

# AGENDA



## CABINET

**MONDAY, 1 JUNE 2009**

**11.00 AM**

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

Beverly Agass, Interim Chief Executive

**MEMBERS:** Councillor Mrs. Linda Neal (Leader/ Portfolio: Strategic Partnerships), Councillor Ray Auger (Portfolio: Access & Engagement), Councillor Paul Carpenter (Deputy Leader & Portfolio: Corporate Governance & Housing), Councillor Mrs Frances Cartwright (Portfolio: Economic Development), Councillor John Smith (Portfolio: Healthy Environment) and Councillor Michael Taylor (Portfolio: Resources and Assets)

**Committee Support Officer:** Jenni Gibson (01476) 406152  
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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 pages. Key decisions are marked \*.**

- 1. APOLOGIES**
- 2. MINUTES OF THE MEETING HELD ON 11 MAY 2009.**  
(Enclosure)

**3. DECLARATIONS OF INTEREST (IF ANY)**

**4. \*FOOD LAW ENFORCEMENT PLAN**  
Report number ENV436 by the Healthy Environment Portfolio Holder.  
**(Enclosure)**

**5. \*CHOICE BASED LETTINGS AND ALLOCATIONS POLICY: APPROVAL OF APPROACH**  
Report number CHSC018 by the Corporate Governance and Housing Portfolio Holder.  
**(Enclosure)**

**6. \*REVISION TO BOURNE TOWN CENTRE REDEVELOPMENT SUPPLEMENTARY PLANNING GUIDANCE**  
Report number PLA758 by the Economic Portfolio Holder.  
**(Enclosure)**

**7. \*GRANTHAM CONSERVATION AREA BOUNDARY CHANGES**  
Report number PLA759 by the Economic Portfolio Holder.  
**(Enclosure)**

**8. \*SUPPLEMENTARY ESTIMATES (CAPITAL AND REVENUE) 2009/10**  
Report CHFCS45 by the Resources and Assets Portfolio Holder.  
**(Enclosure)**

**9. MATTERS REFERRED TO CABINET BY THE COUNCIL, SCRUTINY COMMITTEE OR THE POLICY DEVELOPMENT GROUPS**

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

**11. REPRESENTATIONS RECEIVED FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE FORWARD PLAN (IF ANY)**

**12. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**

**13. ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**

**16. ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**

# Agenda Item 2



## **MEETING OF THE CABINET** **11 MAY 2009 - 11.05 AM – 11.05 AM**

### **PRESENT:**

**Councillor Ray Auger**  
**Councillor Paul Carpenter**  
**Councillor John Smith**  
**Councillor Michael Taylor**

**Councillor Mrs. Linda Neal - Chairman**

**Interim Chief Executive**  
**Strategic Director (IY)**  
**Interim Strategic Director (TB)**  
**Corporate Head Finance & Customer Services**  
**Corporate Head Partnerships & Improvements**  
**Legal Services Manager**  
**Cabinet Support Officer**

### **Non-Cabinet Members :**

**Councillor Bob Adams**  
**Councillor Nick Craft**  
**Councillor Jeff Thompson**

### **CO1. APOLOGIES**

An apology was received from Councillor Mrs Cartwright.

### **CO2. MINUTES**

The Chairman welcomed Councillor Taylor to his first meeting as a member of the Cabinet.

*"Listening Learning Delivering"*

The minutes of the meeting held on 6 April 2009 were confirmed as a correct record of the meeting.

CO3. DECLARATIONS OF INTEREST (IF ANY)

No declarations of interest were made.

CO4. SUSTAINABLE COMMUNITIES ACT 2007: FIRST INVITATION TO LOCAL AUTHORITIES TO SUBMIT PROPOSALS

Decision:

- 1) **That the Council should seek to use the Sustainable Communities Act 2007.**
- 2) **To consult with tenants on the proposal to keep all the rent collected on council properties locally and for it to be spent on improving council housing, reducing those houses environmental impact and investing in new affordable housing.**
- 3) **To consider the outcome of this consultation prior to submitting a final proposal to the government by 31 July.**

Considerations / Reasons for decision:

- 1) Report number POI37 by the Portfolio Holder for Access and Engagement.
- 2) Comments made by the Corporate Head for Partnerships and Improvements regarding the Sustainable Communities Act 2007 and the process for submitting proposals.
- 3) Comments received from the Policy Development Groups and raised by Councillors in attendance regarding issues that they wished to see taken forward for local consultation and submission to government.
- 4) Comments made by the Corporate Head for Partnerships and Improvements and Cabinet Members that initially only the issue of the Council retaining 100% of the council housing rent collected within South Kesteven should be submitted for consultation and submission to government.
- 5) Comments made by the Monitoring Officer and Cabinet Members with regard to the need to reconsider taking the issue forward following the results of local consultation.

**DATE DECISIONS ARE EFFECTIVE**

**Decisions CO4, as made on 11 May 2009 can be implemented on 20 May 2009 unless subject to call-in by the Scrutiny Committee Chairman or any five members of the Council from any political groups.**

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

**REPORT OF:** Cllr John Smith

**REPORT NO:** ENV436

**DATE:** 29 April 2009

|   |   |  |
|---|---|--|
| <b>TITLE:</b>                                     | Food Law Enforcement Plan 2009/10   |  |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | Forward plan item   |  |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Cllr John Smith Healthy Environment   |  |
| <b>CONTACT OFFICER:</b>                           | D F Price Healthy Communities Manager   |  |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and<br>Referred to in<br>paragraph (7) below:<br><b>Full assessment done 12 May 2009</b>  | Full impact assessment<br>Required: No |
| <b>FREEDOM OF INFORMATION ACT:</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>                          |   |  |

### 1. RECOMMENDATIONS

That the contents of the Food Law Enforcement Plan document for 2009/10 be approved and adopted by the Cabinet on behalf of the Council.

### 2. PURPOSE OF THE REPORT/DECISION REQUIRED

The report summaries the requirement for an annual Food Law Enforcement Service Plan and includes key features of the plan, detailing how the council will discharge its statutory duty as a food authority. The Food Law Enforcement service plan is a statement of commitment by the council to carry out its statutory food safety duties, and as such requires approval by the Cabinet. The plan will contribute to the council's priorities of Quality Living and Good for Business

### 3. DETAILS OF REPORT (SUMMARY – USE APPENDICES FOR DETAILED INFORMATION)

- (1) The Food Standards Agency (FSA) oversees local authority food safety enforcement activity. The Agency requires each local authority to produce, approve and implement a service plan for food safety activities.
- (2) The plan has been produced in the format recommended by the FSA, which facilitates comparison and future audit by the FSA. The format provides information on a full range of activities, forming a comprehensive food safety service, which does not concentrate solely on programmed inspections.
- (3) Section 1 of the plan sets out the council's vision, values, aims and objectives linking the plan to these and the healthy environment business plan.
- (4) Section 2 details background information including the profile of the area, organisational structure, functions covered, scope of the service, demands, enforcement policy and performance measures.
- (5) Section 3 contains information on the risk profile of food businesses, the hazard assessed inspection/intervention programme for 2009/10, as well as other inspections anticipated. The main change from previous years is the introduction of "interventions" rather than the term "inspection". Projected activity in other areas such as complaints, advice to businesses, imported foods, food poisoning and infectious diseases, food safety incidents, liaison and promotional work is also set out. The resources available to fulfil these commitments are also detailed.
- (6) Section 4 outlines the financial resources allocated to the service as well as historical staffing resources and details of current and future staffing development.
- (7) Section 5 sets out the measures taken to ensure that quality and consistency are maintained at a high level through documented procedures, review, monitoring, comparison and liaison.
- (8) Section 6 details the process of review, also identifying priority areas of activity in the event of unforeseen circumstances impacting on the service. The FSA require improvements to feature in plans, therefore areas for development are specified.
- (9) The main highlights for 2008/09 were:-
  - 97% of inspections due by hazard were carried out
  - a total of 579 food premises inspections were carried out
  - All except 3 required revisits were carried out and a total of 463 non inspection visits were carried out
  - The sampling programme was maintained and over 350 food and water samples were taken
  - 2 food newsletters were sent to food businesses
  - 11,815 "hits" were made on the food hygiene star awards web site
  - The introduction of the Star Awards Scheme has resulted in an

improvement in standards of food safety at food businesses. 1,049 are rated and 951 (91%) are rated at 3 star or above

(10) The key improvements specified for 2009/10 are:-

- Further developing links and communication with partners, stakeholders and customers to achieve our corporate values and priorities.
- Integrating the existing healthy communities web site into the proposed new council website due to be available in July 2009
- The review of internal policy and procedural documents relating to infectious diseases and sampling to be completed.
- Food businesses not currently achieving “broadly compliant” status will receive the benefit of targeted interventions aimed at helping them to improve standards.

#### **4. OTHER OPTIONS CONSIDERED**

The council has a legal duty to approve a food law enforcement plan

#### **5. RESOURCE IMPLICATIONS**

The resources necessary to implement the plan are set out in the document

#### **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

Failure to approve and carry out a food law enforcement plan could expose the council to action by the Food Standards Agency

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

No adverse impact identified

#### **8. CRIME AND DISORDER IMPLICATIONS**

Not applicable.

**9. COMMENTS OF SECTION 151 OFFICER**

The 2008/09 service plan process will have identified the resourcing requirements to enable the delivery of the food law enforcement plan. Therefore there will not be any requirement for any additional resourcing.

**10. COMMENTS OF MONITORING OFFICER**

The plan is a legal requirement and is updated annually. The report outlines the outcome of the 08/09 plan and requests comment and amendment for approval by Cabinet of the updated plan. It is essential that the updates to the plan are made clear

**11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER**

None

**12. APPENDICES:**

**Food Safety Enforcement Service Plan Year 2009-2010**



## **SOUTH KESTEVEN DISTRICT COUNCIL HEALTHY COMMUNITIES**

### **FOOD SAFETY ENFORCEMENT**

# **FOOD SAFETY ENFORCEMENT SERVICE PLAN YEAR 2009-2010**

APRIL 2009

## **CONTENTS**

|   |                |
|---|----------------|
| <b>Service Aims and Objectives .....</b>                      | <b>1.0</b>     |
| Aims and Objectives .....                                     | 1.1            |
| Links with Corporate Vision, Values and Priorities.....       | 1.2            |
| Value for Money .....   | 1.3            |
| Basis for Service Provision .....                             | 1.4            |
| Link to Healthy Environment Business Plan.....                | 1.5            |
| <br><b>Background .....</b>                                   | <br><b>2.0</b> |
| Profile and Demographics of the Authority.....                | 2.1            |
| Organisational Structure of Healthy Communities.....          | 2.2            |
| Contractor/In-house Service Provision.....                    | 2.3            |
| Functions covered by Plan .....                               | 2.4            |
| Scope of the Food Service and “Choosing Health”.....          | 2.5            |
| Demands on the Food Service .....                             | 2.6            |
| Enforcement Policy .....                                      | 2.7            |
| Performance Measures .....                                    | 2.8            |
| Food Standards Agency and LBRO.....                           | 2.9            |
| <br><b>Service Delivery .....</b>                             | <br><b>3.0</b> |
| Food Premises Inspection Programme .....                      | 3.1            |
| Food Stuff Complaints and Service Requests .....              | 3.2            |
| Advice to Businesses & Partnerships .....                     | 3.3            |
| Food Inspection (Imported Foods)& Sampling .....              | 3.4            |
| Food Poisoning and Infectious Disease Control .....           | 3.5            |
| Food Safety Incidents .....                                   | 3.6            |
| Liaison with Other Organisations .....                        | 3.7            |
| Food Safety and Standards Promotion (Generic equalities)..... | 3.8            |
| <br><b>Resources .....</b>                                    | <br><b>4.0</b> |
| Financial Allocation .....                                    | 4.1            |
| Staffing Allocation .....                                     | 4.2            |
| Staff Development Plan .....                                  | 4.3            |
| <br><b>Quality Assessment.....</b>                            | <br><b>5.0</b> |
| <br><b>Review .....</b>                                       | <br><b>6.0</b> |
| Review against Service Plan .....                             | 6.1            |
| Variation from Service Plan .....                             | 6.2            |
| Areas of Improvement – Action Plans.....                      | 6.3            |
| Performance for year 2008/09.....                             | 6.4            |

## **FOOD SAFETY ENFORCEMENT**

## **FRAMEWORK AGREEMENT SERVICE PLAN**

### **1.0 SERVICE AIMS AND OBJECTIVES**

#### **1.1 Aims**

To discharge the statutory function and responsibilities of existing and proposed food safety legislation by providing sufficient enforcement activity, advice and education in the field of food safety, to remove ill health and injuries from food and associated activities.

#### **Objectives**

To carry out a planned programme of food premise interventions on a prioritised risk assessment basis; to maintain a register of food businesses; to respond to food complaints; prevent and control the spread of food borne illness; carry out proactive sampling in accordance with national and local programmes and to promote food safety by education and any other means to business and the public.

**Note: This document also incorporates those areas of work activity, which are closely linked to food safety such as water supplies and infectious diseases.**

#### **1.2 Vision**

Our vision is: ***“To provide brilliant services to our customers”***

#### **Values**

Our values describe the type of organisation we want to be:

- ***Listening***.... Taking views into account and demonstrating a passion for customer service.
- ***Learning***....Being open and honest and learning from things that go well and not so well
- ***Delivering***....Innovating and making a difference

#### **Priorities and Equalities Statement**

A review of Council priorities has taken place and Food Safety will generally fall under the Quality Living and Good for Business priorities. The need to comply with equalities policies of the Council is noted. We will treat all customers fairly regardless of their gender, age, race, colour, nationality, ethnic or national origin, disability, sexual orientation, religious or other beliefs, or any other reason which cannot be shown to be justified. Whenever possible, functions covered by this document will be provided in such a way as to maximise their contribution to Council priorities.

Food Safety Enforcement is an important part of the Council's activity, especially as food growing, preparation, production and retailing form a very significant part of the economic and social well being of the District. Several of the major employers of people in the District are now food producers, for example, until recently two factories in the Grantham area provide direct employment for over 1,700 people. The closure of Fenland Foods has resulted in the loss of over 700 jobs.

The last 25 years has seen a dramatic increase in the number of leisure and cultural facilities in the District and in very many cases these are associated with the consumption of food and drink. The trading environment in the District now provides for a diverse variety of food outlets, which are of benefit to local residents and visitors.

All these activities are providing both direct and indirect employment and assist in providing enhanced economic activity, improved quality of life, the continued well being of the area, potential access to a healthy and fulfilled lifestyle and low levels of unemployment.

Part I of The Local Government Act 2000 placed a duty on local authorities, having consulted with its partners to prepare "Community Strategies" and gives powers to promote local "well being". The development of such a strategy by the District Council and its partners has been completed. Links between this document and the Healthy Living sub group of the LSP are noted, as is the contribution this plan can make towards the county's Sustainable Communities Strategy and the local SKDC chapter of this.

### **1.3 Value for Money**

South Kesteven District Council is fully committed to best value and the securing of continuous improvement in the exercise of all its functions, having regard to a combination of economy, efficiency and effectiveness. These principles are continuously applied within the healthy communities service. The ongoing implications of the Hampton Review and the flexible and targeted approach advocated are also noted and incorporated later in this document

New national Indicators are now in place(see para 2.8). The District Council is committed to achieving a high level of compliance with these indicators.

### **1.4 Basis for Service Provision**

Food Safety is a statutory responsibility placed on Local Authorities and the standards expected by Central Government are set out in a Code of Practice made under Section 40 of the Food Safety Act 1990, Regulation 24 Food Hygiene (England) Regulations 2006 and Regulation 6 of The Official Feed and Food Controls (England) Regulations 2006. A revised code and guidance has recently been issued.

## **Links to Healthy Environment Joint Service Plan**

This document sets out in greater detail the broad content contained in the Service Plan.

### **2.0 BACKGROUND**

#### **2.1 Profile and Demographics of South Kesteven District Council**

The population of the District is 131,000. This figure is subject to increase during the summer months with Stamford being a significant tourism attraction.

The District covers an area of 364 square miles or 94,340 hectares in the South Western part of Lincolnshire bordered by Cambridgeshire, Northamptonshire, Rutland and Nottinghamshire. It is by linear measurement a maximum distance of approximately 45 miles, north to south and 20 miles east to west. The District is mixed urban and rural with four main population centres located at Grantham, Stamford, Bourne and the Deepings. Healthy Communities is located at Grantham, which is approximately 30 miles by road from the Deepings and 20 miles from Stamford and Bourne. Urban areas account for 3.5% of the area of the District. Large numbers of food businesses are situated a distance from the offices at Grantham and travelling is therefore a significant factor. There has been a noticeable increase in migrant workers during the past few years and this in turn is leading to an increase in ethnic food businesses of varying types. The recent economic down turn has also resulted in increased numbers of enquiries regarding setting up small scale food businesses.

#### **2.2 Organisational Structure**

Food Safety is the responsibility of the Healthy Communities Service Manager and this service is located in the corporate area of Healthy Environment. A Team Leader who leads on food matters has been appointed. Liaison arrangements are in place with the Lincolnshire County Council and other bodies such as Primary Care Trusts, The Health Protection Agency, DEFRA, The Meat Hygiene Service and Anglian Water. A Public Analyst (PA) has been jointly appointed with Lincolnshire County Council Trading Standards Department and is used by this authority together with the Health Protection Laboratory Service for food examination.

#### **2.3 Contractor/In-house Service Provision**

During the period 2009/10 it is proposed to contract out approx 175 partial inspections, normally of category "C" premises (medium to low risk). All contractors used will have to satisfy the section as to their qualifications and competency and comply with service policy, including the corporate equality scheme. In order to maintain the quality of service the Council retains the inspection of high-risk premises by its officers to ensure resources are targeted on categories of premises where risks have been identified.

## **2.4 Functions Covered by Service Plan**

This document incorporates the service delivery plans for all food safety functions carried out by the Council and furthermore includes the delivery plans for private and public water supplies and infectious diseases, even those not necessarily spread by means of food or water. Food and water sampling is included.

## **2.5 Scope of the Food Service and “Choosing Health”**

The food safety service is provided by a multi-function team of qualified officers, within Healthy Communities who are also responsible for delivering the following services:

- Health & Safety at Work Enforcement
- Licensing of Skin Piercing
- Community Leisure
- “Choosing Health”
- Infectious Disease Control
- Private/Public Water Supply Monitoring
- Shops Act Enforcement
- Corporate Health and Safety

The Council is responsible for enforcement of all food safety matters with the exception of those involving product labelling, weights & measures, and animal food stuffs, which are dealt with by the Lincolnshire County Council Trading Standards Department. In addition to the above, the PCT as part of the Government’s “Choosing Health” initiative are making funds available for various projects including nutritional health and the promotion of physical activity. This funding has enabled 2 additional members of staff to be appointed. This additional resource will supplement the existing work of the service in furtherance of the Quality Living priority. Our involvement in this area of work will have no detrimental effect upon the statutory duties of the Council.

A large scale survey of commercial businesses in the district was undertaken in year 2008/09 this has resulted in over 700 businesses being identified as requiring a visit for health and safety purposes. This additional work will be phased into service work plans and has the potential to impact on the areas of work outlined in this document. ( see para 2.8 note 1)

## **2.6 Demands on the Food Service**

### **Premises Profile**

Food business are assessed and scored after each inspection in line with guidance given in Code of Practice. These scores categorise the businesses into risk bands, Band “A” being the highest risk and most frequently visited. The new

code has introduced the term “intervention” and categorised interventions as including activity such as inspections, monitoring, verifications, sampling etc. Interventions due by hazard the period 2009/10, as at 1 April 2009 are as follows.

## RISK CATEGORIES

| Risk Category                  | Intervention frequency<br>Months) | Type of intervention due 2009/10 |                     |  |
|--------------------------------|-----------------------------------|----------------------------------|---------------------|--|
|                                |                                   | Inspections                      | Verification visits | *Alternative enforcement interventions |
| A                              | 6                                 | 8                                |                     |  |
| B                              | 12                                | 59                               |                     |  |
| C                              | 18                                | 27                               | 278                 |  |
| D                              | 24                                |                                  | 35                  | 35                                     |
| E                              | 36                                |                                  |                     | 223                                    |
| UNRATED<br>(ex new businesses) |                                   |                                  |                     | 91                                     |
| OUTSIDE inspection             |                                   |                                  |                     | 7                                      |
| <b>TOTALS</b>                  |                                   | <b>94</b>                        | <b>313</b>          | <b>356</b>                             |

1,307 businesses currently trading are included in the FSA list from which the programme of **763** hazard interventions for the year **2009/10** is generated.

There are an additional 150 premises previously used as food businesses but closed. Based on last year it is anticipated that approximately **90** premises will reopen or be converted to be used as food businesses. These are monitored and new food businesses are required to register before opening. If opened, these businesses will be added to the visit programme. There has been a recent increase in requests for advice regarding setting up of small scale food businesses this thought to be driven by the current economic down turn.

The following premises are registered, approved or licensed

|                                   |             |
|-----------------------------------|-------------|
| Food Registered                   | <b>1307</b> |
| Approved or awaiting approval     | <b>8</b>    |
| Seasonal Poultry slaughter Houses | <b>1</b>    |

In addition it should be noted that, within the District very large scale processing of salads and vegetables for national and international consumption is carried out. In addition there is a very large scale repackaging process of vegetables. Four large cold stores are also situated in the Grantham and Bourne areas. A large chicken product manufacturer is located at Grantham and supplies national chains such as

KFC, and McDonalds. A large meat preparations processor has also recently been transferred to SKDC for enforcement from the Meat Hygiene Service. Certificates for food exports to non-EU countries are also issued for foods from large manufacturers and these will require visits.

### **Service Availability and Access to Services**

Healthy Communities is based at the Grantham Office operating within the hours of 8.45am - 5.15pm Monday to Thursday and 4.45pm on Fridays. A facility for emergency contact with officers out of office hours is in place via the Helpline service. Out of office hours visits to premises are regularly carried out in order to assess standards of hygiene at the time the business is trading. In addition, officers' telephones are set up to receive text messages out of hours from the FSA with respect to food incidents (see para 3.7). We are committed to ensuring equal access to our services from all sections of our community. the use of interpreters and or language line service will be utilised where necessary, and written information will be provided in large print Braille , audio CD, and other languages where required.

### **2.7 Enforcement Policy**

A documented Enforcement Policy has been produced and approved by the Council. In addition, the Council has signed up to the "Enforcement Concordat" as promoted by the Cabinet Office. All officers are expected to act in accordance with this policy and procedures are in place to assess and monitor compliance with the policy. The policy is available for local businesses to view and has been widely circulated.

## 2.8 Performance Measures

A review of performance monitoring measures has been undertaken and the following are in place for 2009/10.

|   | <u>Target</u>                        |
|---|--------------------------------------|
| • Achievement of inspections due by hazards to satisfy Code of Practice                   | <b>95%*</b>                          |
| • Number of “hits” on the Healthy Communities web area                                    | <b>15,000</b>                        |
| • Percentage of food businesses that are broadly compliant with food legislation (new NI) | <b>90%</b>                           |
| • Satisfaction of businesses with local authority regulation Services (new NI)            | <b>80%</b>                           |
| • Complaints against the service expressed as % of customer contact                       | <b>&lt;0.02</b>                      |
| • Service requests response times   | <b>90% within 3 days</b>             |
| • Non business service users very or fairly satisfied                                     | <b>85%</b>                           |
| • Infectious disease response times   | <b>80% within 1 day, 100% 3 days</b> |

**Note:** (1) \* Food inspections due by hazard target has been reduced from 99% to 95% in response to capacity concerns, following projected additional work demands within the service in respect of health and safety enforcement .

(2) The FSA have indicated that they will be introducing an additional indicator for food businesses which are “highly compliant”. Draft proposals have been assessed and SKDC compliance would be currently at 75%. Confirmation of details from the FSA are awaited.

Other Contextual Information:

- Timely production of statistical returns to the FSA
- Number of food business having SFBB in place
- Number of ethnic businesses having SFBB in place
- Number of food business with three or more star rating
- Full compliance with the Enforcement Policy
- Regular re-tendering of the Private Water Supplies analysis contract
- Sampling of Private Water Supplies in accordance with statute

## **2.9 Food Standards Agency and LBRO**

The service is required to make available information to the Food Standards agency (FSA) detailing inspections, enforcement, sampling and educational activities undertaken. The FSA has the power to set standards and monitor local authority food law activity. In addition the FSA carries out audits of local authorities to assess compliance with standards set. An audit of the Council's use of contractors was carried out in year 2008/09. The matters raised were addressed by an action plan.

The Local Authority Better Regulation (LBRO) unit has recently come into force. This body has been created to address perceived inconsistencies across local authority regulation of business. Businesses can now ask a local authority to act as a "primary authority" for them. Under this arrangement the local authority would act as a central point of advice but could agree a fee with the business for this service. The LBRO will act as an arbitration service where disputes arise between businesses who have a primary authority agreement and local authorities. The full impact of this new body upon the Council has yet to be fully understood.

## **3.0 SERVICE DELIVERY**

### **3.1 Food Premises Interventions Programme**

It is the Council's policy to ensure that an inspection programme is established and maintained for food premises. The premises will be inspected no less than in accordance with the minimum requirements of the Food Law Code of Practice.

A documented procedure for the inspection of food premises is in place. The importance of food hygiene training and businesses understanding and implementing documented systems based on the Hazard Analysis Critical Control Point (HACCP) system is emphasised in our guidance. It is section policy to enforce HACCP and documented systems at our food businesses in a proportional manner. To ensure consistency and proportionality, a five step approach has been adopted to assess compliance with this requirement. Where appropriate, the Safer Food Better Business (SFBB) system advocated by the Food standards Agency is promoted.

Only officers qualified and experienced in accordance with the Food Law Code of Practice shall be authorised to carry out food safety interventions. A documented policy for the appointment and authorisation of officers is in place.

## **Premises Profile at 1<sup>st</sup> April 2009**

|                           |     |
|---------------------------|-----|
| Primary producer          | 3   |
| Manufacturers and packers | 44  |
| Importers/exporters       | 2   |
| Distributors/transporters | 25  |
| Retailers                 | 258 |
| Restaurants and caterers  | 975 |

## **Projected Food Business Inspections by Hazard Scores**

Projected visits calculated in accordance with Food Standards Agency (FSA) Guidance indicate that **763** interventions will be generated by hazard scores in the next 12 Month period.

## **Additional Food Business Inspections**

In addition to those inspections identified in 3 above several inspections will be generated as follows:

Not notwithstanding the minimum frequencies set out in FSA Code of Practice, the following premises are inspected on an annual basis:

- (a) Seasonal Poultry Slaughterhouse x 1
- (b) Large NHS hospital x1

The following premises are subject to an intervention on a 6 monthly basis:

- (a) Large Food Producers x 6

In addition to the above, new premises, premises under new ownership and those reopening after closure will require inspection. Estimated as **90**

**Total number of food businesses at which a food hygiene intervention inspection, verification or alternative enforcement intervention will be carried out in the next 12 month period is estimated as 860**

## **Other Visits/Interventions to Food Businesses**

Food revisits to check on required works are scheduled in accordance with service policy. On the basis of the previous year, the number of revisits projected for the

year 2009/10 is **194**. In addition **269** survey/sampling and advice visits are projected.

**The total number of other visits/Interventions to food businesses scheduled in the next 12 month period is estimated as 463.**

### **Specialist Areas of Food Safety Enforcement**

Factories producing specialised foods eg salads, bean sprouts, vegetables, ready meals, poultry products and meat products or preparations are inspected by dedicated staff with experience and expertise in the production of the products concerned. The necessary requirements for competency are set out in the service authorisation policy.

All other premises are inspected by officers holding the necessary qualifications, as required by Code of Practice.

#### **(a) Approval of Manufacturing/Processing Premises**

Regulations made under EU Law require that certain premises dealing with:

- Meat and Meat Products
- Fish and Fish Products
- Dairy Products
- Other Products of animal origin

must be approved by the Food Authority

The approval process is complex and involves close involvement with the business throughout the various stages of planning the facility, processes and product launch. Immediately prior to opening, a very detailed audit must take place before the final approval number can be issued and food can be released for human consumption.

The unique premises approval number, which is applied to the packaging, enables food to be distributed throughout the EU and the UK without further restriction.

Major refurbishment and extensions of production facilities, which are already approved, must go through a similar process before launching product from the altered factory or premises.

#### **(b) Approval of non approved Manufacturing/Processing Premises**

Premises not covered by Approvals do not require an official approval number but will nevertheless need to satisfy the Food Authority that they comply with the

relevant regulations prior to producing food. The process is therefore similar to that used for approved premises.

## **Resources**

Time allocated to the inspection of premises and administration of the interventions is projected for the year 2009/10 as 560 hours and 540 hours respectively. Time allocated to revisits at premises and administration of revisits by practitioners is projected as 500 hours.

Note: Not including travelling and does **not** include contractors' time and based on figures for 2008/09.

### **3.2 Foodstuffs Complaints and other requests**

It is this authority's policy to ensure that all relevant food complaints are appropriately investigated and dealt with, having regard to the Food Safety Act 1990 the Code of Practice, and guidance issued by the Food Standards Agency and LACORS.

Officers are required to operate in accordance with the service procedure, which includes response times for various complaints.

Depending on the complexity of the food complaint, the investigation process will vary considerably. In almost all cases of food premises complaints, a visit to the premises will be necessary.

Referrals to us of foodstuff complaints made under the Home Authority Principle (see para 3.3) can be very complex and often involve detailed inspection and investigation of a food manufacturing plant.

Other foodstuff complaints received and investigated by this office as the investigating authority will often not require a site visit as the food may well have been sold but not produced within the District. Nevertheless, such investigations are often lengthy and time consuming. Many of our complaints relate to food manufactured in South Kesteven.

**The Average Number of Formal Foodstuff Complaints for 2009/10 is estimated to be 90, based on figures for 2008/09.**

## **Service Requests**

Complaints about premises which will require investigation and requests for service which require a response present a significant demand on staff time with **866** being received in year 2008/09. Comprised of

|  |     |
|--|-----|
| • Food premises complaints                   | 83  |
| • Food stuff complaints                      | 91  |
| • Requests for advice                        | 447 |
| • Other food safety related service requests | 145 |

## **Resources**

Practitioner time recorded as spent on Food Service requests in year 2008/09 was 804 hours approximately 15.5 hours per week. (Not including travelling)

### **3.3 Advice to Business**

It is the policy of the Council to encourage practitioners, whenever possible, to offer advice to businesses, as we see this as the first step towards achieving compliance and to act as enforcement officers, only if this educational approach fails. This graduated policy for enforcement is reinforced in FSA Codes of Practice is recommended by LACORS, and supports the council priority of Good for Business.

Regulations require a minimum of 28 days notice to be given to the Food Authority prior to businesses opening. This is to give the authority an opportunity to inspect the premises and offer advice on compliance before they commence preparing or selling food.

Offering advice is an integral part of the food safety practitioner's work.

In 2009/10 the service will be carrying out initiatives to encourage businesses not currently achieving "broadly compliant" status to improve their food hygiene standards. This will involve a mix of initiatives including personal contact, identifying what type of assistance is needed and seminars aimed at supporting local business to achieve better compliance.

In addition to the advice given during routine inspections, many requests for advice/service at proposed new businesses or businesses proposing significant alterations and requiring a site meeting will normally be received during the year.

### **Working with Business**

South Kesteven District Council is committed to maintaining liaison with food businesses in the District as demonstrated above and in para. 3.8 below.

Specific arrangements are carried out to inform businesses of new legislation as necessary.

Businesses are regularly surveyed with service user surveys and the results of these surveys are collated, reviewed and acted upon as necessary. New businesses, premises or proprietors are identified and contacted by various means such as planning/building control applications, liquor licence applications, surveys, legal searches etc.

Premises scoring less than 30 points and therefore below category "D" (see para 2.6) are initially enforced by alternative means, eg phone contact, seminars, news letter, self assessment etc. Any seminars carried out will normally be on a full cost recovery basis.

Formal contact by businesses, which results in a visit to a commercial premise, is recorded as a premises visit, service requests by business eg phone enquiries are recorded as service requests on the flare data base, but not as visits.

### **3.4 Food Inspection (Imported Foods) and Sampling**

It is the policy of the Council to carry out sufficient examination and sampling of foods and water to satisfy the requirements of Codes of Practice and Statute and to monitor standards in the District.

The FSA have stated that the control of Imported Foods is seen as a key responsibility for local authorities. This follows the Foot and Mouth disease outbreak and other incidents thought to be associated with illegal imported foods. The identification/examination of imported foods and their provenance is now included within the routine food premises inspection process.

Routine food sampling is carried out in combination with drinking water sampling. A "Sampling Policy" for all samples taken is in place, together with a system of work for such sampling. Food sampling is carried out in accordance with an agreed Lincolnshire wide programme. These samples are submitted to Leeds HPA Laboratory. Food sampling may also be carried out following complaints or similar, and specimens are submitted to the Public Analyst for determination. Electronic recording devices are used to monitor and record the performance of temperature control equipment (Ecolog Monitoring).

