

AGENDA



CABINET

MONDAY, 5 OCTOBER 2009

11.00 AM

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

Beverly Agass, 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) and Councillor John Smith (Portfolio: Healthy Environment); Councillor Mike Taylor (Portfolio: Assets and Resources).

Committee Support Officer: Lucy Bonshor 01476 40 61 20 e:mail
l.bonshor@southkesteven.gov.uk

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

1. APOLOGIES

2. MINUTES

Minutes of the Meeting held on 7 September 2009. **(Enclosure)**



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3. DECLARATIONS OF INTEREST (IF ANY)

4. *UPDATE TO CARBON MANAGEMENT PLAN

Report number ENV453 by the Healthy Environment Portfolio Holder.

(Enclosure)

[Note: Due to the size and cost of colour reproduction of the appended document to report ENV453, it has not been included within the hard copy version of this agenda.

The document is available electronically via the Council's website www.southkesteven.gov.uk by following the following link: Local Democracy/Agendas & Minutes/Cabinet/5 Oct 2009.]

5. *EAST MIDLANDS REGIONAL PLAN: PARTIAL REVIEW OPTIONS CONSULTATION

Report number PLA784 by the Economic Development Portfolio Holder.

(Enclosure)

6. ADDITION TO THE SOUTH KESTEVEN DISTRICT COUNCIL OFF STREET PARKING PLACES ORDER 2002

Report Number AFM082 by Economic Development Portfolio Holder

(Enclosure)

7. ANNUAL REPORT 2008/2009

Report number POI40 by the Leader of the Council. **(Enclosure)**

[Note: Due to the size and cost of colour reproduction the Draft Annual Report is not included within the hard copy version of this agenda.

The document is available electronically via the Council's website www.southkesteven.gov.uk by following the following link: Local Democracy/Agendas & Minutes/Cabinet/5 Oct 2009.]

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

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

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

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

- 11. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**
- 12. ANY OTHER BUSINESS WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT**



MEETING OF THE CABINET
7 SEPTEMBER 2009 - 11.00 AM – 11.54 AM

PRESENT:

Councillor Ray Auger
Councillor Mrs Frances Cartwright
Councillor John Smith
Councillor Mike Taylor

Councillor Paul Carpenter – Vice Chairman in the Chair

Chief Executive (Beverly Agass)
Interim Strategic Director (Tracey Blackwell)
Corporate Head Finance & Customer Service (Richard Wyles)
Corporate Head Resources & Organisational Development (Paul Stokes)
Corporate Head Sustainable Communities (Teena Twelves)
Planning Policy Service Manager (Karen Sinclair)
Assets & Facilities Service Manager (Liz Banner)
Monitoring Officer (Lucy Youles)
Cabinet Support Officer (David Lambley)

Non-Cabinet Members : Councillor Jeff Thompson

CO32. APOLOGIES

An apology was received from Councillor Mrs Neal.

CO33. MINUTES

The minutes of the meeting held on 3 August 2009 were approved as a correct record.



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CO34. DECLARATIONS OF INTEREST (IF ANY)

No declarations of interest were made.

CO35. *PROPOSALS FOR USE OF HOUSING AND PLANNING DELIVERY GRANT RESERVES

DECISION:

To approve the expenditure outlined in report CHSC0017 by the Portfolio Holder for Economic Development.

Considerations/Reasons for decision:

- (1) Report number CHSC0017 by the Portfolio Holder for Economic Development.
- (2) Comments made by the Corporate Head for Sustainable Communities in introducing the report.
- (3) Noting that funding two policy officer posts was necessary as the Council did not presently employ staff with the necessary expertise.
- (4) Consideration of the fact that the Housing and Planning Delivery Grant was not ring fenced, but that the Council had traditionally used the funds for housing delivery, plan making and e-planning.
- (5) Consideration that ongoing costs for the Development Control software would be met through future budget arrangements.

Other options considered and assessed:

A number of alternative proposals were considered for the use of HPDG, which could contribute to further improvements in the Council's performance around development control, such as increasing e-consultation with non-statutory consultees.

Having regard to the Council's priorities, the requirements in relation to the delivery of the LDF have been considered as most urgent and the proposals within this report mirror that already agreed for inclusion within the HPDG expenditure plan through report CHFCS15.

Other related expenditure around commissioning development briefs for Grantham Growth sites have been considered, however these can be funded through the available LABGI funding.

CO36. *SUSTAINABILITY APPRAISAL SCOPING REPORT FOR GRANTHAM AREA ACTION PLAN AND SITE SPECIFIC ALLOCATIONS AND POLICIES DEVELOPMENT PLAN DOCUMENT

DECISION:

To approve the statutory consultation necessary for the

**Sustainability Appraisal Scoping Report for: Grantham Area
Action Plan and Site Specific Allocations and Policies
Development Plan Document.**

Considerations/Reasons for decision:

- (1) Report number PLA781 by the Portfolio Holder for Economic Development.
- (2) A statutory requirement to undertake a Sustainability Appraisal and that there was a requirement to consult with stakeholders with an interest in the development of the Local Development Framework.
- (3) Comments made by members of the Cabinet with regard to the need to ensure that the timetable for producing the Development Plan Document were accurate and realistic.

Other options considered and assessed:

Consultation on the Sustainability Appraisal Scoping Report for: Grantham Area Action Plan and Site Specific Allocations and Policies DPD is a regulatory requirement of the planning making process, not consulting on the report is not an option, as doing so would not only halt progress on the two development plans covered but also limit progress on the South Kesteven District Council Local Development Scheme. Therefore, supporting consultation on the scoping report will ensure that preparation of each DPD continues as timetabled.

CO37. *APPROVAL FOR CONSULTATION: ADOPTION OF STATION APPROACH, GRANTHAM DEVELOPMENT BRIEF

DECISION:

To approve the draft Station Approach Development Brief and that it is published for consultation.

Considerations/Reasons for decision:

- (1) Report number PLA780 by the Portfolio Holder for Economic Development.
- (2) Consideration that the Grantham Development Brief had been approved by the Grantham Growth Strategic Board.
- (3) Noting that the Grantham Growth Point team was currently evaluating the acquisition of sites and working with potential partners.
- (4) Noting the need for there to be a quality development on the site.
- (5) Comments from members of the Cabinet with regard to the need for transport interchange facilities at the station.

Other options considered and assessed:

- (1) Do not adopt as SPG - for the reasons set out in section 3.9 of the

- report, this is not considered to be an appropriate course of action.
- (2) Do not undertake consultation – the Council is bound by its adopted SCI to undertake consultation on planning policy documents prior to their adoption. Undertaking public consultation will also minimise the risk of legal challenge to the revised SPG.

EXCLUSION OF THE PUBLIC

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in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) it was resolved that the public be excluded from the meeting because of the likelihood that otherwise exempt information, as described in paragraphs 3 and 5 of Schedule 12A of the Act (as amended) would be disclosed to the public.

CO38. LEISURE MANAGEMENT

DECISION:

- (1) That the District Council enters into an initial short term interim Leisure Management agreement for the provision of its leisure services at Bourne, Deepings, Grantham and Stamford centres commencing on 1st October 2009 for a minimum period of 12 months, (i.e. until 30 September 2010), with Leisure Connection Ltd.**
- (2) The Council engages proactively with Leisure Connection Ltd regarding the potential to introduce an Industrial Provident Society (IPS) management structure within South Kesteven.**
- (3) The Council, in entering into an interim management agreement, is not aware of any outstanding claims in respect of the non-establishment of South Kesteven Community Leisure Trust.**

Considerations/Reasons for decision:

- (1) Exempt report number AFM0108 by the Portfolio Holder for Healthy Environment.
- (2) Comments made by the Monitoring Officer at the meeting.
- (3) Comments made by the S151 Officer with regard to budget uncertainty.
- (4) Comments made by the Corporate Head for Resources and Organisational Development.
- (5) Comments made by members of the Cabinet at the meeting.
- (6) Comments made by other Councillor Thompson regarding services at the Leisure Centres.

Other options considered and assessed:

In order to provide uninterrupted provision of leisure services, an interim

management agreed with the current provider allows the Council the opportunity to consider options.

DATE DECISIONS ARE EFFECTIVE

Decisions CO35, CO36, CO37 and CO38 as made on 7 September 2009 can be implemented on 16 September 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, Lincolnshire NG31 6PZ

**Contact: Cabinet Support Officer - David Lambley
Tel: 01476 40 62 97
e-mail: d.lambley@southkesteven.gov.uk**

Agenda Item 4

REPORT TO CABINET

REPORT OF: CORPORATE HEAD – HEALTHY ENVIRONMENT

REPORT NO: ENV 453

DATE: 5th OCTOBER 2009

TITLE:	UPDATE TO CARBON MANAGEMENT PLAN	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	key decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	COUNCILOR JOHN SMITH HEALTHY ENVIRONMENT	
CONTACT OFFICER:	MICHAEL RICKARD	
INITIAL IMPACT ASSESSMENT: Equality and Diversity	Completed in 2008 on initial plan	Full impact assessment Required: No
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Revised (Aug 2009) two part Carbon Management Plan attached.	

1. RECOMMENDATION

a) That delegated authority be given to the portfolio holder for Healthy Environment to approve any further changes to the Carbon Management Plan .

2. PURPOSE OF THE REPORT

This report is an update to the report (ENV 415) presented and approved by Cabinet on 6th October 2008. The report explains the reasons why the Carbon Management Plan (CMP) has been updated together with the specific details of the changes made. Exclusions to the report scope are detailed together with actions taken and those already planned.

The CMP was presented to the Communities Policy Development Group on the 17 September. At that meeting, the Group suggested that that consideration should be given for a longer term 'payback' periods for projects and actions that are deemed to reduce carbon emissions.

3. DETAILS OF REPORT

3.1 CMP format:

The South Kesteven District Council CMP is made up of two distinct parts;

- The Carbon Management Plan
- Technical Guide to the Carbon Management Plan

An initial baseline was developed last year using the framework set out by the Carbon Trust. At that point in time a 2005/6 baseline was used as it was thought that the national carbon reduction indicators would be based on that timeframe. Following publication of the indicator definitions for NI 185 (% reduction of carbon emissions from local authority operations) and 186 (community carbon emissions) the baseline level of emissions has been revised using the national framework. As a result of this change the CMP has been updated. although it remains in a similar format.

3.3 CMP Baseline changes made:

	2005/06	2008/09	Increase	Change	Notes
Buildings	4,609	6,035	1,426	31%	1
Street lighting	372	586	214	58%	2
Fleet	1,414	2,036	622	44%	3
Commute	351	0	-351	n/a	4
Waste	22	22	0	0%	5
Water	6	6	0	0%	
Total	6,774	8,685	1,911	28%	

Notes:

The 2008/09 baseline shows an overall increase of 1,911 tonnes (28%) of CO₂ over the 2005/06, giving a revised baseline figure of 8,685 tonnes.

DEFRA guidance states that the 2008/09 baseline stands for 2 years, with a reduction target for the authority over the three year process of 12.5% (1,086 tonnes of CO₂).

1. There is a 31% increase in energy from our buildings (heating & lighting). 6% of this increase is due to the inclusion of degree days in the calculation which allows accurate monitoring of year on year performance even if one year's average weather differs significantly to another. There has also been an increase from 30 to 35 buildings included within the data, although this only accounts for an extra 12 tonnes of CO₂. More accurate monitoring by the leisure centres has contributed a large proportion of the remaining increase.
2. The Council's street lighting supply has have been reviewed and the increase is a reflection of the outcome of that review.
3. Additional vehicles (total now 147) have been included in the new dataset since the 2005/06 survey was completed. An extra 199 tonnes (14%) is from the inclusion of external contractors and travel from cultural services acts. The changes in pool cars and fleet totals are due to a more accurate definition of the vehicles within the fleet category.
4. Following consideration of national guidance commute data has been removed from the baseline, this is due to a poor level of accuracy measurement and concerns over future comparisons. (A travel plan for SKDC is being considered, so

action to reduce emissions will still occur, although not measured directly through this mechanism).

5. There is no change to the data for waste and water, which combined, only account for 28 tonnes (0.3%) of the total emissions.

