senior management development.</li> </ul>	<p>(27) Path to Pride Report</p>	

## **5.2 The council manages and improves value for money**

### **What is the purpose of this section of the self-assessment?**

This section provides the authority with an opportunity to demonstrate how it manages and improves value for money including its processes for monitoring and reviewing its costs. Local fieldwork will focus on the extent to which the authority identifies and pursues opportunities to reduce costs or improve quality within existing costs. Please provide evidence of outcomes achieved from any processes described.

### **Completing the self-assessment**

Please provide short statements using the pro-forma to address the key line of enquiry and each of the key sub-questions:

- 5.2 How well does the council manage and improve value for money?
  - 5.2.1 How does the council monitor and review value for money?
  - 5.2.2 How well has the council improved value for money and achieved efficiency gains (limited to the last three years)?
  - 5.2.3 Do procurement and other spending decisions take account of full long term costs?

KLOE 5.2 How well does the council manage and improve value for money?	Reference to evidence source
<p>Please provide brief details and evidence to support your assessment focusing on:</p> <ul style="list-style-type: none"> <li>• how the council manages its costs, whilst maintaining the quality of services and responding to local needs.</li> </ul> <p>Services monitor their profiled budgets regularly to ensure we are in line with projected income and expenditure. All budget holders have access to the general ledger to monitor this. Exception reporting is in place to keep the relevant Cabinet portfolio holder and scrutiny panel informed, should there be a variation.</p> <p>Our Property Management Group meets every six weeks to discuss capital scheme progress and budget (28). This is a cross service group, chaired by the Assets and Facilities Manager (who has value for money in his job requirements) and including a member of the Corporate Management Team. The Cabinet portfolio holder for this area is regularly updated on the progress of the group.</p> <p>Local Area Assemblies, which are held on a regular basis, have the following representatives, in addition to being open for public attendance:</p> <ul style="list-style-type: none"> <li>• District Council</li> <li>• Parish Councils</li> <li>• County Council</li> <li>• Tenant Compacts</li> <li>• Voluntary groups</li> </ul> <p>Priorities are set taking into account feedback from this consultation.</p>	<p>(28) Property Performance Management Group Terms of Reference</p>

5.2.1 How does the council monitor and review value for money?	Please provide brief details and evidence to support your assessment:	Reference to evidence source
	<p>The Council's budget book 2005/06 (29) includes a balanced scorecard for all its services. The summary scorecard is used to illustrate the direction in which a service is heading.</p> <p>The budget process takes into account:</p> <ul style="list-style-type: none"> <li>• previous years' financial and service performance information and builds upon it;</li> <li>• comparative data for the services</li> <li>• measures to show the outcomes achieved</li> <li>• the balance achieved between the users and the wider community.</li> </ul> <p>Through the budget development work the Cabinet question service managers on the Value For Money of their approach. This includes the budget flexing exercise to establish the impact of reduced or increased level of funding on the service outcomes. The published Budget Book contains descriptive and qualitative information on all of the Council's services.</p> <p>The Council has categorised service costs and quality in the 'Value for Money Trend Analysis report' (11) and service managers will include this in their business plans and action to improve value for money. Service plans also include cost performance indicators and comparisons with other authorities.</p>	<p>(29) Budget Report</p> <p>(11) Value for Money Trend Analysis</p>

<p>For best value reviews, a toolkit is used to challenge all aspects of services, to ensure a consistent approach (30). Member work together with officers on best value reviews and the scope of reviews are agreed by members. Benchmarking is a fundamental part of the review process and it not limited to best value reviews; this tool is used on an ongoing basis throughout the Council.</p> <p><b>External Challenge</b></p> <p>The Council has an external performance board (30) that challenges the outcomes achieved by the Council in response to its change management plan. This board is comprised of private sector and public sector experts. Examples of their work is includes challenging the Council's sickness rates, delivery of savings and progress against the Change Management Action Plan (31).</p>	<p>(30) External Performance Board documentation</p> <p>(31) Change Management Action Plan</p>
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5.2.2 How well has the council improved value for money and achieved efficiency gains over the last three years?	Reference to evidence source
<p>Please provide brief details and evidence to support your assessment. Please append your backward looking Efficiency Statement covering 2004/05:</p> <ul style="list-style-type: none"> <li>• council targets for value for money and efficiency gains; and</li> <li>• the achievement of efficiency gains.</li> </ul> <p>The backward looking statement established efficiency savings of £75,785 in 2004/05 and the forward looking statement identifies a target of £505,000 for each of the next 3 years (32).</p> <p>The Council has piloted a SOLACE fit for Gershon project (33). This enabled a cross section of staff, managers and members to establish the short, medium and long-term agenda for delivering savings.</p> <p>Service managers are identifying further efficiency savings at 5% of budget through their service plans which will be challenged by members in budget development (3).</p> <p>The Council's access and Modernisation programme will enable savings whilst improving customer service. The Council has recently adopted an IT Strategy which will also drive efficiencies.</p> <p>Demonstrating that savings have been made over the last 3 years relies on services being delivered within budget as the annual efficiency statement was introduced for 2005/6 with a backward look for 2004/5. In 2004/5 the outturn was an underspend of £573,000, having delivered required outcomes. When this is combined with the additional interest receipts, this allowed a £1 million provision to be set up for any costs arising from the transfer ballot, thus mitigating the impact on future taxpayers of any no vote .</p>	<p>(32) Annual Efficiency Statement</p> <p>(33) SOLACE documentation</p> <p>(3) Service Plans</p>