### **Resources**

The Code of Practice requires food authorities to detail the resources they will allocate to imported foods control.

Samples resulting from complaints are examined within Healthy Communities and where necessary submitted to the Public Analyst (PA). 91 foodstuff complaints were received in 2008/09.

Actual food and water samples for 2008/09 were 178 and 172 respectively.

Time spent in 2008/09 on sampling of foods by practitioners was 193 hours. The time spent on water sampling was 174 hours.

**Note: excludes travelling**

### **3.5 Food Poisoning and Infectious Disease Control**

It is the policy of this Council to respond appropriately to all notifications of food poisoning and infectious diseases.

A protocol to guide the investigation of notifications of food poisoning and infectious disease has been developed in association with the Lincolnshire Food Group and Lincolnshire Health (now Primary Care Trust/HPA) "Infectious Disease Guidance". This document includes agreed response times for investigating various infections. Liaison takes place with: GP's, Hospitals, Health Protection Agency, Primary Care Trusts, Other Local Authorities, DEFRA, The Meat Hygiene Service, Anglian Water Services Ltd., Food Businesses and the Food Standards Agency depending upon the circumstances of each case.

It is difficult to pre-plan the availability of staffing resources for this activity as individual notifications and outbreaks cannot be predicted and are sporadic. When incidents occur, it may be necessary for a whole team to become involved. The investigation must take priority and other work is rescheduled. Serious consequences for public health can result from illnesses that produce notifications. Responses by the section must be made within the agreed maximum time scales set out in the guidance.

Note: A significant outbreak of Paratyphoid occurred within SKDC in 2008/09 following the return of a school trip from Nepal. Working with the HPA the service prevented any further spread within the community of this dangerous and highly infectious organism.

Infectious Diseases do not respect this Council's boundaries, therefore in addition to the common Lincolnshire protocol, close liaison must exist between other local authorities and external agencies. To ensure the co-operation is robust, countywide exercises take place. Inter Agency Audits with the Health Authority have been carried out and recommendations arising from the audit have been implemented.

Emergency cover exists through the Council's "emergency out of hours" service arrangements. See para 2.6 service availability.

#### **Resources**

In 2008/09, 257 notifications of infectious disease were received, of which 206 were regarded as significant and investigated in accordance with the above protocol. Total time spent on all aspects of infectious diseases, including training, averaged at about 10 hours per week made up of 3.75 hours Administrative Support and 6.0 hours officer time (not including travelling). It should be noted that workloads can increase dramatically in the event of an outbreak.

### **3.6 Food Safety Incidents**

Food Alerts are defined in the Code of Practice. This sets out the actions local authorities are expected to take. It is the Council's policy to respond in line with the Code of Practice.

The procedure for dealing with such incidents is set out in service policy documents. This policy incorporates procedures intended to satisfy the requirements of Codes of Practice and other guidance.

Approximately one/two alerts per week are projected.

The level of response necessary for each food incident is extremely variable and therefore very difficult to project.

#### **3.7.1 Liaison Arrangements**

The Council recognises the importance of acting in a consistent manner with adjoining authorities.

Arrangements are in place to ensure that enforcement action taken in this District is consistent with those of neighbouring Local Authorities including:

- Membership of Lincolnshire County CEHO Food Group, which incorporates Environmental Health as well as Trading Standards, Health Protection Agency, HPA Laboratory Service, FSA, and others involved in food. The group has and continues to:
  - encourage development of common protocols;
  - organise consistency training events and exercises;
  - organise and conduct consistency audits (Inter Authority Audits);
  - liaise with other county food groups;
  - organise county benchmarking studies.
- Membership of The Lincolnshire Environmental Health Group (Env Health, Trading Standards, Defra, HPA, and co-optees)
- Consultee for relevant Planning and Building Control applications
- Compliance with LACORS and FSA guidance

#### **3.7.2 Liaison Within the Council**

Regular liaison is held as necessary with other services of the Council, such as Legal Services, Development and Building Control sections and the Licensing team. The database of commercial premises is maintained and updated by using mechanisms such as, Local Authority Searches, The Rating Register, liaison with the Capital and Assets Management Group as well as surveys of the District. A large survey of the district was undertaken in 2008/09 and the data base of premises has been updated.

## **Resources**

An estimate of the resources to service the above liaison arrangements is approximately 50 working days of officer time. (Not including travelling and taking no account of the contracted in survey work carried out in 2008/09).

### **3.8 Food Safety and Standards Promotion**

The Council recognises the importance of Food Safety Promotion and its place in satisfying the required elements of the statutory code of practice, achieving the Council's priorities of Quality Living, Good for Business and Quality Organisation as well as maintaining and enhancing the council's reputation.

Promotional work is carried out by means of the following:

- Provision of information detailing providers of Food Hygiene training.
  - Identifying and communicating with ethnic groupings, and facilitating training both at foundation and at higher level, in accordance with the principles of equality as stated in the Council's Corporate Equalities Scheme, with "equality of outcome" being recognised as essential.
  - Providing Safer Food Better Business (SFBB) training for food businesses on a recharged basis. This is an FSA initiative, which comprises a documented food safety system with deemed legal compliance.
  - Supporting and supplementing national campaigns run by the FSA in particular Food Safety Week.
  - Issuing press releases and giving media interviews in appropriate circumstances.
  - Giving *ad hoc* presentations to schools and similar, community groups, business clubs, Town Centre Partnerships and others.
  - Implementation of a local Food Hygiene Star Award scheme from April 2006, satisfying the requirement for Freedom of Information compliance by providing a web link on the SKDC web site. All relevant food businesses are covered by the scheme, rating them from Nil to Five stars, as they are routinely inspected. Certificates and window stickers are issued to businesses achieving 3 stars (good), 4 stars (very good) and 5 Stars (excellent).
- A "newsletter" is provided for food businesses in SKDC and includes topical articles. This is issued at 6 monthly intervals.

- Food safety, and in particular the Food Hygiene Star Awards scheme, is actively promoted in the Council's Customer Contact Centre.
- A new web area has been developed and contains advice for business and the public in respect of starting a new food business and all aspects of food safety including nutrition.

## **Resources**

Current administrative support and officer time which needs to be assigned to food safety and standards is assessed as 20+ hours per week.

## 4.0 RESOURCES

### 4.1 Financial Allocation

Extracts from the Council's budget indicate as follows:

| Actual         | Budget         | Actual  | Budget         |                     |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------|----------------|---------------------|
| 2000/01        | 2001/02        | 2002/03        | 2003/04        | 2004/05        | 2005/06        | 2006/07        | 2007/08        | 2008/09        | 2008/09 | 2009/10        |                     |
| £              | £              | £              | £              | £              | £              | £              | £              | £              | £       | £              |                     |
| 227,300        | 233,848        | 252,544        | 176,696        | 238,530        | 243,920        | 193,777        | 204,084        | 195,471        |         | 248,143        | Food Safety         |
| 10,900         | 13,074         | 12,462         | 9,100          | 12,627         | 12,600         | 14,892         | 8,237          | 10,745         |         | 27,482         | Water Quality       |
| 32,900         | 29,016         | 37,986         | 24,905         | 30,302         | 36,840         | 20,039         | 14,485         | 32,959         |         | 20,705         | Infectious Diseases |
| <b>282,200</b> | <b>283,337</b> | <b>307,887</b> | <b>218,487</b> | <b>284,208</b> | <b>296,480</b> | <b>228,708</b> | <b>226,806</b> | <b>239,175</b> |         | <b>296,330</b> | *                   |

Note: \* The increase in budget for 2009/10 follows revised support cost allocations within the Council and the Healthy Communities Service The total service cost budget for Healthy Communities for 2008/09 was £391,947 and budget for 2009/10 is £415,261.

Food Safety and Water Quality 2007/8 budgets reduced due to reduction in support service recharge.

Budgets for Water Quality and Infectious Disease Control are shown as these link to the main budget for Food Safety. The budget for Health Promotion was removed in 2005. No provision is made for court proceedings, and no contingency budget held, in the event of a significant case being taken central funds would be required.

Staffing costs for 2003/04 were varied by the resignation and non-replacement of several Environmental Health Practitioners during the financial year. Other costs were broadly in line with budget. The budget for 2004/05 was revised following appointment of replacement staff. Actual costs for 2005/06 will have been varied by long term sickness of a staff member and the additional cost of employing a contractor.

## **4.2 Staffing Allocation**

The staff time allocated to the cost centres for Food Law Enforcement (includes Infectious Diseases, Sampling (food and water) Port Health, Health Promotion (80%) and Complaints (66%) are based on the previous financial year as follows (figures for earlier years for comparative purposes in brackets :

**Note:**

- (1) The figures shown for 2000/01 and 2002/03 and 2003/04 in respect of the EHM © refer to the aggregate of 2 previous PEHO posts.
- (2) EHO time for 2003/04 includes overtime
- (3) EHO and food safety officer time has been combined from 2004/05 .
- (4) Time allocated has been derived from Flare using the headings for Food Safety (G70) (G40) (G41) (G42) (G43) Infectious Diseases (G15), and Water Supplies (G32) (G71) all 100% allocation from 2007 and FTE calculations on basis of 225 days @ 7.5 hours per officer.
- (5) Time allocations do **not** include contractor time and are based on time directly recorded to specific functions
- (6) Contractors have been used from 2005

|  | <u>Full Time Equivalent</u>                            |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
| <b>*Healthy Communities Manager</b> – Manages the Healthy Communities Section and is responsible for services such as Health and Safety enforcement, Water Supplies, Infectious Diseases and Corporate Health and Safety, Community Leisure development.               | <b>08/09</b> 07/08 06/07 05/06 04/05 03/04 02/03 01/02 |  |  |  |  |  |  |  |  |
|  | <b>0.12</b> 0.15 0.21 0.37 0.43 0.67 0.72 0.80         |  |  |  |  |  |  |  |  |
| <b>Commercial Team Leader</b> (New post from May 2008)<br>Is responsible for work allocation and ensuring the risk assessment programme is met.  | <b>0.4</b>   |  |  |  |  |  |  |  |  |
| <b>Environmental Health Officer</b> – Contributes to risk inspection programme targets and qualified to deal with all Food Safety and associated activities.   |  |  |  |  |  |  |  |  |  |
|  | 1.33 1.38 2.70   |  |  |  |  |  |  |  |  |
| <b>Food and Safety Officer and Sampling Officer</b> – Involved in operation of food sampling programme, investigation of infectious diseases, low and high risk food inspection programme targets, qualified to carry out low and high risk food premises inspections. |  |  |  |  |  |  |  |  |  |
|  | 2.56 2.63 1.80   |  |  |  |  |  |  |  |  |
| Combined <u>totals</u> for EHOs and Food Safety Officers and sampling officer.   | <b>2.4</b> 4.25 4.09 4.05 4.25 3.89 4.01 4.50          |  |  |  |  |  |  |  |  |
| <b>Administrative Support Officers</b> – Carrying out all administrative support duties associated with food safety, infectious disease control, water supplies etc.   | <b>0.22</b> 0.17 0.14 0.47 0.75 1.09 1.24 1.30         |  |  |  |  |  |  |  |  |
| <b>Total Staff time</b>  | <b>3.14</b> 4.57 4.44 4.89 5.43 5.65 5.97 6.6          |  |  |  |  |  |  |  |  |

#### **4.3 Staff Development Plan**

The Council recognises it is essential that staff enforcing food law are qualified and trained in accordance with the Food Safety Act Code of Practice and it is Council policy to ensure that a suitable development and training plan is in place. This is done via the Investors in People approach and associated performance and development reviews to ensure officers are suitably qualified and maintain competency as required. The Code of Practice specifies a minimum of ten hours per annum ongoing training for officers in food matters.

On going training of all staff is arranged as necessary and this includes:

- Attendance at approved training courses to qualify staff as required by Code of Practice
- Regular in-house briefings during Team Meetings as well as *ad hoc* specific meetings
- Attendance at training events organised jointly with legal services to assist in compliance with required legal procedures
- Attendance at training events co-ordinated by the Lincolnshire CEHO Food Group
- Attendance at appropriate training events organised by the Food Standards Agency, LACORS and other agencies.
- Attendance at training courses to enable the FLARE/Authority software system to be better utilised.

**A service budget of £6,000 is available for Healthy Communities short course training, seminars etc. A significant proportion of this total will be spent on food, water and infectious disease related training. Training already approved/carried out includes:- attendance at East Midlands Regional Conference, Flare/Authority software, HPA training day.**

#### **5.0 Quality Assessment**

The Council is committed to the provision of a quality service with associated reviews of quality measures.

The following measures are in place to assess the quality and levels of performance achieved in food law enforcement.

- Documented procedures including:

- Inspection of Food Premises Guidance
- Foodstuff and Premises Complaint Investigation Guidance
- Investigation of Food Poisoning and Infectious Diseases Guidance
- Food and Other Sampling Guidance
- Procedure for Contractors

The following measures are in place to assess the quality and levels of performance achieved in food law enforcement:

- Auditing of food related work to measure and assess compliance with the above guidance
- Assessment of Service User Surveys and follow up investigations in the event of critical comment by service users will be carried out during the coming year
- Collation and publication of key performance indicators
- Benchmarking against other local authorities in Lincolnshire has been carried out via the Hampshire Matrix quality assessment and the Council was in the top 25 percentile
- Inter Authority Auditing of the Lincolnshire Food Authorities has been carried out and an action plan produced and followed through
- Internal audits by KPMG have previously been carried out and recommendations from this carried out
- Achieving and maintaining the Investors in People Award
- Checking of notices and other legal processes by a line manager
- Any complaints against the service are investigated in accordance with service and Council procedures

Note: The FSA have carried out an audit of the use of contractors at SKDC in 2008/09

## 6.0 REVIEW

### 6.1 Review against the Service Plan for 2008/09

Current resources available are considered sufficient, subject to demands generated by any other unforeseen circumstance, to maintain the levels of performance projected for the coming year in the areas of activity shown below. In the event of demand exceeding capacity, work will be prioritised on a risk assessed basis, with the following priority order.

- Complaints and service requests
- Interventions at high risk premises
- Infectious Diseases
- High concern revisits
- Food Examination /Sampling
- Special Visits including SFBB
- Other Advisory Visits and Promotional work
- Low concern revisits

Closer working and partnerships with businesses groups and individuals who are customers and stakeholders in the service, remain an ongoing aspiration and will continue to be developed.

A review and redrafting of internal policy and procedural documents relating to food work has been completed. The review of all documentation relating to infectious diseases and sampling will be completed within the period.

We will seek to comply with and achieve all relevant performance indicators and maintain continuous improvements.

We will continue to carry out any necessary training and to review policies. The potential impacts of the Hampton Review, the Rogers Review and the creation of LBRO are noted.

#### **6.2 Identification of any variation from the Service Plan**

A review will be carried out at the completion of the year, together with ongoing assessments during the year to identify any variations from the plan.

#### **6.3 Areas of Improvement**

Any areas requiring improvement, identified by the review will be specified in an Improvement Plan.

#### **6.4 Review of Performance for Year 2008/09**

- 97% of food inspections due by hazard for the year were carried out
- A total of 579 food premises inspections were carried out
- All except 3 required revisits were carried out and a total of 463 non inspection visits were carried out
- The sampling programme was maintained and over 350 food, water and pool samples taken
- 11,815 “hits” were made on the food hygiene star awards web site
- Two food newsletters were sent to food businesses
- Our enforcement policy was fully complied with
- The introduction of the Star Awards Scheme has resulted in an improvement in standards of food safety at food businesses. 1,049 businesses are rated and 951 (91%) are rated as 3 star or above.

## REPORT TO CABINET

**REPORT OF:** Portfolio Holder for Corporate Governance and Housing

**REPORT NO:** CHSC018

**DATE:** 1<sup>st</sup> June 2009

|   |  |  |
|---|--|--|
| <b>TITLE:</b>                                     | Choice based lettings (CBL)  |  |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | Key Decision   |  |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Cllr Paul Carpenter, Portfolio Holder for Organisational Development and Housing                     |  |
| <b>CONTACT OFFICER:</b>                           | Teena Twelves, Corporate Head Sustainable Communities<br>Tony Campbell, Director of Tenancy Services |  |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and<br>Referred to in<br>paragraph (7) below:  | Full impact assessment<br>Required:<br><br>Not at this stage |
| <b>Equality and Diversity</b>                     | Not at this stage  |  |
| <b>FREEDOM OF INFORMATION ACT:</b>                | Report will be published on the Council's website  |  |
| <b>BACKGROUND PAPERS</b>                          | Cabinet report on Allocations policy January 2008  |  |

### 1. RECOMMENDATIONS

This report recommends that Cabinet:

- Notes the progress to date
- May wish to suggest that one option is more preferable than others
- Request that officers bring a further report giving more detailed information to the next meeting

### 2. PURPOSE OF THE REPORT/DECISION REQUIRED

Government expect all local authorities to adopt a choice based lettings (CBL) approach to housing allocations from 2010 and in publishing statutory guidance on CBL is encouraging local housing authorities to consider possible joined up approaches on a sub-regional basis. A summary of the statutory guidance is attached for members' information. (Appendix 1).

This presents South Kesteven with a number of options which officers have been exploring. These include possible schemes with Lincolnshire and with Peterborough. The report seeks the views of Cabinet on CBL options.

### **3. DETAILS OF REPORT (SUMMARY – USE APPENDICES FOR DETAILED INFORMATION)**

#### **Background:**

In 2006 the Lincolnshire Districts (excluding SKDC) commenced work on a sub regional CBL approach. More recently this work has seen the development of two schemes one for East Lindsey and Boston (called the East Lincs CBL) and the other for City of Lincoln, West Lindsey and North Kesteven (known as the Central Cluster). South Holland although originally the lead authority for the Lincolnshire wide project, have not stated their preferred CBL route at the present time. Because the Lincolnshire wide project was supported with £100k of Government money there is still a desire to make sure the two schemes can operate together hence the existence of a Lincolnshire Project Board to deliver the two schemes as agreed by Lincolnshire Chief Executives.

The East Lincs and the Central Cluster partnerships reflect the Costal and Central housing market areas (HMAs) as defined for Lincolnshire by Regional Government; South Kesteven are within the Peterborough Partial HMA along with Peterborough City, Rutland and South Holland councils. Because of this natural synergy and that Peterborough has had a successful CBL system in place for a number of years this is being explored as a potential option.

CBL aspires to create a more customer focussed and transparent approach to housing allocations as customers are able to make decisions about their housing future; for SKDC it also provides the opportunity to integrate its housing register (waiting list) function with its statutory housing advice/homeless service. As part of preparing for a CBL approach Cabinet approved a new draft housing allocations policy in January 2008. As yet this has not been consulted on (as required by law) with a range of stakeholders because it was anticipated that if SKDC was to join with a sub regional scheme it would need to either adopt a common allocation policy in conjunction with other partners or in the case of the Peterborough CBL scheme adopt their approved policy.

#### **Current Position:**

##### **East Lincs CBL**

Boston have had CBL in place since January 2007 thus East Lindsey and the other Registered Social Landlords within the East Lincs scheme have been able to adopt a common allocation policy, banding scheme, produce guidelines, processes and procedures plus a single application form relatively quickly. It is not proposed that SKDC would consider joining the coastal group directly.

##### **Central Cluster**

In this arrangement City of Lincoln Council has had CBL in place for a number of years; thus they only really need to update the IT technology that provides the interface with their customers. In looking to join with North Kesteven and West Lindsey the three partners need to agree a common allocations policy, banding and approach. There is a desire to have a scheme in place by April 2010. As each of the partners has a different housing management IT system quotes are being

sought for the provision of an appropriate web based system on which to advertise available properties and receive bids from customers for the properties. Indicative one-off costings for software systems for all 7 districts range from £88k to £138k.

### **Peterborough Homes CBL**

In the last few weeks officers have visited Peterborough City Council to look at their approach and the possible options.

Peterborough has a CBL scheme in place with 10 other major RSL partners and used by a number of private landlords. As you might expect for a large diverse city authority it is probably the best developed CBL approach viewed, capable of providing SKDC with a range of service and delivery options.

Peterborough have suggested a number of service options for both ourselves and South Holland to consider. The early costings range from £110k to £228k for both authorities depending on the level of service to be provided. These will need further investigation and evaluation.

### **SKDC**

Officers have continued to contribute to the Lincolnshire Central Cluster scheme policies. Work to review our current housing register has commenced recently. Further enquiries are being made as regards the cost of the software required for a stand alone solution.

## **4. OTHER OPTIONS CONSIDERED**

There still remains an option to implement our own scheme for which Council has already provided one-off funding of £150,000 in our 2009/10 budget. One of the difficulties in considering options is that we have limited actual financial information available to us at this stage.

## **5. RESOURCE IMPLICATIONS**

All options would result in a need to review staffing arrangements for allocations and front line housing advice in due course.

## **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

There could be a risk associated with the future of the Lincolnshire project because it had previously received CLG funding. However if we were to work with Peterborough it is not a wholesale rejection of the Lincolnshire project, more a belief that that working within Housing Market Areas is more beneficial to our residents. A full risk assessment will be carried out once preferred options are agreed.

## **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

None at this stage. Once a preferred option is agreed the appropriate assessment will be undertaken.

## **8. CRIME AND DISORDER IMPLICATIONS**

None at this stage.

## **9. COMMENTS OF SECTION 151 OFFICER**

The 2009/10 budgets includes a one-off financial sum of £100k in respect of revenue (General Fund) and £50k capital (HRA). These were agreed by Council for the introduction of CBL. Thereafter the management and operation of the service will need to be met from existing resources.

## **10. COMMENTS OF MONITORING OFFICER**

The decision of choice of provision for choice based lettings should not be made on the information available to members to date. The report is for update and noted only. The decision of this report is not key, however the ultimate decision on choice of provision will be a key decision.

## **11. APPENDICES:**

**Appendix 1 Executive summary of Government code of guidance on CBL**

**Choice Based Lettings – Executive Summary of Code of Guidance**

## Purpose of the code

- 1.1 The Secretary of State is issuing this guidance to local housing authorities in England (referred to in this guidance as “housing authorities”) under s.169 of the Housing Act 1996 (the 1996 Act). Housing authorities must have regard to this guidance for the purposes of exercising their functions under sections 167(1A) and 167(2E) of the 1996 Act. This guidance is also relevant to the duties in sections 193(3A) and 195(3A) of the 1996 Act.
- 1.2 This code of guidance (“the Code”) provides information about those factors which housing authorities should take into account in framing their allocation scheme to offer a choice of accommodation to applicants, and factors which they may wish to consider. Accordingly the guidance is primarily for those authorities which have in place or propose to have in place a policy of offering choice to applicants. It is not a substitute for legislation and in so far as it comments on the law can only reflect the Department’s understanding at the time of issue. Housing authorities will still need to keep up to date with any developments in the law in this area.
- 1.3 Housing authorities which offer a choice of accommodation to applicants continue to allocate accommodation within the meaning of Part 6 of the 1996 Act and must comply with the provisions of Part 6. This guidance is therefore supplementary to the Allocation of Accommodation Code of Guidance for Local Housing Authorities<sup>1</sup> issued in November 2002 (referred to in this guidance as the “Allocations Code”).

## Who the guidance is for

- 1.4 This guidance is specifically for housing authority members and staff. It is also of direct relevance to registered social landlords (referred to as RSLs). Where a housing authority requests it, RSLs have a duty under section 170 of the 1996 Act to co-operate to such extent as is reasonable in the circumstances in offering accommodation to people with priority under the

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<sup>1</sup> *Allocation of Accommodation Code of Guidance for Local Housing Authorities*, ODPM 2002.

authority's allocation scheme. Other private landlords may also work in partnership with housing authorities to enable applicants to be offered a choice of accommodation and this guidance may be of interest to these landlords.

1.5 Many of the activities covered by this guidance require joint planning and operational co-operation between housing authorities and other bodies. These are likely to include social services departments, health authorities, other referral agencies and voluntary sector organisations, and RSL "HomeBuy Agents"<sup>2</sup>, although this list is not exhaustive. This guidance will be relevant to these organisations as well.

## Legislation in context

1.6 In framing their allocation scheme to offer a choice of accommodation to applicants, housing authorities should ensure that their policies and procedures are compatible with obligations imposed on them by other existing legislation, in addition to Part 6 of the 1996 Act, including but not limited to:

- The Race Relations Act 1976 (in particular s.71)
- The Disability Discrimination Act 1995 (in particular s.49A)
- The Sex Discrimination Act 1975 (in particular s.76A)
- The Equality Act (Sexual Orientation) Regulations 2007 (in particular regulations 5 and 8)
- The Human Rights Act 1998
- The Freedom of Information Act 2000 (in particular s.19)
- The Data Protection Act 1998 (see paragraph 5.36 below)

1.7 Section 71 of the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000) requires specified bodies, including local authorities, to have due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relations between people of different racial groups. The aim of this provision is to make the promotion of racial equality central to the way relevant services are designed and delivered. Local authorities are also required to publish a

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<sup>2</sup> HomeBuy Agents are appointed RSLs which provide a point of contact for affordable housing options in a given area in England and handle the application process for the Open Market and New Build Homebuy products.

race equality scheme which must be reviewed every three years. Policies and procedures on offering choice to housing applicants should have regard both to wider duties imposed on public bodies in terms of race relations, and to the local authority's own race equality scheme.

- 1.8 Section 49A of the Disability Discrimination Act 1995 (inserted by the Disability Discrimination Act 2005) introduces a new duty to promote disability equality which is applicable to all public bodies, including housing authorities. This duty came into force in December 2006. It includes, amongst other things, the requirement to have due regard to:
  - the need to promote equality of opportunity between disabled persons and other persons
  - the need to eliminate unlawful discrimination and
  - the need to take steps to take account of disabled persons disabilities, even where that involves treating disabled persons more favourably than other persons
- 1.9 The Equality Act (Sexual Orientation) Regulations 2007 (which are made under section 81 of the Equality Act 2006) make it unlawful to discriminate on the grounds of sexual orientation in the provision of goods, facilities and services, the disposal and management of premises and the exercise of public functions (amongst other things). Sexual orientation is defined in section 35 of the Equality Act 2006 as meaning an individual's sexual orientation towards persons of the same sex as him or her, persons of the opposite sex, or both. Lesbian, gay and bisexual applicants may often be reluctant to access services, including social housing, for fear of discrimination and/or fear of a lack of awareness or sensitivity to their issues among housing and support providers. Housing authorities should be aware of this when framing their allocation policies and when considering the support and assistance available to applicants (see further Chapter 5).
- 1.10 Section 19 of the Freedom of Information Act 2000 requires public authorities to adopt and maintain a scheme which relates to the publication of information by the authority, and to publish information in accordance with that scheme. The publication scheme must specify the classes of information which the authority publishes or intends to publish; the manner in which information of each class is, or is intended to be, published; and whether the material is, or is intended to be, available to the public free of

charge or on payment. The type of information covered by a publication scheme would include the authority's allocation scheme. This is in addition to the duties under section 168 of the Housing Act 1996 to make information available about the authority's allocation scheme.

1.11 The following guidance on the equalities duties is available on the Equality and Human Rights Commission website at [www.equalityhumanrights.com](http://www.equalityhumanrights.com):

- The Duty to Promote Disability Equality: Statutory Code of Practice
- Housing and the Disability Equality Duty: A guide to the Disability Equality Duty and Disability Discrimination Act 2005 for the social housing sector
- Gender Equality Duty: Code of Practice for England and Wales
- The gender equality duty and local government: Guidance for public authorities in England
- The Statutory Code of Practice on Racial Equality in Housing (England).

1.12 The policies and procedures on offering a choice of accommodation should be seen in the context of the authority's other housing functions. They should be compatible with the local authority's housing strategy and the relevant regional (and sub-regional) housing strategy. Since the allocation of accommodation under Part 6 is one of the ways in which the main homelessness duty can be discharged, the policies and procedures on choice should also be considered as part of the housing authority's homelessness strategy.

1.13 For a wide range of vulnerable people, housing, care and support are inextricably linked, and housing authorities will want to consider how their policies on offering choice to applicants interacts with other programmes of care and support.

END

## REPORT TO CABINET

**REPORT OF:** ECONOMIC DEVELOPMENT PORTFOLIO HOLDER

**REPORT NO:** PLA 758

**DATE:** 1<sup>st</sup> June 2009

|   |   |  |
|---|---|--|
| <b>TITLE:</b>                                     | Revision to Bourne Town Centre Redevelopment Supplementary Planning Guidance  |  |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | Key Decision  |  |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Cllr Frances Cartwright<br>Economic Development Portfolio   |  |
| <b>CONTACT OFFICER:</b>                           | Karen Sinclair, Planning Policy Service Manager<br>01476 406438 k.sinclair@southkesteven.gov.uk   |  |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and<br>Referred to in<br>paragraph (7) below:   | Full impact assessment<br>Required: No |
| <b>Equality and Diversity</b>                     |   |  |
| <b>FREEDOM OF INFORMATION ACT:</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>                          | Report PLA 411 dated 3 <sup>rd</sup> November 2003<br>Cabinet Report PLA 748 dated 9 <sup>th</sup> March 2009   |  |

### 1. RECOMMENDATION

1.1 **That the revised Bourne Town Centre Redevelopment Supplementary Planning Guidance is adopted.**

### 2. PURPOSE OF THE REPORT

2.1 To consider the responses received following consultation on the proposed revisions to the Bourne Town Centre Redevelopment Supplementary Planning Guidance (SPG) and for the SPG to be adopted.

2.2 The SPG provides a planning context and principles to guide the comprehensive redevelopment of the Bourne core area. It therefore, contributes to the Good for Business priority theme and in particular the sustainable growth of Bourne through the development of a key town centre site.

### 3. DETAILS OF REPORT

3.1 The proposed revisions to the SPG were subject to six weeks consultation between the 27<sup>th</sup> March and 8<sup>th</sup> May 2009.

- 3.2 A copy of the consultation document was sent to those landowners/occupiers of property directly affected by the proposed changes to the SPG boundary and other interested stakeholders such as the Town Council. Other landowners/occupiers of property within the SPG boundary were notified of the consultation period and availability of consultation documents.
- 3.3 The SPG was also made available at the Council's Bourne area office and the local library, on the website and publication was advertised by way of a statutory notice published in the both the Bourne Local and Stamford Mercury (Bourne edition).
- 3.4 At the end of the consultation period, a total of 7 representations had been received. Of these, 3 related to the proposed revision to the SPG boundary. The remainder relate either to sections of the SPG that were not subject to revision or to a future redevelopment proposal.
- 3.5 The Appendix to the report summarises the representations received together with an officer response and recommendation as to whether the SPG should be changed in response to the representation.

#### **4. OTHER OPTIONS CONSIDERED**

- 4.1 Do not adopt the revised SPG – the reasons for proposing revisions to the SPG were explored in the previous report to Cabinet (report PLA 748). It is considered that this remains an appropriate course of action.
- 4.2 The concerns raised by the representations have been assessed (as set out in the appendix to the report), however, it is considered that these are either already adequately covered by the SPG or raise matters that can be dealt with as part of the process of bringing forward a development scheme.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 There are no significant resource implications arising from the adoption of the SPG. Costs associated with the publication of statutory adoption notices and reprinting of the document can be accommodated within this financial year's Planning Policy budget.

#### **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

- 6.1 None identified.

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 The SPG 'hangs off' policies contained in the South Kesteven Local Plan, which has been the subject of an initial equality impact assessment. This concluded that there would not be any differential impact from the application of the policies and that a full assessment was not required.

**8. CRIME AND DISORDER IMPLICATIONS**

8.1 None arising from this report.

**9. COMMENTS OF SECTION 151 OFFICER**

9.1 I have no specific financial comments to make in respect of this report.

**10. COMMENTS OF MONITORING OFFICER**

10.1 The purpose of the report is to enable Cabinet to consider the results of the consultation, take into account any relevant comments on the revision to the SPG and approve the SPG subject to any accepted proposals made as a result of the consultation.

**11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER**

11.1 The adoption of the revised Supplementary Planning Guidance will set out the Council's vision for the redevelopment of Bourne Town centre. This policy advice will have great weight in the determination of any planning application. This will provide policy support for Development Control officers in the discussions/negotiations with potential developers and is welcomed as part of the Development Management Objective set out in the latest Government legislation and advice.