3.4 Actions taken so far to reduce carbon emissions

Actions which aim to reduce the Council's use of energy are fully incorporated within the Quality Organisation priority theme. The following initiatives have been put in place to work towards our reduction targets:

- A "switch it off" campaign has been run within the main Council buildings
- Recycling of office waste rates (now running at 60%).
- The fleet of pool cars is currently being upgraded from Renault Clio's to Citroen C1's; so far 10 of the 21 cars have been changed, each leading to a 20% reduction in CO₂ emissions for every mile that is travelled.
- The corridor lighting within St. Peters Hill is being replaced with lower wattage bulbs and where possible single bulbs replacing paired bulbs together with more PIR detectors being implemented.
- IT have trialed an automatic computer switch off system that will power down any PC / monitor left on accidentally overnight and then re-power them the following morning.

3.5 Planned actions

The CMP contains a range of actions on transport, energy use, waste reduction and procurement. The following bullet points summarise a range of initiatives which will provide the short-term focus for work on this area:

- The Council has signed up to the three month carbon management programme run by the Carbon Trust and fully funded by the East Midlands Improvement & Efficiency Partnership. This programme started mid -September and will be used to support the integration of the CMP into the core policies and processes of the Council to maximise opportunities to reduce both running costs and carbon emissions.
- Upgrade of the heating system is being planned across St. Peters Hill, with the boilers being replaced with more energy efficient ones together with proposed improvements to the controllability of the individual office heating system and where possible to the air quality and air circulation within the building. A review of the potential benefits of solar water heating/electricity generation will also be included in this work.
- Voltage optimisers are being sized and costed for seven of our own buildings, together with both Grantham car parks and the four leisure centres. Potential savings are considerable, particularly through the Leisure Connection sport centres, which account for 55% of our total electricity consumption. The

optimisers are fully compliant with Salix financing meaning no capital outlay is required to implement the solutions, although careful arrangements will need to be put in place with the external Leisure Connections contract.

- Investment in pool covers for the Grantham and Deepings swimming pools.
- Working with the accessibility team at Lincolnshire County Council to write a travel plan for SKDC, which is hoped, will reduce the environmental impact of staff commuting into work.
- There are plans to introduce a staff network throughout the organisations to help reduce our emissions on a day to day, office by office basis. This team will help to disseminate provided information to all staff and report back new ideas for future planning, good performance for reward and not so good performance for action.

3.5 Exclusions to the CMP

In addition to the removal of the commute data (note 4 of section 3.3) the CMP does not include any heating or lighting from our housing stock. This decision is based on guidance from DEFRA and enables comparisons to be made between authorities and will not be influenced by the ownership of social housing within their districts. Mileage incurred through the on-going maintenance of the building stock (Repairs & Improvement team activity) is included within the transport data figures.

The energy efficiency performance of the Council's housing is an important element in the recently completed stock condition survey. Following evaluation of the data consideration will be given to the need for specific measures to improve performance and so reduce the cost of energy consumption for Council tenants. These measures will be included in the future Housing Asset Management Plan.

4. OTHER OPTIONS CONSIDERED

The only alternative option open to South Kesteven was to proceed with the original CMP utilising the 2005/06 baseline. After a full review of the CMP and its baseline together with consultation across key services within the Council it was decided to proceed with the updating of the CMP baseline. External consultation with fellow district authorities and the County Council has confirmed this course of action to be inline with DEFRA guidance and a joint Lincolnshire approach.

5. RESOURCE IMPLICATIONS

The actions contained in the Carbon Management Plan are deliverable with existing revenue and capital budget allocations. Going forward new opportunities may develop which could lead to additional funding being required however these will be supported by a business case as required.

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

Delivery of the actions within the Carbon Management Plan is being monitored by a corporate team comprising corporate heads and a member of the strategic management team. The objectives within this plan form part of the Council's overall approach to improving its use of resources and are included in the Quality Organisation priority theme. Progress with these objectives will be reported through the performance management framework and local area agreement performance processes.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

An equality impact assessment was carried out as part of the development of the original CMP. The review recently carried out has not resulted in any significant changes and as such indicates that a detailed assessment is not required.

8. CRIME AND DISORDER IMPLICATIONS

Not applicable

9. COMMENTS OF SECTION 151 OFFICER

The Carbon Management Plan will include financial implications which may impact from both a position and negative perspective on the Council's overall financial position. It is important any proposals that require a financial contribution in advance are demonstrated in a business case that set out any 'invest to save' elements. Other initiatives that show a positive financial saving to the authority must be captured and incorporated into the budget setting process.

10. COMMENTS OF MONITORING OFFICER

The original Carbon Management Plan (CMP) was based on data from a survey undertaken by the Carbon Trust. From that the 2005/06 baseline was established. I understand from the report writer that the suggested revised baseline of 2008/09 is based on DEFRA guidance that relies on more comprehensive and accurate data that in turn provides a more accurate baseline. It is important that any baseline from which future emissions are to be measured is as accurate as possible. The revised CMP will, therefore, assist in providing a more accurate measure of the carbon emissions of this Council in the areas identified in the report. It will also affect how we manage assets owned by the Council and must be taken into account in the Asset Management Plan. All service managers should be consulted on any revised plan.

11. APPENDICES:

- 1 Revised Carbon Management Plan
- 2 Revised Technical Guide to the Carbon Management Plan



The carbon management plan



**"ONLY PRINT THIS
LEAFLET IF
YOU HAVE TO"**



"Listening, Learning, Delivering"

South Kesteven District Council

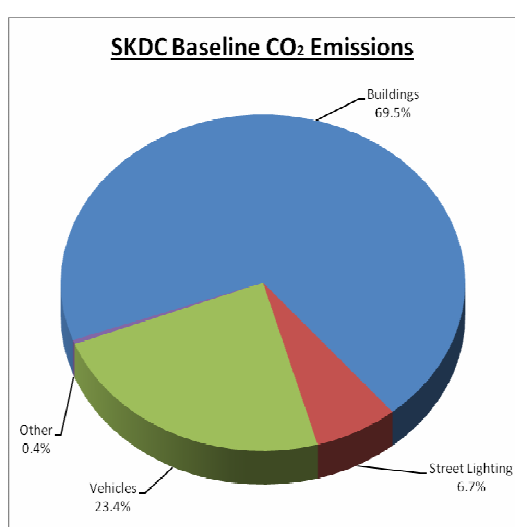
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SOUTH KESTEVEN DISTRICT COUNCIL

CARBON MANAGEMENT PLAN 2008-2013

Executive Summary

At South Kesteven District Council we are committed to taking an important local leadership role on climate change. We signed the Nottingham Declaration on climate change in October 2006 committing to tackle the causes and effects of a changing climate on South Kesteven. A key part of that role is to lead by example and our Carbon Management Plan sets out how we will do this over the next five years.



Our Carbon Management Plan sets out the acknowledged areas of opportunity to reduce our emissions and reduce the cost of delivering services:

- Energy efficiency investment in building stock
- Reducing the waste we send to landfill
- Managing our vehicle fleet
- Influencing how our staff travel to work.

We are already putting in place the building blocks to ensure that carbon management will be an integral part of how we make decisions and act on a day to day basis. The Carbon Management Plan is the starting point for our commitment to engage with staff, members and our working partners to achieve carbon reduction. We expect to find other partners willing to

add their expertise and efforts including various energy related groups.

Tackling the causes and effects of climate change is one of the key action themes included in the Lincolnshire Area Agreement (LAA). All of the Lincolnshire local authorities, the Police, Primary Care Trusts and other agencies have endorsed the need to address this issue.

We are partners in the Lincolnshire Environment and Climate Change Partnership (LECCAP) which includes the County and District Councils within Lincolnshire, all working together to assist each other in plans and policies to improve energy efficiency in Lincolnshire. Our plan includes a framework of policies, taking the obvious opportunities and acknowledging the other areas that need tackling but will need more discussion and development. We believe that this provides us with a balanced plan that will change during its 5 year life as we understand and evolve our approach. We are confident that we will achieve better reductions than our targets as defined by DEFRA.

This Plan was considered and approved by the Cabinet on 6 October 2008
We recognise and support the actions in it.

Leader

Chief Executive

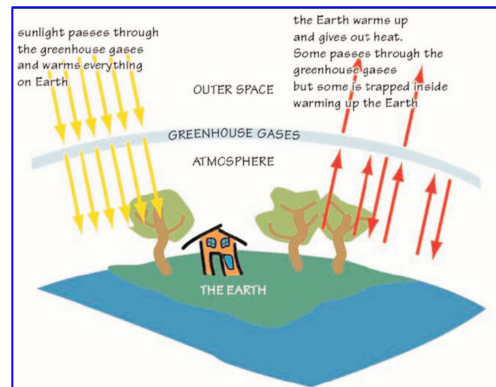
Section 1 - Why, what, when and how?

Why do we need a carbon management plan?

Scientific evidence confirms that man-made emissions of greenhouse gases, that are produced when fossil fuels (coal, oil and gas) are burned to make energy, is contributing to climate change.

Figure 1 (opposite) shows what effect green house gases have on our world:

We must reduce greenhouse gas emissions to minimise or reverse their impact. Even so, some climate change is inevitable due to the inertia in the climate system. To overcome its effects we will need to adapt our lifestyles.



The Carbon Management Plan is the first step towards reducing greenhouse gas emissions produced by council activity; it assesses the Council's carbon emissions footprint. Next we will need to examine how we will continue to reduce our impact as a whole organisation in the future. Initially we have planned short to medium term actions to achieve our target, however we recognise that we will need to do more in the long term.

How have we calculated our carbon footprint?

The primary focus of this plan is to reduce emissions under our control and encourage the same commitment from our contractors. The various fuel types that the council use to heat (gas) and light (electricity) our buildings together with the fuels (petrol/diesel) that run our vehicle fleet have all been accurately calculated for the year 2008-09, thus creating our energy baseline. This information is then fed through DEFRA's monitoring tools which work out the corresponding CO₂ emission baseline.

Emissions are referred to as greenhouse gas emissions and tonnes of carbon in the report. All emissions are converted to CO₂ equivalent for the purposes of the baseline and calculations. For South Kesteven, this includes considering emissions from our buildings, leisure centres, all our vehicles, paper and water usage.

What does our carbon footprint look like?

The final result from the analysis of our energy use for 2008-09 shows that we:

- Emitted approximately 8690 tonnes of CO₂.
- Could reduce this by as much as 38% using good practice approaches
- Could save approximately £140,000 each year on reduced energy, fuel and resource costs (depends on the raw cost of energy at the time of renewing utility contracts)

What are we aiming to do?