<b>5.2.3 Do procurement and other spending decisions take account of full long-term costs?</b>	Please provide brief details and evidence to support your assessment:	The Council has had an IDEA health check (34) on its procurement strategy (35). The results of the review were positive, with good corporate examples of procurement being cited, in particular the use of purchasing champions for certain goods and services and the procurement of a specialised industrial premise for Park Air Electronics. The Council has purchased an e-procurement system as part of its investment in a new financial ledgers (36). These will deliver improved quality and more efficient services (37).	The Council has a policy on formal market testing, having scored all services, it is in a process of testing those that scored highest against the market place. This ensures the services being provided represent value for money in terms of price and quality. In the year 2004/05 facilities management and printing were chosen for market testing and in 2005/06 CCTV and paymaster functions. A framework and scoring system was developed and services were tested against the market place (38). Facilities management and printing has progressed during 2005/06 and CCTV and paymaster services are now being worked upon for 2006/07. External challenge is provided by the performance management board, which gives a private sector perspective.	In terms of strategy procurement the stock option appraisal process (39)

evaluates the value for money for tenants and the wider community of local authority housing. The development of a 30 year business plan for the housing revenue account and the creation of various investment options concluded the best procurement for social housing provision being through a registered social landlord. The offer to tenants is currently being developed.

The council takes a whole life approach in procurement.

The Council has a good track record of securing external funding for projects. Recent examples include:

- £482,000 of LGOL funding to deliver the access and modernisation programme (2004-6)
- £640,000 planning delivery grant award for 2005/6
- £250,000 estimate for Lincolnshire wide projects from the Centre of Excellence
- £1,000,000 DEFRA grant
- £180,000 Lincolnshire Diversity Capacity bid.

## South Kesteven District Council 2004/05 Annual Efficiency Statement – Backward Look

Activities undertaken to achieve efficiency gain

### DRAFT STATEMENT

1. The Council during 2004/05 set out its priorities for future years following widespread consultation with stakeholders. It made efforts in 2004/05 to set targets for performance that would contribute to the efficiency targets of future years.
2. The main activities in 2004/05 included in this statement relate to E-government, doing more with less and improvements in sickness management. The better use of resources for waste management created re-invested cashable savings.

	Quality Cross Check Met?	2004/05 annual efficiency gains (£)	...of which related to capital spend (£)	...of which related to other spend (£)	...of which cashable (£)
Adult social services		0			
<b>Activities undertaken to achieve efficiency gain:</b>					
<b>Quality cross-check notes:</b>					
Children's services		0			
<b>Activities undertaken to achieve efficiency gain:</b>					
<b>Quality cross-check notes:</b>					
Culture and sport					
<b>Activities undertaken to achieve efficiency gain:</b>					
<b>Quality cross-check notes:</b>					
Environmental services					
<b>Activities undertaken to achieve efficiency gain:</b>					
<b>Quality cross-check notes:</b>					
Local transport					
<b>Activities undertaken to achieve efficiency gain:</b>					
<b>Quality cross-check notes:</b>					
LA social housing	Yes	32,000	0	32,000	32,000
<b>Activities undertaken to achieve efficiency gain:</b>					