**12. APPENDICES:**

Appendix A Summary of representations

## Representations Received to Bourne Town Centre Redevelopment SPG Revisions

| Reference Number | Respondent Name             | Agent Name    | SPG Section  | Representation Status | Representation Summary  | Changes Sought   | Officer Response   | Recommendation   |
|------------------|-----------------------------|---------------|--------------|-----------------------|---|--|--|------------------|
| 001/001          | Ivor Crowson                | Justin Fowler | General      | Comment               | Client is happy to cooperate with any new scheme but does not want to loose his investments or any part thereof. In past have discussed possibility of opening up the back of client's land into scheme at Wherry Land and that may remain best way forward. When proposals are further developed happy to discuss further.               | n/a  | Comments are noted   | No change to SPG |
| 002/002          | Sonja Burdet                | Mr Hodson     | General      | Comment               | Major concern is loss of car parking behind units and would like information as to how this would be affected in future scheme proposals.   | n/a  | Until a detailed scheme is developed it is difficult to know how existing car parking provision may be affected. However, the respondents comments will be taken into account as a scheme is developed and the respondent will be kept informed of progress.   | No change to SPG |
| 003/003          | Mr Aylmer                   |               | SPG Boundary | Object                | Own 4 Clare Court, which is currently let to tenant who wishes to remain permanently. Property is part of pension and do not wish to sell. Do not think removing a modern block of flats is going to benefit the area. Any developer who buys now will get a cheap property and the Council must realise the tax payer has to come first. | Clare Court should not be included within the SPG boundary.  | The proposed revision to the SPG boundary has been proposed to give more flexibility for the development. Until a detailed scheme is developed it will not be known how the property referred to will be impacted on or indeed whether it will definitely be needed to make way for the development. At this stage, therefore, it is considered appropriate for the SPG boundary to be revised as proposed.  | No change to SPG |
| 004/004          | Bourne Community Arts Trust |               | Parking      | Comment               | Concerned that there will be suitable access and disabled parking facilities to Wake House which is used by a significant number of disabled and elderly users who need to be able to access the premises through the rear door.  | In the Parking section at end of first paragraph add: 'Disabled parking and access to the rear of North Street building for disabled users will be maintained as part of the development.' | The area to the rear of Wake House proposed to be excluded from the SPG boundary comprises a small area of land which would facilitate disabled parking provision and it is recognised that maintaining access to this will need to be incorporated into a development scheme. The need for servicing arrangements for existing uses within the area to be taken account of and incorporated into any scheme is already covered in the SPG (in the section on access). It is considered, therefore, the issue raised can be dealt with, without further revision to the SPG. | No change to SPG |

## Representations Received to Bourne Town Centre Redevelopment SPG Revisions

| Reference Number | Respondent Name     | Agent Name | SPG Section  | Representation Status | Representation Summary  | Changes Sought   | Officer Response  | Recommendation   |
|------------------|---------------------|------------|--------------|-----------------------|---|--|---|------------------|
| 005/005          | Bourne Town Council |            | General      | Comment               | Document considered by the Highways & Planning Committee of the Town Council but feel unable to comment. Felt that lacked information and there was a lot of uncertainty with the project, request SKDC officer to speak to them about current position.  | n/a  | Arrangements will be made to meet the Town Council's request.   | No change to SPG |
| 006/006          | Miss K Greenfield   |            | SPG Boundary | Object                | Disgusted that might lose home that own and have lived in for 25 years. Love enclosed garden, which took many years to get to way it is, not overlooked and provides peace and privacy. Even if flat not required for development, will be surrounded by shopping centre with noise, lack of privacy and hooligans roaming around at night. No doubt decision cut and dried before residents have heard about scheme and my comments are complete waste of time.  | Resources should be put into the existing empty shops in Bourne and Burghely Street residents left alone.  | The proposed revision to the SPG boundary has been proposed to give more flexibility for the development. Until a detailed scheme is developed it will not be known how the property referred to will be impacted on or indeed whether it will definitely be needed to make way for the development. At this stage, therefore, it is considered appropriate for the SPG boundary to be revised as proposed. | No change to SPG |
| 007/007          | Ms E Beckett        |            | SPG Boundary | Object                | House, which is fully occupied, is situated in a valuable quiet prime site with convenient access to multitude of facilities and amenities, including parking and pleasant access to the high street via several routes. The house is also located next to the former grain warehouse which has been identified as warranting retention as a building of significant architectural/local interest. Significant concerns that any development will negatively affect the value of property directly and indirectly (through parking, noise, light etc.) No desire to sell property and wish to be kept fully informed of SPG with right to actively participate in any decisions that affect property. | Add generic statement: 'Local property owners will be entitled to a full right of participating in any decisions that may affect their properties, either directly or indirectly, with rights to veto any proposals they consider unacceptable. Cost relating to any professional services considered necessary by them for such participation will be re-imbursed by SKDC.' | Full consultation with the local community and those landowners/occupiers affected by the development of the Bourne Core area will be undertaken as a scheme is brought forward. However, it is not the role of the SPG to prescribe what form this consultation will take.   | No change to SPG |

## Representations Received to Bourne Town Centre Redevelopment SPG Revisions

| Reference Number | Respondent Name | Agent Name | SPG Section | Representation Status | Representation Summary | Changes Sought  | Officer Response  | Recommendation   |
|------------------|-----------------|------------|-------------|-----------------------|------------------------|---|---|------------------|
|                  |                 |            |             |                       |                        | Amend last paragraph of Statement of Intent to: delete 'reasonable' and substitute 'fully commercial'; after 'terms' insert 'recognising not only current valuations but, inter alia, future potential values.:'; add 'compulsory purchase powers will only be invoked after professional arbitration methods have been exhausted.' | The Statement of Intent, which makes reference to the use of Compulsory Purchase Order powers (CPO), does not form part of the adopted SPG but was prepared to accompany the SPG at the request of Cabinet when the SPG was adopted in 2004. As currently worded the statement of intent makes clear that the use of CPO will be a last resort. The use of CPO is subject to separate legal procedures for which there are clear guidance and regulations that must be followed, including how any compensation that may be payable is assessed. As such it is not considered that the amendments sought add anything to the statement as worded. | No change to SPG |

## REPORT TO CABINET

**REPORT OF:** Economic Development Portfolio Holder

**REPORT NO:** PLA759

**DATE:** 1<sup>st</sup> June 2009

|   |   |                                     |
|---|---|-------------------------------------|
| <b>TITLE:</b>                                     | Grantham Conservation Area Boundary Changes   |                                     |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | Key Decision  |                                     |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Councillor Frances Cartwright, Economic Development Portfolio Holder  |                                     |
| <b>CONTACT OFFICER:</b>                           | Karen Tomlinson, Assistant Conservation Officer, ext 6472 K.Tomlinson@southkesteven.gov.uk  |                                     |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and<br>Referred to in<br>paragraph (7) below:   | Full impact assessment<br>Required: |
| <b>Equality and Diversity</b>                     |   |                                     |
| <b>FREEDOM OF INFORMATION ACT:</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>                          | None  |                                     |

### 1. RECOMMENDATIONS

It is recommended that Cabinet:

1. formally adopt the draft Grantham Conservation Area appraisal,
2. approve the recommended boundary changes,
3. delegate authority to the Corporate Head of Sustainable Communities in conjunction with the Economic Development Portfolio Holder to approve minor amendments to the appraisal and appraisal maps if required.

### 2. PURPOSE OF THE REPORT/DECISION REQUIRED

The Planning (Listed Buildings and Conservation Areas) Act 1990 requires local planning authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts, to consult the local community about these proposals and to review the overall extent of designation in their areas regularly and if appropriate to designate additional areas.

English Heritage guidance states that the general appropriateness of current boundaries should be reviewed as part of the appraisal process. If the original interest has been eroded by subsequent changes or by inappropriate development then the boundary should be revised.

The purpose of this report is to enable Cabinet to consider the public representations received in response to the proposed boundary changes and appraisal and to decide whether to confirm the revised boundary with or without further amendment and to approve the Conservation Area appraisal.

The appraisal contributes to the priority themes of Quality Living and Good for Business. It should be regarded as the first step in a dynamic process, the aim of which is to preserve and enhance the character and appearance of the designated area and to provide the basis for making sustainable decisions about its future. The appraisal document makes reference to potential public realm enhancement works which could augment the attractiveness of Grantham as a place to live and work, such as the partial pedestrianisation of Market Place and improvements to Watergate and the Civic Centre.

Grantham has a rich heritage value which could be used to generate wider social and economic benefits, such as a learning or recreational resource, a generator of tourism or inward economic investment. Grantham is uniquely placed to exploit the attractiveness of its built environment due to its excellent rail and road transport links.

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

The Conservation Area appraisal provides a brief overview of the historic development of Grantham, an analysis of its special architectural and historic character and identifies buildings which detract from the character of the Conservation Area as potential opportunity sites for future sensitive redevelopment. It establishes management proposals to provide guidance for Development Control staff in exercising their planning powers to pay special attention to the desirability of preserving or enhancing the character or appearance of the Conservation Area.

The appraisal proposes amendments to the boundary of the Conservation Area. It recommends the exclusion of the following areas which are considered to be of insufficient architectural or historic interest to justify inclusion (these are shown on the maps included in the report appendix):

- The west side of Watergate north of The Playhouse. The character of this area has been adversely affected by insensitive post war commercial developments which do not reflect the traditional plan form, scale, mass, materials or design of the Conservation Area (Map 3).
- The east side of Union Street to the north of The Union garden centre. This area consists of modern functional office and retail developments which are set back from the roadside with car parks located in front which is inconsistent with the enclosed character of the Conservation Area (Map 3).
- The boundary currently extends from Westgate to incorporate the west side of Sankt Augustin Way. This was the site of a listed building which was demolished in 1977 and therefore the site is no longer worthy of inclusion (Map 3).
- The Kings Hotel on North Parade. The character of the building has been adversely affected by insensitive modern extensions and it does not relate to the adjoining terrace of brick buildings in terms of design, scale or materials (Map 5).

The original boundary of the Conservation Area omitted Victorian and Edwardian phases of development which are now considered to be of special interest. Therefore the appraisal recommends the following areas for inclusion within the boundary (these are shown on the maps included in the report appendix):

- London Road to the junction with Rycroft Street on the west side and College Street on the east consists of an attractive range of late 19<sup>th</sup> century buildings. Although the ground storeys have been converted into retail units with modern shop fronts, the upper storeys remain largely unaltered. The buildings are largely constructed of brick with stone detailing which reflects the quality of the townscape of St Peters Hill (Map 4).
- Albion Street, Albion Place, Chambers Street and Gladstone Terrace are characterised by late 19<sup>th</sup> - early 20<sup>th</sup> century terraced housing. The terrace on the south side of Albion Street is largely intact and have retained their timber bay windows and boundary walls. The east side of Gladstone Terrace is particularly attractive as the buildings are largely unaltered and are constructed of brick with stone mullion bay windows and stone detailing on the front elevations. Other significant buildings include the Masonic Hall on Chambers Street and the former school building on Albion Street which has been converted into a nursing home. Although some properties have been modernised, this area is still regarded as being of sufficient architectural interest to include within the boundary (Map 5).
- Welby Gardens is an attractive planned development consisting of large semi detached and detached brick houses of varying architectural styles dating from the late 19<sup>th</sup> - early 20<sup>th</sup> centuries. The houses are arranged around a central tree lined oval garden. The spacious elegant layout and scale of the development forms a pleasant contrast with the high density housing found elsewhere within the Conservation Area (Map 5).

### **Responses from the Public Consultation**

The appraisal was subject to a six week public consultation with residents and commercial occupants within the Conservation Area, English Heritage, the National Trust, the Grantham Civic Society, Heritage Trust of Lincolnshire and Grantham Charter Trustees.

A total of nineteen representations were received. Twelve of these, including English Heritage, the National Trust, Springfield Park Properties and the Kings School endorsed the appraisal and management principles set out for each area. A summary of the representations received is set out below.

### **Representations to the Appraisal**

Five respondents were concerned about the suggestion of public realm improvements to Market Place. A total pedestrianisation scheme and removal of free car parking was perceived by four respondents as being detrimental to their businesses and one believed it could attract anti-social behaviour.

The appraisal does not specifically advocate a full pedestrianisation scheme for Market Place but it does suggest that the removal of or a reduction in the number of car parking spaces, particularly those adjacent to the medieval cross which is a Scheduled Ancient Monument and a listed structure. This would enhance the

appearance of Market Place, improve the setting of the cross and Conduit House and improve pedestrian movement around the town centre. There are alternative car parks in close proximity to Market Place on Conduit Lane, wide Westgate and the multi-storey car park at the Isaac Newton Centre which could accommodate the proposed reduction of parking spaces in the centre of Market Place.

The pedestrianisation of Market Place has been suggested in the Transport Strategy for Grantham which would form the impetus for any scheme rather than the appraisal document. If a scheme is to be taken forward it will be subject to a wider public consultation to take into account the views of residents and businesses within the town.

One respondent objected to the proposal to remove the pedestrian guard rail adjacent to the zebra crossing on North Parade as they felt this acted as a buffer between the traffic and their property. This matter should be determined by Lincolnshire County Council Highways who are responsible for highway safety.

One respondent raised the issue that all buildings within the Conservation Area had received planning permission and that the council was responsible for the poor specification of materials. These decisions were taken in the absence of a robust character appraisal which is why Cabinet is being requested to endorse this document.

### **Representations to the Proposed Boundary Changes**

Four responses were received in relation to the proposed boundary amendments. Three supported the proposed enlargement of the residential district. One resident objected on the grounds that they would have to remove their satellite dish from the front elevation of their house. However as this is an existing dish and the appraisal took into consideration existing features such as satellite dishes, it is unlikely that any enforcement action would be taken against existing satellite dishes.

Of these four respondents one also supported the proposals to partially exclude Watergate and Union Street and one objected to the exclusion of Union Street.

The objection was based upon the former historical significance of this area as the site of the friary and for its fortifications during the English Civil War. Conservation area designation is intended to protect the character of the built environment and is not an appropriate mechanism to protect archaeology where no trace remains above ground. There was also concern that this amendment would exclude early 17<sup>th</sup> and 18<sup>th</sup> century buildings located to the rear of Market Place. These buildings are to be retained within the boundary; it is only the modern office blocks and supermarket on Union Street which are proposed for exclusion.

## **4. OTHER OPTIONS CONSIDERED**

The council is required by Section 72 of the 1990 Act to produce character appraisals and to publish proposals for their management. This is the first Conservation Area appraisal document produced for Grantham which contains a comprehensive analysis of its special architectural and historic character since it was designated in 1970.

Previous documents produced in 1970 and 1985, following a boundary revision, do not contain sufficient information to provide a basis for sustainable planning decisions which will preserve and enhance the character of the Conservation Area.

Not to amend the boundary. However, this would constitute a missed opportunity to include areas which are of sufficient architectural quality to merit protection and would positively contribute to the overall character of the Conservation Area and to exclude detrimental areas as set out in Section 3 of the report. These alterations will ensure that the boundary is robust and justifies its status as an area of special historic and architectural importance.

## **5. RESOURCE IMPLICATIONS**

The costs associated with the publication of statutory notices and printing costs of the appraisal can be accommodated within the existing Conservation budget.

## **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

There are no identifiable risks associated with this report.

## **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

Not applicable.

## **8. CRIME AND DISORDER IMPLICATIONS**

None in relation to this report.

## **9. COMMENTS OF SECTION 151 OFFICER**

I have no specific financial comments to make in respect of this report.

## **10. COMMENTS OF MONITORING OFFICER**

Local authorities have a duty to review the overall extent of conservation area designations in their area regularly. Designations such as this remain the principal means by which conservation policies can be applied to particular areas.

Detailed guidance on the appraisal of conservation areas has been produced by English Heritage in association with the Planning Advisory Service. This has been followed so far as it is appropriate for this particular designation.

It is appropriate this matter is dealt with as a key decision of Cabinet as the appraisal affects more than 2 wards of the district

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

Lead Professional (Development Control). The Council has a legal duty, when determining planning applications, to preserve and enhance the Conservation Area. Adoption of this document will provide the framework for Development Control Officers to advise developers and the Council to appropriately determine applications.

**12. APPENDICES:**

**Grantham Conservation Area Appraisal**

## **Grantham Conservation Area Appraisal**

### **Location and Context**

The market town of Grantham lies some 24 miles south-southwest of Lincoln along the course of the river Witham. It is surrounded by the undulating Kesteven Uplands, which is a mixed farming landscape with a high proportion of historic woodlands. Archaeological evidence indicates that this area was populated by isolated farmsteads during the Bronze and Iron Ages. The town was founded in the Saxon period between 400-600AD, however relatively little is known about its early development.

The Danes established the town as a centre for regional trade and civil and criminal justice between the 10<sup>th</sup>-12<sup>th</sup> centuries. The Domesday Book of 1086 described it as a royal demesne belonging to the King of England with a population of 1,300 and it comprised of a hall, church and four mills.

The medieval town developed around St Wulfram's Church between the river Witham and Mowbeck and extended southwards to St Peters Hill. It consisted of five main streets which form the nucleus of the modern town centre; Swinegate, Castlegate, Westgate, Market Place and Walkergate, now known as Watergate. Tenement buildings lined the streets with shops on the ground floor and gardens, orchards, stables, wood yards and malt-floors to the rear. St Peters Hill derived its name from an important 11<sup>th</sup> century estate to the south of the medieval town which belonged to Peterborough Abbey. Tenement buildings belonging to the estate were located along the eastern edge of Swinegate whilst those with Burgage or rent-paying tenure, free of Peterborough, were located to the west of Swinegate and along Westgate.

Market Place was dominated by the Franciscan Friary to the west of Frere Lane, which was established in 1290 by the Grey Friar monks and dissolved in 1539; all traces of the friary have since vanished. The friars had established a system of pipes as early as 1314 which conveyed fresh water from the springs at Gonerby to the friary. The pipe was extended following the dissolution of the friary, and was used as a public water supply from 1597-1851. The ornamental Gothic style Conduit House was built in 1597 to protect the water supply from contamination; the Conduit was repaired in 1795 and 1927.

The Market Cross was the former preaching cross of the friars and was erected to denote the site of the market which has been held in the town since the 13<sup>th</sup> century. The cross has a medieval stepped base with an 18<sup>th</sup> century cap. The cross was removed in 1779 and later returned but was subsequently removed again in 1884 due its dangerous condition and was replaced by an obelisk. It was returned to its current position in 1910.

The town's prosperity from the medieval period until the 17<sup>th</sup> century was derived principally from the production and trade in wool, which was England's largest export commodity in the medieval period. St Wulfram's Church, built 1100-1450 on the site of a previous Saxon church, was partially financed by wealthy wool merchants. This prosperity attracted the financially powerful order of the Knights Templar who began purchasing property in the town from 1300, the Angel and Royal Hotel which dates from the late 14<sup>th</sup> century, was built on the site of a former Templar commandery. King Edward IV granted the first Royal Charter in 1463 which officially recognised Grantham as a town rather than a settlement, and conferred the right of the townspeople to make laws, establish a prison and levy taxes. A number of eminent 17<sup>th</sup> century figures, including Sir Isaac Newton and the philosopher Henry More, were educated at the Old Grammar School on Church Street, built in 1497.

The population increased during the 16<sup>th</sup>-17<sup>th</sup> centuries; however there was little outward expansion of the town as new buildings were constructed behind the existing street frontages. Francis Peck's description of the town in 1731 only mentioned eleven streets; Almes Lane, Castle Gate, Fenkel Street, High Street, Market Place, Swyne Gate, Walkers Gate, West Gate, Vine Street, Cole Hill and Church Lane.

Grantham was a prosperous market town by the early 18<sup>th</sup> century with an economy based on agriculture and the coaching trade. Westgate was a centre of rural commerce with agricultural service industries such as blacksmiths, nail makers, rope makers, small brass and iron founders occupying the buildings which lined the road. A cattle market was originally held on the site of wide Westgate which could account for the variation in the width of the road. Five turnpike roads were constructed between 1720-1804 which connected Grantham with the north, Stamford, Nottingham, Melton and Bridge End and enabled farmers from the outlying districts to travel more easily to the market.

The Great North Road, the main coaching route between London and Edinburgh, ran through the town along High Street from 1600 until the mid 19<sup>th</sup> century. New coaching routes developed through the town following the construction of the turnpike roads. The coaching trade represented a major source of wealth for the town as existing inns, such as the Angel and Royal, expanded and new inns, including The George, were constructed to accommodate the large number of travellers. The inns provided a substantial source of employment; by 1826 more people were employed in running the inns and taverns than in any other single trade.

The principal building material prior to the 18<sup>th</sup> century was Ancaster limestone, this durable stone was used to construct St Wulfram's Church, Grantham House, the Angel and Royal and the Old Grammar School on Church Lane. The appearance of the town began to change from 1714 onwards as brick became a fashionable building material and old stone houses were refronted in brick; the original stone walls can still be seen on rear and side elevations of some buildings along Swinegate and Market Place. Thatched roofs were also replaced mainly by clay pantiles or slates. The town began to expand rapidly during the 18<sup>th</sup> century; many small and medium sized houses were built along Castlegate and Westgate and new streets of modest terraced housing were also built on the outskirts of the town centre.

In 1793 Royal Assent was granted for the construction of a navigable canal to connect Grantham to the River Trent at Nottingham. The canal opened in 1797 and boosted the local economy as it opened up new markets for the export of malt and corn to centres of expanding urban populations in Staffordshire, Lancashire, Yorkshire and Nottinghamshire. The canal was also used to import cheap supplies of coal and coke from the Midlands, which boosted the fledgling ironwork industry established in 1815 by Richard Hornsby and Richard Seemann on farmland in Spittlegate, a village to the south of Grantham. Spittlegate was incorporated into the town by the Borough Extension Act of 1879 and became the industrial heartland of the town which consisted of an additional ironworks, a carriage works and brewery.

The town continued to prosper in the 19<sup>th</sup> century with the construction of the railways. The railway station and the passenger line between Grantham and Nottingham was opened in 1850, followed in 1852 by the Great Northern Railway line which connected the town with London, Peterborough and Doncaster. The railway contributed to the decline of the coaching trade and the canal, but boosted the engineering industry and Grantham became an important manufacturing centre for agricultural machinery which was exported throughout Britain and overseas. During the inter-war years the

town provided a base for internationally renowned engineering companies producing a range of products including coal mining machinery and mobile cranes. These companies prospered until the latter part of the 20<sup>th</sup> century when the general decline of Britain's manufacturing base meant that production moved overseas or ceased altogether.

Today Grantham is an important sub-regional centre and provides a range of key services such as employment, shopping, education and leisure for south west Lincolnshire.

## **Planning Policy Context**

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as "*an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance*". It is the quality and interest of an area, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.

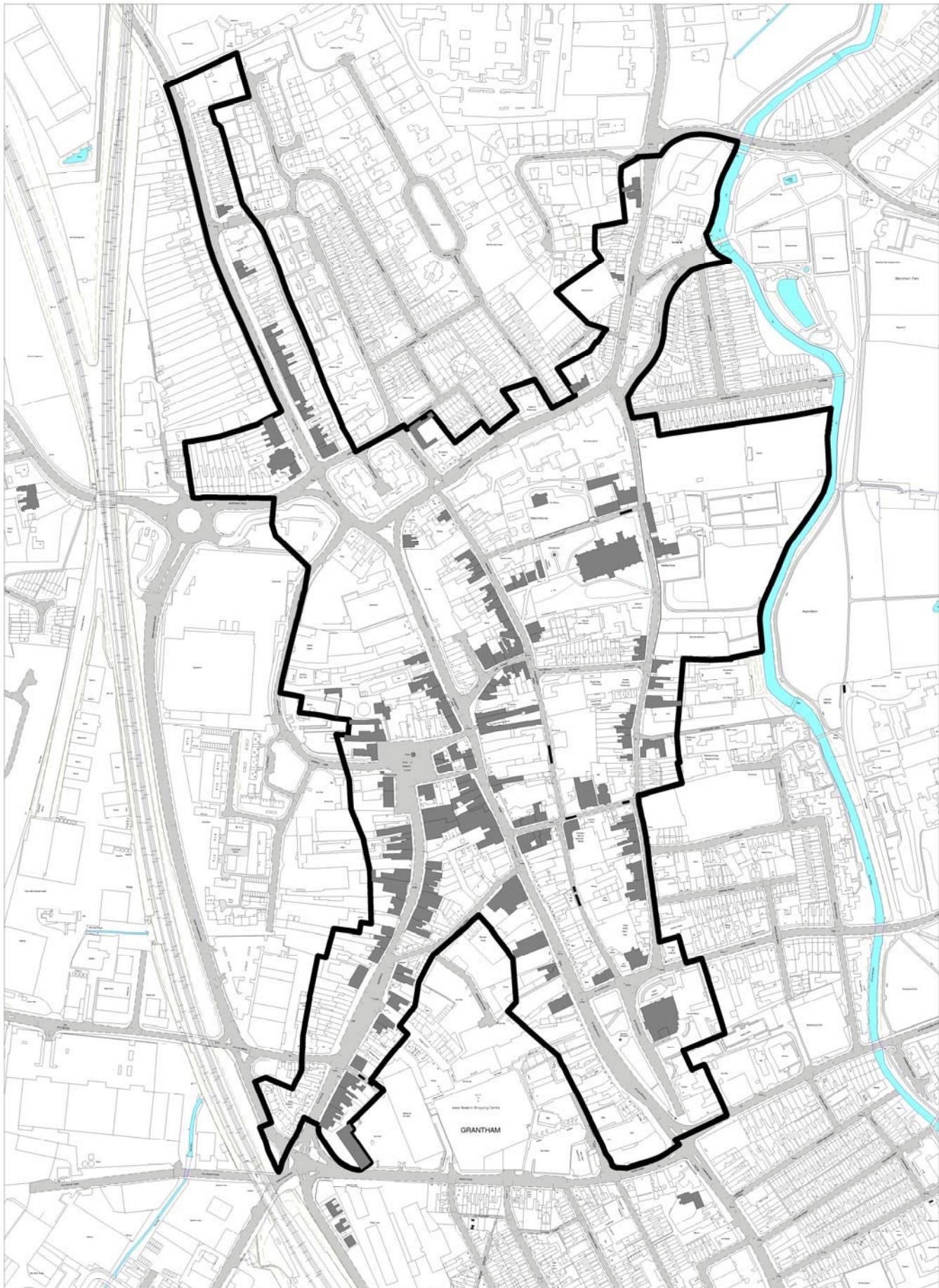
Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

This document should be read in conjunction with national planning policy guidance, particularly Planning Policy Guidance Note 15 (PPG 15) – Planning and the Historic Environment.

## **Assessment of Character**

The Conservation Area consists of the following four distinct but inter-related character areas:

1. The former medieval town centre which consists of a group of 14<sup>th</sup>-19<sup>th</sup> century limestone buildings clustered around St Wulfram's Church. It is the oldest part of the Conservation Area and is a highly significant area which is sensitive to any change or alteration. It comprises of the northern section of Castlegate, Church Street, Swinegate and Bluegate.
2. The 18<sup>th</sup> century commercial centre is the largest character area within the Conservation Area. The focal point of this area is the medieval Market Place, the two principal retail streets of High Street and Westgate, together with Watergate, Vine Street, the southern end of Castlegate and Finkin Street and other smaller subsidiary streets. This area is characterised by a mix of retail, commercial and other business uses which generally occupy the ground storeys of the buildings whilst the upper storeys are used for office space, storage, housing or remain unused.
3. The 19<sup>th</sup> century civic centre situated on St Peters Hill which is characterised by a formal layout dominated by the ornate Guildhall and the open green in the foreground.
4. The residential district on the northern periphery of the town centre which comprises of North Parade, Brown Street, Brook Street and Manthorpe Road.



- Map1 -

## Grantham Conservation Area



Conservation Area



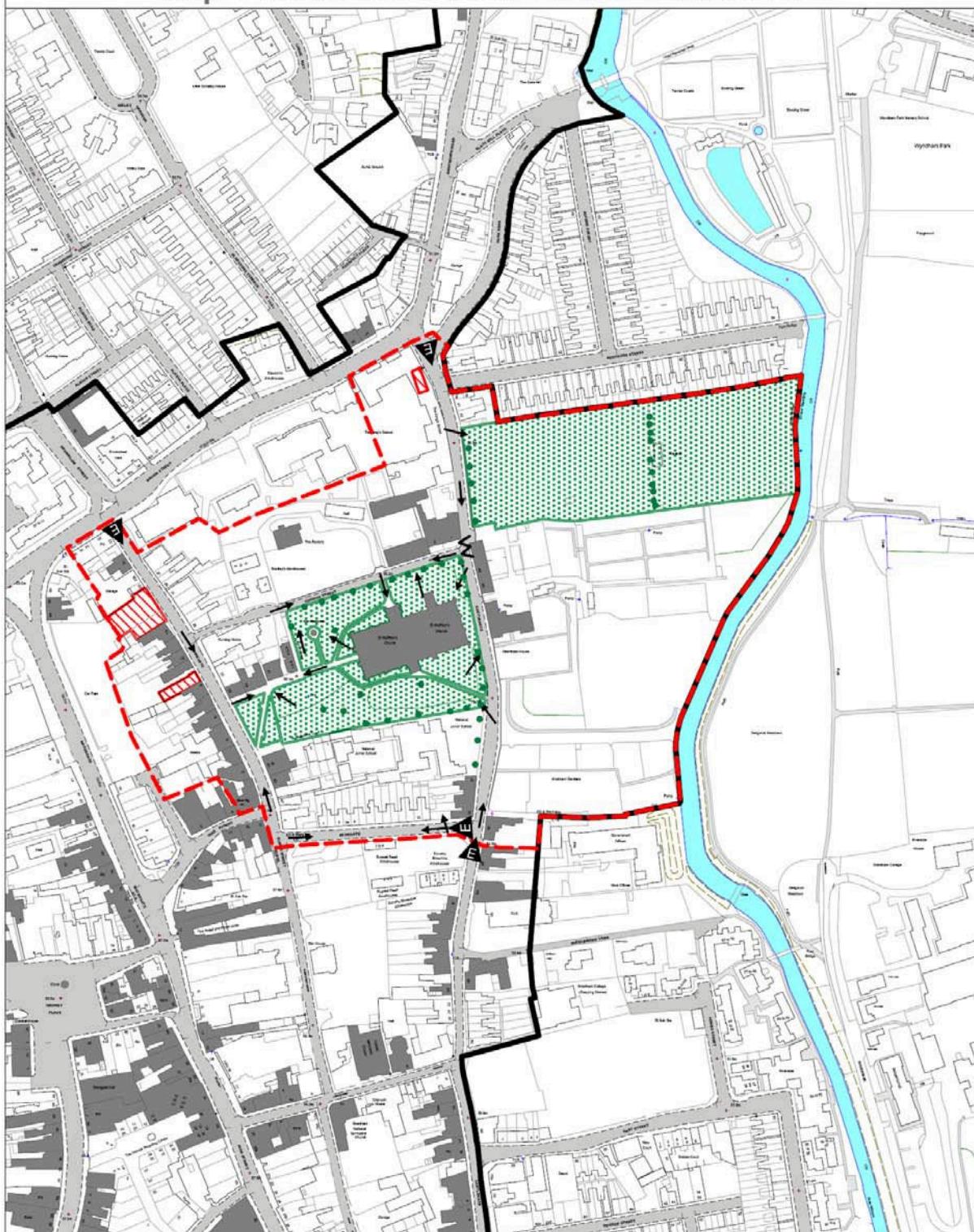
Listed Building



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**Grantham Conservation Area Appraisal**  
**Map 2 The Medieval Town Centre Character Area**



**Map Key**

|  |                         |
|--|-------------------------|
|  | Character Area Boundary |
|  | Conservation Area       |
|  | Important Open Space    |

|  |                  |
|--|------------------|
|  | Listed Building  |
|  | Negative Feature |
|  | Important View   |

|  |                   |
|--|-------------------|
|  | Pinch Point       |
|  | Important Tree    |
|  | Enclosed Approach |



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## 1. The Medieval Town Centre

### Summary of main characteristics

- The oldest part of the Conservation Area and is highly sensitive to change or insensitive alterations.
- A surviving medieval street pattern characterised by narrow roads and footways with granite kerbs.
- Buildings range in date from 12<sup>th</sup> - early 19<sup>th</sup> centuries.
- A high concentration of Grade I and Grade II\* listed buildings. Swinegate has a large number of Grade II listed buildings.
- Attractive mix of Ancaster stone and brick buildings with clay pantile roofing. The Blue Pig and Number 11 Swinegate are surviving examples of half timber framed buildings.
- Castlegate, Church Street and Church Trees are characterised by large scale two storey buildings with wide frontages and a low density of development.
- Swinegate is characterised by two and three storey buildings with narrow frontages and a high density of development.
- The buildings are set on or close to the line at the back of the footway which forms a continuous building line along the streets.
- Boundary walls are important enclosing features along Castlegate and Church Street.
- Distinctive pinch point on Castlegate at the junction with Church Street.
- Traditional street signs are important features.
- Trees are an important feature along Castlegate and the perimeter of St Wulfram's churchyard.
- Open views from the churchyard to Grantham House, the Old Grammar School and Church Trees. Impressive view of the west front of St Wulfram's Church from Swinegate.