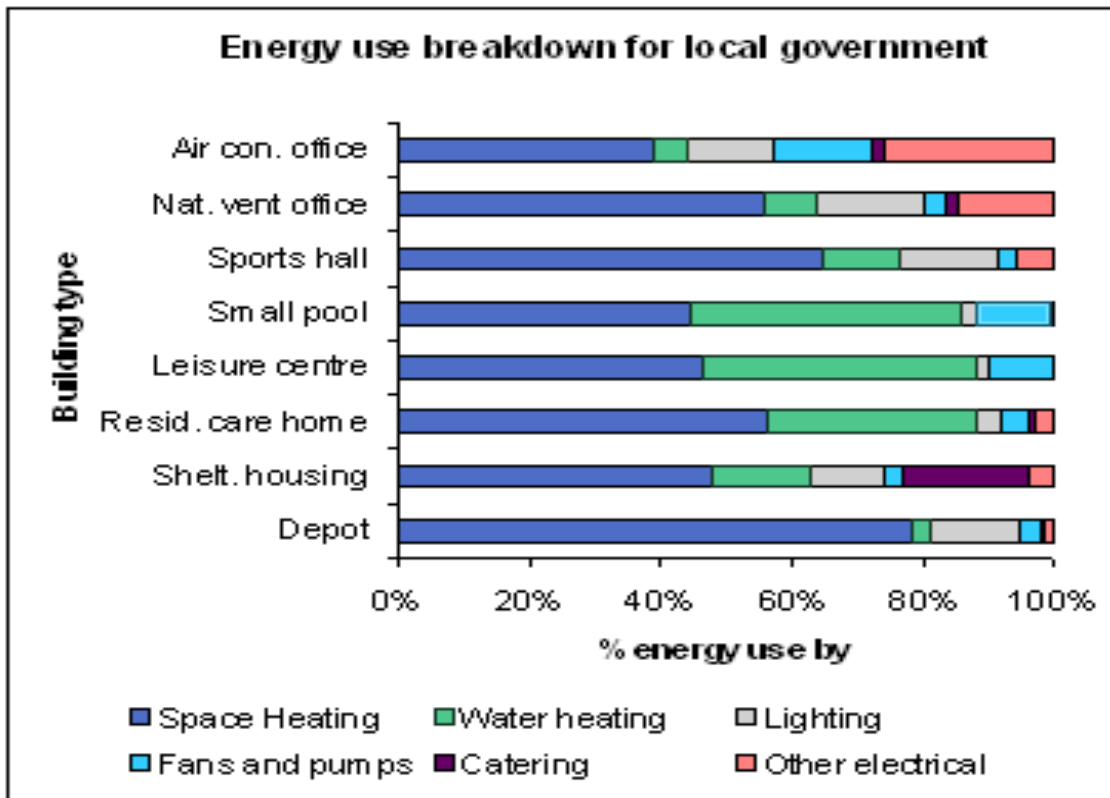
Since tackling Climate Change is a priority for the Council we have developed a priority action plan which aims to reduce carbon emissions by a factor of 12.5% by 2011 (2008-09 baseline). This will be achieved by:

- Reduce energy consumption from Council managed buildings.
- Promote the use of renewable sources of energy
- Reduce the number of business miles travelled by staff in cars.
- Promote the use of more environmentally friendly fuels for all vehicles.
- Encourage a more environmentally friendly approach to travelling to and from work by

our employees

- Reduce the amount of paper we use
- Reduce our consumption of water
- Recycle more of our waste
- Buy more environmentally friendly equipment and materials
- Encourage similar behaviour in the people we do business with (sustainable procurement policy)

Energy usage for a typical Local Authority



http://www.carbontrust.co.uk/energy/startsaving/sectorselector/localgovernment_13.htm

Summary of energy saving opportunities

First we will concentrate on 'quick wins', taking the measures which cost us the least, and are easy to implement. Some of this work has already been done.

Next we plan to:

- Start monitoring and measuring energy efficiency for our major sites
- Start profiling electricity use for the eight major buildings.
- Appoint 'energy champions' in service teams.
- Replace our vehicles with more energy efficient models

The potential CO₂ savings if all of these actions are taken will help us to achieve our 12.5% reduction. More detail on the actions we are planning to take and their impact on the environment are contained in the action plans (section 2).

How will we be monitoring progress?

We have to lead on improving the environmental impact of our business. The Environmental Protection Service will be leading on climate change issues, monitoring progress and coordinating information across the organisation. Like all of our key activities, regular reports will be made to our management teams and elected members on progress and will include all the national performance indicator information.

What does it cost to run a 3kW fan heater for a month?

1. Item - Enter the item you are costing, e.g. Light bulb	Other item
2. Amps rating.	13 Amps
3. Voltage Rating - Usually 230 Volts	230 Volts
4. Amps x Volts = Watts (Start from here if Wattage known)	2990 Watts
5. Watts/1000 = kilowatts or kW	2.99 kW
6. Hours used in month (use an average)	148 Hours
7. Kilowatts x Hours = Kilowatt Hours or kWh	442.52 kWh
8. Cost of electricity (in pence per kWh - enter the cost you pay)	10 pence
9. kWh x pence = Cost (in pence) to run the Item for 1 month	4425.2 pence
10. Divide by 100 to get to Cost in £'s to run Item for 1 month	£ 44.252
11. x Number of the same Items in the house	1 Items
	44.252

Answer - £44.25

What does it cost to run a desktop computer and monitor non-stop for a month?

1. Item - Enter the item you are costing, e.g. Light bulb	Other item
2. Amps rating.	1.087 Amps
3. Voltage Rating - Usually 230 Volts	230 Volts
4. Amps x Volts = Watts (Start from here if Wattage known)	250.01 Watts
5. Watts/1000 = kilowatts or kW	0.25 kW
6. Hours used in month (use an average)	572 Hours
7. Kilowatts x Hours = Kilowatt Hours or kWh	143 kWh
8. Cost of electricity (in pence per kWh - enter the cost you pay)	10 pence
9. kWh x pence = Cost (in pence) to run the Item for 1 month	1430 pence
10. Divide by 100 to get to Cost in £'s to run Item for 1 month	£ 14.3
11. x Number of the same Items in the house	1 Items
12. = £ Cost to run all such Items in house for 1 month	£ 14.3

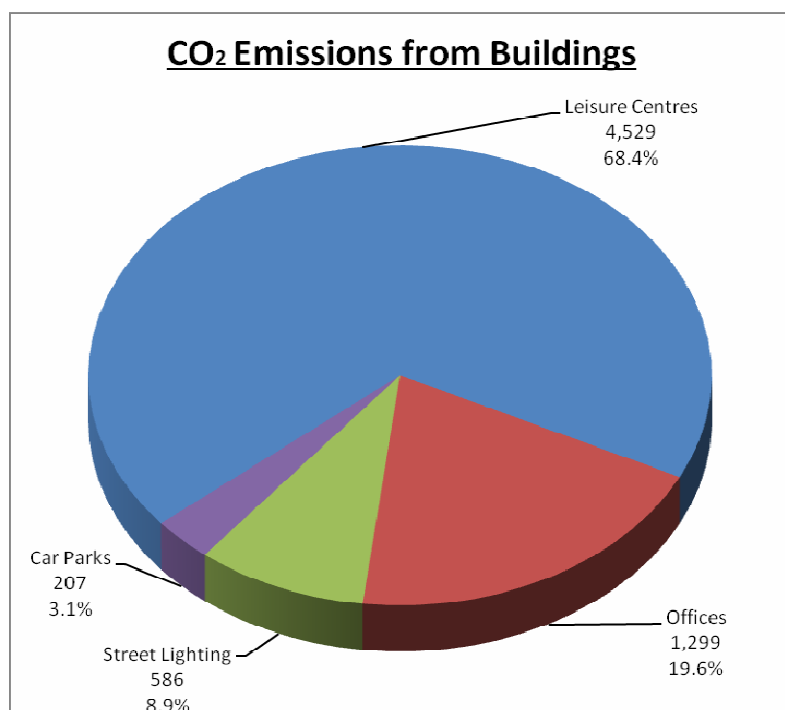
Answer - £14.30

Section 2 – Actions to reduce our carbon emissions

Buildings

We have already implemented the following energy efficiency measures:

- Energy audit by the carbon Trust of our 8 largest energy using sites
- Fitted lighting motion sensors to corridors
- Introduced a rolling programme to renew windows with those of a higher thermal efficiency
- Rolling programme of replacing cooled bottled drinking fountains with mains fed
- Rolling programme of centralized high efficiency printers



Note :

Offices and car parks combined significantly contribute to our carbon footprint this is a key area to target. Our Leisure Centres are very large users of energy and so targets have been included in the latest contract to ensure that maximum CO₂ reductions are achieved.

Guide to Action Plan Abbreviations

It has proved difficult to attach clear costs and benefits to some of the actions detailed below.

However the following symbols indicate the scale of resource required and the extent of impact on CO₂ or cost reduction;

Resources required – Approximate costs involved £'s

£ = Small ££ = Medium £££ = Large

Reduction in carbon emissions – approximate CO₂ reduction tonnes

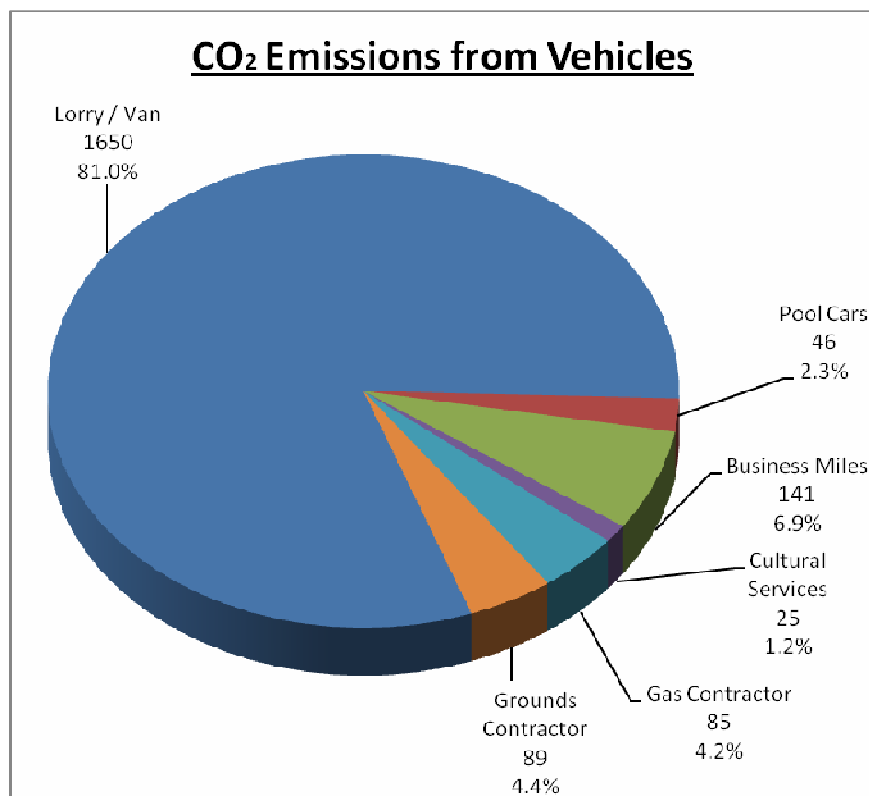
☺ = Small ☺☺ = Medium ☺☺☺ = Large

Ref.	Action to be taken	Target	Start date	Potential CO ₂ Reduction	Resources required	Corporate Area
EWP 1	Buy green energy where possible (energy from renewable sources) when existing contracts are renewed	Ongoing	Ongoing	☺	££	Finance & Resources
EWP2	Develop an energy usage database to provide more accurate information on energy usage of our buildings	April 2010	April 2009	☺☺	££	Finance & Resources
EWP 3	Promote reduced use of energy across the organisation by induction training for new starters, 'Energy Champions' in each section & by raising general awareness via posters etc .	Ongoing	Nov 2008	☺	££	Corporate and Customer services/ All
EWP4	Investigate the feasibility of installing solar panels and photovoltaic panels to assist main energy source and lower CO ₂ produced.	September 2009	January 2009	-----	£	Finance & Resources
EWP5	Agree energy and water monitoring arrangements and reduction targets with new leisure centre contractor	12.5% reduction by 2011	Commencement of the contract	☺☺☺	£	Finance & Resources
EWP6	Promote reduced use of paper by revising printing arrangements, increased use of double sided printing and electronic record keeping	12.5% reduction by 2011	April 2008	☺☺	££	Finance & Resources / Partnerships & Organisational Improvement
EWP7	Promote sustainable use of water	April 2010	Nov 2008	☺	£	Finance & Resources
EWP8	Change drinking water fountains to mains feed type	April 2009	April 2008	☺	£	Finance & Resources

Transport

We have already implemented the following energy efficiency measures:

- Published and circulated to all staff a greener driving leaflet to encourage fuel saving driving
- Introduce working from home to reduce commuter mileage for certain sections/ individuals.