	<b>Quality cross-check notes: Care Services call monitoring performed for another authority, which did not result in an increase in staff resources. Extra work was contained within existing resources.</b>				
	0				
<b>Non-school educational services</b>	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes:</b>				
<b>Supporting people</b>	0				
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes:</b>				
<b>Homelessness</b>					
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes:</b>				
<b>Other cross-cutting efficiencies not covered above</b>					
<b>Corporate services</b>	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes:</b>				
<b>Procurement</b>	Yes	10,693			4,030
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes: Corporate Procurement strategy in place and/or updated in the last year</b>				
<b>Productive time</b>	Yes	16,855			3,992
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes: Working Days lost to sickness absence (BV12)</b> <b>03/04 9.04</b> <b>04/05 8.82</b>				
<b>Transactions</b>	Yes	16,237			0
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes: Percentage of Council Tax collected (BV9)</b> <b>03/04 97.54</b> <b>04/05 97.84</b>				
<b>Miscellaneous efficiencies</b>					
	<b>Activities undertaken to achieve efficiency gain:</b>				
	<b>Quality cross-check notes:</b>				
<b>Total</b>		75,785	0	32,000	40,022

## **REPORT TO CABINET**

**REPORT OF:** Chief Executive

**REPORT NO.** CEX300

**DATE:** 10th October 2005

<b>TITLE:</b>	Aligning Council and LSP Priorities
<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	All
<b>CORPORATE PRIORITY:</b>	All
<b>CRIME AND DISORDER IMPLICATIONS:</b>	N/A
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	N/A

### **1. Introduction**

- 1.1 As members will recall the CPA re-fresh identified that the Council's priorities were not aligned to the Community Strategy. This concern has recently been reinforced in a letter received from External Audit and commenting upon our direction of travel.
- 1.2 It is apparent from the draft CPA guidance for District Councils that the degree of alignment between the Council's priorities and those of the LSP, as expressed in the Community Strategy, will make a very significant contribution to the assessment of the District's CPA performance.
- 1.3 Progress in securing the required alignment (or "golden thread" as it is referred to in the CPA guidance) has been hampered by the lack of prioritisation in the previous Community Strategy and the time required to develop the capacity and understanding within the LSP to appreciate the importance of assessing the needs and priorities of the area based on objective data.

- 1.4 During the last few months, significant progress has been made and following a full area profiling of the district four new priorities have been agreed by the LSP. These are currently being reflected in a revised Community Strategy, which will be accompanied by a detailed action plan.
- 1.5 Determination of these priorities has enabled us to revise the service planning pro-forma to include reference to these within the corporate context.

## **2. LSP Priorities**

- 2.1 As a leading member of the South Kesteven Local Strategic Partnership, the Council has worked closely with representatives of the business, voluntary and public sector to profile the needs of the area. This has resulted in the LSP adopting the following long-term vision:

*“To ensure that by 2020 our residents live in one of the ten most desirable locations in the country and are proud that they have the skills necessary to participate in sustainable communities that are safe, healthy and economically vibrant”.*

- 2.2 In order to translate this vision into action, the LSP has approved the following four priorities, which will guide the new Community Strategy currently being prepared:

- a) Community safety.
- b) Affordable housing.
- c) Town centres and economic development
- d) Improved transport and access.

## **3. Our current arrangements**

### **SKDC – The Vision**

- 3.1 The District Council’s vision complements and supports the vision of the LSP it is:

**‘To ensure that the residents of South Kesteven are proud of their district and their Council’**

- 3.2 This concept of “Pride” is articulated as a series of five steps detailed in a series of leaflets:
  - a) Performance and Priorities
  - b) Respect and recognition for diversity
  - c) Informing and Involving
  - d) Developing Communities
  - e) Empowering and enabling

## **SKDC - Strategic Alignment**

3.3 In making strategic choices regarding service delivery the Council has taken account of the shared priorities that have been agreed at national level between representatives from Local Government and the Office of the Deputy Prime Minister (ODPM). These are:

**Sustainable Communities and Transport**  
**Safe and Strong Communities**  
**Healthier Communities**  
**Older People**  
**Children and Young Persons**

3.4 Both these shared aspirations, and the priorities of the LSP, are incorporated into the Council's four ambitions:

**Economic Development**  
**Community Safety**  
**Healthy Environment**  
**Community Engagement**

## **SKDC – Operational Alignment**

3.5 To ensure that all our services are assessed against, and reflect these ambitions the Council has undertaken a comprehensive service prioritisation exercise using a four-fold classification of service priorities.