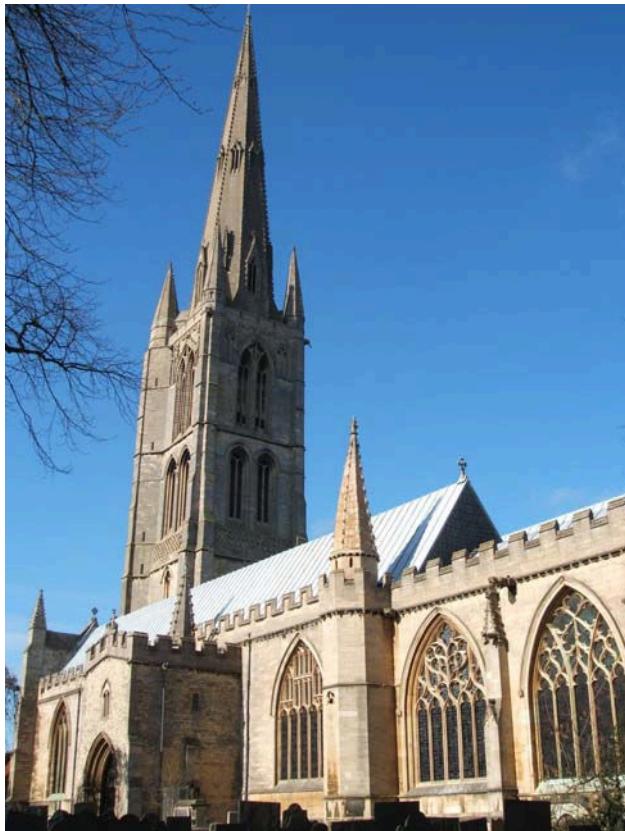
### *Spatial Character and Townscape Quality*

St Wulfram's Church is the focal point of this area; it dominates the street and skyline due to its large scale and unusually tall steeple, which is the second highest in Lincolnshire. The church is located centrally within the churchyard, which is elevated above street level and enclosed by a brick boundary wall capped with stone copings. The top of the wall is parallel with the level of the churchyard which emphasises the church's physical separation from the street and reinforces its historical importance. The churchyard has an open character which is enhanced by the mature trees planted around the perimeter of the boundary wall. There are attractive views from the eastern side of the churchyard across to Grantham House and of Church Trees from the north west side. This open character provides a striking contrast with the enclosed approaches to the church and is a significant element of the character of this area.

The northern section of Castlegate from the junction with Brook Street to Bluegate has a relatively low density of development and is enclosed by large scale buildings which abut directly onto the footway and roadside. To the north of the church, the west side is enclosed by the Kings School, which comprises of two and three storey stone buildings with gable roofs connected by post war infill ranges.

The brick infill ranges are unsympathetic in terms of scale, materials and design as the continuous bands of windows and flat roof create a horizontal emphasis which detracts from the vertical emphasis of the original buildings. Beyond the junction with Church Street, the churchyard and the

playground to the National School create a more open character on the west side. The school is set back from the footway and is enclosed by a low brick boundary wall surmounted by railings which maintains the continuity of the building line along the street. The mature trees planted along its length contribute to the visual interest and frame attractive views along this section of Castlegate.

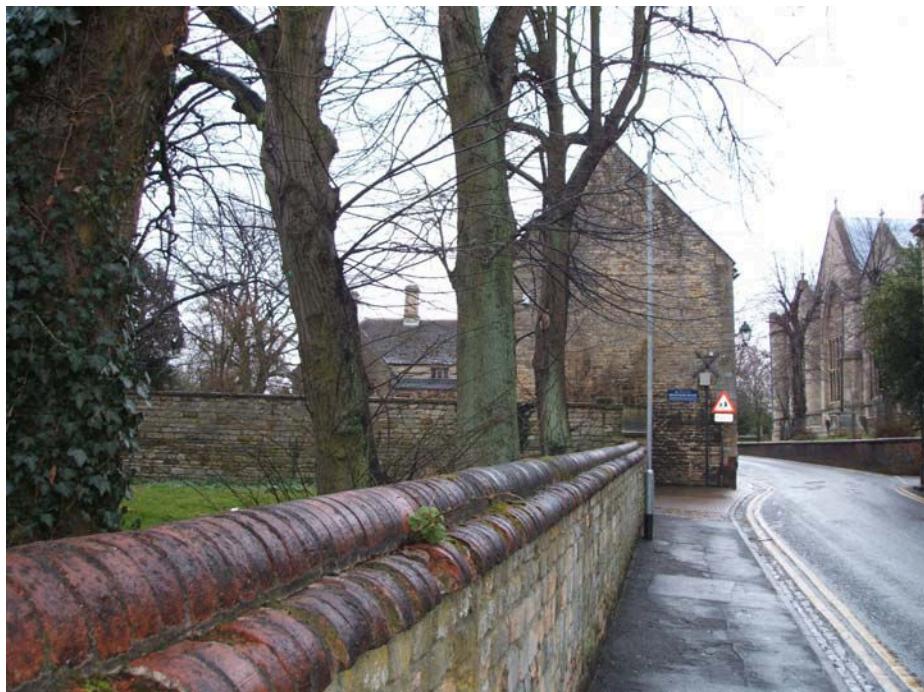


*View of the south front of St Wulfram's Church from Castlegate*

To the north, the east side of Castlegate is enclosed by a stone coursed boundary wall with an attractive curved brick coping. The mature trees planted along its length frame open views across the paddock, which forms a contrast with the imposing school buildings to the west. There are attractive views southwards along the street to Grantham House and of the east and north elevations of St Wulfram's Church. Grantham House is set forward from the boundary wall which creates a distinct pinch point opposite the junction with Church Street. Beyond the junction, the east side is enclosed by the stone frontage of the former stable block and boundary wall of Grantham House.

The south side of Church Street is dominated by the north elevation of St Wulfram's Church due to its large mass and scale, despite being set back from the roadside. The narrow road is enclosed to the south by the churchyard boundary wall which abuts directly onto the roadside. The north side is enclosed by the Old Grammar School and the high brick boundary wall of the Rectory which abut directly onto the narrow footway.

Swinegate is a narrow street with an enclosed character as there is a high density of development and the buildings abut directly onto the footway creating a continuous frontage along the street. This continuity is interrupted on the west side by the exit to the Watergate car park at the north end of the street. Beyond the junction with Church Trees on the east side, the large open space in front of St Wulfram's Church, formed by the west side of the churchyard and the wide footway along Church Trees, allows stunning views of the church's west front.



*View looking southwards along Castlegate to the pinch point created by Grantham House and the junction with Church Street and the stone boundary wall to the paddock with brick coping.*

Church Trees forms a pedestrian connection between Swinegate and Church Street and has an open character as the south side overlooks the churchyard whilst the north side is enclosed by large scale terraced buildings which abut directly onto the footway.



*View of Church Trees from the west front of St Wulfram's Church.*

Bluegate is a linear residential street which is enclosed to the north by a terrace of modest brick houses dating from the 19<sup>th</sup> century. There are attractive views of St Wulfram's tower and spire and of the east elevation of the Gothic style National School to the rear of the terrace at the east end of

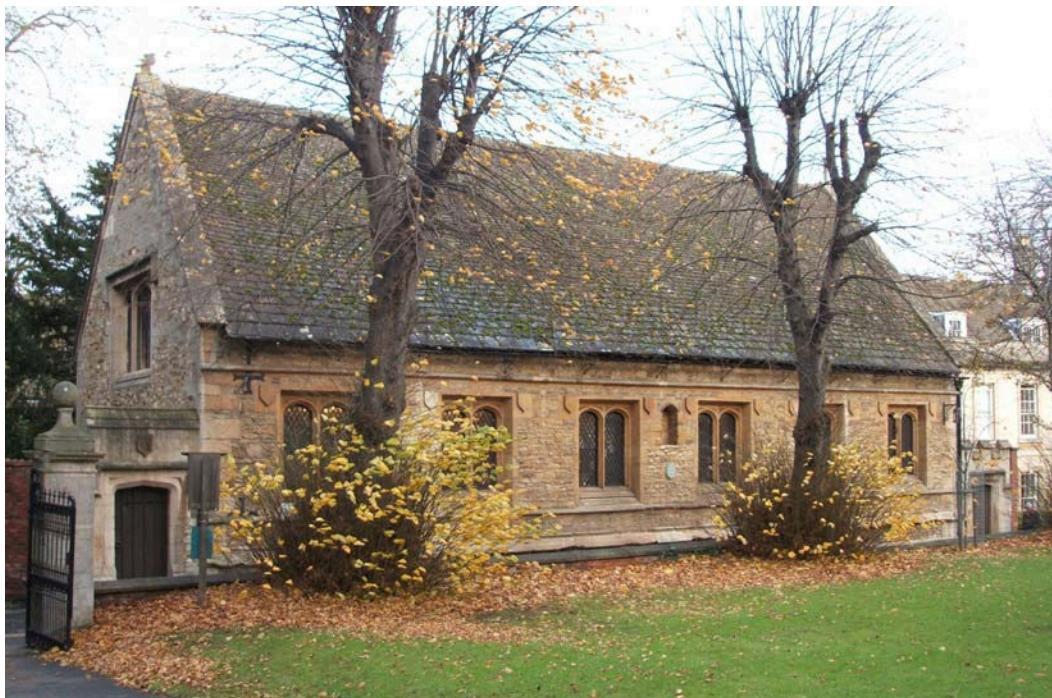
the street. The south side is enclosed by the stone boundary wall and rear elevation of the 20<sup>th</sup> century Russell Read Almshouses.

Castlegate, Church Trees and Church Street form attractive and popular pedestrian thoroughfares. Castlegate connects the northern residential areas within the Conservation Area with the historic and civic centre to the south. Swinegate has a more commercial base which forms a link between the residential areas and the commercial centre. The mix of uses within this area, which includes housing, schools, small businesses and the church reflects the multi-functional origins of this area as the centre of the medieval town and its character is affected by the daily fluctuations of pedestrian and vehicular movement.

The appearance of the medieval centre is compromised by the traffic markings on the road outside the National School and the number of traffic signs along Castlegate and Church Street. The signs are mounted on individual poles which creates a cluttered appearance in this sensitive part of the Conservation Area.

### ***Quality and Character of Buildings***

The large number of listed buildings in this area reflects its historic and architectural significance. There are five Grade I listed buildings: St Wulfram's Church (12<sup>th</sup>-14<sup>th</sup> centuries), Grantham House and stable block (14<sup>th</sup> century), the Old Grammar School (15<sup>th</sup> century) and the School House to the rear of Church Street (early 16<sup>th</sup> century). There are also a large number of Grade II listed buildings dating from the 18<sup>th</sup> century on the west side of Swinegate.



*The Old Grammar School on Church Street viewed from the north side of St Wulfram's churchyard.*

The buildings clustered around St Wulfram's Church are mainly constructed of Ancaster limestone and share common features such as stone mullion windows, stone lintels and Collyweston slate roofs which contribute to a harmonious street scene in spite of the differences in architectural style. Numbers 1-2 Church Street are fronted in stone with brick rear elevations and a brick boundary wall which fronts onto Castlegate. The Rectory on Church Street is also constructed of brick; the brick

boundary wall is an important enclosing feature of this part of the Conservation Area. The buildings are generally large scale with wide frontages and consist of two storeys, although the Kings School has three storey ranges.

Swinegate has an attractive mix of buildings which contributes to the visual interest of the street. The buildings are domestic in scale and consist mainly of 18<sup>th</sup> century brick townhouses of two and three storeys which occupy small plots and have narrow frontages. Some also have unusual moustache shaped lintels which are a typical feature of the town centre. Interspersed amongst the townhouses on the west side are stone buildings of two storeys which date from the 17<sup>th</sup> and early 18<sup>th</sup> century. There are also two attractive examples of half timber framed buildings, the 16<sup>th</sup> century Blue Pig and Number 11 which is 17<sup>th</sup> century in origin. The buildings on Church Trees are larger in scale with wide frontages dating from the late 18<sup>th</sup>-early 19<sup>th</sup> century and are constructed of brick and limestone. The roofs are covered with clay pantiles which, together with the variety of building heights, contribute to an attractive skyline.

The modern brick infill buildings at the north end of Swinegate on the east side do not enhance the character of the area but neither do they detract from it as they are relatively plain in design and are built to the same scale as the adjoining historic buildings, although the use of uPVC windows and doors is an inconsistent feature.



*The Blue Pig at the junction with Swinegate and Vine Street.*

#### ***Buildings which are inconsistent with the character of the Conservation Area***

The buildings identified in this section are generally post war developments constructed without regard to the historic context or overall character of the Conservation Area in terms of their design, scale, use of materials, detailing or plan form. Some of these buildings offer the potential for sensitive redevelopment with a design which respects the historic context and overall character of the Conservation Area. The rationale for identifying these buildings is to emphasise the fact that all other buildings within the Conservation Area, whether listed or unlisted, possess heritage merit or have a neutral impact upon its overall character.



#### No 10 Swinegate

This one storey brick building with timber boarding and a flat roof with a smaller single storey extension to the rear creates an ugly gap along the street frontage due to the discrepancy in height with the adjacent three and two storey buildings.



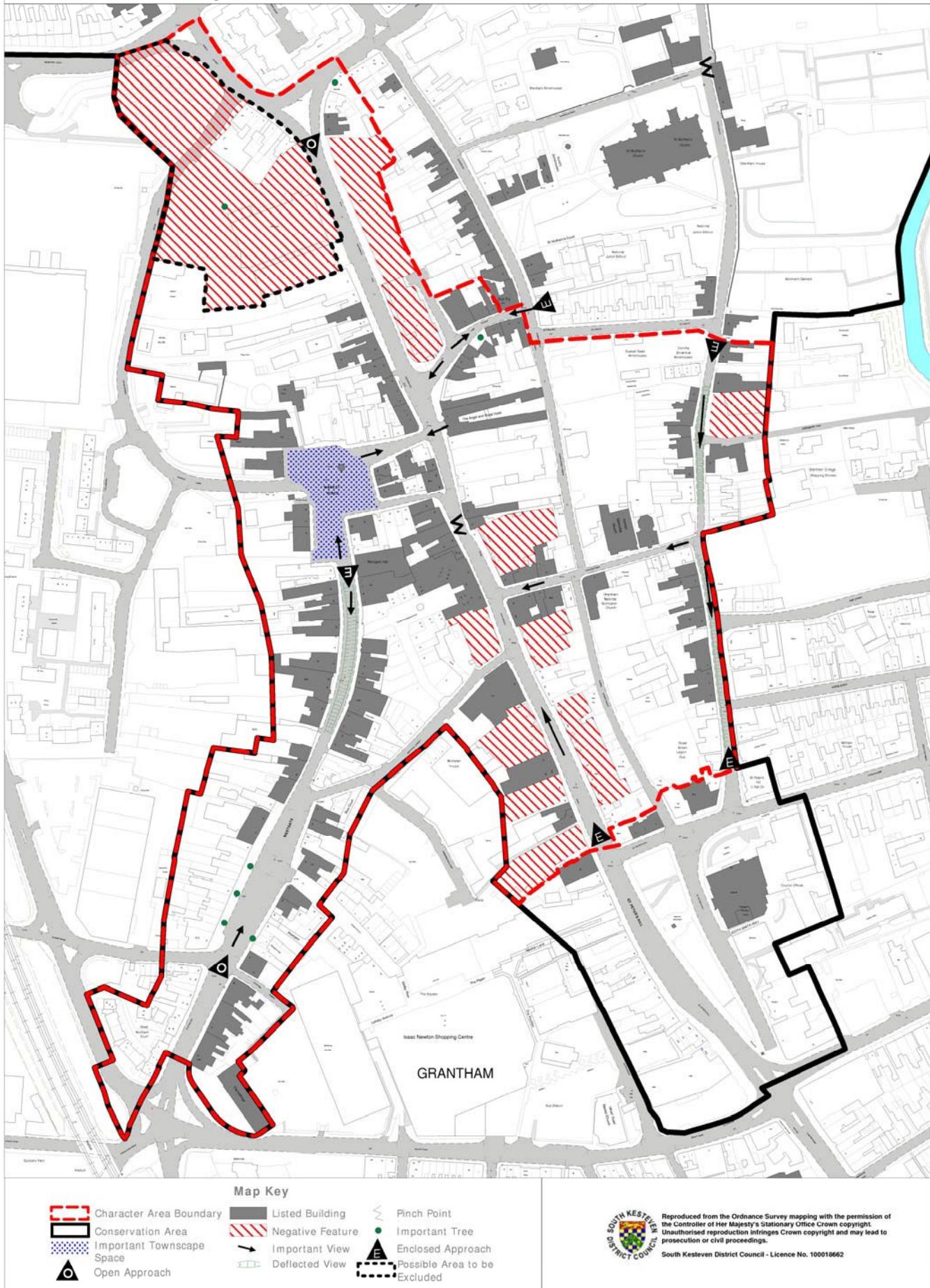
#### Infill ranges to the Kings School, Castlegate

The scale of the two storey post war brick infill ranges, the horizontal bands of windows, flat roof and use of materials detract from the appearance of the original stone buildings.

## ***Management Opportunities and Constraints***

- This area is very sensitive to any change as it is the oldest part of the Conservation Area and inappropriate alterations could have a damaging impact upon the overall character. Therefore any proposed changes must have regard to the historic context in terms of scale, alignment along the back of the footway, height, form, style, design and materials. The impact of change upon other important elements including the existing street pattern, trees, views and open spaces is also an important material consideration.
- A design code or brief should be produced for potential development sites which specifies a high standard of design to complement the historic character of the Conservation Area.
- Alterations or extensions to existing buildings should be carried out in natural materials appropriate to the location, should be subordinate to the main building and reflect its character in terms of scale, appearance and detailing.
- The car park exit at the north end of Swinegate is inconsistent with the enclosed character of the street. It would benefit from an improved boundary treatment to replace the existing bollards and to restore an enclosed frontage along the street.
- The gap site adjacent to the car park on Swinegate creates a break in the continuity of the street frontage. The site would benefit from sensitive redevelopment which is in keeping with the character of the street in terms of scale, height, form, style, design and materials.
- The character of the area is affected by traffic signs and markings. A comprehensive approach should be undertaken to establish which signs are necessary; redundant signs should be removed and the location of signs should be rationalised to minimise the impact of street clutter. The “Streets for All” document produced by English Heritage and the “Streetscape Design Manual” produced by Lincolnshire County Council provide further guidance on this issue.
- Traditional road features, such as gully setts which can be found along Castlegate and granite kerbstones should be retained. If the opportunity arose the possibility of exposing hidden road features should be investigated.
- Existing highway boundary walls should be retained.
- The stone flagged footways through the churchyard and along Church Trees should be retained.
- Traditional metal street name signs and painted street signs on the elevations of buildings should be retained and restored as they contribute to local distinctiveness.
- The quality of street paving detracts from the character of the area; the use of different coloured paving infills laid in varying patterns creates a cluttered appearance. A coordinated approach to paving which uses high quality materials in keeping with local tradition would enhance the character of the area. The “Streetscape Design Manual” contains guidance on street enhancement schemes and the principles which should be applied.
- Important trees and open green spaces which contribute to the character of the Conservation Area, highlighted on the map, should be retained.

## Grantham Conservation Area Appraisal Map 3 The Commercial Centre Character Area



## 2. The Commercial Centre

### Summary of main characteristics

- A high concentration of listed buildings, including the Market Cross and Conduit House.
- Buildings date from the 14<sup>th</sup> - 20<sup>th</sup> centuries.
- Buildings sited to the back of the footways creating a continuous building line.
- Predominant building material is brick, interspersed with older stone buildings. Market Place has examples of stucco and terracotta buildings. Vine Street has half timber framed stone buildings. Clay pantiles or slate are the dominant roofing materials.
- Market Place is an important open space and focal point.
- Market Place, narrow Westgate, High Street, Castlegate and Finkin Street are characterised by three storey buildings with wide and narrow frontages.
- Wide Westgate and Bluegate characterised by small scale two storey brick buildings with narrow frontages.
- Vine Street is medieval in origin characterised by a narrow road and footway enclosed by three storey buildings.
- Surviving examples of traditional shop fronts along Westgate and Watergate.
- Predominantly narrow roads and footways with the exception of wide Westgate.
- Pinch point on High Street to north of Butchers Row.
- Mulberry tree on Vine Street is an important feature.
- Traditional street signs and granite kerbs are important features.
- Inappropriate post war buildings detract from overall character of Conservation Area.
- Inappropriate modern fascias detract from quality of buildings and overall character.

### *Spatial Character and Townscape Quality*

Market Place is the focal point of the commercial centre. It is an important open space within a predominantly enclosed area. The wide, irregularly shaped square has a high density of development and is enclosed on three sides by buildings which abut directly onto the narrow footways. The north side has a continuous frontage, whilst the continuity of the east and west sides are interrupted by the street entrances which radiate from the square. The restored medieval market cross, located on the north side, signifies the square's former importance as the historical centre of trade, a role now superseded by High Street which is the primary retail street within the town. There are visual connections between Market Place and the High Street, from the north side of the square looking eastwards towards High Street there is an enclosed view of the façade of the Angel and Royal Hotel. Looking westwards towards Market Place from the Angel and Royal on High Street, there is an attractive open view of the square and market cross with The Conduit in the background.

Westgate radiates southwards from Market Place and is Grantham's second major retail street. The street is divided into two distinct character areas, narrow and wide Westgate. Narrow Westgate leads from Market Place and has an enclosed character as the buildings abut directly onto the narrow footways creating a continuous frontage along the street. There are large scale three storey buildings on the west side, whilst the east side is interspersed with smaller two storey buildings. The road curves gently to the west which deflects views along the building frontages. The road narrows as it approaches the junction with Guildhall Street and on the west side beyond the HSBC Bank, the buildings diminish in scale to two storeys. Kings Walk, an attractive stone flagged alleyway with small retail units, connects Westgate with Guildhall Street, and contributes to the visual interest of Westgate.



*North side of the Market Place with the market cross in the foreground. The on street car parking detracts from the historic character of Market Place and the cross.*



*The east side of narrow Westgate as it approaches Market Place.*

Beyond the junction with Guildhall Street, there is a sudden change of character as wide Westgate is approached. The road widens to almost double the width of narrow Westgate, the buildings on the west side are set further back from the road which increases the width of the footway, and are

smaller in scale than those along narrow Westgate, consisting predominantly of two storeys with narrow frontages. The buildings on the east side vary in terms of height, scale and width of frontages and abut directly onto the narrow footway. The continuity of frontages is interrupted on the east side by the junctions with Stanton Street and Welby Street which lead to the Sir Isaac Newton Shopping Centre. There are attractive views along wide Westgate from the junction with Dysart Road framed by the trees which are located on the west side of the road with the spire of St Wulfram's Church visible in the background. Poorly sited street furniture on the west side of the road, traffic signs and the pedestrian guard rails at the junction with Dysart Road creates a cluttered appearance which detracts from the overall character of Westgate.

High Street is the primary retail street within the town. It has a high density of development, consisting of two and three storey buildings which abut directly onto the narrow footways and form a continuous frontage along the street. The enclosed character is emphasised by the narrow width of the road which contracts to a pinch point at the intersection with Number 12 on the east side, formerly occupied by Bairstow Eves estate agents. The linear north-south alignment of the street allows long views along its length, the northern view terminates with the attractive façade of the early 19<sup>th</sup> century former National Westminster Bank which has six large pilasters spanning two storeys on each elevation.



*View northwards along High Street, The George is on the west side of the street with the former National Westminster Bank in the background.*

The character of Watergate was substantially and adversely altered by the road widening scheme in the post war period which entailed the demolition of a number of historic buildings. The west side has retained its original pattern of development as far as The Playhouse public house; the buildings abut directly onto the footway creating a continuous frontage. Beyond The Playhouse, the northern section of Watergate consists of large scale post war buildings which are poorly designed and do not reflect the context of the historic commercial centre. The car park on the east side is inconsistent with the enclosed nature of the Conservation Area, although it does permit views of St Wulfram's tower and spire framed by the buildings along Swinegate.

Vine Street is an attractive narrow street which connects the Market Place and High Street with the medieval district. The road is enclosed on both sides by high quality buildings of two and three storeys which abut the narrow footways. The former stables to Vine House, now occupied by Dawns Fashion Gallery, is set back from the footway within a small courtyard with a single mature tree which contributes to the visual interest along the street. The road curves gently to the east which deflects views along the attractive brick, stone and half-timbered building frontages.



*View eastwards along Vine Street towards the junction with Swinegate and Elmer Street North.*

The southern section of Castlegate, beyond the junction with Bluegate up to St Peters Hill, has a mix of uses, including residential, retail, commercial and leisure. The road is enclosed on both sides by buildings of three and two storeys which abut directly onto the footway. The road curves gently to the west which deflects views along the building frontages. The west side has a higher density of development and a harmonious appearance as there are attractive terraces of Georgian brick townhouses interspersed with older buildings which form a continuous frontage along the street. The east side has a lower density of development with a greater mix of architectural styles and the Conservative Club is set back from the footway which interrupts the continuity of building frontages along the street.

Finkin Street is a narrow, linear street which connects Castlegate with High Street. It is enclosed by large scale buildings of two and three storeys with wide frontages which abut directly onto the footway and form a continuous frontage along the street.

Elmer Street North and Elmer Street South connect Swinegate with the civic centre. The streets are inconsistent with the overall character of the Conservation Area as they are dominated by car parks and the rear elevations and yards of buildings fronting onto High Street. Nonetheless, there are attractive views of the rear 18<sup>th</sup> century ranges and courtyard of the Angel and Royal Hotel and of St Wulfram's tower and spire.

## ***Quality and Character of Buildings***

The large number of listed buildings clustered around Market Place, Westgate, Vine Street, the north end of High Street and the southern end of Watergate reflects the architectural and historic quality of the commercial centre.

Market Place consists primarily of three storey buildings dating from the 17<sup>th</sup>-20<sup>th</sup> centuries, the buildings differ in scale as some occupy large plots and have wide frontages whilst others are relatively modest in scale, which contributes to the visual interest of the square. There are common architectural details despite the differences in style; sash windows are a prominent feature of the square, particularly on the upper storeys, and a number of buildings also have stone window lintels. The varied use of materials such as brick, stone, stucco and terracotta contributes to the visual interest of the square, which is enhanced by an attractive skyline of pitched, gabled and parapet roofs covered with slate and clay pantiles.

The buildings along wide Westgate date from the 18<sup>th</sup>-19<sup>th</sup> centuries and are predominantly built of brick, interspersed with stone buildings on the west side, and there is an attractive 17<sup>th</sup> century half timbered building on the east side. The buildings vary in scale; those beyond the junction with Guildhall Street are modest in scale, consisting of two storeys with narrow frontages. Narrow Westgate has largely retained its Georgian appearance and is vulnerable to unsympathetic changes or alterations. The scale of the buildings increases to three storeys with largely wide frontages which indicate that they were formerly important public buildings. These include Westgate Hall, the former 19<sup>th</sup> century corn exchange located on the east side of the road, which is built of ashlar with a decorated frontage and is considerably taller than the adjacent buildings. The combination of pitched and parapet roofs and the varied heights of the buildings creates an attractive skyline and is an important contribution to the overall character of the street. There are also surviving examples of traditional shop fronts which contribute to the quality and interest of the street, particularly numbers 12-13 occupied by HH Cox Ltd and numbers 86-87 occupied by C Dryden and The Grantham Florist, pictured below.



The character of High Street has been eroded by poorly designed post war developments which disregard the historic context of the street. Some of the buildings have blank frontages on the upper storeys; almost all have inappropriate horizontal bands of windows which do not relate proportionally to the ground storeys and, together with the use of flat roofs and the straddling of

several traditional building plots, introduces an alien horizontal emphasis to a street with a traditionally vertical emphasis. Other inconsistent features include the use of concrete canopies which bisect the ground from the upper storeys and undershot ground storeys which detract from the overall quality of the street.

There are a number of surviving historic buildings along High Street, many of which are listed, located at the north end of the street towards the junction with Market Place and Watergate. The buildings are mainly constructed of brick and date from the early 18<sup>th</sup>-19<sup>th</sup> centuries; these are interspersed with older stone buildings which date from the 14<sup>th</sup> and 17<sup>th</sup> centuries. There are a number of landmark buildings associated with the banking and coaching trades which reflect the former wealth and importance of the town; these include the 14<sup>th</sup> century Angel and Royal Hotel, which unusually has retained its original function, the George which was substantially remodelled in the 1990s to create a shopping arcade and the Goose at the Bank, formerly the Guildhall and town which was converted into a bank in the 19<sup>th</sup> century and is now a public house.



*The Angel and Royal viewed from the junction with Market Place.*

Castlegate consists of three storey brick townhouses dating from the early 19<sup>th</sup> century interspersed with two storey 18<sup>th</sup> century stone buildings on the west side, many of which are listed. The frontages of the brick buildings are narrower than those of the stone but they are all domestic in scale as it was historically a residential street. The roofs are mainly pitched with clay pantiles or slate and some of the stone buildings have dormer windows. The functioning beehive located in the tree outside The Beehive public house, is a unique feature which contributes to the visual interest of the street.

Finkin Street is dominated by large scale stone and brick buildings, such as the 19<sup>th</sup> century Central Methodist Chapel which is built of ashlar with a plain, rather austere façade which contributes to the enclosed character of the north side of the street. The former York County Savings Bank on the south side is an attractive 19<sup>th</sup> century building with a highly decorative façade which enhances the approach to High Street. The character of the eastern end of the street has been adversely affected

by the unsympathetic installation of uPVC windows and doors and the rendering of historic brickwork.

Bluegate comprises of a modest but attractive 19<sup>th</sup> century brick terrace of two storey houses with pitched roofs covered with clay pantiles. The buildings have retained original features such as stone foot scrapes but the overall character of the terrace has been compromised by replacement uPVC windows and doors.

***Buildings which are inconsistent with the character of the Conservation Area***



**The Conservative Club, Castlegate**

This is a single storey building with a two storey extension to the rear with small, narrow window openings. It is set back from the road with a car park located in front with an irregularly shaped boundary wall which disrupts the continuity of the building line along the street.

**42-43, 46-46a, 50-53a, 56-59, High Street (west side) and 36-28, 24-21, 18-13, High Street (east side)**

These post war buildings detract from the overall character of High Street as the wide frontages and flat roofs has introduced a horizontal emphasis to the street. The standard of design is poor, as blank frontages at the second storey level creates a negative impression of High Street as it is approached from Avenue Road and St Peters Hill. The upper storey windows are inappropriate as they do not relate to the ground floors in terms of style or to the proportions of the windows in adjacent historic properties.



*West side of High Street*



*East side of High Street*

### Watergate House, Watergate

This three storey post war building occupies a prominent corner location but has little intrinsic architectural or historic merit and creates a negative impression of Watergate from the High Street and also forms an unattractive entrance to Vine Street. The flat roof lacks any visual interest and the plain elevations are dominated by the irregular arrangement of windows which differ on each storey. It is also constructed of poor quality materials and the rear elevation mars the attractive western views along Vine Street towards Watergate.



### Kwik-Fit and Lidl, Watergate

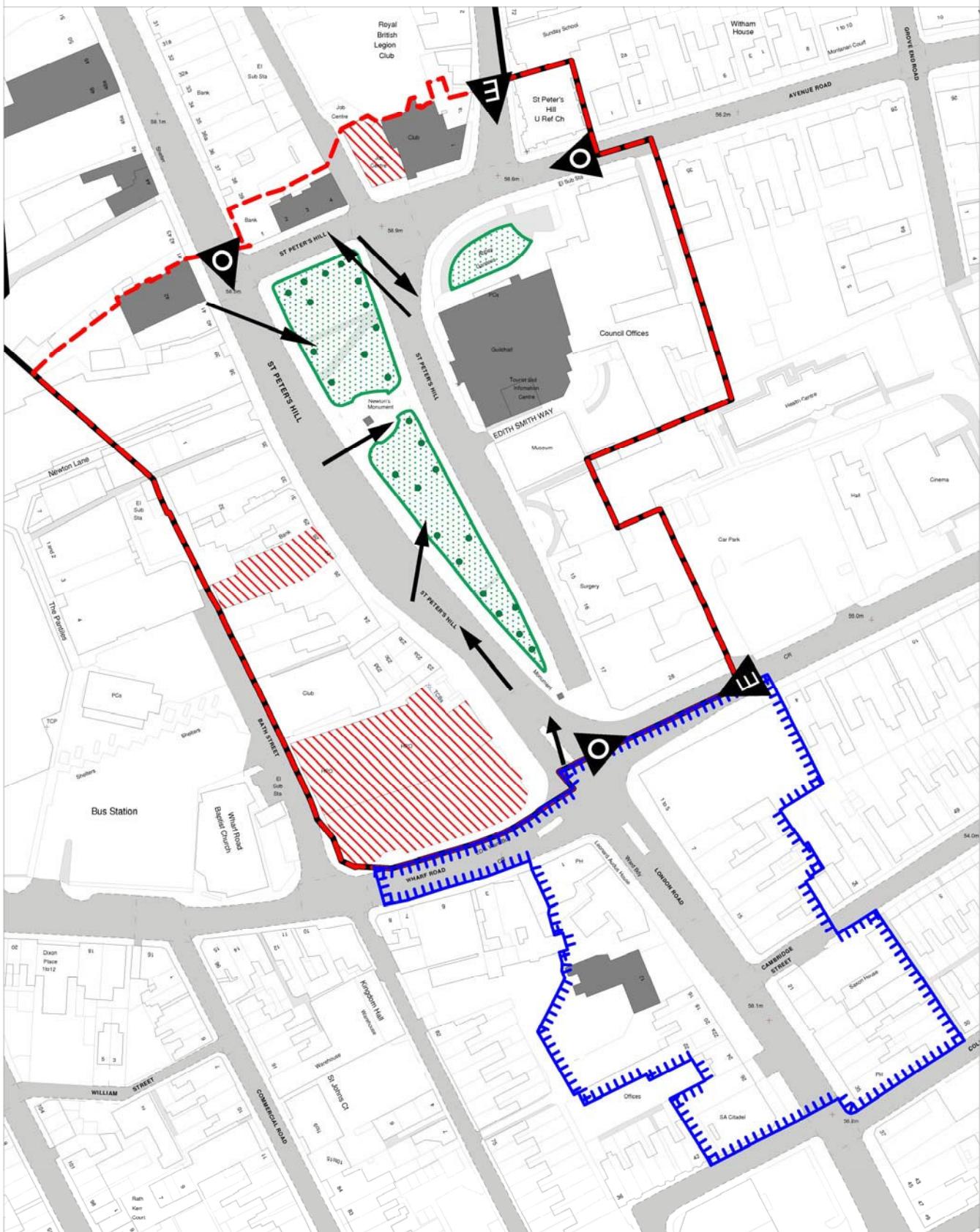
These large scale post war buildings span several traditional building plots and the flat roofs introduce an uncharacteristic horizontal emphasis. The buildings are poor in terms of materials and design as there are blank elevations facing Watergate and Union Street which creates a negative impression of the town centre from Brook Street and North Street.