Ref.	Action to be taken	Target	Start date	Potential CO2 Reduction	Resources required	Corporate Area
T1	Review procurement specification, usage and management of pool cars to reduce environmental impact	Apr 2009	Sep 2008	☺	£	Healthy Environment
T2	Develop a "Green Travel Plan" for employees discouraging unnecessary travel and encouraging more use of less damaging alternatives	Apr 2010	Jan 2009	☺	£	Corporate HR/ Healthy Environment
T3	Review facilities available for cyclists	Apr 2010	Jan 2009	☺	£	Healthy Environment
T4	Optimise use of home/remote working to reduce the number of miles travelled to and from work	Mar 2012	Apr 2010	☺☺	£	Corporate and Customer Services

T5	Promote environmentally friendly driving across the Council	Ongoing	Sep 2008	😊	£	Healthy Environment
T6	Review procurement specification for refuse collection and street cleansing fleet	Apr 2009	Sep 2008	😊😊		Healthy Environment

Waste

We have already implemented the following energy efficiency measures:

- Comprehensive waste recycling at St Peter's Hill, Alexandra Rd and area offices
- Recycling requirements have been incorporated within the leisure contracts
- Redundant mobile phones are recycled/reused

Ref.	Action to be taken	Target	Start date	Potential CO ₂ Reduction	Resources required	Corporate Area
W1	Include waste recycling to leisure contractor	commencement of contract	commencement of contract	☺	£	Finance & Resources
W2	Monitor and promote staff usage of the recycling system	65% of office waste recycled by March 2009	April 2008	☺	££	Finance & Resources
W3	Ensure that all printer, photocopier toner cartridges and mobile phones are recycled	Ongoing	April 2008	☺☺	£	Finance & Resources / Partnerships and Organisational improvement
W4	Encourage recycling of computers, monitors & printers	Ongoing	April 2008	☺	£	Partnerships and Organisational Improvement

Buying goods and services in a sustainable way

Ref.	Action to be taken	Target	Start date	Potential CO ₂ Reduction	Resources required	Corporate Area
BGS1	Promote sustainable procurement activity and monitor purchases	Ongoing	already commenced	☺	£	Finance & Resources
BGS2	Ensure that the Asset Management Plan has regard to sustainable construction targets	Ongoing 3 year revisions	April 2008	☺☺		Finance & Resources

Council Housing Stock

The energy efficiency performance of our housing stock is being assessed as part of a wider stock condition survey. Actions to improve energy efficiency of the stock and to develop the

use of renewable energy generation will be identified following completion of this survey. Amendments will then be made to the Carbon Management Plan

If you are interested in knowing more about our plans, further information can be found in our 'Technical Guide to the Carbon Management Plan'



Technical guide to the carbon managment plan



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YOU HAVE TO"**



"Listening, Learning, Delivering"

South Kesteven District Council

STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS

INTRODUCTION

What is Climate Change?

The environmental, social and economic threat posed by climate change is well recorded, and has been subject of ever increasing media coverage especially in the last 2-3 years. Moreover the need to tackle dangerous climate change has risen sharply up the national and international political agenda. In the words of David King, UK Government's Chief Scientist, 2003, "climate change is the most severe problem we are facing today, more serious even than the threat of terrorism".

Climate change is caused primarily by a basket of 6 gases, produced by human activity, which contribute to the greenhouse effect:

Greenhouse gas	Main source
Carbon dioxide (85% of total effect)	Energy generation and use, transport
Nitrous oxides	Transport, industry
Methane	Agriculture, waste management
Hydrofluorocarbons	Refrigeration
Perfluorocarbons	Fire fighting
Sulphur hexafluoride	Various industrial uses

Each greenhouse gas has a different capacity to cause global warming dependant on its nature. So for example the global warming potential (GWP) of methane has 21 times the warming effect of carbon dioxide, and nitrous oxides 310.

There remain some who consider that the changes to the climate currently being experienced and predicted for the future are part of a natural cycle of global warming and cooling. Nevertheless the vast majority of scientific opinion now agrees that changes in global temperatures are largely attributable to human activity, and will have dangerous impacts on human populations. Moreover there are some who believe that climate change would already be much more serious were it not for "global dimming" – the effect whereby pollution and dust in the atmosphere caused in part by human activity is reducing solar radiation reaching the earth and holding back the rate of global warming.

Responses to climate change fall into two categories:

Mitigation - reducing the emission of greenhouse gases to limit the scale and severity of climate change (although some level of impact is now inevitable, and changes are widely considered to be already happening).

Adaptation - taking action now to minimise the harmful consequences of whatever climate change occurs. Examples include planning new development away from areas of flood risk, design of buildings resilient to flooding/storms, emergency plans for disease epidemics, and construction of water storage and distributions schemes.

Put more simply, mitigation is about tackling the causes of climate change; adaptation is about responding to its effects. Most attention to date has been focused on mitigation.

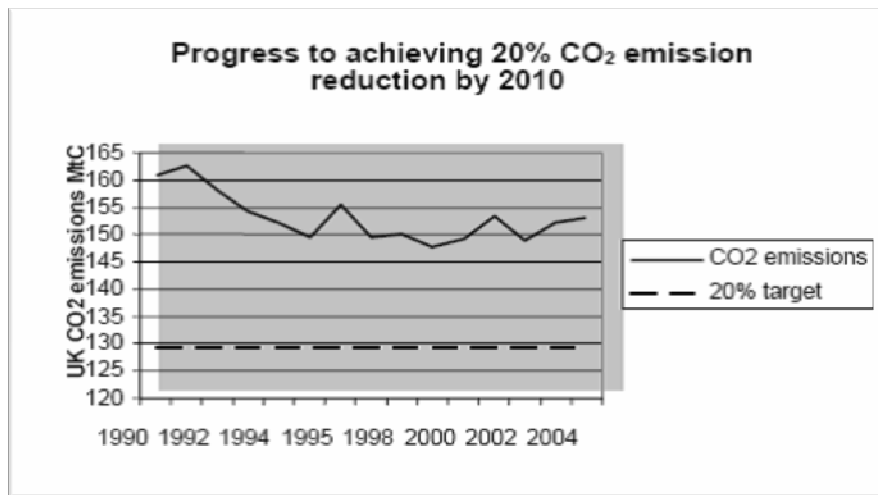
International and National Responses to Climate Change

In 2005, following years of discussions, the Kyoto Protocol was legally ratified by 163 countries. This provides a framework for a global response to climate change, and sets enforceable targets for signatory countries to reduce their emissions of the 6 greenhouse gases listed above. The UK target is to reduce the emissions of these gases by 12.5%, based on 1990 levels, over the period of 2008 and 2012.

In the UK, the Government, until recently, has adopted a more exacting domestic target for carbon dioxide. This was to:

- Reduce CO₂ emissions by 20% from 1990 levels by 2010
- Reduce emissions by 60% from the same baseline by 2050

However, although there was early progress towards both domestic and Kyoto targets, recently emissions have been rising again rather than falling as illustrated on the following diagram:



As a consequence, in its revised UK Climate Change Programme published in March 2006, the Government reduced its more exacting 2010 target from 20% to 15-18%. The most recent figure for 2004 is 5% below the 1990 baseline (source: www.defra.gov.uk)

Government has made clear (most recently in the UK Climate Change Programme 2006 which sets the framework for action in the UK on climate change) that to achieve this target, public agencies such as local authorities must not only play their part in delivering reductions in carbon emissions but also provide community leadership and encourage others to do the same. This has been re-emphasised by many other organisations, including the Local Government Association. Indeed the Government has recently indicated that from 2008 Comprehensive Performance Assessments will also consider the extent to which local authorities are playing their part in tackling climate change.

The new Climate Change and Sustainable Energy Act 2006 will make it easier for householders who produce electricity at home from microgeneration technologies to sell unused power back to their supplier and will require the Secretary of State for Defra to report to Parliament each year on the UK's greenhouse gas emissions and progress on the steps taken to reduce them. As a signal of the Government commitment to change environmentally sustainable behaviour, they have set themselves two new targets. Firstly to make the Government office estate carbon neutral by 2012 and secondly to reduce Government's total emissions by 30% from buildings by 2020. In addition, the results of the Stern review published in autumn 2006 produced an economic argument for early intervention to prevent the worst aspects of climate change. This was closely followed by government consultation documents on "Building a Greener Future" which set a target of all new homes to be zero carbon by 2016. In March 2007, the Government published a Climate Change Bill, which seeks to create a pathway to a 60% reduction in carbon dioxide emissions by 2050, with real progress by 2020.

South Kesteven District Council is committed to providing important local leadership in relation to climate change. A key part of that role is to lead by example and the Carbon Plan sets out how the Council will reduce its carbon emissions over the next five years.

The climate change impact of an organisation such as the Council relate to two main areas:

a. Direct impact

Through the use of its buildings, transport, the goods and services it procures, and its own management of its own waste.

b. Indirect impacts

Through its influence on the actions of the wider community and in its influence on land use planning, education and raising awareness on environmental issues.

Although the indirect impact of the Council's influence is important, the Council's Carbon Management Plan relates exclusively to the direct impact the Authority has as an organisation. These impacts come mainly from the following activities:

Council activity	Main greenhouse gas emissions
Energy use in buildings (space heating and the use of electricity)	Carbon dioxide
Transport (fleet vehicles, staff business mileage and commuting)	Carbon dioxide, Nitrous oxides
Waste from Council operations	Methane, Carbon dioxide
Procurement of goods and services	Carbon dioxide, Nitrous oxides, Methane

In practice it is common to refer to a plan which seeks to reduce emissions of all these gases as a **Carbon Plan**, even though nitrous oxides (NOx) do not contain carbon. This is because carbon dioxide represents the main cause of climate change, and because measures to reduce the emission of NOx from transport are likely also to reduce carbon dioxide emissions.

Detailed in the plan are the actions that will contribute to that target. They address the acknowledged areas of opportunity like energy efficiency investment in building stock; reducing the waste we send to landfill; how we manage our vehicle fleet; and staff travel to work. In addition we are already putting in place the policy building blocks to embed carbon management in Council culture and practice through our Environmental Policy and development of clearer policies in procurement and management of our own waste. We are also sure that we will find other partners willing to add their expertise and efforts including various energy related groups.

We are partners in the Lincolnshire Environment and Climate Change Partnership (LECCAP) which includes the County and District Councils within Lincolnshire, all working together to assist each other in plans and policies to improve energy efficiency in Lincolnshire.

Our plan includes a framework of policies, taking the obvious opportunities and acknowledging the other areas that need tackling but will need more discussion and development. We believe that this provides us with a balanced plan that will change during its 5 year life as we understand and evolve our approach.

BASELINE - SOUTH KESTEVN DISTRICT COUNCIL'S CARBON FOOTPRINT

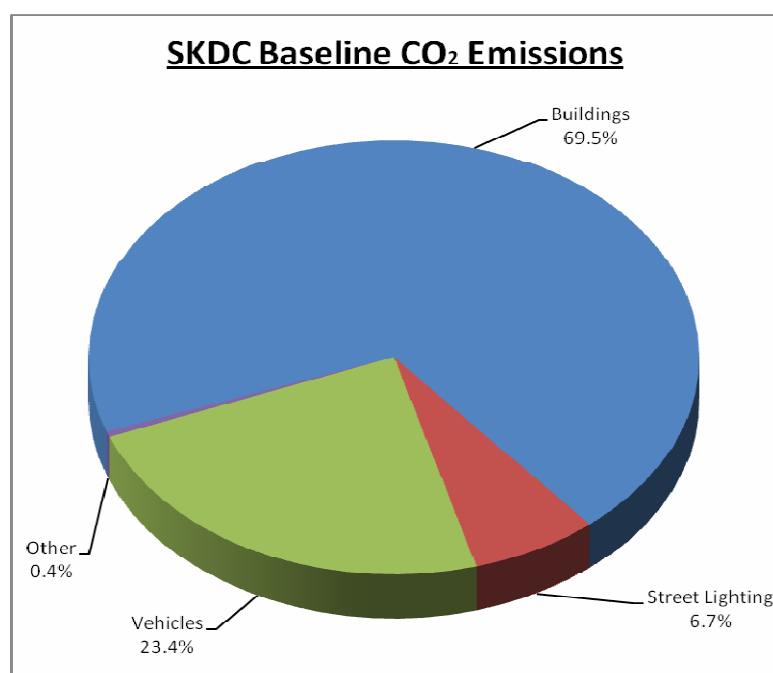
Introduction

In developing targets and a programme for reducing carbon emissions, it is essential first to understand the level and causes of the Authority's current emissions.

The process of measuring carbon emissions and using this data to inform management decisions is called **carbon accounting**. However, as will be illustrated later, it is important not just to understand carbon emissions but also other trends such as the use and cost of energy.