3.6 The linkage between these new ambitions and our current priorities, which were reviewed in May 2005, is demonstrated in the following table:

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

#### **4. Timetable for future reviews**

4.1 Now that the LSP has determined its priorities it would be appropriate for SKDC to review its own priorities in the light of these. If this process is undertaken now it could not only influence the budget round but would also be able to use the outcomes from the gateway reviews of priorities which was reported to Council on the 8<sup>th</sup> of September. This year priorities were revised in the Spring following a residents survey conducted over the winter. In future the corporate calendar for the revision of priorities could be as follows:

<b>Residents survey</b>	<b>February</b>
<b>Update of area profile</b>	<b>March</b>
<b>Gateway reviews by LSP and Council</b>	<b>April</b>
<b>Review of LSP Priorities</b>	<b>May</b>
<b>Review of Council Priorities</b>	<b>June</b>
<b>Approval of Service Planning pro-forma</b>	<b>July</b>
<b>Budget preparation</b>	<b>August to December</b>

#### **5. Issues to be considered in the review of Council priorities**

5.1 The alignment between our current priorities and the LSPs is as follows:

LSP Priority	Council Priority	Comment
Community safety	Anti-social behaviour (A)	Strong alignment
Housing	Housing (B)	Weaker alignment because housing is a category B priority
Town-centres and Economic Development	Town-centre Development (A) Street scene (A) Business Development (B)	Strong alignment
Improved transport and access	Access (A)	Strong alignment on access but weaker on public transport.

5.2 The issues that arise from this exercise are:

- 1) Affordable housing and the findings of the strategic housing inspection, it would seem appropriate for affordable housing to become a category A priority.
- 2) Communications may also need to become a category A based on the growing recognition (which will probably be reinforced by the members forum) of the importance of communications to the Council.

5.3 At this stage it is considered too premature to relegate any of the current category A or B services until the outcome of 2006 gateway review is known. The increased management resources provided through the re-structuring should provide the required capacity to undertake this additional work.

5.4 In the light of these priorities it is also appropriate to review and prepare contingency plans in case greater savings are needed from non-priority areas. To this end, I have enclosed the full scores and the classification of services that was approved by Council so that members can see which of our category Y services scored lowest. As members may recall, the prioritisation process was done in two elements; firstly those services considered by the public to be of high importance were divided between priorities A and B and then all services were evaluated using a model that assessed how much they could contribute to these priorities.

<b>Service</b>	<b>Category</b>	<b>Priority that it is primarily linked to</b>
Street sweeping	A	Street scene
Waste Management	A	Recycling
Crime Disorder	A	Anti-social behaviour
Information Technology	A	Access
Economic Development	A	Town-centre development and business development
Benefits	B	Vulnerable persons
Care Services	B	Vulnerable persons
Communications	B	Communications and Consultation
Housing (Enabling)	B	Affordable housing
Development Control	B	Planning and affordable housing
Planning policy and conservation	B	Planning, conservation and affordable housing
Equalities	B	Diversity

Service	Priorities (10)	Targets (6)	Vision (8)	Improve (5)	Total	Proposed Category
LSP and Community Strategy Support	8	5	6	5	24	B
Council Tax Collection	5	6	6	3	20	B
Housing Management	8	0	6	5	19	B
Car Parks	8	0	6	3	17	B
Public Toilets	6	0	7	4	17	B
Asset Management	7	2	6	1	16	Y
Business Rates	5	6	3	2	16	Y
Financial services	6	1	5	3	15	Y
Licensing	8	0	5	1	14	Y
Business Management	8	1	2	2	13	Y
Markets	5	0	6	2	13	Y
Arts	5	0	5	2	12	Y
Housing Repairs	2	5	3	2	12	Y
Leisure	4	0	6	2	12	Y
Legal and Admin	6	0	4	2	12	Y
Human Resources	4	3	3	1	11	Y
Grounds Maintenance	5	0	5	1	11	Y
Emergency Planning (inc flooding)	3	0	5	3	11	Y
Environmental Health	3	2	3	1	9	Stat =Y Disc =Z
Tourism	3	0	3	1	7	Z
Public Transport	2	0	1	0	3	Stat =Y Disc =Z
Grants to voluntary bodies (inc CAB)	2	0	1	0	3	Z
Building Control	1	0	1	1	3	Y

5.5 It is proposed that contingency plans be prepared by the CMT to seek savings from:

Environmental Health non-statutory services, other than pest control (this is a category Z service).

Category Y service scoring 12 or less.

## **6. Recommendations**

6.1 That the Cabinet recommends to Council:

- a) The adoption of the new corporate planning calendar as set out in section 4.1.
- b) That both Affordable Housing and Communications are promoted from category B to category A priorities.
- c) That contingency plans are prepared to secure savings, if required from category Y that scored less than 12 points.

Duncan Kerr  
Chief Executive