## ***Management Opportunities and Constraints***

- If the opportunity arose, the Conservation Area would benefit from the redevelopment of the inappropriate post war developments on Watergate and High Street. A design code or brief should be produced for these sites which specifies a high standard of design to complement the historic character of the Conservation Area. It should have regard for the historic context in terms of scale, height, form, style, design and materials.
- Any alterations to a building within the commercial centre should be carried out in appropriate materials and be of a scale and design consistent with its overall character.
- To maintain continuity and enclosure, any new development along the main street frontages should abut the highway.
- The car park at the north end of Watergate would benefit from an appropriate boundary treatment to restore the enclosed character to this part of the Conservation Area and to enhance the appearance of the town centre from the approach along Brook Street and North Street.
- Market Place is currently dominated by on street car parking which detracts from its open historic character and affects the setting of the market cross and Conduit House. This area would benefit from the removal, or reduction, of on street parking provision and allow its potential as an open public space to be explored. This would create a safer, more attractive environment for pedestrians and improve connections between the Market Place and the rest of the commercial centre.
- The commercial centre would benefit from a co-ordinated approach to the provision of street furniture. This includes the provision of pedestrian guard rails located at the north end of Watergate and at the junction with Westgate and Dysart Road, which creates an unwelcoming environment for pedestrians. If the opportunity arose an audit should be undertaken to determine if they could safely be removed or reduced in number to diminish the impact of street clutter and to give greater precedence to pedestrians.
- The commercial centre has been adversely affected by the introduction of modern shop fronts and fascias which introduce an inappropriate horizontal emphasis and sever the relationship between the ground and upper storeys by disrupting the sense of proportion. The area would benefit from sympathetically designed shop fronts as outlined in the Supplementary Planning Guidance document “Grantham Shopfront Design Guide”.
- The existing traditional shop fronts on Westgate and Watergate should be retained and where necessary, repaired and restored.
- High Street and Westgate are dominated by traffic, the narrow pavements and lack of safe crossing places creates an unattractive environment for pedestrians. The area would benefit from a traffic management solution which places a higher priority on pedestrian movement and would allow improved connections between High Street and Westgate.
- The quality of the street paving detracts from the appearance and character of the commercial centre. The use of small paving infills in different colours laid in varying patterns creates a cluttered appearance. A coordinated approach to paving would enhance the character of the area.
- Granite kerbstones should be retained.
- The stone flagged paving on Kings Walk should be retained.
- Traditional street name signs should be retained as they contribute to local distinctiveness.
- The functioning bee hive located outside The Beehive public house on Castlegate is a unique feature which should be retained.
- Important trees which contribute to the character of the Conservation Area, highlighted on the map, should be retained.

## Grantham Conservation Area Appraisal Map 4 The Civic Centre Character Area



### Map Key

The legend includes the following entries:

- Character Area Boundary:** Represented by a red dashed line.
- Conservation Area:** Represented by a black rectangle.
- Possible Area to be Included:** Represented by a blue dashed rectangle.
- Listed Building:** Represented by a grey rectangle.
- Negative Feature:** Represented by a red and white diagonal striped rectangle.
- Important View:** Represented by a red arrow pointing right.
- Important Open Space:** Represented by a green rectangle with a grid pattern.
- Important Tree:** Represented by a green circle.
- Enclosed Approach:** Represented by a black triangle.
- Open Approach:** Represented by a black circle with a triangle inside.



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### 3. The Civic Centre

#### Summary of main characteristics

- Formal layout of civic buildings dominated by Guildhall.
- Buildings date from early 19<sup>th</sup> -20<sup>th</sup> centuries.
- Large scale three storey brick buildings with decorative stone detailing.
- St Peters Green is an important open space complemented by the 19<sup>th</sup> century statues.
- Numbers 2-4 St Peters Hill attractive Regency style housing, unique in Conservation Area.
- Wide road and footways on east side.
- High density of development on west side with buildings of similar scale aligned along the back of the footway.
- Inappropriate post war developments and modern shop fronts detract from the character of Conservation Area.

#### *Spatial Character and Townscape Quality*

St Peters Hill has an open spacious character which is derived from the width of the road and the broad footway which abuts the open green on the east side. The elongated triangular green forms the focal point of the civic centre and provides an attractive setting for the Guildhall and associated public buildings, although it is separated from these buildings by an access road which is currently used as a taxi rank. It is also an important public space which offers opportunities for informal social interaction. The grassed space is complemented by a mix of mature and young trees which frame attractive views of the Guildhall from the west side of St Peters Hill. The Victorian statues of Sir Isaac Newton, which is situated centrally outside the Guildhall overlooking St Peters Hill and Frederick Tollemache MP located at the southern end of the green overlooking London Road, represent the 19<sup>th</sup> century spirit of civic pride and contribute to the visual interest of the green. The paved footways which bisect the green are important pedestrian thoroughfares which connect the civic buildings with the retail and commercial businesses along St Peters Hill and High Street.



*The Guildhall with the museum and district council offices to the right.*

The east side of St Peters Hill has a formal layout dominated by the Victorian Guildhall which is flanked to the north by Abbey Gardens and to the south by the smaller Session Hall, museum, district council offices, two 19<sup>th</sup> century semi-detached villas converted into a doctors surgery and a late 19<sup>th</sup> century building currently used as The Tollemache public house. The large scale buildings consist of two and three storeys and abut directly onto the footway which creates a continuous frontage along the street. They are built to a similar height, with the exception of the Guildhall, which creates a harmonious appearance in spite of the differences in architectural style. The modern council offices have a narrower frontage and are set slightly back from the footway, which reduces its visual impact upon the adjacent historic buildings. Abbey Gardens provide an open public space for informal interaction; the gardens are enclosed by a low brick wall and railings with trees around the perimeter which separate it from the street. There are attractive views from the gardens across to the west side of St Peters Hill and to the United Reform Church on Avenue Road.

The west side of St Peters Hill has a high density of development; the buildings abut directly onto the footway, forming a continuous enclosing frontage along the street. The north side has a lower density of development and is bisected by the junctions with Castlegate and Elmer Street South and there are attractive views across to the Guildhall and the green.

### ***Quality and Character of Buildings***

There are six Grade II listed buildings located within the civic centre, of which the Guildhall is the most prominent. It has an attractive undulating frontage constructed of red brick with decorative stone detailing and an unusual hipped roof with a dominant central lantern, which is visible within and outside of the Conservation Area boundary.

The buildings adjacent to the Guildhall are constructed of brick with stone detailing on the frontages which reflects the design of the Guildhall and contributes to a harmonious street scene. The austere plain frontage of the museum forms a stark contrast with the decorative Guildhall and the Victorian semi detached houses which have attractive stone columns flanking the entrances. The Tollemache public house has decorative stone details on the gables and a central arched window. The district council offices are constructed of a paler brick with stone details, and an arched entrance which imitates the design of the entrance to the Guildhall.

Numbers 2-4 on the north side of St Peters Hill form an elegantly proportioned early 19<sup>th</sup> century brick terrace and is the only example in Grantham of Regency style houses. The attractive frontages have stone columns flanking the doorways and a decorative continuous iron balcony at first storey level with a curved metal canopy above which contributes to the visual interest of the area.



*Numbers 2-4 St Peters Hill, an attractive example of 19<sup>th</sup> century Regency style housing*

The west side consists mainly of three storey brick buildings which are constructed on a similar scale but vary in terms of architectural style. The combination of pitched and parapeted roofs covered in slate or clay pantiles contributes to an attractive skyline which is interrupted by the large scale of the Post Office building to the south of the street and the building occupied by the Nat West bank further north along the street.

***Buildings which are inconsistent with the character of the Conservation Area***



**The Post Office, St Peters Hill (west side)**

Located at the corner of this part of St Peters Hill and Wharf Road, this three storey concrete and brick building dominates the street due to its large scale which is accentuated by the flat roofline and continuous band of windows at the third and second storey level.



NatWest Bank, St Peters Hill (west side)

This modern three storey infill building dominates the adjacent historic buildings in terms of height and scale and its wide frontage creates an uncharacteristic horizontal emphasis. It projects forward of the adjacent buildings which disrupts the continuity of the building line along the street. The projecting oriel windows on the second storey do not relate proportionally to the building, neither do they reflect the vernacular traditions of the Conservation Area.



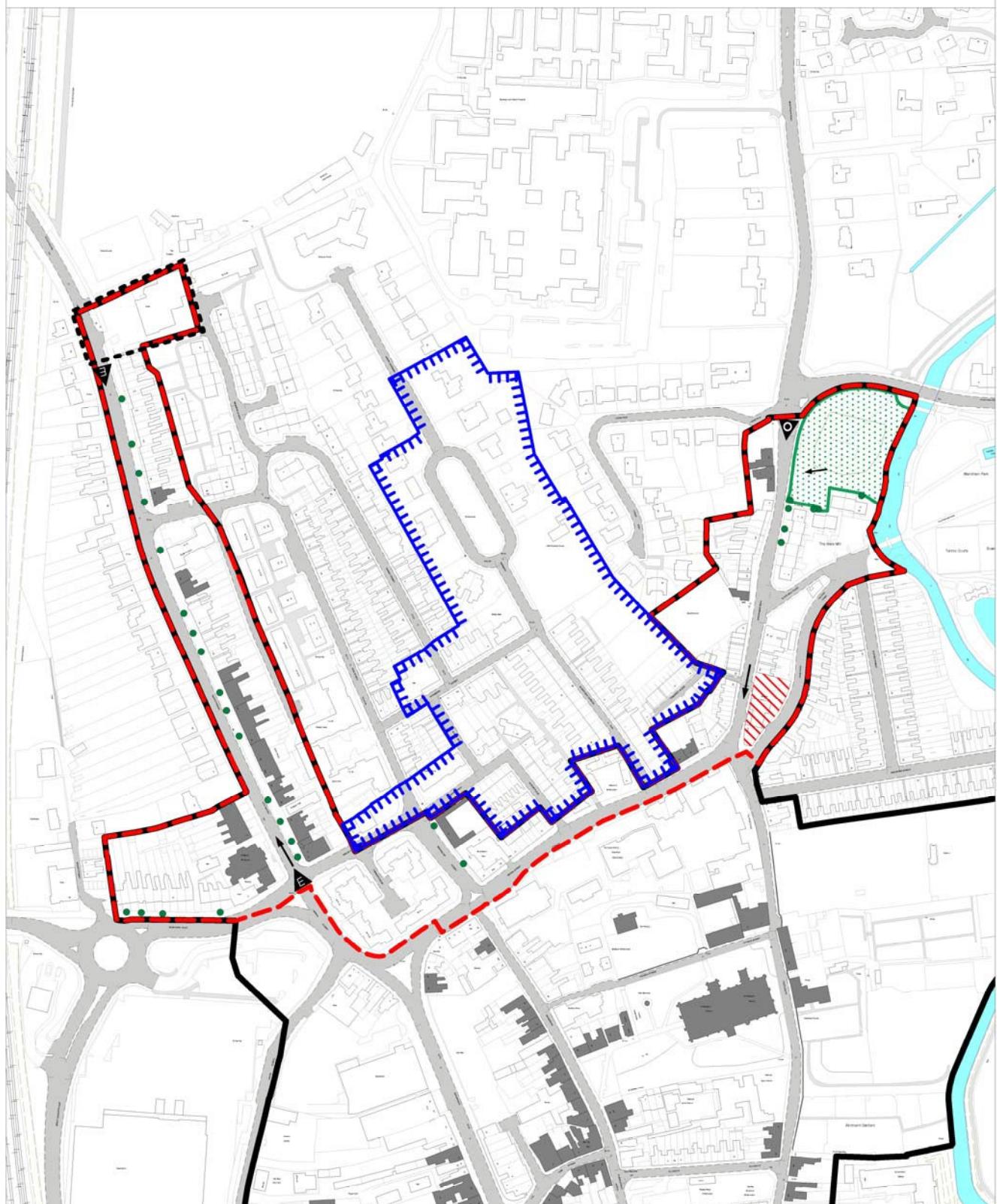
The former Job Centre Office, 6-7 St Peters Hill (north side)

The four storey building detracts from the elegant proportions of the neighbouring Georgian properties due to its stepped roofline and large protruding first floor windows with projecting concrete beams.

### ***Management Opportunities and Constraints***

- If the opportunity arose, the Conservation Area would benefit from the redevelopment of the sites occupied by the Post Office and the former Job Centre building which is currently vacant. A design code or brief should be produced for these sites which specifies a high standard of design to complement the historic character of the Conservation Area. It should have regard for the historic context in terms of scale, height, form, style, design and materials.
- Any new development should have regard for the historic context in terms of scale, height, plot widths, form, style, design and materials.
- The civic centre would benefit from the relocation of the taxi rank as this would integrate the green with the buildings and would create a more unified public space.
- The appearance of the Conservation Area would benefit from more sensitively designed shopfronts as outlined in the Supplementary Planning Guidance document “Grantham Shopfront Design Guide”.
- The appearance of the Conservation Area would benefit from a more coordinated approach to the provision of street signage and furniture to reduce the effects of clutter.
- Traditional street name signs should be retained as they contribute to local distinctiveness.
- The quality of street paving detracts from the appearance and character of the area as the use of small paving infills in different colours laid in varying patterns creates a cluttered appearance. A coordinated approach to paving would enhance the character of the area.
- Important trees and open green spaces which contribute to the character of the Conservation Area, highlighted on the map, should be retained.

## Grantham Conservation Area Appraisal Map 5 The Residential District Character Area



### Map Key

|  |                              |
|--|------------------------------|
|  | Character Area Boundary      |
|  | Conservation Area            |
|  | Possible Area to be Included |
|  | Possible Area to be Excluded |
|  | Listed Building              |
|  | Negative Feature             |
|  | Important Open Space         |
|  | Important Tree               |
|  | Enclosed Approach            |
|  | Open Approach                |
|  | Important View               |



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## 4. The Residential District

### Summary of main characteristics

- High concentration of listed buildings along North Parade.
- Buildings date from the 18<sup>th</sup>-20<sup>th</sup> centuries.
- Terraced two and three storey houses of red brick with isolated examples of older stone buildings.
- Buildings aligned at the back of the footways create a continuous frontage along the street.
- Trees and grass verges are an important feature of North Parade.

### *Spatial Character and Townscape Quality*

North Parade, located at the northern edge of the Conservation Area, is an attractive example of late 18<sup>th</sup> early 19<sup>th</sup> century linear ribbon development, comprising of three storey red brick houses with a terrace of two storey cottages at the northernmost end. The east side has an enclosed character as the buildings from the south end of the street up to the junction with New Street abut directly onto the footway. The buildings and the footway are elevated above road level which separates them and pedestrians from the heavy volumes of traffic and the grass verge also softens the appearance of the kerbside. Beyond the junction with New Street, the footway is level with the road and the buildings have narrow frontages enclosed by low brick or stone boundary walls surmounted by iron railings. Trees of varying ages and species line the road which creates an attractive avenue approach to the town centre.

The west side has a lower density of development and a more open character. The terrace of five Georgian houses adjacent to St Mary's Roman Catholic Church have large gardens and are set back from the road in an elevated position. The adjoining early 20<sup>th</sup> century housing, although not included in the Conservation Area, contribute to the open character as they are set back from the road within modest gardens.



*North Parade from the junction with New Street.*

The north side of Barrowby Road is enclosed by two terraces of 19<sup>th</sup> century buildings, which are set back from the road with low brick boundary walls and gate piers; some of the walls have retained their iron railings. The church hall is located to the east of the terrace and adjoins the presbytery of St Mary's Catholic Church. The hall is a large scale attractive brick building which abuts directly onto the footway and is slightly elevated above road level. The character of this area has been adversely affected by the construction of the Asda supermarket and car park which has destroyed the original street pattern in this area; it detracts from the setting of the buildings and impacts on the views out of and within the Conservation Area.

Premier Court is built upon an island enclosed by Broad Street, Brownlow Street, Brook Street and North Street. It consists of four irregularly shaped blocks of modern two storey flats constructed of brick which are grouped around a central courtyard. There are attractive views across to St Wulfram's spire between the blocks. The north side of Broad Street is enclosed by the side elevation of Number 2 North Parade and two plain brick buildings which are not included within the Conservation Area boundary. The pedestrian guard rails located at the junction with North Street and North Parade at the west end of the street creates a cluttered appearance which detracts from its overall character.

Brownlow Street is enclosed on the west side by Premier Court and on the east side by the Miss Farish Almshouse which is a large two storey stone house with a wide frontage, which also has a range fronting onto Albion Street. The house is adjoined by smaller scale cottages; the buildings form a continuous frontage along the street and are separated from the footway by small gardens.

The north side of Brook Street is enclosed by a terrace of buildings of a similar scale which abut directly onto the footway, creating a continuous frontage which is interrupted by the access road to Brookstreet Yard and by the junction with Albion Place. Dawson's Almshouses are set back from the road within pleasant gardens enclosed by a brick wall which maintains the continuity of the building line along the street. The Five Bells public house is set back from the footway and from the adjoining buildings which interrupts the continuity of the building line at the east end of the street. The south side of Brook Street is occupied by the Kings School and consists of modern buildings of irregular sized plots set back from the road with car parking in front, which is at variance with the enclosed character of the Conservation Area. The older school buildings located towards the junction with Manthorpe Road abut directly onto the footway and create a continuous frontage which restores the enclosed character.

Manthorpe Road is one of the main routes into the town centre from the outlying northern residential areas and its character is adversely affected by heavy traffic. The road curves gently to the north from the junction with Brook Street before following a linear northwards course. The west side is enclosed by terraced buildings which abut directly onto the footway and create a continuous frontage along the street. The east side has a less unified character as the petrol station at the south end of the street and the car park to the Waggon and Horses public house to the north interrupts the continuity of frontages. Beyond the modern complex of flats built between Manthorpe Road and Slate Mill Place, the east side opens out into Wyndham Park which creates a more open and attractive character. There are attractive views from the park across to the listed buildings on the west side of the street and looking southwards along the street of the Kings School with St Wulfram's tower and spire in the background.

The overall character of the residential district is compromised by street clutter. The busy junction with North Parade, Barrowby Road, Broad Street and North Street is dominated by heavy traffic, pedestrian guard rails, traffic lights and signage. This affects the setting of the buildings at the south

end of North Parade and Barrowby Road and the north end of Broad Street and also creates an unwelcoming environment for pedestrians. There are also sections of guard rail located adjacent to the zebra crossing on the east side of North Parade in front of a tree, and outside number 75 Manthorpe Road which do not appear to serve a useful function and contribute to the street clutter.

### ***Quality and Character of Buildings***

There are a large number of Grade II listed buildings on the east side of North Parade between New Street and Broad Street. The quality of the buildings is derived from their unity of character as they are built of red brick and are of a similar scale and height, comprising mainly of three storeys with pitched roofs covered with clay or concrete pantiles. There are minor differences in the detailing on the facades and in plot alignments along the footway which contributes to the visual interest of the terrace. The exception is North House, a former 19<sup>th</sup> century hunting lodge which dominates the southern part of the terrace as it is built on a large scale with a wide frontage of buff coloured brick. The harmony of the street is interrupted by Number 18, the former Kingdom Hall currently occupied by the Abacus Nursery, the retaining front wall maintains the continuity of the building line along the street but the absence of a roof creates a gap in the attractive skyline.

The three storey buildings on the west side of North Parade are Grade II listed and have a uniformity of character as they are built of red brick with parapet roofs. The buildings have an undulating frontage as Nos. 3, 7 and 11 have projecting bay windows on all three storeys whilst Nos. 5 and 9 have sash windows. The Roman Catholic St Mary's Church to the south of the terrace is a simple, small scale attractive ashlar building which contributes to the attractive street scene.

Nos. 6-8 Barrowby Road form an attractive brick terrace with small iron balconies outside the second storey windows which creates a strong horizontal emphasis and contributes to the visual interest of this part of the Conservation Area. The church hall has attractive stone detailing over the doors and diamond and cross patterns constructed from different coloured bricks.



*The church hall on Barrowby Road.*

Dawson's Almshouses on Brook Street date from the 19<sup>th</sup> century and comprise of three ranges of single storey buildings arranged in a horseshoe shape around a central garden. The attractive

buildings are constructed of red brick with stone quoins and window details, the entrances consist of double arches supported by a single stone column and steeply pitched roofs with large brick chimneys. The design is significant within the context of Brook Street as the buildings are relatively simple with plain frontages, with the exception of the two attractive late 18<sup>th</sup> century Grade II listed houses to the west of Five Bells public house.



*Left range of Dawson's Almshouses*

Manthorpe Road comprises of modest, two storey buildings constructed of brick with narrow frontages. The buildings to the south of the street date from the late 19<sup>th</sup> century, there is an attractive terrace of late 18<sup>th</sup>-early 19<sup>th</sup> century buildings beyond the junction with Slate Mill Place. The use of replacement uPVC windows and doors has had a negative impact upon the character of these buildings. There are four Grade II listed buildings towards the north end of the street which date from the 18<sup>th</sup> century and are larger in scale than the adjoining terraces with wider frontages.

### ***Management Opportunities and Constraints***

- The residential district would benefit from a co-ordinated approach to the provision of street furniture, including pedestrian guard rails, traffic lights and signage. If the opportunity arose an audit should be undertaken to determine if the guard rails are necessary and to investigate the possibility of rationalising the number of signals and signs to reduce the impact of the clutter and to give greater precedence to pedestrians.
- If the opportunity arose, the Conservation Area would benefit from the redevelopment of the site occupied by the petrol station on Manthorpe Road. Any new development should have regard for the historic context in terms of scale, height, plot widths, form, style, design and materials.
- The car park of the Waggon and Horses public house on Manthorpe Road would benefit from a more appropriate boundary treatment along Park Road, which consists of concrete posts, to restore the enclosed character of this part of the Conservation Area.
- Traditional street name signs should be retained as they contribute to local distinctiveness.
- Important trees which contribute to the character of the Conservation Area, highlighted on the map, should be retained.

## **Review of Conservation Area boundary**

The Conservation Area at Grantham was first designated in 1970 and was subsequently reviewed in 1985. As part of the appraisal process the original boundary is being reviewed to assess whether it should be altered to reflect changes which may have occurred since then and to reconsider sites which were originally omitted. As a result, consideration is being given to the following amendments which are indicated on the maps found within the relevant section of the appraisal:

### Kings Hotel, North Parade

The character of the hotel has been affected by insensitive modern extensions which do not respect the design, scale, proportions or materials of the original building. The building does not relate to the adjoining terrace of brick buildings in terms of design, scale or materials; it is set back from the footway with a car park located in front with a post and chain fence, which is inconsistent with the enclosed character of the Conservation Area. (Map 5)

### Watergate and Union Street

The character of Watergate to the north of The Playhouse public house on the west side has been adversely affected by insensitive post war commercial developments which overall do not reflect the traditional plan form, scale, mass, materials, design or enclosing features of the Conservation Area. Union Street comprises of modern office and retail developments, the buildings are set back from the road with car parks located in front which is inconsistent with the enclosed character of the Conservation Area. (Map 3)

### Sankt Augustin Way

The boundary at the south end of Westgate currently extends over to the west side of Sankt Augustin Way. It is suggested that the boundary should be amended to exclude this area and terminate at the edge of the highway at the southern end of Westgate. (Map 3)

It may be appropriate to amend the boundary to exclude the above areas and views on these possible alterations are invited.

### London Road

There are an attractive range of late 19<sup>th</sup> century buildings along London Road as far as the junction with Rycroft Street on the west side and College Street on the east. The ground storeys have been converted into retail units with modern shop fronts, however the upper storeys remain largely unaltered. The buildings are largely constructed of brick with stone detailing which reflects the quality of the townscape within the Civic Centre. (Map 4)

### Albion Street, Albion Place, Chambers Street and Gladstone Terrace

Situated to the north of Brook Street, these streets are characterised by late 19<sup>th</sup> century early 20<sup>th</sup> century terraced housing. Some of the properties have been modernised however, the terrace on the south side of Albion Street is largely intact as the buildings have retained their timber bay windows and boundary walls. The east side of Gladstone Terrace is particularly attractive as the buildings are largely unaltered and are constructed of brick with stone mullion bay windows and stone detailing on the front elevations. Other significant buildings include the Masonic Hall on Chambers Street and the former school building on Albion Street which has been converted into a nursing home. (Map 5)

### Welby Gardens

This is an attractive planned development consisting of large semi detached and detached brick houses of varying architectural styles dating from the late 19<sup>th</sup> - early 20<sup>th</sup> centuries. The houses are arranged around a central tree lined oval garden. The spacious elegant layout and scale of the development forms a pleasant contrast with the high density housing found elsewhere within the Conservation Area. (Map 5)

It may be appropriate to amend the boundary to include the above areas within the boundary of the Conservation Area as they could positively enhance its character and views on these possible alterations are invited.

Please note that no appraisal can ever be completely comprehensive and the omission of any particular building, feature or space should not be taken to imply that it is of no interest.

### **Effects of designation**

The effects of designation include the following;

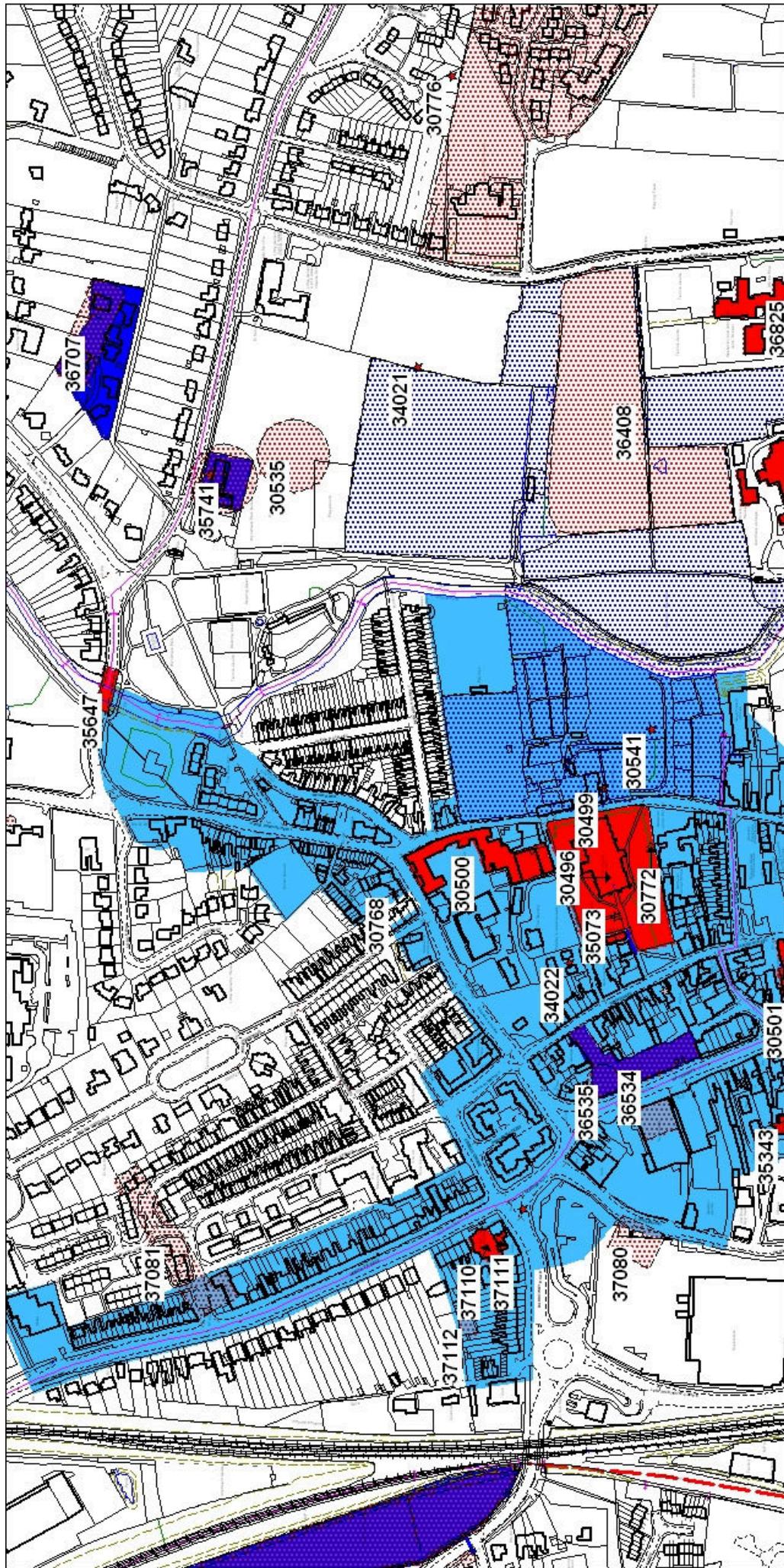
1. Subject to certain exemptions, the prior approval of the Local Planning Authority is required for the demolition of buildings within the conservation area.
2. Subject to certain exemptions, six weeks prior notice must be given to the Council of any proposals to top, lop, fell or uproot any trees within the conservation area. The wilful damage or destruction of such trees may also result in an offence having been committed.
3. Certain forms of development, which, by virtue of the provisions of the Town and County Planning (General Permitted Development) Order 1995 could otherwise have been undertaken without planning permission, cannot be undertaken without formal approval from the Local Planning Authority.
4. Applications for planning permission for development which would affect the character or appearance of the conservation area will be advertised.
5. In considering proposals for development within the conservation area, the Local Planning Authority will have regard to the desirability of preserving or enhancing its character or appearance.