In the following analysis, 2008/09 has been used as the base year for carbon emissions. It is estimated that in that year the Council was responsible for a total of 8,660 tonnes of carbon emissions, excluding procurement. The contribution made by the different activities

Activity	CO₂ Emissions (tonnes/yr)	%	% of Total
Buildings (heating, lighting & appliances)	6,035	100	69.49
• Offices	1,299	21.5	
• Leisure centres & sports fields	4,529	75.0	
• Car Parks	207	3.4	
Street Lighting & CCTV	586	100	6.75
• Street lighting & Cameras	586	100	
Fleet	2,036	100	23.44
• Lorries / Vans	1,650	81.0	
• Pool Cars	46	2.3	
• Business Travel	141	6.9	
• Veolia Grounds Contractor	89	4.4	
• William Freer Gas Contractor	85	4.2	
• Performing Arts	25	1.2	
Waste	22	100	0.26
Water	6	100	0.07
Total	8,685	100	100



Following advice from DEFRA the carbon emissions from procurement have been excluded from the above calculations table due to the extreme difficult in quantifying them.

Excluded emissions include:

- The manufacture of goods and materials used by the Council, including major construction projects such as buildings.
- The transportation of these goods and materials to Lincolnshire.
- The activities of external service providers and contractors, including their transport and buildings.
- Electricity used routinely in buildings for lighting, air conditioning etc.

ENERGY USE IN OUR BUILDINGS

Energy use in buildings includes the following:

- Space and water heating (by gas or electricity)
- Other gas appliances such as cookers in kitchens
- Electricity used routinely in buildings for lighting, air conditioning etc

Energy consumption shows that 90% of the electricity comes from 10 of the 34 monitored buildings. 95% of supplied gas is used by 7 of the 34 properties owned by the Council.

The following table lists these properties with the proportion of energy used by each location.

List of significant properties with proportion of total energy

Property		Electricity		Gas	
		KWh	%	KWh	%
Grantham	Leisure Centre	1,700,500	23.7%	5,066,294	37.9%
Bourne	Leisure Centre	850,601	11.9%	2,216,458	16.6%
Stamford	Leisure Centre	399,892	5.6%	2,131,986	16.0%
Deepings	Leisure Centre	974,177	13.6%	2,000,360	15.0%
Grantham	Main Offices	692,783	9.7%	691,301	5.2%
Grantham	Arts centre	145,739	2.0%	311,772	2.3%
Stamford	Arts centre	196,856	2.7%	275,977	2.1%
SKDC	Highway Street Lighting	1,120,040	15.6%		
Grantham	Welham St Car Park	200,975	2.8%		
Grantham	Isaac Newton Car Park	194,362	2.7%		
Total of Buildings Above		6,475,925	90.3%	12,694,148	95.0%
Total of All Buildings		7,165,062		13,362,850	

Total energy consumption for all SKDC non-residential properties

Utility	Energy Consumption		Cost	
	kWh/year	%	p/kWh	£/year
Electricity	7,099,934	34.7%	8.5	603,494
Gas	13,362,850	65.3%	4.1	547,877
Total Energy	20,462,784	100%		1,151,370

Over the period of monitoring the energy prices have varied considerably.

The unit costs used for the above calculations are based on the latest prices available to the Authority. Electricity: 8.5p/kWh Gas: 4.1p/kWh,

Benchmarking Information for Electricity and Gas Consumption

The table below lists the 9 key buildings under scrutiny with their gross internal area (GIA) and actual energy usage compared with the DEFRA benchmark data.

Electricity		SKDC			DEFRA	
		Use	Area	Average	Typical	G Practice
		kWh	M ²	kWh/M ²	kWh/M ²	kWh/M ²
Grantham	Leisure Centre	1,700,500	6,900	246	258	164
Bourne	Leisure Centre	850,601	2,814	302	237	152
Stamford	Leisure Centre	399,892	2,061	194	237	152
Deepings	Leisure Centre	974,177	3,160	308	258	164
Grantham	Main Offices	692,783	5,518	125	111	84
Grantham	Arts centre	145,739	4,085	36	111	84
Stamford	Arts centre	196,856	2,688	73	111	84
Grantham	Welham St. Car Park	200,975	6,825	29	15	15
Grantham	Isaac Newton Car Park	194,362	5,900	33	15	15

Gas		SKDC			DEFRA	
		Use	Area	Average	Typical	G Practice
		kWh	M ²	kWh/M ²	kWh/M ²	kWh/M ²
Grantham	Leisure Centre	5,066,294	6,900	734	1321	573
Bourne	Leisure Centre	2,216,458	2,814	788	1336	573
Stamford	Leisure Centre	2,131,986	2,061	1,034	1336	573
Deepings	Leisure Centre	2,000,360	3,160	633	1321	573
Grantham	Main Offices	691,301	5,518	125	205	138
Grantham	Arts centre	311,772	4,085	76	205	138
Stamford	Arts centre	275,977	2,688	102	205	138

Notes:

The benchmark data supplied by DEFRA only covers basic building types so care is needed when making comparisons between performance and the benchmark targets.

None of the buildings are achieving the good practice standard, however most are in-line or better than the typical benchmarks.

The offices and arts centres in particular are difficult to measure as the buildings are of multiple design and do not fit easily into any one of the DEFRA categories.

Both the car parks are showing higher than expected energy use, issues with wiring set-ups and under-floor ramp heating contribute significantly to the problem.

STREET LIGHTING AND CCTV

Actual data on street lighting efficiency is not available as the supply is not metered. Billing is based on an inventory of columns and bulb wattages multiplied by the number of lighting hours of use. A recent survey has been undertaken and the 1.12 million kWh (586 tonnes of CO₂) is now an accurate reflection of our lighting inventory.

TRANSPORT

Transport use and CO₂ emissions from all Council fleet operations for 2008/9 is set out in the table below:

2008/09	Miles travelled	%	Tonnes CO₂	%
Business mileage	424,549	16.5	141	6.9
Pool car mileage	207,413	8.1	46	2.6
Fleet mileage	1,542,061	60.0	1,650	81.0
External contractors	395,712	15.4	174	8.5
Cultural Acts	2,305	0.1	25	1.2
Total	2,572,040	100	2,036	100

Business mileage - Staff travel in their own cars on SKDC business (based on fuel claims).

- SKDC staff use their own vehicles for which a fixed mileage rate of 40p per mile is paid.

Pool car mileage – Staff utilize a fleet of pool cars to carry out SKDC business.

- The majority of the pool cars are 1.2 Renault Clio's (petrol) which are maintained in accordance with the manufacturer's schedule. During 08-09 a planned exchange of pool cars started with the Clio's being exchanged for Citroen C1's (diesel) which have a very low (109g) CO₂ emission, this program will be completed during 09-10.

Fleet mileage – SKDC refuse lorries, vans and other support vehicles.

Contractor mileage – external gas and grounds maintenance vehicles and cultural acts.

Waste

When waste products are taken for disposal, either by landfill or incineration they generate greenhouse gases. A baseline figure for the quantity of waste produced at the Council offices and resultant carbon emissions has been estimated at 22 tonnes per year.

Procurement

Sustainable procurement is a national and international agenda item. The Johannesburg Earth Summit recommended that "relevant authorities at all levels should promote procurement policies that encourage the development and diffusion of environmentally sound goods and services" Currently sustainability is not an integral part of South Kesteven's procurement policy and practice

OBJECTIVES AND STRATEGY

Tackling Climate Change is a corporate priority for the Council. We have developed a priority action plan which aims to reduce carbon emissions by a factor of 12.5% by 2011 (based on our 2008/9 baseline). This will be achieved by taking action to:

- Reduce energy consumption from Council managed buildings.
- Promote the use of renewable sources of energy.
- Reducing the number of business miles travelled by staff in cars.
- Promote the use of more environmentally friendly fuels for all vehicles.
- Encouraging a more environmentally friendly approach to travelling to and from work by our employees.
- Reducing the amount of paper we use.
- Reducing our consumption of water.
- Recycling our waste.
- Buying more environmentally friendly equipment and materials.
- Encouraging similar behaviour in the people we do business with (sustainable procurement policy).

In addition Central Government has produce the following National Indicators.³
The targets that have been set have been agreed with the LAA

NI	Description	Target Date	Target
NI 185	Reducing CO ₂ emissions from Local Authorities	2008/09 2009/10 2010/11	Establishing and agreeing CO ₂ baseline Reduction of 7.5% on baseline Further reduction of 5% on baseline
NI 186	Per capita reduction in CO ₂ emissions in the LA area	Note ¹	
NI 188	Adapting to climate change	2008/09 2009/10 2010/11	Level 1 Level 2 Level 3
NI 189	Flood and coastal erosion risk management	Note ¹	
NI 197	Improving local biodiversity	Note ¹	
NI 193	Percentage of Municipal waste land filled	2008/09 2009/10 2010/11	49.29% ² 48.57% ² 47.86% ²

Notes:

¹ Targets are not required to be set

² These figures are pro-rata the agreed JMWMS target of 55% Recycling & composting by 2015

³ Further information on NI's for Local Authorities is available at www.communities.gov.uk

ACTIONS

REDUCING EMISSIONS FROM BUILDINGS

There are a number of actions that the Council is able to undertake to reduce the CO₂ emissions from its buildings as recommended by the Carbon Trust report¹ attached as Appendix 1 of this document.

The proposed actions are detailed in the tables below;

EWP 1	Buy green energy (energy from renewable sources) when existing contracts are renewed, if available.
Target completion:	Ongoing
Potential CO ₂ savings	2 tonnes / year is the average reduction that you can make to your CO ₂ footprint by switching your home to a 100% renewable energy tariff. How big is 2 tonnes of CO ₂ ? 1/3 of the annual CO ₂ footprint from household energy use in the average UK home. Enough to fill two Olympic size swimming pools. The same amount saved by unplugging your T.V. for 44 years.* The same amount emitted by the average car each winter. ²
Detail:	Look to negotiate buying green energy when electric contracts come up for renewal, subject to advice from our energy procurement provider.
Rationale:	It is recommended to look at the purchase of green energy for our sites which will give us a green ethic. However with demand outstripping supply, there are numerous options to look into before procuring this option. With all but one of the six major utility companies unable to provide this product at present due to high demand. Unit rates for green energy at present are at a premium.
Risks:	Availability and costs involved.
Next steps:	Implement the measure. Start Date ongoing. Corporate Area – Finance & Resources.

¹ Carbon Trust Report Energy Management and Opportunities Assessment for South Kesteven District Council July 2007

² http://green.energyhelpline.com/xhl/page_a.aspx?ref=ghl_CO2facts

EWP 2	Develop an energy usage database to provide more accurate information on energy usage of our buildings
Target completion:	April 2010
Potential CO ₂ savings	None from database, but use of database up to 10% saving ¹
Detail:	To install monitoring and targeting software for our sites, look at how to procure software database from annual contract or ownership
Rationale:	To be able to monitor our energy usage at initially our 8 major sites so we can identify where energy is being used inefficiently and at what times. To implement targets and set alarms to raise awareness of problem areas within the software.
Risks:	Few risks foreseen possible ongoing costs of software updates
Next steps:	Implement the measure. Start date : April 2009. Corporate Area – Finance & Resources.

¹ Carbon Trust Report, July 2007 attached as Appendix 1

EWP 3	Promote reduced use of energy across the organization by induction training for new starters, Energy Champions in each section & by raising general awareness via posters etc
Target completion:	Ongoing
Potential CO ₂ savings	Survey of I.T ¹ within main offices found that: <ul style="list-style-type: none"> ▪ 18% computers left on ▪ 4.18% display screens left on ▪ 32.15% display screens on standby
Detail:	To raise awareness of energy efficiency across the Authority as a whole Invite staff from all sites to give energy saving suggestions To have energy champions in each section or on site To have regular meetings on suggestions given by staff so champions can inform there various areas. Look to benchmark data from energy initiatives
Rationale:	Because the activities and occupation of the buildings a significant energy saving measure will result from personal initiatives, so having enthusiastic members of staff to be energy champions who can create interest in reducing energy usage is a proven method to involve others.
Risks:	This needs to be an ongoing action and making sure if energy champions leave they are replaced
Next steps:	Implement the measure. Start Date: November 2008 Corporate Area – Corporate and Customer services

¹Survey of 566 appliances surveyed in July 2006

EWP 4	Investigate the feasibility of installing solar panels and photovoltaic panels to assist main energy source and lower CO₂ produced.
Target completion:	Sept 2009
Potential CO ₂ savings	none by investigation, For larger households (4-5people), it may be necessary to fit a larger solar installation 30-40tubes to get the same percentage of hot water requirements, but even if a smaller system is fitted, every kWh produced will save 1 kWh of fossil fuels, and 0.5kg of CO ₂ emission ¹ ...
Detail:	Source information on the various types of panels available Locate areas on sites where this technology can be installed Look at companies who provide and install panels Source grant funding availability
Rationale:	The main offices over a very good site to install this technology.
Risks:	No risks are foreseen
Next steps:	Implement the measure. Start Date: January 2009 Corporate Area – Finance & Resources.