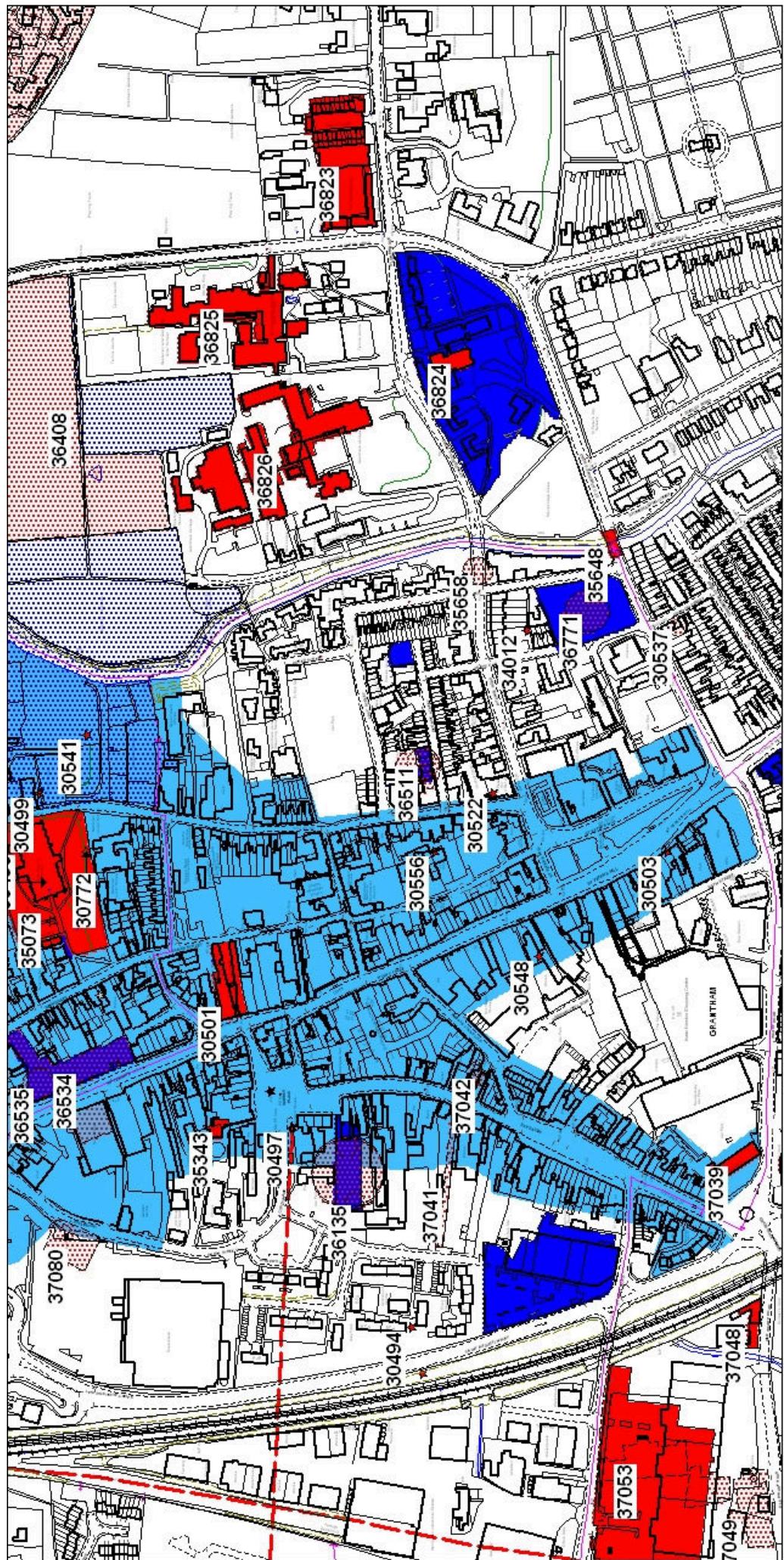
## Appendix: Record of monuments and archaeological finds within Grantham Conservation Area

The Lincolnshire Historic Environment Record contains further information relating to these finds and can be accessed via the Heritage Gateway website: [www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)

| MonUID   | PrefRef | RecordType | Name   |
|----------|---------|------------|--|
| MLI34031 | 34031   | Monument   | HURST'S ALMSHOUSES, GRANTHAM   |
| MLI34204 | 34204   | Monument   | THE COURSE OF GREYFRIAR'S CONDUIT, GRANTHAM  |
| MLI34903 | 34903   | Monument   | HUMAN REMAINS ON SITE OF THE BLUE BELL PUBLIC HOUSE, GRANTHAM                      |
| MLI34913 | 34913   | Monument   | UNDATED FEATURES, WEST OF ST WULFRAM'S CHURCH                                      |
| MLI35073 | 35073   | Find Spot  | LATE SAXON POTTERY FROM WEST OF ST WULFRAM'S CHURCH                                |
| MLI81492 | 35343   | Monument   | The Priory, 7 Market Place   |
| MLI82836 | 35647   | Monument   | Bridge at Belton Lane, Grantham  |
| MLI82837 | 35648   | Monument   | Bridge, St Catherines Road   |
| MLI82935 | 35658   | Monument   | Human remains found just off Avenue Road, near the Witham                          |
| MLI83951 | 36135   | Monument   | Undated features, 98-99 Westgate, Grantham   |
| MLI83952 | 36136   | Monument   | A possible Saxo-Norman pit, 98-99 Westgate, Grantham                               |
| MLI83953 | 36137   | Monument   | Post medieval pits and ditches, 98-99 Westgate, Grantham                           |
| MLI83955 | 36138   | Monument   | Medieval artefact scatter, 98-99 Westgate, Grantham                                |
| MLI85835 | 36501   | Building   | Angel and Royal Hotel, High Street, Grantham                                       |
| MLI85902 | 36511   | Monument   | Early medieval activity on land at 51/52 George Street, Grantham                   |
| MLI85903 | 36512   | Monument   | Post-medieval activity on land at 51/52 George Street, Grantham                    |
| MLI86586 | 36534   | Monument   | Post medieval building evidence on land at Watergate Car Park, Watergate, Grantham |
| MLI86588 | 36535   | Monument   | Medieval features and finds on land at Watergate Car Park, Watergate, Grantham     |
| MLI89111 | 36771   | Monument   | Possible medieval tannery or butchery site, Welham Street, Grantham                |
| MLI91469 | 37039   | Building   | Former maltings, Wharf Road, Grantham  |
| MLI91471 | 37041   | Monument   | Site of former ropewalk, Westgate, Grantham  |
| MLI91472 | 37042   | Monument   | Site of former smithy, Guildhall Street, Grantham                                  |
| MLI91477 | 37048   | Monument   | Site of Morley's engineering firm, Old Wharf Road, Grantham                        |
| MLI91482 | 37053   | Monument   | Site of the Hempstead Iron Works, Dysart Road, Grantham                            |
| MLI91484 | 37054   | Monument   | Site of the Grantham Boiler and Crank Company, Dysart Road, Grantham               |
| MLI91527 | 37079   | Monument   | Site of Harrison and Sons Workshop, Watergate, Grantham                            |
| MLI91528 | 37080   | Monument   | Site of former maltings, Union Street, Grantham                                    |
| MLI91529 | 37081   | Monument   | Site of former maltings, North Parade, Grantham                                    |
| MLI91941 | 37110   | Building   | Roman Catholic church of St Mary, North Parade, Grantham                           |
| MLI91942 | 37111   | Building   | Presbytery to the Roman Catholic church of St Mary, North Parade, Grantham         |
| MLI91944 | 37112   | Monument   | Former graveyard associated with St Mary's church, Grantham                        |

| MonUID   | PrefRef | RecordType | Name   |
|----------|---------|------------|--|
| ML30494  | 30494   | Monument   | Franciscan Friary (Grey Friars)  |
| ML30495  | 30495   | Monument   | THE GRANGE, GRANTHAM   |
| ML30496  | 30496   | Monument   | ST WULFRAM'S CHURCH, GRANTHAM  |
| ML30497  | 30497   | Monument   | Conduit House, Market Place, Grantham                                    |
| ML30499  | 30499   | Monument   | GRANTHAM HOUSE, EAST OF THE CHURCH                                       |
| ML30500  | 30500   | Monument   | KINGS GRAMMAR SCHOOL, NORTH OF THE CHURCH                                |
| ML30501  | 30501   | Monument   | ANGEL INN  |
| ML30502  | 30502   | Monument   | GRANTHAM MARKET CROSS  |
| ML30503  | 30503   | Monument   | MEDIEVAL CROSS, ST. PETERS HILL  |
| ML30522  | 30522   | Find Spot  | COIN HOARD, AVENUE ROAD  |
| ML30537  | 30537   | Monument   | Possible Medieval building to the rear of Number 15, St Catherine's Road |
| ML30541  | 30541   | Find Spot  | IRON AGE COIN, NEAR GRANTHAM HOUSE                                       |
| ML30548  | 30548   | Monument   | POST MEDIEVAL FINDS, ST PETERS HILL                                      |
| ML30554  | 30554   | Monument   | MEDIEVAL-POST MEDIEVAL POTTERY, 93 MANTHORPE ROAD                        |
| ML30555  | 30555   | Monument   | APPLE CROSS, GRANTHAM  |
| ML30556  | 30556   | Monument   | MIDDLEMORE HOUSE, CASTLEGATE   |
| ML30768  | 30768   | Find Spot  | MACEHEAD, FIVE BELLS INN, GRANTHAM                                       |
| ML30772  | 30772   | Find Spot  | ROMANO-BRITISH POTTERY FROM GRANTHAM HOUSE                               |
| ML34012  | 34012   | Find Spot  | NEOLITHIC BLADE FOUND IN GRANTHAM  |
| ML34022  | 34022   | Monument   | BRADLEY'S ALMSHOUSES, GRANTHAM   |
| ML34031  | 34031   | Monument   | HURSTS ALMSHOUSES, GRANTHAM  |
| ML34204  | 34204   | Monument   | THE COURSE OF GREYFRIARS CONDUIT, GRANTHAM                               |
| ML34903  | 34903   | Monument   | HUMAN REMAINS ON SITE OF THE BLUE BELL PUBLIC HOUSE, GRANTHAM            |
| ML34913  | 34913   | Monument   | UNDATED FEATURES, WEST OF ST WULFRAM'S CHURCH                            |
| ML35073  | 35073   | Find Spot  | LATE SAXON POTTERY FROM WEST OF ST WULFRAM'S CHURCH                      |
| ML181492 | 35343   | Monument   | The Priory, 7 Market Place   |
| ML182836 | 35647   | Monument   | Bridge at Belton Lane, Grantham  |
| ML182837 | 35648   | Monument   | Bridge, St Catherine's Road  |
| ML182935 | 35658   | Monument   | Human remains found just off Avenue Road, near the Wytham                |
| ML183951 | 36135   | Monument   | Undated features, 98-99 Westgate, Grantham                               |
| ML183952 | 36136   | Monument   | A possible Saxon-Norman pit, 98-99 Westgate, Grantham                    |
| ML183953 | 36137   | Monument   | Post medieval pits and ditches, 98-99 Westgate, Grantham                 |
| ML183955 | 36138   | Monument   | Medieval artefact scatter, 98-99 Westgate, Grantham                      |
| ML185835 | 36501   | Building   | Angel and Royal Hotel, High Street, Grantham                             |





## REPORT TO CABINET

REPORT OF: CORPORATE HEAD OF FINANCE AND CUSTOMER SERVICES

REPORT NO: CHFCS45

DATE: 1st June 2009

|   |  |                                     |
|---|--|-------------------------------------|
| <b>TITLE:</b>                                     | Supplementary Estimates 2009/10  |                                     |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | Budget Framework Proposal  |                                     |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Councillor Mike Taylor<br>Resources and Assets Portfolio Holder  |                                     |
| <b>CONTACT OFFICER:</b>                           | Richard Wyles – Corporate Head of Finance and Customer Services<br>01476 406210<br>Email: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a> |                                     |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and<br>Referred to in<br>paragraph (7) below:  | Full impact assessment<br>Required: |
| <b>Equality and Diversity</b>                     | N/A  |                                     |
| <b>FREEDOM OF INFORMATION ACT:</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>                          | CHFCS 25   |                                     |

### 1. RECOMMENDATIONS

**It is recommended that Cabinet:**

**a. recommend to Council the approval of the following Supplementary Estimates in respect of the following:**

- General Fund – Capital Programme of £4.589M 2009/10 (appendix A)
- General Fund Revenue estimate increase of £180k
- Supplementary estimate for LABGI Income be approved for £193,849.62 and this be used to support economic development related initiatives. The details of this be delegated to the Corporate Head of Sustainable Communities and the Economic Development Portfolio Holder

- **Housing Revenue Account – Capital Programme of £4.631M for 2009/10 and £5.425m for 2010/11 (appendix B)**
- **Housing Revenue Account – Revenue increase of £654K**

b. **General Fund - Summary Revenue Estimate 2009/10 and Reserves Statement as attached at appendix C**

c. **Capital Financing Statement attached at appendix D**

d. **Housing Revenue Account – Revenue Account summary 2009/10 as attached at appendix E**

## **2. PURPOSE OF THE REPORT/DECISION REQUIRED**

The Council approved the Capital and Revenue budgets, in respect of the financial year 2009/10, at its meeting on 2 March 2009. Since that time there have been a number of proposals that will have an impact of the budget framework. This report provides the details of the proposals.

## **3. DETAILS OF REPORT**

The report deals with proposed changes to the capital and revenue budgets in the following way:

### General Fund Capital Programme

The capital programme has been agreed at £4.123M and is detailed in the Council's budget book. Following the closedown procedure of the financial year 2008/09 the following items have slipped into 2009/10:

- Economic Grant – Northfields project Market Deeping – delays with works to the pumping station
- Purchase of 2 waste freighters – the delivery of one vehicle has been delayed
- Purchase of new pool cars – slippage in pool car replacement

It is proposed to include a provision to enable the purchase of a further waste freighter. This provision will only be utilised in the event of a reduction in the operational number of vehicles due to unforeseen circumstances. There is a further bid to utilise an additional £100k regional housing grant in respect of the previous year's award.

### General Fund Revenue budgets

In respect of the revenue budgets there are two separate proposed supplementary estimates.

## 1. Leisure Premises

Members will recall that the budget report (CHFCS25) referred to a number of risks to the budget. One of the risks was in respect of the creation of the Leisure Trust. This risk stated that:

- a. **Leisure Trust assumptions** – At the time of writing the signing off of the newly created Leisure Trust has yet to be undertaken. The budgets have been prepared on the basis that the Council will no longer be liable for business rates as the liability passes to the Trust (following the leasing of the facilities to the Trust).

It had been anticipated that the Charity Commission would be in a position to grant charitable status to the Trust prior to the commencement of the financial year 2009/10. However the timescale is proving to be longer than originally envisaged and the Council is liable (as the rating occupier) to pay the business rates on the leisure premises until such time as the Trust is granted charitable status and the premises are leased to it. It is prudent to add to the budget framework the equivalent of 6 months business rates for the leisure premises and this is costed at an additional £180K. This will be financed from the capacity reserve.

## 2. Local Authority Business Growth Incentive (LABGI)

The LABGI scheme allows local authorities to retain a share of increased business rates revenue generated in their area. By creating a direct financial incentive for Local Authorities to encourage business growth in their locality, LABGI provides the opportunity for local government and local businesses to work together to deliver economic success and prosperity to their local community.

Following the Minister for Local Government's statement in the House of Commons, details of proposed payments from the release of £100m of LABGI Year 3 contingency funds has been published. The £100m has been allocated to councils using the same methodology employed for the payments announced on 26 June last year. This is based on the increase in rateable value of non-domestic properties between 2005-06 and 2006-07 in each local authority's area, drawing on particular rating codes. A single payment is made to each eligible local authority in the final quarter of the financial year. The scheme operates as a non ring-fenced grant under section 31 of the Local Government Act 2003 and as such, authorities are free to spend the revenue on their own priorities in their area.

The Council has received £193,849.62 following the release of the LABGI and it is proposed to use this sum to directly support economic development initiatives in order to stimulate the local economy and attract inward investment. These initiatives will be aligned to the outcomes identified in the 'Good for business' priority plan and the agreed improvements from the economic growth and development audit.

## Housing Revenue Account Revenue

Members will recall that during 2008/09 the Council commenced a 100% stock condition survey in respect of its housing stock. This work is being undertaken by external contractors following a contract award in May 2008. However due to a number of operational delays the full survey only commented in March 2009. Therefore there is a significant underspend of £654k in 2008/09 which will need to be carried forward into 2009/10 in order to meet the costs of the survey work undertaken this year.

## Housing Revenue Account Capital Programme

There have been a number of new bids and slippages from the 2008/09 capital programme that are proposed for inclusion into the 2009/10 programme. The details of these are:

- Upgrading sheltered housing schemes – a new bid of £210k in respect of works at Manners Street Grantham
- Structural repairs – slippage of £62k from the 2008/09 programme
- Passenger lifts – a new bid of £240k in respect of lift replacement at Essex Road Stamford, Meadow Close Bourne, Woods Close Long Bennington and Manners Street Grantham
- Ground source heating pumps – this bid is in respect of the supply and installation of ground source heating pumps to be fitted at 25 (as yet unspecified) HRA properties for 2009/10. A further capital bid of £299k for 2010/11 also proposed. These pumps will reduce CO2 emissions by 85% per dwelling on solid fuel and 74% on electric heating systems. There is a proposal to bid for external grant funding for these works which could contribute up to £329,000 over 2 years.
- Property refurbishments – a bid of £94k and slippage of £21k in respect of properties at Walton Gardens Grantham and Scotgate Stamford
- Re-roofing – a bid of £55k for properties at Woods Close Long Bennington and Market Place Folkingham
- Re-wiring – a new bid of £41k (in addition to the £160k already approved) in respect of New Street flats Grantham
- Asset management software system – this software purchase was approved in December 2008. However due to the nature of the purchase the expenditure should be capitalised.

The reserves statement has been updated to reflect the additional financing requirements resulting from these additional bids (the opening balances used do not reflect the outturn position for 2008/09 as at the time of compiling the report the closedown of the financial year is still progressing). It is proposed to finance the programme in

## **4. OTHER OPTIONS CONSIDERED**

N/a

## **5 RESOURCE IMPLICATIONS**

These are stated in the report.

## **6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)**

None identified.

## **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

N/a

## **8. CRIME AND DISORDER IMPLICATIONS**

N/a

## **9. COMMENTS OF SECTION 151 OFFICER**

My comments are included in the report.

## **10. COMMENTS OF MONITORING OFFICER**

All the proposals in this report change the budget set in March. Any change to the budget is required to be approved by Council

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

N/a

## **12. APPENDICES: attached.**

**CAPITAL PROGRAMMES**

Appendix A

**OTHER SERVICES**

|  | Description  | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage<br>£'000 | 2009/2010<br>New Bids<br>£'000 | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|--|--|--|--------------------------------|--------------------------------|--|--|--|
| <b>SUSTAINABLE COMMUNITIES</b>                     |  |  |                                |                                |  |  |  |
| Town Centre Development                            |  |  |                                |                                |  |  |  |
| 1  | Town Centre Projects - Bourne Core Area                      | 1,000                                  | -                              | -                              | 1,000                                      | 1,000                                  | 1,000                                  |
| 2  | Town Centre Projects - Bourne Core Area (Consultancy/Advice) | 75                                     | -                              | -                              | 75   | 50                                     | 30                                     |
| 3  | Strategic land acquisition Grantham                          | -                                      | -                              | -                              | -  | -                                      | 1,000                                  |
| 4  | Innovation & Enterprise Centre Projects                      | 500                                    | -                              | -                              | 500  | -                                      | -                                      |
| 5  | Grantham Christmas Lights - SEA                              | 50                                     | -                              | -                              | 50   | -                                      | -                                      |
| 6  | Capital Grant  | -                                      | -                              | -                              | -  | -                                      | -                                      |
| 7  | Economic Grant - Northfields Market Deeping                  | -                                      | 73                             | -                              | 73   | -                                      | -                                      |
| 8  | Grantham Growth Project                                      | 50                                     | -                              | -                              | 50   | -                                      | -                                      |
| 9  | Private Sector Renewal                                       | 100                                    | -                              | -                              | 100  | 100                                    | 100                                    |
| 10   | Regional Housing Grant                                       | 506                                    | -                              | 100                            | 606  | -                                      | -                                      |
|  | Disabled Facilities Grant                                    | 500                                    | -                              | -                              | 500  | 500                                    | 500                                    |
|  |  | 2,781                                  | 73                             | 100                            | 2,954                                      | 1,650                                  | 2,630                                  |
| <b>HEALTHY ENVIRONMENT</b>                         |  |  |                                |                                |  |  |  |
| Waste Management                                   |  |  |                                |                                |  |  |  |
| 11   | Expansion of Green Waste Collection Service - 2 Freighters   | -                                      | 147                            | -                              | 147  | -                                      | -                                      |
| 12   | Replacement Freighter for Waste Collection                   | -                                      | -                              | 120                            | 120  | -                                      | -                                      |
| 13   | Replacement of Street Scene Fleet                            | -                                      | -                              | -                              | -  | 895                                    | 698                                    |
| 14   | MOT Implementation   | 45                                     | -                              | -                              | 45   | -                                      | -                                      |
| 15   | Guildhall Arts Centre Entrance and Box Office Works          | 50                                     | -                              | -                              | 50   | -                                      | -                                      |
| Purchase of Vehicles                               |  |  |                                |                                |  |  |  |
| 16   | Purchase of Pool Vehicles                                    | 47                                     | 26                             | -                              | 73   | 33                                     | -                                      |
|  |  | 142                                    | 173                            | 120                            | 435  | 928                                    | 698                                    |
| <b>FINANCE AND CUSTOMER SERVICES</b>               |  |  |                                |                                |  |  |  |
| 17   | Financial System Upgrade                                     | 50                                     | -                              | -                              | 50   | -                                      | -                                      |
| 18   | Customer Services - Access to Self-Service Facilities        | 30                                     | -                              | -                              | 30   | 20                                     | -                                      |
| 19   | Area Offices Customer Service Centres Upgrades               | 240                                    | -                              | -                              | 240  | -                                      | -                                      |
|  |  | 320                                    | -                              | -                              | 320  | -                                      | -                                      |
| <b>RESOURCES AND ORGANISATIONAL DEVELOPMENT</b>    |  |  |                                |                                |  |  |  |
| Car Parking  |  |  |                                |                                |  |  |  |
| 20   | Replacement of car parking machines                          | 30                                     | -                              | -                              | 30   | 30                                     | -                                      |
| 21   | Pay on Exit infrastructure                                   | -                                      | -                              | -                              | -  | 95                                     | 95                                     |
| Provision for Existing Assets                      |  |  |                                |                                |  |  |  |
| 22   | Refurbishment Works to Leonard's Street Car Park, Stamford   | -                                      | -                              | 20                             | 20   | -                                      | -                                      |
| 23   | Refurbishment to Boundary Wall, Stamford Arts Centre         | -                                      | -                              | 30                             | 30   | -                                      | -                                      |
| 24   | Refurbishment Works to Ropsley Church Stone Wall             | -                                      | -                              | 25                             | 25   | -                                      | -                                      |
| 25   | Flood Alleviation Works to Grantham Cemetery                 | -                                      | -                              | 25                             | 25   | -                                      | -                                      |
| 26   | External Painting to Meres Leisure Centre, Grantham          | -                                      | -                              | 25                             | 25   | -                                      | -                                      |
| 28   | Provision (unspecified)                                      | 250                                    | -                              | (125)                          | 125  | 325                                    | 500                                    |
| 29   | Energy Efficiency Initiatives                                | 250                                    | -                              | -                              | 250  | -                                      | -                                      |
|  |  | 530                                    | -                              | -                              | 530  | 450                                    | 595                                    |
| <b>PARTNERSHIPS AND ORGANISATIONAL IMPROVEMENT</b> |  |  |                                |                                |  |  |  |
| 30   | IT Hardware Replacement Programme                            | 50                                     | -                              | -                              | 50   | 50                                     | 50                                     |
|  |  | 50                                     | -                              | -                              | 50   | 50                                     | 50                                     |
| <b>31</b>  | <b>TOTAL APPROVED - OTHER SERVICES</b>                       | <b>3,823</b>                           | <b>246</b>                     | <b>220</b>                     | <b>4,289</b>                               | <b>3,078</b>                           | <b>3,973</b>                           |
| <b>INDICATIVE PROJECTS (NOT YET EVALUATED)</b>     |  |  |                                |                                |  |  |  |
| <b>RESOURCES AND ORGANISATIONAL DEVELOPMENT</b>    |  |  |                                |                                |  |  |  |
| 32   | Lift Installation - Main Council Sites                       | -                                      | -                              | -                              | -  | 150                                    | -                                      |
| 33   | Car Parking Infrastructure                                   | 100                                    | -                              | -                              | 100  | -                                      | -                                      |
| 34   | Provision for Existing Assets                                | -                                      | -                              | -                              | -  | 25                                     | -                                      |
|  | Grantham Bus Station - Refurbishment                         | -                                      | -                              | -                              | -  | -                                      | -                                      |
| <b>FINANCE AND CUSTOMER SERVICES</b>               |  |  |                                |                                |  |  |  |
| 35   | Document Image Processing                                    | 200                                    | -                              | -                              | 200  | -                                      | -                                      |
| <b>36</b>  | <b>INDICATIVE PROJECTS (NOT YET EVALUATED)</b>               | <b>300</b>                             | <b>-</b>                       | <b>-</b>                       | <b>300</b>                                 | <b>175</b>                             | <b>-</b>                               |
| <b>37</b>  | <b>TOTAL GENERAL FUND CAPITAL PROGRAMME</b>                  | <b>4,123</b>                           | <b>246</b>                     | <b>220</b>                     | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |

**CAPITAL PROGRAMME**

Appendix B

**HOUSING INVESTMENT PROGRAMME**

|                                       | Description                                  | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage | 2008/2009<br>Reduction | 2009/2010<br>New Bids | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|---------------------------------------|--|--|-----------------------|------------------------|-----------------------|--|--|--|
| <b><u>HOUSING REVENUE ACCOUNT</u></b> |  |  |                       |                        |                       |  |  |  |
| <b>Tenancy Services</b>               |  |  |                       |                        |                       |  |  |  |
| <b>Repairs and Improvements</b>       |  |  |                       |                        |                       |  |  |  |
| 1                                     | Upgrading Sheltered Housing Scheme           | -                                      | -                     |                        | 210                   | 210  | -                                      | -                                      |
| 2                                     | Structural Repairs                           | -                                      | 62                    |                        | -                     | 62   | -                                      | -                                      |
| 3                                     | Passenger Lifts, Supported Housing Schemes   | 94                                     | -                     |                        | 146                   | 240  | -                                      | -                                      |
| <b>Energy Efficiency Initiatives:</b> |  |  |                       |                        |                       |  |  |  |
| 4                                     | Windows                                      | 220                                    | -                     | (108)                  | -                     | 112  | -                                      | -                                      |
| 5                                     | Central Heating and Ventilation              | 500                                    | -                     |                        | -                     | 500  | -                                      | -                                      |
| 6                                     | Ground Source Heating Pumps                  | -                                      | -                     |                        | 299                   | 299  | 299                                    | -                                      |
| <b>Refurbishment and Improvement:</b> |  |  |                       |                        |                       |  |  |  |
| 7                                     | Property Refurbishments                      | -                                      | 21                    |                        | 94                    | 115  | -                                      | -                                      |
| 8                                     | Re-roofing                                   | -                                      | -                     |                        | 55                    | 55   | -                                      | -                                      |
| 9                                     | Re-wiring                                    | 160                                    | -                     |                        | 41                    | 201  | -                                      | -                                      |
| 10                                    | Kitchen & Bathroom Refurbishments            | 1,900                                  | -                     |                        | -                     | 1,900                                      | -                                      | -                                      |
| 11                                    | Communal Doors                               | 149                                    | -                     | (69)                   | -                     | 80   | -                                      | -                                      |
| 12                                    | DDA compliance and fire risk assessment work | 282                                    | -                     |                        | -                     | 282  | -                                      | -                                      |
| 13                                    | Disabled Adaptations                         | 100                                    | -                     |                        | -                     | 100  | 100                                    | 100                                    |
| 14                                    | <b>Housing Stock Improvement Works *</b>     | -                                      | -                     |                        | -                     | -  | 5,000                                  | 5,000                                  |
|                                       |  | 3,405                                  | 83                    | (177 )                 | 845                   | 4,156                                      | 5,399                                  | 5,100                                  |
| <b>IT Software</b>                    |  |  |                       |                        |                       |  |  |  |
| 15                                    | Housing System Enhancements                  | 50                                     | -                     |                        | -                     | 50   | -                                      | -                                      |
| 16                                    | Asset Management System                      | -                                      | -                     |                        | 63                    | 63   | -                                      | -                                      |
| 17                                    | Total Repairs Module                         | 42                                     | -                     | (42)                   | -                     | -  | -                                      | -                                      |
| 18                                    | Mobilisation of Craft Working                | 171                                    | -                     | (171)                  | -                     | -  | -                                      | -                                      |
|                                       |  | 263                                    | -                     | (213 )                 | 63                    | 113  | -                                      | -                                      |
| <b>Purchase of Vehicles</b>           |  |  |                       |                        |                       |  |  |  |
| 19                                    | Tenancy and Care Services                    | 362                                    | -                     |                        | -                     | 362  | 26                                     | 166                                    |
|                                       |  | 362                                    | -                     |                        | -                     | 362  | 26                                     | 166                                    |
| 20                                    | <b>TOTAL - HOUSING INVESTMENT PROGRAMME</b>  | 4,030                                  | 83                    | (390 )                 | 908                   | 4,631                                      | 5,425                                  | 5,266                                  |

\* Capital Works for Housing Stock improvements identified from stock condition survey which has yet to be agreed and plans developed

**SUMMARY OF GENERAL FUND ESTIMATES**

**Appendix C**

|   | 2008/09<br>Original<br>Base<br>£'000 | 2009/10<br>Estimate<br>Base<br>£'000 | 2010/11<br>Indicative<br>Base<br>£'000 | 2011/12<br>Indicative<br>Base<br>£'000 |
|---|--------------------------------------|--------------------------------------|--|--|
| Resources and Organisational Development                    | 1,583                                | 1,478                                | 1,189                                  | 1,260                                  |
| Finance and Customer Services                               | 2,738                                | 2,418                                | 2,574                                  | 2,701                                  |
| Healthy Environment   | 6,578                                | 6,425                                | 6,409                                  | 6,790                                  |
| Partnerships & Organisational Improvement                   | 3,471                                | 3,551                                | 3,742                                  | 3,904                                  |
| Special Expense Areas                                       | 654                                  | 643                                  | 671                                    | 692                                    |
| Sustainable Communities                                     | 3,224                                | 3,390                                | 3,275                                  | 3,280                                  |
| LABGI award   | 0                                    | 194                                  | 0                                      | 0                                      |
| Salary Vacancy Factor *                                     | (250)                                | 0                                    | 0                                      | 0                                      |
| Under/(over) allocation of Support Services                 | 44                                   | 0                                    | 0                                      | 0                                      |
| <b>TOTAL SERVICE COSTS</b>                                  | <b>18,042</b>                        | <b>18,099</b>                        | <b>17,860</b>                          | <b>18,627</b>                          |
| Interest and Investment Income                              | (613)                                | (132)                                | (239)                                  | (253)                                  |
| Interest Payable  | 248                                  | 248                                  | 192                                    | 152                                    |
| Pension Interest Cost and Expected Return on Pension Assets | 250                                  | 250                                  | 250                                    | 250                                    |
| Minimum Revenue Provision                                   | 208                                  | 198                                  | 191                                    | 183                                    |
| Depreciation Charged to Revenue Accounts                    | (2,535)                              | (2,475)                              | (2,755)                                | (2,878)                                |
| Capital grants deferred                                     | 417                                  | 395                                  | 395                                    | 395                                    |
| Financing of Capital Expenditure                            | 103                                  | 226                                  | 500                                    | 500                                    |
| Movement on Reserves  |                                      |                                      |  |  |
| -Pension Reserve  | (250)                                | (250)                                | (250)                                  | (250)                                  |
| -Net Movement in General Fund Specific Reserves             | (287)                                | (66)                                 | 337                                    | 126                                    |
| -(Decrease)/Increase in General Fund Working Balance        | 172                                  | (322)                                | 100                                    | 100                                    |
|   | (2,287)                              | (1,928)                              | (1,279)                                | (1,675)                                |
| <b>BUDGET REQUIREMENT - GENERAL FUND</b>                    | <b>15,755</b>                        | <b>16,171</b>                        | <b>16,581</b>                          | <b>16,952</b>                          |
| Formula Grant   | (9,881)                              | (10,025)                             | (10,147)                               | (10,147)                               |
| Council Tax Collection Fund Surplus                         | (55)                                 | (59)                                 | 0                                      | 0                                      |
| <b>DISTRICT NET EXPENDITURE (EXC. PARISH PRECEPTS)</b>      | <b>5,819</b>                         | <b>6,087</b>                         | <b>6,434</b>                           | <b>6,805</b>                           |
| SKDC Budget Requirement                                     | 5,236                                | 5,479                                | 5,793                                  | 6,126                                  |
| Bourne Special Expense Area                                 | 22                                   | 24                                   | 25                                     | 26                                     |
| Deepings Special Expense Area                               | 12                                   | 13                                   | 13                                     | 14                                     |
| Grantham Special Expense Area                               | 398                                  | 415                                  | 439                                    | 465                                    |
| Langtoft Special Expense Area                               | 10                                   | 10                                   | 11                                     | 12                                     |
| Stamford Special Expense Area                               | 141                                  | 146                                  | 154                                    | 162                                    |
| Parish Precepts   | 1,253                                | 1,281                                | 1,345                                  | 1,412                                  |
| <b>General Fund Expenditure</b>                             | <b>7,072</b>                         | <b>7,368</b>                         | <b>7,780</b>                           | <b>8,217</b>                           |