¹ navitron.org.uk

EWP 5	Agree energy and water monitoring arrangements and reduction targets with new leisure centre contractor
Target completion:	Reduction of 20% by 2013 in house target
Potential CO ₂ savings	20% by 2013
Detail:	Negotiate within new leisure contract
Rationale:	As our leisure centres are some of our largest users of energy we need to make sure that they are as efficient as possible. Reduction targets have been included and are in line with our own in house CO ₂ reduction of 20% by 2013
Risks:	No risk foreseen
Next steps:	Implement the measure. Start Date: commencement of contract

	Corporate Area – Finance & Resources.
EWP 6	Promote reduced use of paper by revising printing arrangements, increased use of duplex printing and electronic record keeping
Target completion:	20% reduction by March 2010
Potential CO ₂ savings	The Council uses approximately 5.5 million sheets of paper in an average year. We aim to reduce this by 20% which will have a significant saving on CO ₂
Detail:	Look to remove single type printers from individual workstations,
Rationale:	To save paper and printer consumables
Risks:	Capacity of IT resources and budgetary requirements
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Finance & Resources/Partnerships and Organisational Improvement

EWP 7	Promote sustainable use of water
Target completion:	April 2010
Potential CO ₂ savings	None from promoting this action
Detail:	To minimise water usage of potable and sewerage supply
Rationale:	Reducing water wastage
Risks:	Capital cost for installation and plumbing
Next steps:	Implement the measure. Start Date: November 2008 Corporate Area – Finance & Resources.

EWP 8	Change drinking water fountains to mains feed type
Target completion:	April 2009
Potential CO ₂ savings	The Council consumes approximately 1,000 bottles of water per year. It takes 3 times as much water to make the plastic container as it does to fill it with water ¹ . Changing to mains fed water supplied coolers will save CO ₂ in terms of the manufacture of plastic, mileage made in weekly deliveries, and the eventual disposal of the plastic bottles. Currently there are 200,000 tonnes of CO ₂ produced by the bottled water industry per year ² .
Detail:	Replacement of bottled water coolers to mains water
Rationale:	To minimise the manufacture, transport and collection of plastic bottles.
Risks:	Installation costs
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Finance & Resources.

¹source: bottledwaterblues.com.

²source: timesonline.co.uk)

Transport & Commute

T1	Review procurement specification, usage and management of pool cars to reduce environmental impact
Target completion:	April 2009
Potential CO ₂ savings	None from the review, but the outcome of the review will have an impact which can then be calculated
Detail:	Ensure the staff can meet work requirements in the most environmentally efficient way, with fuel efficient vehicles, car sharing, working from home, and smart route planning.
Rationale:	To reduce carbon emissions and cost of pool car fleet
Risks:	Costs of fuel efficient vehicles, maintenance and availability of fuel types.
Next steps:	Implement the measure. Start Date: September 2008 Corporate Area – Healthy Environment.

T2	Develop a “Green Travel Plan” for employees discouraging unnecessary travel and encouraging more use of less damaging alternatives
Target completion:	April 2010
Potential CO ₂ savings	"Often over 25% of a company's carbon footprint can be attributed to travel. <i>After (reducing) just 4 half-mile return trips you will have saved 1kg of CO₂</i> ¹ ."
Detail:	To champion alternative travel arrangements for employees
Rationale:	To reduce the carbon burden from commuting and business miles.
Risks:	IT resources for communication, changes to work habits
Next steps:	Implement the measure. Start Date: January 2009 Corporate Area – Healthy Environment.

¹. Sue Welland, Founder & Creative Director The Carbon Neutral Company

T3	Review facilities available for cyclists
Target completion:	April 2010
Potential CO ₂ savings	Minimal CO ₂ savings are expected but will assist in promoting the healthier lifestyle agenda <i>A 35 year old man cycling 12 miles a day extends his life expectancy by two and a half years compared with someone who takes no exercise</i> ¹ .
Detail:	Review cycling arrangements for employees for commuting and local business travel.
Rationale:	To encourage cycling to reduce car usage on local journeys
Risks:	low take up
Next steps:	Implement the measure. Start Date: January 2009 Corporate Area – Healthy Environment.

¹. Push Bikes Campaign

T4	Optimise use of home/remote working to reduce the number of miles travelled to and from work
Target completion:	March 2012
Potential CO ₂ savings	Transport is the fastest growing source of greenhouse gas emissions, and commuter and business travel constitute nearly 40% of miles driven by car. An effective travel plan can reduce commuter car travel by 10 - 30%. ¹
Detail:	To review policy and operational arrangements to enable home or remote working
Rationale:	To reduce travel and employee overheads
Risks:	IT functionality and capacity
Next steps:	Implement the measure. Start Date: April 2010 Corporate Area – Corporate and Customer Services

¹Director General British Chamber of Commerce

T5	Promote environmentally friendly driving across the Council
Target completion:	Ongoing
Potential CO ₂ savings	Motorists waste 350,000 tonnes of fuel every year by getting lost ¹ .
Detail:	To encourage staff to undertake eco-driving training
Rationale:	Fuel optimisation
Risks:	Staff behaviour change and take up.
Next steps:	Implement the measure. Start Date: September 2008 Corporate Area – Healthy Environment

¹ The Automobile Association (AA)

T6	Review procurement specification for refuse collection and street cleansing fleet
Target completion:	April 2009
Potential CO ₂ savings	None by carrying out the feasibility study. Potential savings by converting to alternative fuels
Detail:	Review existing work done on alternative fuels and explore current options
Rationale:	Increasing fuel costs and potential supply concerns
Risks:	Lack of availability and costs
Next steps:	Implement the measure. Start Date: September 2008 Corporate Area – Healthy Environment

Waste

W1	Include waste recycling to leisure contractor
Target completion:	on commencement of contract
Potential CO ₂ savings	Currently there are no figures available to show the percentage of waste recycled by the leisure contractor. Under the terms of the new contract, recycling is a required function of the contractor and this will be monitored on an ongoing basis.
Detail:	Ensure contractor uses recycling arrangements
Rationale:	To reduce waste to landfill
Risks:	Continuity of monitoring to ensure contract compliance
Next steps:	Implement the measure. Start Date: commencement of contract Corporate Area – Finance & Resources

W2	Monitor and promote staff usage of the recycling system
Target completion:	65% of office waste recycled by March 2009
Potential CO ₂ savings	For 2007/08 the recycling rate was 51.38% with an estimated 51.4 tonnes of refuse being sent to landfill. Recycling 1 tonne of newspaper eliminates 3 cubic metres of landfill ¹ . Recycling causes 35% less water pollution and 74% less air pollution ² .
Detail:	Encourage and promote energy champions within service areas to increase recycling through inter departmental competition
Rationale:	Recycling saves carbon emissions from landfill and incineration and we receive recycling credits.
Risks:	Staff alienation
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Finance & Resources

¹ Sudbury, Jodi B. (1989). *50 Simple things you Can do to Save the Earth*.

² Recycling on the Go

W3	Ensure that all printer, photocopier toner cartridges and mobile phones are being recycled/re-used
Target completion:	Ongoing
Potential CO ₂ savings	Mobile phones that are landfilled (non compliant with WEE regs) lead to discharge of toxic metals such as lithium, cadmium, mercury and lead. Also the plastic part of the phone will not breakdown and rot thus using valuable landfill space. A new mobile phone is sold every minute in the UK. Each new phone leaves a carbon footprint of 32 global square metres – recycling and reusing phones reduces the negative impact they have on the environment. ¹
Detail:	Arrangements to be in place for all printer/photocopier cartridges and mobile phone hardware
Rationale:	compliance with waste legislation (WEEE regs)
Risks:	Availability of suppliers
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Finance & Resources Partnerships and Organisational Improvement

1. emc-recycle.com

W4	Encourage recycling/re-use of all electrical equipment.
Target completion:	Ongoing
Potential CO ₂ savings	In the UK alone more than 1 million tonnes of waste electrical goods are disposed of annually. ¹
Detail:	Encourage the re-use and recycling of redundant equipment
Rationale:	Compliance with waste legislation
Risks:	Storage capacity
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Partnerships and Organisational Improvement

¹ Energy Saving Trust

Sustainable Procurement

BGS1	Promote Sustainable Procurement activity and monitor purchases
Target completion:	Ongoing
Potential CO ₂ savings	Sustainable procurement is about the process of purchasing goods and services that takes into account the social, economic and environmental impact that such purchasing has on people and communities. It is about considering what products are made of, where they have come from, who has made them, how they are transported and how they are eventually disposed of. It may even be about whether the purchase requires to be made at all. Sustainability can be incorporated into the whole procurement process: defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post-contract management and supplier development ¹
Detail:	To build into all council procurement activities a policy to require sustainable outcomes
Rationale:	To benefit the environment and reducing carbon footprint
Risks:	Increased costs, lack of availability
Next steps:	Implement the measure. Start Date: already commenced Corporate Area – Finance & Resources

¹ Solace (Society of local authority Chief Executives and Senior Managers)

BGS2	Ensure that the Asset Management Plan has regard to sustainable construction targets
Target completion:	Ongoing 3 year revisions
Potential CO ₂ savings	Wood products serve to store carbon throughout their lifetime and the amount of carbon stored in products is increasing by about 540 million tons of CO ₂ per year ¹ . The incidence of illegally produced wood is usually estimated at 8-10% of global wood production ² .
Detail:	To ensure current and new project build incorporate sustainable practices and materials
Rationale:	To lead by example
Risks	Increased costs and public acceptance of change
Next steps:	Implement the measure. Start Date: April 2008 Corporate Area – Finance & Resources

¹ NCASI 2007)

² www.sustainableforestprods.org

Agenda Item 5

REPORT TO CABINET

REPORT OF: Economic Development Portfolio Holder

REPORT NO: PLA 784

DATE: 5th October 2009

TITLE:	East Midlands Regional Plan: Partial Review Options Consultation	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Frances Cartwright Economic Development Portfolio Holder	
CONTACT OFFICER:	Karen Sinclair, Planning Policy Service Manager 01476 406438 k.sinclair@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required: No
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS:	Cabinet Report PLA503 dated 6 th June 2005 Cabinet Report PLA629 dated 4 th December 2006 Cabinet Report PLA723 dated 6 th October 2008 Communities PDG Report PLA** dated 17 th September 2009	

1. RECOMMENDATION

That, subject to any additional comments the Cabinet may make, the response to the East Midlands Regional Plan Options Consultation, as set out in the report, be forwarded to the East Midlands Regional Assembly.

2. PURPOSE OF THE REPORT

- 2.1 To give members the opportunity to consider a response to the East Midlands Regional Plan (EMRP) Partial Review Options Consultation. The deadline for the receipt of representations is the 6th October.
- 2.2 The full Options document and supporting evidence base can be found on the Regional Assembly's (EMRA) website (<http://www.emra.gov.uk/partial-review>).
- 2.3 The EMRP does not directly relate to the Council's priorities. However, as Local Development Framework (LDF) documents are required to be in general conformity with the Regional Plan, it will have a strong influence on how the

Council's planning policies are shaped in the future and will, therefore, indirectly have an impact on the Quality Living and Good for Business priority themes.