\* From 2009/10 onwards this heading is included within corporate head budgets

RESERVES

## RESERVES STATEMENT

|  | Balance as at 31 March 2008 £'000 | Transfer to Reserve in year £'000 | Forecast Transfer from Reserve in year £'000 | Balance as at 31 March 2009 £'000 | Transfer to Reserve in year £'000 | Transfer from Reserve in year £'000 | Balance as at 31 March 2010 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2011 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2012 £'000 |
|--|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>General Fund</b>  |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| General Fund Capital Reserve                                 | 1,557                             | 956                               | (462)  | 2,051                             | -                                 | (2,051)                             | -                                 | -                                 | -                                 | -                                 | -                                 |
| <b>Revenue Reserves</b>                                      |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Insurance Reserve  | 500                               | -                                 | (110)  | 390                               | 110                               | -                                   | 500                               | -                                 | 500                               | -                                 | 500                               |
| Pensions Reserve - Former Employees                          | 326                               | -                                 | (65)   | 261                               | -                                 | (65)                                | 196                               | (65)                              | 131                               | (65)                              | 66                                |
| - Current Employees  | 1,481                             | -                                 | -  | 1,481                             | -                                 | -                                   | 1,481                             | 368                               | 1,849                             | 137                               | 1,986                             |
| Building Control   | 298                               | -                                 | (14)   | 284                               | -                                 | (54)                                | 230                               | 2                                 | 232                               | 9                                 | 241                               |
| SEA Reserve  | 16                                | -                                 | 0  | 16                                | 25                                | -                                   | 41                                | 32                                | 73                                | 45                                | 118                               |
| Capacity Building, Priority Setting and Service Improvements | 1,862                             | -                                 | (956)  | 906                               | 169                               | (251)                               | 824                               | 0                                 | 824                               | 0                                 | 824                               |
|  | 4,483                             | 0                                 | (1,145)                                      | 3,338                             | 304                               | (370)                               | 3,272                             | 337                               | 3,609                             | 126                               | 3,735                             |
| <b>Working Balance</b>                                       | 2,230                             | 172                               |  | 2,402                             |                                   | (322)                               | 2,080                             | 100                               | 2,180                             | 100                               | 2,280                             |
| <b>Total General Fund Reserves</b>                           | <b>8,270</b>                      | <b>1,128</b>                      | <b>(1,145)</b>                               | <b>7,791</b>                      | <b>304</b>                        | <b>(2,743)</b>                      | <b>5,352</b>                      | <b>437</b>                        | <b>5,789</b>                      | <b>226</b>                        | <b>6,015</b>                      |
| <b>Revenue Provision</b>                                     | <b>132</b>                        | <b>0</b>                          | <b>(132)</b>                                 | <b>0</b>                          | <b>0</b>                          | <b>0</b>                            | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          |
| <b>Net Movement in General Fund Specific Reserves</b>        |                                   |                                   | (17)   |                                   |                                   | (2,439)                             |                                   | 437                               |                                   | 226                               |                                   |
| <b>Housing Revenue Account(HRA)</b>                          |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Major Repairs Reserve  | 5,823                             | 3,562                             | (4,157)                                      | 5,228                             | 3,628                             | (4,469)                             | 4,387                             | (1,453)                           | 2,934                             | (1,396)                           | 1,538                             |
| <b>Working Balance</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Housing Revenue Account                                      | 7,031                             | 1,189                             | (1,861)                                      | 6,359                             | 744                               | (1,823)                             | 5,280                             | (148)                             | 5,132                             | (778)                             | 4,354                             |
| <b>Total HRA Reserves</b>                                    | <b>12,854</b>                     | <b>4,751</b>                      | <b>(6,018)</b>                               | <b>11,587</b>                     | <b>4,372</b>                      | <b>(6,292)</b>                      | <b>9,667</b>                      | <b>(1,601)</b>                    | <b>8,066</b>                      | <b>(2,174)</b>                    | <b>5,892</b>                      |
| <b>Other Capital Reserves</b>                                |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Useable Capital Receipts Reserve                             | 7,200                             | 400                               | (1,651)                                      | 5,949                             | 1,770                             | (1,402)                             | 6,317                             | (1,799)                           | 4,518                             | (2,519)                           | 1,999                             |
| <b>Total Other Capital Reserves</b>                          | <b>7,200</b>                      | <b>400</b>                        | <b>(1,651)</b>                               | <b>5,949</b>                      | <b>1,770</b>                      | <b>(1,402)</b>                      | <b>6,317</b>                      | <b>(1,799)</b>                    | <b>4,518</b>                      | <b>(2,519)</b>                    | <b>1,999</b>                      |
| <b>Total Reserves</b>  | <b>28,456</b>                     | <b>6,279</b>                      | <b>(8,946)</b>                               | <b>25,327</b>                     | <b>6,446</b>                      | <b>(10,437)</b>                     | <b>21,336</b>                     | <b>(2,963)</b>                    | <b>18,373</b>                     | <b>(4,467)</b>                    | <b>13,906</b>                     |

**CAPITAL PROGRAMMES**

Appendix D

**SUMMARY FINANCING STATEMENT**

|   | Description                                    | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage | 2009/2010<br>New Bids<br>£'000 | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|---|--|--|-----------------------|--------------------------------|--|--|--|
| <b><u>HOUSING REVENUE ACCOUNT</u></b>   |  |  |                       |                                |  |  |  |
| 1                                       | Stock Improvements                             | 3,405                                  | 83                    | 845                            | 4,156                                      | 5,399                                  | 5,100                                  |
| 2                                       | IT Software                                    | 263                                    | -                     | 63                             | 113  | -                                      | -                                      |
| 3                                       | Purchase of Vehicles                           | 362                                    | -                     | -                              | 362  | 26                                     | 166                                    |
| <b>4</b>                                | <b>TOTAL - HOUSING REVENUE ACCOUNT</b>         | <b>4,030</b>                           | <b>83</b>             | <b>908</b>                     | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b><u>OTHER SERVICES</u></b>            |  |  |                       |                                |  |  |  |
| 5                                       | Sustainable Communities                        | 2,781                                  | 73                    | 100                            | 2,954                                      | 1,650                                  | 2,630                                  |
| 6                                       | Healthy Environment                            | 142                                    | 173                   | 120                            | 435  | 928                                    | 698                                    |
| 7                                       | Finance and Customer Services                  | 320                                    | -                     | -                              | 320  | -                                      | -                                      |
| 8                                       | Resources and Organisational Development       | 530                                    | -                     | -                              | 530  | 450                                    | 595                                    |
| 9                                       | Partnerships and Organisational Improvement    | 50                                     | -                     | -                              | 50   | 50                                     | 50                                     |
| 10                                      | Indicative Projects (Not yet evaluated)        | 300                                    | -                     | -                              | 300  | 175                                    | -                                      |
| <b>11</b>                               | <b>TOTAL - OTHER SERVICES</b>                  | <b>4,123</b>                           | <b>246</b>            | <b>220</b>                     | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b>12</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | <b>329</b>            | <b>1,128</b>                   | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |
| <b><u>GENERAL FUND FINANCED BY:</u></b> |  |  |                       |                                |  |  |  |
| 13                                      | Supported Borrowing                            | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 14                                      | Unsupported Borrowing                          | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 15                                      | Specific Reserve - Capital                     | 2,051                                  |                       |                                | 2,051                                      | -                                      | -                                      |
| 16                                      | Usable Capital Receipts                        | 1,036                                  |                       |                                | 1,402                                      | 2,499                                  | 3,219                                  |
| 17                                      | Capital Grants and Contributions               |  |                       |                                |  |  |  |
|   | - Bourne Core Area                             | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Secured Funding   | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Unsecured Funding | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Housing Planning Delivery Grant              | 50                                     |                       | 50                             | -  | -                                      | -                                      |
|   | - Disabled Facility Grant                      | 254                                    |                       | 254                            | 254  | 254                                    | 254                                    |
|   | - Regional Housing Grant                       | 506                                    |                       | 606                            | -  | -                                      | -                                      |
| 18                                      | Direct Revenue Financing                       |  |                       |                                |  |  |  |
|   | - IT Hardware Replacement Programme            | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Grantham Christmas Lights                    | 10                                     |                       | 10                             | 10   | 10                                     | 10                                     |
|   | - Contribution from Revenue                    | 216                                    |                       | 216                            | 490  | 490                                    | 490                                    |
| <b>19</b>                               | <b>TOTAL - GF CAPITAL PROGRAMME</b>            | <b>4,123</b>                           |                       |                                | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b><u>HRA FINANCED BY:</u></b>          |  |  |                       |                                |  |  |  |
| 20                                      | Major Repair Reserve                           | 4,030                                  |                       |                                | 4,469                                      | 5,263                                  | 5,266                                  |
| 21                                      | Capital Grants (Ground Source Heat Pumps)      | -                                      |                       |                                | 162  | 162                                    |  |
| <b>22</b>                               | <b>TOTAL - HRA CAPITAL PROGRAMME</b>           | <b>4,030</b>                           |                       |                                | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b>23</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           |                       |                                | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |

**HOUSING REVENUE ACCOUNT - SUMMARY**

**Appendix E**

|   | 2008/09<br>Estimate<br>Base | 2008/09<br>Projected<br>Outturn | 2009/10<br>Estimate<br>Base | 2010/11<br>Estimate<br>Base | 2011/12<br>Estimate<br>Base |
|---|-----------------------------|---------------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | £'000                       |                                 | £'000                       | £'000                       | £'000                       |
| <b>INCOME</b>   |                             |                                 |                             |                             |                             |
| Dwelling Rents  | (18,926)                    | (18,926)                        | (20,050)                    | (21,088)                    | (22,171)                    |
| Non Dwelling Rents                                      | (278)                       | (278)                           | (289)                       | (302)                       | (317)                       |
| Charges for Services and Facilities                     | (1,288)                     | (1,296)                         | (1,348)                     | (1,398)                     | (1,468)                     |
| Other Income  | (55)                        | (55)                            | (57)                        | (59)                        | (62)                        |
| <b>TOTAL INCOME</b>                                     | <b>(20,547)</b>             | <b>(20,555)</b>                 | <b>(21,744)</b>             | <b>(22,847)</b>             | <b>(24,018)</b>             |
| <b>EXPENDITURE</b>                                      |                             |                                 |                             |                             |                             |
| Repair and Maintenance                                  | 7,059                       | 7,206                           | 6,800                       | 6,221                       | 6,295                       |
| Supervision and Management - General                    | 3,326                       | 3,027                           | 2,923                       | 3,006                       | 3,069                       |
| Supervision and Management - Special                    | 2,121                       | 1,915                           | 1,962                       | 1,996                       | 2,027                       |
| Housing Revenue Account Subsidy                         | 9,393                       | 9,393                           | 10,373                      | 11,079                      | 11,502                      |
| Major Repairs Allowance                                 | (3,562)                     | (3,562)                         | (3,628)                     | (3,810)                     | (3,870)                     |
| HRA share of Corporate and Democratic Costs             | 200                         | 200                             | 243                         | 293                         | 296                         |
| Depreciation and Impairment of Fixed Assets             | 4,731                       | 4,731                           | 4,372                       | 3,840                       | 3,863                       |
| Debt Management Expenses                                | 20                          | 20                              | 20                          | 20                          | 20                          |
| Provision for deferred charges                          | 0                           | 0                               | 250                         | 500                         | 750                         |
| Provision for bad debts                                 | 0                           | 50                              | 50                          | 50                          | 50                          |
| Efficiency Target                                       | 0                           | 0                               | 0                           | (250)                       | (250)                       |
| Transfer to General Fund in respect of Rent Rebates     | 0                           | 0                               | 165                         | 165                         | 165                         |
| <b>TOTAL EXPENDITURE</b>                                | <b>23,288</b>               | <b>22,980</b>                   | <b>23,530</b>               | <b>23,110</b>               | <b>23,917</b>               |
| <b>NET COST OF HRA SERVICES</b>                         | <b>2,741</b>                | <b>2,425</b>                    | <b>1,786</b>                | <b>263</b>                  | <b>(101)</b>                |
| Interest Payable and Similar Charges                    | 158                         | 158                             | 158                         | 123                         | 97                          |
| Interest and Investment Income                          | (722)                       | (722)                           | (121)                       | (208)                       | (225)                       |
| <b>DEFICIT (SURPLUS) FOR THE YEAR ON THE HRA</b>        | <b>2,177</b>                | <b>1,861</b>                    | <b>1,823</b>                | <b>178</b>                  | <b>(229)</b>                |
| <b>MOVEMENT ON THE HRA BALANCE</b>                      |                             |                                 |                             |                             |                             |
| (Deficit)/Surplus for the Year                          | (2,177)                     | (1,861)                         | (1,823)                     | (178)                       | 229                         |
| Transfer from Major Repairs Reserve (Depn less MRA)     | 2,508                       | 1,189                           | 744                         | 30                          | (7)                         |
| Revenue Contribution to Capital                         | 0                           | 0                               | 0                           | 0                           | (1,000)                     |
| <b>Housing Revenue Account balance at start of Year</b> | <b>9,059</b>                | <b>7,031</b>                    | <b>6,359</b>                | <b>5,280</b>                | <b>5,132</b>                |
| <b>Housing Revenue Account Balance at end of year</b>   | <b>9,390</b>                | <b>6,359</b>                    | <b>5,280</b>                | <b>5,132</b>                | <b>4,354</b>                |

**SUMMARY OF GENERAL FUND ESTIMATES**

**Appendix C**

|   | 2008/09<br>Original<br>Base<br>£'000 | 2009/10<br>Estimate<br>Base<br>£'000 | 2010/11<br>Indicative<br>Base<br>£'000 | 2011/12<br>Indicative<br>Base<br>£'000 |
|---|--------------------------------------|--------------------------------------|--|--|
| Resources and Organisational Development                    | 1,583                                | 1,478                                | 1,189                                  | 1,260                                  |
| Finance and Customer Services                               | 2,738                                | 2,418                                | 2,574                                  | 2,701                                  |
| Healthy Environment   | 6,578                                | 6,425                                | 6,409                                  | 6,790                                  |
| Partnerships & Organisational Improvement                   | 3,471                                | 3,551                                | 3,742                                  | 3,904                                  |
| Special Expense Areas                                       | 654                                  | 643                                  | 671                                    | 692                                    |
| Sustainable Communities                                     | 3,224                                | 3,390                                | 3,275                                  | 3,280                                  |
| LABGI award   | 0                                    | 194                                  | 0                                      | 0                                      |
| Salary Vacancy Factor *                                     | (250)                                | 0                                    | 0                                      | 0                                      |
| Under/(over) allocation of Support Services                 | 44                                   | 0                                    | 0                                      | 0                                      |
| <b>TOTAL SERVICE COSTS</b>                                  | <b>18,042</b>                        | <b>18,099</b>                        | <b>17,860</b>                          | <b>18,627</b>                          |
| Interest and Investment Income                              | (613)                                | (132)                                | (239)                                  | (253)                                  |
| Interest Payable  | 248                                  | 248                                  | 192                                    | 152                                    |
| Pension Interest Cost and Expected Return on Pension Assets | 250                                  | 250                                  | 250                                    | 250                                    |
| Minimum Revenue Provision                                   | 208                                  | 198                                  | 191                                    | 183                                    |
| Depreciation Charged to Revenue Accounts                    | (2,535)                              | (2,475)                              | (2,755)                                | (2,878)                                |
| Capital grants deferred                                     | 417                                  | 395                                  | 395                                    | 395                                    |
| Financing of Capital Expenditure                            | 103                                  | 226                                  | 500                                    | 500                                    |
| Movement on Reserves  |                                      |                                      |  |  |
| -Pension Reserve  | (250)                                | (250)                                | (250)                                  | (250)                                  |
| -Net Movement in General Fund Specific Reserves             | (287)                                | (66)                                 | 337                                    | 126                                    |
| -(Decrease)/Increase in General Fund Working Balance        | 172                                  | (322)                                | 100                                    | 100                                    |
|   | (2,287)                              | (1,928)                              | (1,279)                                | (1,675)                                |
| <b>BUDGET REQUIREMENT - GENERAL FUND</b>                    | <b>15,755</b>                        | <b>16,171</b>                        | <b>16,581</b>                          | <b>16,952</b>                          |
| Formula Grant   | (9,881)                              | (10,025)                             | (10,147)                               | (10,147)                               |
| Council Tax Collection Fund Surplus                         | (55)                                 | (59)                                 | 0                                      | 0                                      |
| <b>DISTRICT NET EXPENDITURE (EXC. PARISH PRECEPTS)</b>      | <b>5,819</b>                         | <b>6,087</b>                         | <b>6,434</b>                           | <b>6,805</b>                           |
| SKDC Budget Requirement                                     | 5,236                                | 5,479                                | 5,793                                  | 6,126                                  |
| Bourne Special Expense Area                                 | 22                                   | 24                                   | 25                                     | 26                                     |
| Deepings Special Expense Area                               | 12                                   | 13                                   | 13                                     | 14                                     |
| Grantham Special Expense Area                               | 398                                  | 415                                  | 439                                    | 465                                    |
| Langtoft Special Expense Area                               | 10                                   | 10                                   | 11                                     | 12                                     |
| Stamford Special Expense Area                               | 141                                  | 146                                  | 154                                    | 162                                    |
| Parish Precepts   | 1,253                                | 1,281                                | 1,345                                  | 1,412                                  |
| <b>General Fund Expenditure</b>                             | <b>7,072</b>                         | <b>7,368</b>                         | <b>7,780</b>                           | <b>8,217</b>                           |

\* From 2009/10 onwards this heading is included within corporate head budgets

RESERVES

## RESERVES STATEMENT

|  | Balance as at 31 March 2008 £'000 | Transfer to Reserve in year £'000 | Forecast Transfer from Reserve in year £'000 | Balance as at 31 March 2009 £'000 | Transfer to Reserve in year £'000 | Transfer from Reserve in year £'000 | Balance as at 31 March 2010 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2011 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2012 £'000 |
|--|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>General Fund</b>  |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| General Fund Capital Reserve                                 | 1,557                             | 956                               | (462)  | 2,051                             | -                                 | (2,051)                             | -                                 | -                                 | -                                 | -                                 | -                                 |
| <b>Revenue Reserves</b>                                      |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Insurance Reserve  | 500                               | -                                 | (110)  | 390                               | 110                               | -                                   | 500                               | -                                 | 500                               | -                                 | 500                               |
| Pensions Reserve - Former Employees                          | 326                               | -                                 | (65)   | 261                               | -                                 | (65)                                | 196                               | (65)                              | 131                               | (65)                              | 66                                |
| - Current Employees  | 1,481                             | -                                 | -  | 1,481                             | -                                 | -                                   | 1,481                             | 368                               | 1,849                             | 137                               | 1,986                             |
| Building Control   | 298                               | -                                 | (14)   | 284                               | -                                 | (54)                                | 230                               | 2                                 | 232                               | 9                                 | 241                               |
| SEA Reserve  | 16                                | -                                 | 0  | 16                                | 25                                | -                                   | 41                                | 32                                | 73                                | 45                                | 118                               |
| Capacity Building, Priority Setting and Service Improvements | 1,862                             | -                                 | (956)  | 906                               | 169                               | (251)                               | 824                               | 0                                 | 824                               | 0                                 | 824                               |
|  | 4,483                             | 0                                 | (1,145)                                      | 3,338                             | 304                               | (370)                               | 3,272                             | 337                               | 3,609                             | 126                               | 3,735                             |
| <b>Working Balance</b>                                       | 2,230                             | 172                               |  | 2,402                             |                                   | (322)                               | 2,080                             | 100                               | 2,180                             | 100                               | 2,280                             |
| <b>Total General Fund Reserves</b>                           | <b>8,270</b>                      | <b>1,128</b>                      | <b>(1,145)</b>                               | <b>7,791</b>                      | <b>304</b>                        | <b>(2,743)</b>                      | <b>5,352</b>                      | <b>437</b>                        | <b>5,789</b>                      | <b>226</b>                        | <b>6,015</b>                      |
| <b>Revenue Provision</b>                                     | <b>132</b>                        | <b>0</b>                          | <b>(132)</b>                                 | <b>0</b>                          | <b>0</b>                          | <b>0</b>                            | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          |
| <b>Net Movement in General Fund Specific Reserves</b>        |                                   |                                   | (17)   |                                   |                                   | (2,439)                             |                                   | 437                               |                                   | 226                               |                                   |
| <b>Housing Revenue Account(HRA)</b>                          |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Major Repairs Reserve  | 5,823                             | 3,562                             | (4,157)                                      | 5,228                             | 3,628                             | (4,469)                             | 4,387                             | (1,453)                           | 2,934                             | (1,396)                           | 1,538                             |
| <b>Working Balance</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Housing Revenue Account                                      | 7,031                             | 1,189                             | (1,861)                                      | 6,359                             | 744                               | (1,823)                             | 5,280                             | (148)                             | 5,132                             | (778)                             | 4,354                             |
| <b>Total HRA Reserves</b>                                    | <b>12,854</b>                     | <b>4,751</b>                      | <b>(6,018)</b>                               | <b>11,587</b>                     | <b>4,372</b>                      | <b>(6,292)</b>                      | <b>9,667</b>                      | <b>(1,601)</b>                    | <b>8,066</b>                      | <b>(2,174)</b>                    | <b>5,892</b>                      |
| <b>Other Capital Reserves</b>                                |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Useable Capital Receipts Reserve                             | 7,200                             | 400                               | (1,651)                                      | 5,949                             | 1,770                             | (1,402)                             | 6,317                             | (1,799)                           | 4,518                             | (2,519)                           | 1,999                             |
| <b>Total Other Capital Reserves</b>                          | <b>7,200</b>                      | <b>400</b>                        | <b>(1,651)</b>                               | <b>5,949</b>                      | <b>1,770</b>                      | <b>(1,402)</b>                      | <b>6,317</b>                      | <b>(1,799)</b>                    | <b>4,518</b>                      | <b>(2,519)</b>                    | <b>1,999</b>                      |
| <b>Total Reserves</b>  | <b>28,456</b>                     | <b>6,279</b>                      | <b>(8,946)</b>                               | <b>25,327</b>                     | <b>6,446</b>                      | <b>(10,437)</b>                     | <b>21,336</b>                     | <b>(2,963)</b>                    | <b>18,373</b>                     | <b>(4,467)</b>                    | <b>13,906</b>                     |

**CAPITAL PROGRAMMES**

Appendix D

**SUMMARY FINANCING STATEMENT**

|   | Description                                    | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage | 2009/2010<br>New Bids<br>£'000 | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|---|--|--|-----------------------|--------------------------------|--|--|--|
| <b><u>HOUSING REVENUE ACCOUNT</u></b>   |  |  |                       |                                |  |  |  |
| 1                                       | Stock Improvements                             | 3,405                                  | 83                    | 845                            | 4,156                                      | 5,399                                  | 5,100                                  |
| 2                                       | IT Software                                    | 263                                    | -                     | 63                             | 113  | -                                      | -                                      |
| 3                                       | Purchase of Vehicles                           | 362                                    | -                     | -                              | 362  | 26                                     | 166                                    |
| <b>4</b>                                | <b>TOTAL - HOUSING REVENUE ACCOUNT</b>         | <b>4,030</b>                           | <b>83</b>             | <b>908</b>                     | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b><u>OTHER SERVICES</u></b>            |  |  |                       |                                |  |  |  |
| 5                                       | Sustainable Communities                        | 2,781                                  | 73                    | 100                            | 2,954                                      | 1,650                                  | 2,630                                  |
| 6                                       | Healthy Environment                            | 142                                    | 173                   | 120                            | 435  | 928                                    | 698                                    |
| 7                                       | Finance and Customer Services                  | 320                                    | -                     | -                              | 320  | -                                      | -                                      |
| 8                                       | Resources and Organisational Development       | 530                                    | -                     | -                              | 530  | 450                                    | 595                                    |
| 9                                       | Partnerships and Organisational Improvement    | 50                                     | -                     | -                              | 50   | 50                                     | 50                                     |
| 10                                      | Indicative Projects (Not yet evaluated)        | 300                                    | -                     | -                              | 300  | 175                                    | -                                      |
| <b>11</b>                               | <b>TOTAL - OTHER SERVICES</b>                  | <b>4,123</b>                           | <b>246</b>            | <b>220</b>                     | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b>12</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | <b>329</b>            | <b>1,128</b>                   | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |
| <b><u>GENERAL FUND FINANCED BY:</u></b> |  |  |                       |                                |  |  |  |
| 13                                      | Supported Borrowing                            | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 14                                      | Unsupported Borrowing                          | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 15                                      | Specific Reserve - Capital                     | 2,051                                  | -                     | -                              | 2,051                                      | -                                      | -                                      |
| 16                                      | Usable Capital Receipts                        | 1,036                                  | -                     | -                              | 1,402                                      | 2,499                                  | 3,219                                  |
| 17                                      | Capital Grants and Contributions               | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Bourne Core Area                             | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Secured Funding   | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Unsecured Funding | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Housing Planning Delivery Grant              | 50                                     | -                     | 50                             | -  | -                                      | -                                      |
|   | - Disabled Facility Grant                      | 254                                    | -                     | 254                            | 254  | 254                                    | 254                                    |
|   | - Regional Housing Grant                       | 506                                    | -                     | 606                            | -  | -                                      | -                                      |
| 18                                      | Direct Revenue Financing                       | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - IT Hardware Replacement Programme            | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Grantham Christmas Lights                    | 10                                     | -                     | 10                             | 10   | 10                                     | 10                                     |
|   | - Contribution from Revenue                    | 216                                    | -                     | 216                            | 490  | 490                                    | 490                                    |
| <b>19</b>                               | <b>TOTAL - GF CAPITAL PROGRAMME</b>            | <b>4,123</b>                           | -                     | -                              | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b><u>HRA FINANCED BY:</u></b>          |  |  |                       |                                |  |  |  |
| 20                                      | Major Repair Reserve                           | 4,030                                  | -                     | -                              | 4,469                                      | 5,263                                  | 5,266                                  |
| 21                                      | Capital Grants (Ground Source Heat Pumps)      | -                                      | -                     | -                              | 162  | 162                                    | -                                      |
| <b>22</b>                               | <b>TOTAL - HRA CAPITAL PROGRAMME</b>           | <b>4,030</b>                           | -                     | -                              | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b>23</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | -                     | -                              | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |

**HOUSING REVENUE ACCOUNT - SUMMARY**

**Appendix E**

|   | 2008/09<br>Estimate<br>Base | 2008/09<br>Projected<br>Outturn | 2009/10<br>Estimate<br>Base | 2010/11<br>Estimate<br>Base | 2011/12<br>Estimate<br>Base |
|---|-----------------------------|---------------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | £'000                       |                                 | £'000                       | £'000                       | £'000                       |
| <b>INCOME</b>   |                             |                                 |                             |                             |                             |
| Dwelling Rents  | (18,926)                    | (18,926)                        | (20,050)                    | (21,088)                    | (22,171)                    |
| Non Dwelling Rents                                      | (278)                       | (278)                           | (289)                       | (302)                       | (317)                       |
| Charges for Services and Facilities                     | (1,288)                     | (1,296)                         | (1,348)                     | (1,398)                     | (1,468)                     |
| Other Income  | (55)                        | (55)                            | (57)                        | (59)                        | (62)                        |
| <b>TOTAL INCOME</b>                                     | <b>(20,547)</b>             | <b>(20,555)</b>                 | <b>(21,744)</b>             | <b>(22,847)</b>             | <b>(24,018)</b>             |
| <b>EXPENDITURE</b>                                      |                             |                                 |                             |                             |                             |
| Repair and Maintenance                                  | 7,059                       | 7,206                           | 6,800                       | 6,221                       | 6,295                       |
| Supervision and Management - General                    | 3,326                       | 3,027                           | 2,923                       | 3,006                       | 3,069                       |
| Supervision and Management - Special                    | 2,121                       | 1,915                           | 1,962                       | 1,996                       | 2,027                       |
| Housing Revenue Account Subsidy                         | 9,393                       | 9,393                           | 10,373                      | 11,079                      | 11,502                      |
| Major Repairs Allowance                                 | (3,562)                     | (3,562)                         | (3,628)                     | (3,810)                     | (3,870)                     |
| HRA share of Corporate and Democratic Costs             | 200                         | 200                             | 243                         | 293                         | 296                         |
| Depreciation and Impairment of Fixed Assets             | 4,731                       | 4,731                           | 4,372                       | 3,840                       | 3,863                       |
| Debt Management Expenses                                | 20                          | 20                              | 20                          | 20                          | 20                          |
| Provision for deferred charges                          | 0                           | 0                               | 250                         | 500                         | 750                         |
| Provision for bad debts                                 | 0                           | 50                              | 50                          | 50                          | 50                          |
| Efficiency Target                                       | 0                           | 0                               | 0                           | (250)                       | (250)                       |
| Transfer to General Fund in respect of Rent Rebates     | 0                           | 0                               | 165                         | 165                         | 165                         |
| <b>TOTAL EXPENDITURE</b>                                | <b>23,288</b>               | <b>22,980</b>                   | <b>23,530</b>               | <b>23,110</b>               | <b>23,917</b>               |
| <b>NET COST OF HRA SERVICES</b>                         | <b>2,741</b>                | <b>2,425</b>                    | <b>1,786</b>                | <b>263</b>                  | <b>(101)</b>                |
| Interest Payable and Similar Charges                    | 158                         | 158                             | 158                         | 123                         | 97                          |
| Interest and Investment Income                          | (722)                       | (722)                           | (121)                       | (208)                       | (225)                       |
| <b>DEFICIT (SURPLUS) FOR THE YEAR ON THE HRA</b>        | <b>2,177</b>                | <b>1,861</b>                    | <b>1,823</b>                | <b>178</b>                  | <b>(229)</b>                |
| <b>MOVEMENT ON THE HRA BALANCE</b>                      |                             |                                 |                             |                             |                             |
| (Deficit)/Surplus for the Year                          | (2,177)                     | (1,861)                         | (1,823)                     | (178)                       | 229                         |
| Transfer from Major Repairs Reserve (Depn less MRA)     | 2,508                       | 1,189                           | 744                         | 30                          | (7)                         |
| Revenue Contribution to Capital                         | 0                           | 0                               | 0                           | 0                           | (1,000)                     |
| <b>Housing Revenue Account balance at start of Year</b> | <b>9,059</b>                | <b>7,031</b>                    | <b>6,359</b>                | <b>5,280</b>                | <b>5,132</b>                |
| <b>Housing Revenue Account Balance at end of year</b>   | <b>9,390</b>                | <b>6,359</b>                    | <b>5,280</b>                | <b>5,132</b>                | <b>4,354</b>                |

**SUMMARY OF GENERAL FUND ESTIMATES**

**Appendix C**

|   | 2008/09<br>Original<br>Base<br>£'000 | 2009/10<br>Estimate<br>Base<br>£'000 | 2010/11<br>Indicative<br>Base<br>£'000 | 2011/12<br>Indicative<br>Base<br>£'000 |
|---|--------------------------------------|--------------------------------------|--|--|
| Resources and Organisational Development                    | 1,583                                | 1,478                                | 1,189                                  | 1,260                                  |
| Finance and Customer Services                               | 2,738                                | 2,418                                | 2,574                                  | 2,701                                  |
| Healthy Environment   | 6,578                                | 6,425                                | 6,409                                  | 6,790                                  |
| Partnerships & Organisational Improvement                   | 3,471                                | 3,551                                | 3,742                                  | 3,904                                  |
| Special Expense Areas                                       | 654                                  | 643                                  | 671                                    | 692                                    |
| Sustainable Communities                                     | 3,224                                | 3,390                                | 3,275                                  | 3,280                                  |
| LABGI award   | 0                                    | 194                                  | 0                                      | 0                                      |
| Salary Vacancy Factor *                                     | (250)                                | 0                                    | 0                                      | 0                                      |
| Under/(over) allocation of Support Services                 | 44                                   | 0                                    | 0                                      | 0                                      |
| <b>TOTAL SERVICE COSTS</b>                                  | <b>18,042</b>                        | <b>18,099</b>                        | <b>17,860</b>                          | <b>18,627</b>                          |
| Interest and Investment Income                              | (613)                                | (132)                                | (239)                                  | (253)                                  |
| Interest Payable  | 248                                  | 248                                  | 192                                    | 152                                    |
| Pension Interest Cost and Expected Return on Pension Assets | 250                                  | 250                                  | 250                                    | 250                                    |
| Minimum Revenue Provision                                   | 208                                  | 198                                  | 191                                    | 183                                    |
| Depreciation Charged to Revenue Accounts                    | (2,535)                              | (2,475)                              | (2,755)                                | (2,878)                                |
| Capital grants deferred                                     | 417                                  | 395                                  | 395                                    | 395                                    |
| Financing of Capital Expenditure                            | 103                                  | 226                                  | 500                                    | 500                                    |
| Movement on Reserves  |                                      |                                      |  |  |
| -Pension Reserve  | (250)                                | (250)                                | (250)                                  | (250)                                  |
| -Net Movement in General Fund Specific Reserves             | (287)                                | (66)                                 | 337                                    | 126                                    |
| -(Decrease)/Increase in General Fund Working Balance        | 172                                  | (322)                                | 100                                    | 100                                    |
|   | (2,287)                              | (1,928)                              | (1,279)                                | (1,675)                                |
| <b>BUDGET REQUIREMENT - GENERAL FUND</b>                    | <b>15,755</b>                        | <b>16,171</b>                        | <b>16,581</b>                          | <b>16,952</b>                          |
| Formula Grant   | (9,881)                              | (10,025)                             | (10,147)                               | (10,147)                               |
| Council Tax Collection Fund Surplus                         | (55)                                 | (59)                                 | 0                                      | 0                                      |
| <b>DISTRICT NET EXPENDITURE (EXC. PARISH PRECEPTS)</b>      | <b>5,819</b>                         | <b>6,087</b>                         | <b>6,434</b>                           | <b>6,805</b>                           |
| SKDC Budget Requirement                                     | 5,236                                | 5,479                                | 5,793                                  | 6,126                                  |
| Bourne Special Expense Area                                 | 22                                   | 24                                   | 25                                     | 26                                     |
| Deepings Special Expense Area                               | 12                                   | 13                                   | 13                                     | 14                                     |
| Grantham Special Expense Area                               | 398                                  | 415                                  | 439                                    | 465                                    |
| Langtoft Special Expense Area                               | 10                                   | 10                                   | 11                                     | 12                                     |
| Stamford Special Expense Area                               | 141                                  | 146                                  | 154                                    | 162                                    |
| Parish Precepts   | 1,253                                | 1,281                                | 1,345                                  | 1,412                                  |
| <b>General Fund Expenditure</b>                             | <b>7,072</b>                         | <b>7,368</b>                         | <b>7,780</b>                           | <b>8,217</b>                           |