3. DETAILS OF REPORT

- 3.1 The EMRP was adopted in March 2009 and provides a broad development strategy for the period to 2026. The Government has asked the East Midlands Regional Assembly (EMRA) to undertake a further partial review focusing on housing, transport and climate change. The partial review must also be seen in the context of the move to a Single Regional Strategy (SRS). The partial review, therefore, can be seen as the first stage of developing the SRS around which the economic strands will be wrapped.
- 3.2 The primary focus of the Options consultation is on meeting future housing provision but the consultation also covers the following issues:
- approaches to setting affordable housing targets beyond 2021
 - HMA based transport outcomes and challenges to be met
 - low carbon and renewable energy generation
 - apportionment of aggregates extraction by county up to 2021
- 3.3 For each of these issues, the consultation document sets out a range of options and questions. The most relevant together with a recommended response is set out below.
- 3.4 The Communities Policy Development Group (PDG) considered a report on the Options consultation at their meeting on the 17th September. The comments of the PDG are, where appropriate, referred to in the following paragraphs.

Housing Provision

- 3.5 In terms of new housing provision, the Partial Review focuses on the post 2021 period. This, it is felt, will enable the Region to plan in a realistic way for economic recovery and longer term housing growth whilst also allowing local planning authorities to concentrate on preparing LDF Core Strategies in the short term based on the current EMRP.
- 3.6 The options take account of the most recent 2006 based household projections, which indicate that the East Midlands will be the fastest growing Region in England and should be planning to provide for some 28,000 new homes per year, a significant increase compared with previous projections. However, the scale of growth will be different in different parts of the East Midlands: it is estimated that household growth higher than the regional average is likely in Lincolnshire.
- 3.7 It should also be noted that at this time, there are no proposed housing numbers: the logic behind this being that people tend to get fixated on the pure numbers as opposed to the strategy underpinning them and it is the latter EMRA want to focus on at this stage. It is expected, however, these will be set during the next stage of development of the plan when it is likely that there will be an indicative figure of District housing numbers put forward, with a strong steer on how that development should be spatially located.

- 3.8 The Options consultation document asks the question whether further evidence can be provided regarding demographics, migration or affordability that would inform the partial review and assumptions on housing provision. At this stage no additional evidence at a local level is considered to be available and it is recommended that EMRA be advised of this.

Affordable Housing Needs

- 3.9 Regional Plans are required by national planning policy to include affordable housing targets. With the Options consultation focusing on housing provision post 2021, three approaches for developing affordable housing targets beyond 2021 are put forward, namely:
1. Extend current approach: commission updated indicative targets consistent with current Regional Plan
 2. Apply a needs based approach to set targets: this could measure the affordable housing requirement per 1,000 households to determine targets
 3. Take an evidence based approach: revise policy to enable local planning authorities to develop shorter-term targets.
- 3.10 Of the three suggested options, it is recommended that the third option be identified as the preferred option. It is considered to offer the greatest flexibility to local authorities, enabling a range of documents prepared as part of the LDF evidence base to be utilised in setting targets including the conclusions of the most up to date Housing Market Area Assessment, other economic assessments and viability studies.

Spatial Development Options

- 3.11 For the Peterborough Partial Housing Market Area (HMA) there are three policy options put forward.

Option 1: Continue with the current strategy of focusing development and regeneration in and adjoining the Sub-Regional Centre of Grantham

- 3.12 This option would extend the current strategy, although on the basis of the diagrammatic interpretation it seems to suggest a potential scale of development in Market Deeping contrary to the existing EMRP strategy. Given that the current EMRP strategy forms the basis for the spatial housing distribution in the Submission Core Strategy, this approach is already supported locally, although of course the Core Strategy has not yet been found sound. It is also important to note that as an approach the strategy has not had sufficient time to be tested: without further work being undertaken around environmental impacts and infrastructure capacity it is not clear whether it would be workable in the longer term. The provision of adequate infrastructure in a timely manner to support growth was raised by the Communities PDG. The potential scale of growth suggested in each of the identified towns could, however, produce a level of development that would enable infrastructure and affordable housing provision to be optimised from the development.

Option 2: Focus the majority of new development at the main public transport nodes

- 3.13 This is a similar approach to Option 1 resulting in similar issues, although with the focus on public transport Stamford would take more growth than Bourne or Market Deeping. However, this option doesn't address the issue of rural public transport and the ability of people to access services, employment etc. in the identified main nodes other than by use of car, which would seem to be contrary to the objective of this option. There would, therefore, need to significant investment in rail and/or bus services together with integrated bus, cycling and walking networks, in order to achieve the modal shift and the benefits that this option seeks to deliver, but viability could be an issue.
- 3.14 The view of the Communities PDG was that Option 2 should be looked at sympathetically.

Option 3: Focus most new development on the Sub-Regional Centre of Grantham to the north and on the City of Peterborough to the south

- 3.15 This option proposes that part of the housing need of the HMA be met in another region (East of England), which would require cross boundary regional agreement. It also assumes that Peterborough would be able and willing to accommodate the additional growth, although the East of England Regional Plan is currently being reviewed, to a similar timetable to the EMRP, which would enable this option to be considered, if appropriate, as both Regional Plans move forward.
- 3.16 Under the third option the scale of development in Grantham may be increased significantly over that envisaged by the current strategy, which would require a step change in investment and delivery over and beyond that required to deliver the current strategy. There would also be environmental impacts on Grantham arising from this option, which would need to be addressed. With the focus for growth in Peterborough to the south of the HMA, this option may lead to further unsustainable commuting patterns as it presumes that people who work in Peterborough would also want to live there rather than the smaller market towns and rural areas. Limiting development in the smaller market towns could also affect their vitality and viability if economic activity and service provision were focused elsewhere and more limited housing development could lead to an increased difficulty in accessing local affordable housing in some towns.
- 3.17 The Options consultation document asks for comments on which of the three spatial planning and development options would best meet the needs of the Peterborough Partial HMA or whether any other options should be considered.
- 3.18 All three options, to varying degrees, focus growth on Grantham. This is to be supported, as it is likely to be required in the longer term in order for Grantham to continue to grow and function as a sub regional centre. However, any preferred option should also seek to meet the needs of the District's other towns and provide a level of growth that compliments their role and enables them to continue to meet their own needs and those of the surrounding hinterlands. For these reasons it is recommended that, at this stage, the first option, which proposes the continuation of the current strategy, be supported.

- 3.19 Whilst the Options consultation makes reference to the need for the economic base of some towns to expand to ensure further out-commuting is not promoted, the economic policies of the EMRP are not being reviewed at the same time. There will be a need to ensure, therefore, that the economic implications of the chosen option can be adequately managed through the existing economic policies and it is recommended that the EMRA be advised that this aspect should be fully addressed in identifying the preferred option to be taken forward.
- 3.20 None of the three options makes explicit reference to the housing needs of rural communities. It is recommended, therefore, that EMRA be advised that limited rural growth to sustain rural communities and meet local needs should be provided for and that this should be explicitly referenced as part of the partial review.
- 3.21 All responses to the Options consultation are due to be reported to the Joint Planning Board on the 23rd November 2009 and will be used to inform the drafting of the revised EMRP. This is due to be submitted to the Secretary of State in March 2010 at which time there will be the opportunity to make further comments. It is anticipated that any changes to the EMRP will be published in early 2011, following the Examination in Public.

4. OTHER OPTIONS CONSIDERED

- 4.1 Do not comment on the Options Consultation – it is considered that this would be inappropriate because it would neglect an opportunity to have an input into policies that will shape the spatial development of the District up to 2031.

5. RESOURCE IMPLICATIONS

- 5.1 There are no resources implications at this stage other than officer time in responding to the consultation document, which can be accommodated within the existing planning policy work programme.

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

- 6.1 None identified.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

- 7.1 This is the responsibility of EMRA.

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 proposed responses to the consultation are included in the body of the report. It is appropriate that Members should be asked to comment on the proposed response.

Agenda Item 6

REPORT TO CABINET

REPORT OF: Cllr Frances Cartwright – Economic Development

REPORT NO: AFM0082

DATE: 05th October 2009

TITLE:	Addition to the South Kesteven District Council Off Street Parking Places Order 2002	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	NON KEY	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	CLLR FRANCES CARTWRIGHT – ECONOMIC DEVELOPMENT	
CONTACT OFFICER:	L.Banner – Service Manager Asset and Facilities	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required:
Equality and Diversity	N/A	N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATIONS

It is recommended:

- That Cabinet approve the proposed South Kesteven District Council Off-Street Parking Places Order 2009, as attached to this report as the Appendix, for consultation and ;
- Provided no relevant objections are received, recommends to Council, the making of the Order set out in the Appendix.

2. PURPOSE OF THE REPORT/DECISION REQUIRED

This report outlines the proposals for making a new additional Off-Street Parking Places order 2009 relating to Grantham non-pay and display off-street parking, in addition to the 2002 order which covers pay and display car parks in Grantham, and Stamford. The purpose of the proposed order is to prevent the misuse of the Councils car parks in Grantham, which are not Pay and Display. South Kesteven District Council owns five parking areas outside the town centre: Arnofield, Wyndham Park, Dysart Park and two car parks on Trent Road being the Meres Leisure Centre and the Rose and Castle Public House, which will be subject to the new order. These parking areas are for the use of the public visiting the amenity. In recent times some users of these amenities have been unable to park due to other people trading goods and vehicles from these car parks. The introduction of a new Off Street Parking Places Order would give the Council the authority to stop such action by issuing a notice

prohibiting such use and removing vehicles which are left at the car parks for a period of time.

The Council has power to make a car parking order under the Road Traffic Regulation Act 1984. The process for making a new order requires extensive consultation and consideration of objections before any order can be ratified by Council.

This report contributes to the priority theme Quality Living and Quality Organisation.

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

It is recommended that the making of a new South Kesteven District Council Off-Street Parking Places Order will prevent use of non-pay and display car parks in Grantham for any other use other than time limited car parking. The order will mean that the land at Trent Road, Arnoldfield, Wyndham Park and Dysart Road can only be used as specified within the order, which includes not using a vehicle in connection with the sale of any article or vehicle; not sleeping, camping or cooking; not parking caravans, heavy goods vehicles or trailers and not making noise disturbance. These are just some of the impositions, that if breached will give the Council the right to take action. Such action will include removing the vehicle from the parking place and gaining access by the use of reasonable force.

4. OTHER OPTIONS CONSIDERED

Other options considered and tried included the Police verbally communicating with the people misusing the car parks and written communication with the people involved. Despite both the options being carried out, there are still recurrent problems. Possession action against the vehicle owners selling their vehicle has also been taken; nevertheless, Possession action can only be taken against the registered owner. The registered owner is not the person operating the car sales. Once proceedings have been started the vehicle has been sold or moved from the Council land and different vehicles are put in their place. Possession action in respect of each vehicle will be costly and is not an effective remedy.

The DVLA have been contacted to pursue un-taxed vehicles. Although the DVLA have recently acquired powers to impound untaxed vehicles found both on and off the highway, they have been unable to take any action in respect of the car parks referred to in this report. In any event some of the vehicles being left on Council car parks are taxed.

5. RESOURCE IMPLICATIONS

Full consultation will be carried out in the form of advertisement and notices to the public. The enforcement of any order made will have resource implications for the Council in respect of officer time, vehicle removal and storage costs. Although every effort will be made to pursue the vehicle owner for those costs. This cost recovery cannot be guaranteed.

6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA

QUALITY)

Risk

The main risk to the Council is the health and safety implications, which are detailed below.

Health and Safety

Considerations are taken into account regarding the health and safety of those imposing the order and all necessary risk assessments will be carried out.

Data Quality

Every effort is undertaken to ensure rigid data quality checks are carried out.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

As referred to on page 1 of this report.

8. CRIME AND DISORDER IMPLICATIONS

There are crime and disorder implications owing to the nature of the problem; however, these should be mitigated through the introduction of the new order.

9. COMMENTS OF SECTION 151 OFFICER

The proposals contained in the report will enable the Council to undertake enforcement action where necessary as part of its car parking management responsibility. Any enforcement action will need to be undertaken within existing budgetary provision and should complement existing enforcement control measures on the pay and display car parks.