\* From 2009/10 onwards this heading is included within corporate head budgets

RESERVES**RESERVES STATEMENT**

|  | Balance as at 31 March 2008 £'000 | Transfer to Reserve in year £'000 | Forecast Transfer from Reserve in year £'000 | Balance as at 31 March 2009 £'000 | Transfer to Reserve in year £'000 | Transfer from Reserve in year £'000 | Balance as at 31 March 2010 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2011 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2012 £'000 |
|--|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>General Fund</b>  |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| General Fund Capital Reserve                                 | 1,557                             | 956                               | (462)  | 2,051                             | -                                 | (2,051)                             | -                                 | -                                 | -                                 | -                                 | -                                 |
| <b>Revenue Reserves</b>                                      |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Insurance Reserve  | 500                               | -                                 | (110)  | 390                               | 110                               | -                                   | 500                               | -                                 | 500                               | -                                 | 500                               |
| Pensions Reserve - Former Employees                          | 326                               | -                                 | (65)   | 261                               | -                                 | (65)                                | 196                               | (65)                              | 131                               | (65)                              | 66                                |
| - Current Employees  | 1,481                             | -                                 | -  | 1,481                             | -                                 | -                                   | 1,481                             | 368                               | 1,849                             | 137                               | 1,986                             |
| Building Control   | 298                               | -                                 | (14)   | 284                               | -                                 | (54)                                | 230                               | 2                                 | 232                               | 9                                 | 241                               |
| SEA Reserve  | 16                                | -                                 | 0  | 16                                | 25                                | -                                   | 41                                | 32                                | 73                                | 45                                | 118                               |
| Capacity Building, Priority Setting and Service Improvements | 1,862                             | -                                 | (956)  | 906                               | 169                               | (251)                               | 824                               | 0                                 | 824                               | 0                                 | 824                               |
|  | 4,483                             | 0                                 | (1,145)                                      | 3,338                             | 304                               | (370)                               | 3,272                             | 337                               | 3,609                             | 126                               | 3,735                             |
| <b>Working Balance</b>                                       | 2,230                             | 172                               |  | 2,402                             |                                   | (322)                               | 2,080                             | 100                               | 2,180                             | 100                               | 2,280                             |
| <b>Total General Fund Reserves</b>                           | <b>8,270</b>                      | <b>1,128</b>                      | <b>(1,145)</b>                               | <b>7,791</b>                      | <b>304</b>                        | <b>(2,743)</b>                      | <b>5,352</b>                      | <b>437</b>                        | <b>5,789</b>                      | <b>226</b>                        | <b>6,015</b>                      |
| <b>Revenue Provision</b>                                     | <b>132</b>                        | <b>0</b>                          | <b>(132)</b>                                 | <b>0</b>                          | <b>0</b>                          | <b>0</b>                            | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          |
| <b>Net Movement in General Fund Specific Reserves</b>        |                                   |                                   | (17)   |                                   |                                   | (2,439)                             |                                   | 437                               |                                   | 226                               |                                   |
| <b>Housing Revenue Account(HRA)</b>                          |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Major Repairs Reserve  | 5,823                             | 3,562                             | (4,157)                                      | 5,228                             | 3,628                             | (4,469)                             | 4,387                             | (1,453)                           | 2,934                             | (1,396)                           | 1,538                             |
| <b>Working Balance</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Housing Revenue Account                                      | 7,031                             | 1,189                             | (1,861)                                      | 6,359                             | 744                               | (1,823)                             | 5,280                             | (148)                             | 5,132                             | (778)                             | 4,354                             |
| <b>Total HRA Reserves</b>                                    | <b>12,854</b>                     | <b>4,751</b>                      | <b>(6,018)</b>                               | <b>11,587</b>                     | <b>4,372</b>                      | <b>(6,292)</b>                      | <b>9,667</b>                      | <b>(1,601)</b>                    | <b>8,066</b>                      | <b>(2,174)</b>                    | <b>5,892</b>                      |
| <b>Other Capital Reserves</b>                                |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Useable Capital Receipts Reserve                             | 7,200                             | 400                               | (1,651)                                      | 5,949                             | 1,770                             | (1,402)                             | 6,317                             | (1,799)                           | 4,518                             | (2,519)                           | 1,999                             |
| <b>Total Other Capital Reserves</b>                          | <b>7,200</b>                      | <b>400</b>                        | <b>(1,651)</b>                               | <b>5,949</b>                      | <b>1,770</b>                      | <b>(1,402)</b>                      | <b>6,317</b>                      | <b>(1,799)</b>                    | <b>4,518</b>                      | <b>(2,519)</b>                    | <b>1,999</b>                      |
| <b>Total Reserves</b>  | <b>28,456</b>                     | <b>6,279</b>                      | <b>(8,946)</b>                               | <b>25,327</b>                     | <b>6,446</b>                      | <b>(10,437)</b>                     | <b>21,336</b>                     | <b>(2,963)</b>                    | <b>18,373</b>                     | <b>(4,467)</b>                    | <b>13,906</b>                     |

**CAPITAL PROGRAMMES**

Appendix D

**SUMMARY FINANCING STATEMENT**

|   | Description                                    | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage | 2009/2010<br>New Bids<br>£'000 | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|---|--|--|-----------------------|--------------------------------|--|--|--|
| <b><u>HOUSING REVENUE ACCOUNT</u></b>   |  |  |                       |                                |  |  |  |
| 1                                       | Stock Improvements                             | 3,405                                  | 83                    | 845                            | 4,156                                      | 5,399                                  | 5,100                                  |
| 2                                       | IT Software                                    | 263                                    | -                     | 63                             | 113  | -                                      | -                                      |
| 3                                       | Purchase of Vehicles                           | 362                                    | -                     | -                              | 362  | 26                                     | 166                                    |
| <b>4</b>                                | <b>TOTAL - HOUSING REVENUE ACCOUNT</b>         | <b>4,030</b>                           | <b>83</b>             | <b>908</b>                     | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b><u>OTHER SERVICES</u></b>            |  |  |                       |                                |  |  |  |
| 5                                       | Sustainable Communities                        | 2,781                                  | 73                    | 100                            | 2,954                                      | 1,650                                  | 2,630                                  |
| 6                                       | Healthy Environment                            | 142                                    | 173                   | 120                            | 435  | 928                                    | 698                                    |
| 7                                       | Finance and Customer Services                  | 320                                    | -                     | -                              | 320  | -                                      | -                                      |
| 8                                       | Resources and Organisational Development       | 530                                    | -                     | -                              | 530  | 450                                    | 595                                    |
| 9                                       | Partnerships and Organisational Improvement    | 50                                     | -                     | -                              | 50   | 50                                     | 50                                     |
| 10                                      | Indicative Projects (Not yet evaluated)        | 300                                    | -                     | -                              | 300  | 175                                    | -                                      |
| <b>11</b>                               | <b>TOTAL - OTHER SERVICES</b>                  | <b>4,123</b>                           | <b>246</b>            | <b>220</b>                     | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b>12</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | <b>329</b>            | <b>1,128</b>                   | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |
| <b><u>GENERAL FUND FINANCED BY:</u></b> |  |  |                       |                                |  |  |  |
| 13                                      | Supported Borrowing                            | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 14                                      | Unsupported Borrowing                          | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 15                                      | Specific Reserve - Capital                     | 2,051                                  | -                     | -                              | 2,051                                      | -                                      | -                                      |
| 16                                      | Usable Capital Receipts                        | 1,036                                  | -                     | -                              | 1,402                                      | 2,499                                  | 3,219                                  |
| 17                                      | Capital Grants and Contributions               | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Bourne Core Area                             | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Secured Funding   | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Unsecured Funding | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Housing Planning Delivery Grant              | 50                                     | -                     | 50                             | -  | -                                      | -                                      |
|   | - Disabled Facility Grant                      | 254                                    | -                     | 254                            | 254  | 254                                    | 254                                    |
|   | - Regional Housing Grant                       | 506                                    | -                     | 606                            | -  | -                                      | -                                      |
| 18                                      | Direct Revenue Financing                       | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - IT Hardware Replacement Programme            | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Grantham Christmas Lights                    | 10                                     | -                     | 10                             | 10   | 10                                     | 10                                     |
|   | - Contribution from Revenue                    | 216                                    | -                     | 216                            | 490  | 490                                    | 490                                    |
| <b>19</b>                               | <b>TOTAL - GF CAPITAL PROGRAMME</b>            | <b>4,123</b>                           | -                     | -                              | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b><u>HRA FINANCED BY:</u></b>          |  |  |                       |                                |  |  |  |
| 20                                      | Major Repair Reserve                           | 4,030                                  | -                     | -                              | 4,469                                      | 5,263                                  | 5,266                                  |
| 21                                      | Capital Grants (Ground Source Heat Pumps)      | -                                      | -                     | -                              | 162  | 162                                    | -                                      |
| <b>22</b>                               | <b>TOTAL - HRA CAPITAL PROGRAMME</b>           | <b>4,030</b>                           | -                     | -                              | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b>23</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | -                     | -                              | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |

**HOUSING REVENUE ACCOUNT - SUMMARY**

**Appendix E**

|   | 2008/09<br>Estimate<br>Base | 2008/09<br>Projected<br>Outturn | 2009/10<br>Estimate<br>Base | 2010/11<br>Estimate<br>Base | 2011/12<br>Estimate<br>Base |
|---|-----------------------------|---------------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | £'000                       |                                 | £'000                       | £'000                       | £'000                       |
| <b>INCOME</b>   |                             |                                 |                             |                             |                             |
| Dwelling Rents  | (18,926)                    | (18,926)                        | (20,050)                    | (21,088)                    | (22,171)                    |
| Non Dwelling Rents                                      | (278)                       | (278)                           | (289)                       | (302)                       | (317)                       |
| Charges for Services and Facilities                     | (1,288)                     | (1,296)                         | (1,348)                     | (1,398)                     | (1,468)                     |
| Other Income  | (55)                        | (55)                            | (57)                        | (59)                        | (62)                        |
| <b>TOTAL INCOME</b>                                     | <b>(20,547)</b>             | <b>(20,555)</b>                 | <b>(21,744)</b>             | <b>(22,847)</b>             | <b>(24,018)</b>             |
| <b>EXPENDITURE</b>                                      |                             |                                 |                             |                             |                             |
| Repair and Maintenance                                  | 7,059                       | 7,206                           | 6,800                       | 6,221                       | 6,295                       |
| Supervision and Management - General                    | 3,326                       | 3,027                           | 2,923                       | 3,006                       | 3,069                       |
| Supervision and Management - Special                    | 2,121                       | 1,915                           | 1,962                       | 1,996                       | 2,027                       |
| Housing Revenue Account Subsidy                         | 9,393                       | 9,393                           | 10,373                      | 11,079                      | 11,502                      |
| Major Repairs Allowance                                 | (3,562)                     | (3,562)                         | (3,628)                     | (3,810)                     | (3,870)                     |
| HRA share of Corporate and Democratic Costs             | 200                         | 200                             | 243                         | 293                         | 296                         |
| Depreciation and Impairment of Fixed Assets             | 4,731                       | 4,731                           | 4,372                       | 3,840                       | 3,863                       |
| Debt Management Expenses                                | 20                          | 20                              | 20                          | 20                          | 20                          |
| Provision for deferred charges                          | 0                           | 0                               | 250                         | 500                         | 750                         |
| Provision for bad debts                                 | 0                           | 50                              | 50                          | 50                          | 50                          |
| Efficiency Target                                       | 0                           | 0                               | 0                           | (250)                       | (250)                       |
| Transfer to General Fund in respect of Rent Rebates     | 0                           | 0                               | 165                         | 165                         | 165                         |
| <b>TOTAL EXPENDITURE</b>                                | <b>23,288</b>               | <b>22,980</b>                   | <b>23,530</b>               | <b>23,110</b>               | <b>23,917</b>               |
| <b>NET COST OF HRA SERVICES</b>                         | <b>2,741</b>                | <b>2,425</b>                    | <b>1,786</b>                | <b>263</b>                  | <b>(101)</b>                |
| Interest Payable and Similar Charges                    | 158                         | 158                             | 158                         | 123                         | 97                          |
| Interest and Investment Income                          | (722)                       | (722)                           | (121)                       | (208)                       | (225)                       |
| <b>DEFICIT (SURPLUS) FOR THE YEAR ON THE HRA</b>        | <b>2,177</b>                | <b>1,861</b>                    | <b>1,823</b>                | <b>178</b>                  | <b>(229)</b>                |
| <b>MOVEMENT ON THE HRA BALANCE</b>                      |                             |                                 |                             |                             |                             |
| (Deficit)/Surplus for the Year                          | (2,177)                     | (1,861)                         | (1,823)                     | (178)                       | 229                         |
| Transfer from Major Repairs Reserve (Depn less MRA)     | 2,508                       | 1,189                           | 744                         | 30                          | (7)                         |
| Revenue Contribution to Capital                         | 0                           | 0                               | 0                           | 0                           | (1,000)                     |
| <b>Housing Revenue Account balance at start of Year</b> | <b>9,059</b>                | <b>7,031</b>                    | <b>6,359</b>                | <b>5,280</b>                | <b>5,132</b>                |
| <b>Housing Revenue Account Balance at end of year</b>   | <b>9,390</b>                | <b>6,359</b>                    | <b>5,280</b>                | <b>5,132</b>                | <b>4,354</b>                |

**SUMMARY OF GENERAL FUND ESTIMATES**

**Appendix C**

|   | 2008/09<br>Original<br>Base<br>£'000 | 2009/10<br>Estimate<br>Base<br>£'000 | 2010/11<br>Indicative<br>Base<br>£'000 | 2011/12<br>Indicative<br>Base<br>£'000 |
|---|--------------------------------------|--------------------------------------|--|--|
| Resources and Organisational Development                    | 1,583                                | 1,478                                | 1,189                                  | 1,260                                  |
| Finance and Customer Services                               | 2,738                                | 2,418                                | 2,574                                  | 2,701                                  |
| Healthy Environment   | 6,578                                | 6,425                                | 6,409                                  | 6,790                                  |
| Partnerships & Organisational Improvement                   | 3,471                                | 3,551                                | 3,742                                  | 3,904                                  |
| Special Expense Areas                                       | 654                                  | 643                                  | 671                                    | 692                                    |
| Sustainable Communities                                     | 3,224                                | 3,390                                | 3,275                                  | 3,280                                  |
| LABGI award   | 0                                    | 194                                  | 0                                      | 0                                      |
| Salary Vacancy Factor *                                     | (250)                                | 0                                    | 0                                      | 0                                      |
| Under/(over) allocation of Support Services                 | 44                                   | 0                                    | 0                                      | 0                                      |
| <b>TOTAL SERVICE COSTS</b>                                  | <b>18,042</b>                        | <b>18,099</b>                        | <b>17,860</b>                          | <b>18,627</b>                          |
| Interest and Investment Income                              | (613)                                | (132)                                | (239)                                  | (253)                                  |
| Interest Payable  | 248                                  | 248                                  | 192                                    | 152                                    |
| Pension Interest Cost and Expected Return on Pension Assets | 250                                  | 250                                  | 250                                    | 250                                    |
| Minimum Revenue Provision                                   | 208                                  | 198                                  | 191                                    | 183                                    |
| Depreciation Charged to Revenue Accounts                    | (2,535)                              | (2,475)                              | (2,755)                                | (2,878)                                |
| Capital grants deferred                                     | 417                                  | 395                                  | 395                                    | 395                                    |
| Financing of Capital Expenditure                            | 103                                  | 226                                  | 500                                    | 500                                    |
| Movement on Reserves  |                                      |                                      |  |  |
| -Pension Reserve  | (250)                                | (250)                                | (250)                                  | (250)                                  |
| -Net Movement in General Fund Specific Reserves             | (287)                                | (66)                                 | 337                                    | 126                                    |
| -(Decrease)/Increase in General Fund Working Balance        | 172                                  | (322)                                | 100                                    | 100                                    |
|   | (2,287)                              | (1,928)                              | (1,279)                                | (1,675)                                |
| <b>BUDGET REQUIREMENT - GENERAL FUND</b>                    | <b>15,755</b>                        | <b>16,171</b>                        | <b>16,581</b>                          | <b>16,952</b>                          |
| Formula Grant   | (9,881)                              | (10,025)                             | (10,147)                               | (10,147)                               |
| Council Tax Collection Fund Surplus                         | (55)                                 | (59)                                 | 0                                      | 0                                      |
| <b>DISTRICT NET EXPENDITURE (EXC. PARISH PRECEPTS)</b>      | <b>5,819</b>                         | <b>6,087</b>                         | <b>6,434</b>                           | <b>6,805</b>                           |
| SKDC Budget Requirement                                     | 5,236                                | 5,479                                | 5,793                                  | 6,126                                  |
| Bourne Special Expense Area                                 | 22                                   | 24                                   | 25                                     | 26                                     |
| Deepings Special Expense Area                               | 12                                   | 13                                   | 13                                     | 14                                     |
| Grantham Special Expense Area                               | 398                                  | 415                                  | 439                                    | 465                                    |
| Langtoft Special Expense Area                               | 10                                   | 10                                   | 11                                     | 12                                     |
| Stamford Special Expense Area                               | 141                                  | 146                                  | 154                                    | 162                                    |
| Parish Precepts   | 1,253                                | 1,281                                | 1,345                                  | 1,412                                  |
| <b>General Fund Expenditure</b>                             | <b>7,072</b>                         | <b>7,368</b>                         | <b>7,780</b>                           | <b>8,217</b>                           |

\* From 2009/10 onwards this heading is included within corporate head budgets

RESERVES

## RESERVES STATEMENT

|  | Balance as at 31 March 2008 £'000 | Transfer to Reserve in year £'000 | Forecast Transfer from Reserve in year £'000 | Balance as at 31 March 2009 £'000 | Transfer to Reserve in year £'000 | Transfer from Reserve in year £'000 | Balance as at 31 March 2010 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2011 £'000 | Movement on Reserve in year £'000 | Balance as at 31 March 2012 £'000 |
|--|-----------------------------------|-----------------------------------|--|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>General Fund</b>  |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| General Fund Capital Reserve                                 | 1,557                             | 956                               | (462)  | 2,051                             | -                                 | (2,051)                             | -                                 | -                                 | -                                 | -                                 | -                                 |
| <b>Revenue Reserves</b>                                      |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Insurance Reserve  | 500                               | -                                 | (110)  | 390                               | 110                               | -                                   | 500                               | -                                 | 500                               | -                                 | 500                               |
| Pensions Reserve - Former Employees                          | 326                               | -                                 | (65)   | 261                               | -                                 | (65)                                | 196                               | (65)                              | 131                               | (65)                              | 66                                |
| - Current Employees  | 1,481                             | -                                 | -  | 1,481                             | -                                 | -                                   | 1,481                             | 368                               | 1,849                             | 137                               | 1,986                             |
| Building Control   | 298                               | -                                 | (14)   | 284                               | -                                 | (54)                                | 230                               | 2                                 | 232                               | 9                                 | 241                               |
| SEA Reserve  | 16                                | -                                 | 0  | 16                                | 25                                | -                                   | 41                                | 32                                | 73                                | 45                                | 118                               |
| Capacity Building, Priority Setting and Service Improvements | 1,862                             | -                                 | (956)  | 906                               | 169                               | (251)                               | 824                               | 0                                 | 824                               | 0                                 | 824                               |
|  | 4,483                             | 0                                 | (1,145)                                      | 3,338                             | 304                               | (370)                               | 3,272                             | 337                               | 3,609                             | 126                               | 3,735                             |
| <b>Working Balance</b>                                       | 2,230                             | 172                               |  | 2,402                             |                                   | (322)                               | 2,080                             | 100                               | 2,180                             | 100                               | 2,280                             |
| <b>Total General Fund Reserves</b>                           | <b>8,270</b>                      | <b>1,128</b>                      | <b>(1,145)</b>                               | <b>7,791</b>                      | <b>304</b>                        | <b>(2,743)</b>                      | <b>5,352</b>                      | <b>437</b>                        | <b>5,789</b>                      | <b>226</b>                        | <b>6,015</b>                      |
| <b>Revenue Provision</b>                                     | <b>132</b>                        | <b>0</b>                          | <b>(132)</b>                                 | <b>0</b>                          | <b>0</b>                          | <b>0</b>                            | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          | <b>0</b>                          |
| <b>Net Movement in General Fund Specific Reserves</b>        |                                   |                                   | (17)   |                                   |                                   | (2,439)                             |                                   | 437                               |                                   | 226                               |                                   |
| <b>Housing Revenue Account(HRA)</b>                          |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| <b>Capital Reserve</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Major Repairs Reserve  | 5,823                             | 3,562                             | (4,157)                                      | 5,228                             | 3,628                             | (4,469)                             | 4,387                             | (1,453)                           | 2,934                             | (1,396)                           | 1,538                             |
| <b>Working Balance</b>                                       |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Housing Revenue Account                                      | 7,031                             | 1,189                             | (1,861)                                      | 6,359                             | 744                               | (1,823)                             | 5,280                             | (148)                             | 5,132                             | (778)                             | 4,354                             |
| <b>Total HRA Reserves</b>                                    | <b>12,854</b>                     | <b>4,751</b>                      | <b>(6,018)</b>                               | <b>11,587</b>                     | <b>4,372</b>                      | <b>(6,292)</b>                      | <b>9,667</b>                      | <b>(1,601)</b>                    | <b>8,066</b>                      | <b>(2,174)</b>                    | <b>5,892</b>                      |
| <b>Other Capital Reserves</b>                                |                                   |                                   |  |                                   |                                   |                                     |                                   |                                   |                                   |                                   |                                   |
| Useable Capital Receipts Reserve                             | 7,200                             | 400                               | (1,651)                                      | 5,949                             | 1,770                             | (1,402)                             | 6,317                             | (1,799)                           | 4,518                             | (2,519)                           | 1,999                             |
| <b>Total Other Capital Reserves</b>                          | <b>7,200</b>                      | <b>400</b>                        | <b>(1,651)</b>                               | <b>5,949</b>                      | <b>1,770</b>                      | <b>(1,402)</b>                      | <b>6,317</b>                      | <b>(1,799)</b>                    | <b>4,518</b>                      | <b>(2,519)</b>                    | <b>1,999</b>                      |
| <b>Total Reserves</b>  | <b>28,456</b>                     | <b>6,279</b>                      | <b>(8,946)</b>                               | <b>25,327</b>                     | <b>6,446</b>                      | <b>(10,437)</b>                     | <b>21,336</b>                     | <b>(2,963)</b>                    | <b>18,373</b>                     | <b>(4,467)</b>                    | <b>13,906</b>                     |

**CAPITAL PROGRAMMES**

Appendix D

**SUMMARY FINANCING STATEMENT**

|   | Description                                    | 2009/2010<br>Estimate<br>Base<br>£'000 | 2008/2009<br>Slippage | 2009/2010<br>New Bids<br>£'000 | 2009/2010<br>Revised<br>Base June<br>£'000 | 2010/2011<br>Estimate<br>Base<br>£'000 | 2011/2012<br>Estimate<br>Base<br>£'000 |
|---|--|--|-----------------------|--------------------------------|--|--|--|
| <b><u>HOUSING REVENUE ACCOUNT</u></b>   |  |  |                       |                                |  |  |  |
| 1                                       | Stock Improvements                             | 3,405                                  | 83                    | 845                            | 4,156                                      | 5,399                                  | 5,100                                  |
| 2                                       | IT Software                                    | 263                                    | -                     | 63                             | 113  | -                                      | -                                      |
| 3                                       | Purchase of Vehicles                           | 362                                    | -                     | -                              | 362  | 26                                     | 166                                    |
| <b>4</b>                                | <b>TOTAL - HOUSING REVENUE ACCOUNT</b>         | <b>4,030</b>                           | <b>83</b>             | <b>908</b>                     | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b><u>OTHER SERVICES</u></b>            |  |  |                       |                                |  |  |  |
| 5                                       | Sustainable Communities                        | 2,781                                  | 73                    | 100                            | 2,954                                      | 1,650                                  | 2,630                                  |
| 6                                       | Healthy Environment                            | 142                                    | 173                   | 120                            | 435  | 928                                    | 698                                    |
| 7                                       | Finance and Customer Services                  | 320                                    | -                     | -                              | 320  | -                                      | -                                      |
| 8                                       | Resources and Organisational Development       | 530                                    | -                     | -                              | 530  | 450                                    | 595                                    |
| 9                                       | Partnerships and Organisational Improvement    | 50                                     | -                     | -                              | 50   | 50                                     | 50                                     |
| 10                                      | Indicative Projects (Not yet evaluated)        | 300                                    | -                     | -                              | 300  | 175                                    | -                                      |
| <b>11</b>                               | <b>TOTAL - OTHER SERVICES</b>                  | <b>4,123</b>                           | <b>246</b>            | <b>220</b>                     | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b>12</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | <b>329</b>            | <b>1,128</b>                   | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |
| <b><u>GENERAL FUND FINANCED BY:</u></b> |  |  |                       |                                |  |  |  |
| 13                                      | Supported Borrowing                            | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 14                                      | Unsupported Borrowing                          | -                                      | -                     | -                              | -  | -                                      | -                                      |
| 15                                      | Specific Reserve - Capital                     | 2,051                                  | -                     | -                              | 2,051                                      | -                                      | -                                      |
| 16                                      | Usable Capital Receipts                        | 1,036                                  | -                     | -                              | 1,402                                      | 2,499                                  | 3,219                                  |
| 17                                      | Capital Grants and Contributions               | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Bourne Core Area                             | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Secured Funding   | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Stamford Recreation Ground Unsecured Funding | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Housing Planning Delivery Grant              | 50                                     | -                     | 50                             | -  | -                                      | -                                      |
|   | - Disabled Facility Grant                      | 254                                    | -                     | 254                            | 254  | 254                                    | 254                                    |
|   | - Regional Housing Grant                       | 506                                    | -                     | 606                            | -  | -                                      | -                                      |
| 18                                      | Direct Revenue Financing                       | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - IT Hardware Replacement Programme            | -                                      | -                     | -                              | -  | -                                      | -                                      |
|   | - Grantham Christmas Lights                    | 10                                     | -                     | 10                             | 10   | 10                                     | 10                                     |
|   | - Contribution from Revenue                    | 216                                    | -                     | 216                            | 490  | 490                                    | 490                                    |
| <b>19</b>                               | <b>TOTAL - GF CAPITAL PROGRAMME</b>            | <b>4,123</b>                           | -                     | -                              | <b>4,589</b>                               | <b>3,253</b>                           | <b>3,973</b>                           |
| <b><u>HRA FINANCED BY:</u></b>          |  |  |                       |                                |  |  |  |
| 20                                      | Major Repair Reserve                           | 4,030                                  | -                     | -                              | 4,469                                      | 5,263                                  | 5,266                                  |
| 21                                      | Capital Grants (Ground Source Heat Pumps)      | -                                      | -                     | -                              | 162  | 162                                    | -                                      |
| <b>22</b>                               | <b>TOTAL - HRA CAPITAL PROGRAMME</b>           | <b>4,030</b>                           | -                     | -                              | <b>4,631</b>                               | <b>5,425</b>                           | <b>5,266</b>                           |
| <b>23</b>                               | <b>TOTAL - CAPITAL PROGRAMME</b>               | <b>8,153</b>                           | -                     | -                              | <b>9,220</b>                               | <b>8,678</b>                           | <b>9,239</b>                           |

**HOUSING REVENUE ACCOUNT - SUMMARY**

**Appendix E**

|   | 2008/09<br>Estimate<br>Base | 2008/09<br>Projected<br>Outturn | 2009/10<br>Estimate<br>Base | 2010/11<br>Estimate<br>Base | 2011/12<br>Estimate<br>Base |
|---|-----------------------------|---------------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | £'000                       |                                 | £'000                       | £'000                       | £'000                       |
| <b>INCOME</b>   |                             |                                 |                             |                             |                             |
| Dwelling Rents  | (18,926)                    | (18,926)                        | (20,050)                    | (21,088)                    | (22,171)                    |
| Non Dwelling Rents                                      | (278)                       | (278)                           | (289)                       | (302)                       | (317)                       |
| Charges for Services and Facilities                     | (1,288)                     | (1,296)                         | (1,348)                     | (1,398)                     | (1,468)                     |
| Other Income  | (55)                        | (55)                            | (57)                        | (59)                        | (62)                        |
| <b>TOTAL INCOME</b>                                     | <b>(20,547)</b>             | <b>(20,555)</b>                 | <b>(21,744)</b>             | <b>(22,847)</b>             | <b>(24,018)</b>             |
| <b>EXPENDITURE</b>                                      |                             |                                 |                             |                             |                             |
| Repair and Maintenance                                  | 7,059                       | 7,206                           | 6,800                       | 6,221                       | 6,295                       |
| Supervision and Management - General                    | 3,326                       | 3,027                           | 2,923                       | 3,006                       | 3,069                       |
| Supervision and Management - Special                    | 2,121                       | 1,915                           | 1,962                       | 1,996                       | 2,027                       |
| Housing Revenue Account Subsidy                         | 9,393                       | 9,393                           | 10,373                      | 11,079                      | 11,502                      |
| Major Repairs Allowance                                 | (3,562)                     | (3,562)                         | (3,628)                     | (3,810)                     | (3,870)                     |
| HRA share of Corporate and Democratic Costs             | 200                         | 200                             | 243                         | 293                         | 296                         |
| Depreciation and Impairment of Fixed Assets             | 4,731                       | 4,731                           | 4,372                       | 3,840                       | 3,863                       |
| Debt Management Expenses                                | 20                          | 20                              | 20                          | 20                          | 20                          |
| Provision for deferred charges                          | 0                           | 0                               | 250                         | 500                         | 750                         |
| Provision for bad debts                                 | 0                           | 50                              | 50                          | 50                          | 50                          |
| Efficiency Target                                       | 0                           | 0                               | 0                           | (250)                       | (250)                       |
| Transfer to General Fund in respect of Rent Rebates     | 0                           | 0                               | 165                         | 165                         | 165                         |
| <b>TOTAL EXPENDITURE</b>                                | <b>23,288</b>               | <b>22,980</b>                   | <b>23,530</b>               | <b>23,110</b>               | <b>23,917</b>               |
| <b>NET COST OF HRA SERVICES</b>                         | <b>2,741</b>                | <b>2,425</b>                    | <b>1,786</b>                | <b>263</b>                  | <b>(101)</b>                |
| Interest Payable and Similar Charges                    | 158                         | 158                             | 158                         | 123                         | 97                          |
| Interest and Investment Income                          | (722)                       | (722)                           | (121)                       | (208)                       | (225)                       |
| <b>DEFICIT (SURPLUS) FOR THE YEAR ON THE HRA</b>        | <b>2,177</b>                | <b>1,861</b>                    | <b>1,823</b>                | <b>178</b>                  | <b>(229)</b>                |
| <b>MOVEMENT ON THE HRA BALANCE</b>                      |                             |                                 |                             |                             |                             |
| (Deficit)/Surplus for the Year                          | (2,177)                     | (1,861)                         | (1,823)                     | (178)                       | 229                         |
| Transfer from Major Repairs Reserve (Depn less MRA)     | 2,508                       | 1,189                           | 744                         | 30                          | (7)                         |
| Revenue Contribution to Capital                         | 0                           | 0                               | 0                           | 0                           | (1,000)                     |
| <b>Housing Revenue Account balance at start of Year</b> | <b>9,059</b>                | <b>7,031</b>                    | <b>6,359</b>                | <b>5,280</b>                | <b>5,132</b>                |
| <b>Housing Revenue Account Balance at end of year</b>   | <b>9,390</b>                | <b>6,359</b>                    | <b>5,280</b>                | <b>5,132</b>                | <b>4,354</b>                |