10. COMMENTS OF MONITORING OFFICER

The matter of a new off-street car parking order was considered by the Communities Policy Development Committee at its meeting on the 14th May 2009. The Committee endorsed and recommended to Cabinet the making of the new order as detailed in this report. An issue relating to the use of Wyndham Park car park was raised in that Wyndham Nursery staff use the Council car park for staff parking. It is unlikely that the proposed order as drafted will affect that use.

The Council is unable to vary the existing 2002 order as it is not proposed to use the car parks referred to in the proposed order as pay and display car parks. The provisions of the proposed new order are, with the exception of the prohibition on sale of vehicles, contained in the existing order.

The proposed new order relates to non pay and display car parks in Grantham only and in no other town in the district.

SOUTH KESTEVEN DISTRICT COUNCIL

(OFF- STREET PARKING PLACES) ORDER 2009

South Kesteven District Council (“the Council”) in exercise of their powers under Section 35 of the Road Traffic Regulation Act 1984 (as amended) (“the Act”) and of part IV of Schedule 9 of the Act and of all other enabling powers and with the consent of the Lincolnshire County Council given under Section 39 (3) of the Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act and in compliance with regulations made under the Act hereby make the following Order:-

PART I – GENERAL

1. This Order is made on the * and will come into effect on the * and may be cited as the South Kesteven District Council (Off-Street Parking Places) Order 2009
2. This Order does not revoke the South Kesteven District Council (Off-Street Parking Places) Order 2002 as varied by the 2006 Order and is made in addition to that Order
3. (1) Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order and any reference in this Order to “the Schedule” is a reference to the Schedule to this Order

(2) In this Order – except where the context otherwise requires – the following expressions shall have the meanings hereby respectively assigned to them:-

“driver” – in relation to a vehicle left in a parking place means the person driving the vehicle at the time it was left in the parking place subject to the provisions of paragraphs (3) and (4) of this

Article and shall have the same meaning assigned to it by Section 142(1) of the 1984 Act

“owner” – means the person by whom the vehicle is kept and for the purposes of this Order it shall be presumed that the owner was the person in whose name the vehicle was at the relevant time registered under the provisions of the Vehicle Excise and Registration Act 1994 and “registered keeper” shall be construed accordingly

“parking attendant” – means the officer appointed by or on behalf of the Council to supervise the parking places

“parking bay” – means the area of a parking place which is provided for the leaving of the vehicle and indicated by markings on the surface of the parking place

“parking place” – means any area of land specified in column 1 of Part I of the Schedule provided by the Council in pursuance of Section 32 (1) of the Act for use as a parking place

“vehicle” - means any motor vehicle that is either a motor car or a light goods vehicle with or without a trailer attached or a solo motorcycle with a sidecar attached

- (3) Subject to paragraph (4) of this Article for the purposes of the institution of proceedings under Section 35(A) of the Act against the driver of the vehicle as the person(s) responsible for an alleged breach of the Order it shall be conclusively presumed that the registered keeper of the vehicle was the driver of that vehicle at the relevant time and accordingly that acts or omissions of the driver of the vehicle were the acts or omissions of the registered keeper PROVIDED THAT if the registered keeper is not an individual or company having independent legal identity and status

or is otherwise a partnership or firm, it shall be conclusively presumed that any partner or promoter of such registered keeper was the driver of that vehicle at the relevant time

- (4) The presumption in paragraph (3) of this Article shall not apply if it is proved at the time of the alleged breach that the vehicle was in the possession of some other person or that the person against whom proceedings under Section 35(A) of the Act have been instituted was not the registered keeper or owner at the time of the alleged breach or was not a partner or a promoter of the registered keeper
- (5) The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament

PART II – USE OF PARKING PLACES

Use of land and parking places

- 4. (1) Each area of land specified by name in Part 1 of Schedule 1 may only be used subject to the following provisions of this Order as a parking place for such class or classes of vehicles in such positions on such days and during such hours as are specified in relation to Part 2 of Schedule 1
- (2) (i) Where in Part I of the Schedule a parking place is described as available for vehicles of a specified class or in a specified position the driver of a vehicle shall not permit it to wait in that parking place unless it is of the class and in the position so specified
- (ii) Where within a parking place there is a surface marking of lines or hatching or some other marking indicating that waiting or parking is not permitted within or over such lines

hatching or other marking the driver of a vehicle shall not permit it to wait or be parked on such markings but must ensure that it is left wholly within a parking bay so as not to obstruct access to and egress from the parking place or any part thereof for other users or to obstruct the free movement of vehicles using other parking bays within the parking place

5. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place, and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place
6. No person shall use a vehicle, while it is in a parking place, in connection with the sale of any article to persons or the sale of that vehicle or offering or advertising that vehicle for sale to persons in or near the parking place or in connection with the selling or offering or advertising for hire of his skill or service
7. No person shall use any part of a parking place or any vehicle left in a parking place:
 - (a) for sleeping or camping or cooking; or
 - (b) For the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place
8. The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place

9. No person shall in a parking place wantonly shout or otherwise make a loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood
10. No person shall in a parking place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace and whereby a breach of the peace is likely to be occasioned
11. Where in a parking place signs are erected or surface markings are laid for the purpose of:-
 - (a) indicating the entrance to or exit from the parking place, or
 - (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place;

no person shall drive or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or (ii) in a direction other than so specified
12. No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a parking place or any part of any car park to which this Order relates for any purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place
13. No person shall permit the vehicle to remain continuously in a parking place for a period of more than forty eight (48) hours without the express written permission of the Council

14. Caravans shall not be permitted to wait in any parking place at any time without the express written permission of the Council
15. Heavy goods vehicles shall not be permitted to wait in any parking place at any time without the express written permission of the Council
16. Trailers that are not attached to a vehicle shall not be permitted to wait in any parking place at any time without the express written permission of the Council
17. In a parking place no person shall:-
 - (a) erect or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council;
 - (b) light or cause or permit to be lit any fire
 - (c) drive a vehicle above the speed of ten miles per hour or for driving around such parking place unnecessarily for driving recklessly erratically dangerously or for any game or sport involving motor vehicles or motor sport motor rally or motor trial
 - (d) place a skip or similar storage receptacles or for the storing of goods rubbish or waste of any description howsoever short or long the period without the express written permission of the Council
 - (e) commit any criminal offence
18. Save as provided in Article 19 of this Order, no person shall cause or permit any vehicle to wait at any time on any carriageway giving access to or egress from a parking place

19. Nothing in Article 18 of this Order shall prevent a person from causing or permitting a vehicle to wait on any such carriageway as is mentioned therein for as long as may be necessary:-
- (a) if the vehicle is waiting, owing to the driving being prevented from proceeding by circumstances beyond his control or such waiting as is necessary to prevent an accident;
 - (b) if the vehicle is a fire engine or ambulance or any vehicle in the service of the local authority or police force being used in either case in pursuance of statutory powers or duties
20. Any vehicle using or remaining in the parking place shall be at the owner's or driver's risk and the Council, or its agents, officers or employees shall not be liable for loss or damage to it or its contents or accessories howsoever arising
21. For the purpose of meeting the requirements of any provision of this Order, a person so authorised on behalf of the Council or a police constable in uniform, if having reasonable grounds to do so, may stop and require a driver of the vehicle to give his or her name and address and also the name and address of the owner of the vehicle
22. The Council may at its complete discretion and without prior notice having been given, suspend the use of any parking place covered by this Order

Removal of vehicle from parking place

23. (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of this Order, a person authorised by the Council may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provisions

- (2) If a vehicle is left in a parking place in contravention of any of the provisions of this Order a person authorised by the Council may remove the vehicle from that parking place or arrange for such removal
- (3) For the purpose of meeting the requirements of any emergency, a person authorised by the Council or a police constable in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place
- (4) The Council may for the purpose of altering or causing to be altered the position of any such vehicle or for the purpose of removing or arranging removal of such vehicle gain access by the use of reasonable force if necessary to such vehicle
- (5) Any person altering, or causing the alteration of, the position of a vehicle by virtue of paragraph (1) of this Article, or removing, or causing the removal of, a vehicle by virtue of paragraph (2) or (3) of this Article, may do so by towing or lifting or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed
- (6) Any person removing or arranging for the removal of a vehicle by virtue of paragraph (2) or (3) of this Article shall make such arrangements as he considers reasonably necessary for the safety of the vehicle in the place to which it is removed
- (7) When a vehicle has been removed in accordance with paragraph (2) or (3) of this Article by towing or lifting or driving the vehicle or in such other manner as he may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed, the costs of removal and for its safe custody shall be the

liability of the driver and in the event that the driver cannot be either identified or traced then the owner shall be liable for such costs

- (8) The cost to be paid to the Council for the removal of a vehicle from the parking place under the provisions of paragraph (7) of this Article is stated in Schedule 2
- (9) The Council or other person shall not be liable for any cost claim demand or liability arising from the exercise of their powers under this Article

PART IV – DISPOSAL OF VEHICLES ABANDONED IN A PARKING PLACE

- 24. The Council may as respects a vehicle which has been, or could at any time be, removed from a parking place in pursuance of Article 23 of this Order, if it appears to them to have been abandoned, sell or otherwise dispose of the vehicle. Provided that the power of disposal conferred by this Article shall not be exercisable in the case of a vehicle unless there have been taken by the Council such of the following steps as are applicable to the vehicle and there has elapsed a period of six weeks beginning with the taking of the first of those steps
- 25. (1) Subject to the provisions of Article 35 of this Order, where a vehicle carries a registration mark issued under the Vehicle Excise and Registration Act 1994 the Council shall apply in writing to the Driver and Vehicle Licensing Agency enquiring who it appears may be the owner of the vehicle and the address of that person
- (2) Where the Council act under this Article the first step for the purposes of the last and next succeeding Article shall be taken to be the sending of the notice mentioned in Article 30

26. The Council shall, where they are by virtue of the last preceding Article aware of the name and address of a person who it appears may be the owner of the vehicle, send a notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the vehicle (which shall be sufficiently described in the notice) on or after a specified date (which shall not be less than two weeks from the date of the notice and in any event not earlier than six weeks from the date of the first step taken by the Council under this part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said notice, or from such place as may be subsequently notified in writing by the Council to that person
27. If any person to whom a notice is sent in accordance with the last preceding Article informs the Council of the name and address of some other person whom he alleges may be the owner of the vehicle a notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the notice to the said other person be led to believe may be the owner of the vehicle
28. Subject to the provisions of Article 31 of this Order, where a vehicle does not carry a registration mark issued under the Vehicle Excise and Registration Act 1994, the first step to be taken by the Council shall be to apply in writing to the Chief Officer of the Police in whose area the parking place is from which the vehicle has been, or could at any time be, removed in pursuance of this Order inquiring who that officer considers is the owner of the vehicle and the address of that person
29. If, after steps have been taken under the foregoing provisions of this Part of this Order, a vehicle is not claimed, the Council shall make further enquiries (if any) as they consider reasonable as to who may be the owner of the vehicle and the address of that person

30. Where by virtue of Article 26 or 27 of this Order, the Council are informed of the name and address of a person who it is considered may be the owner of the vehicle, Articles 26 and 27 of this Order as respects the sending of notices shall apply in relation to that person at that address as they apply in relation to the person mentioned in the said Article 26.
31. Nothing in the foregoing provisions of this part of this Order shall require the Council to take any such steps as are therein mentioned for the purpose of inquiring who is the owner of a vehicle to which Article 24 of this Order applies, if they have found a person who satisfies them that he is in fact the owner of that vehicle and they have sent him at his address a notice containing the particulars specified in Article 26 of this Order
32. Upon the sale of a vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by them in connection with the disposal thereof and of any charge or payment to which they are entitled as regards the vehicle under Section 102 of the Act.
33. In the event of any such costs incurred by them in connection with the disposal of the vehicle not being satisfied by virtue of the last preceding Article, the Council may recoup those costs so far as not satisfied from the person who was the last owner of the vehicle before it was removed from the parking place in pursuance of Article 23 of this Order, if that person was sent by the Council a notice under the foregoing provisions of this part of this Order stating the particulars mentioned in Article 26 of this Order
34. Any sum received by the Council on a sale of the vehicle, after deducting any sum applied there out by virtue of Article 32 of this Order, shall be payable within a period of one year from the date of the sale of the vehicle to any person whom, but for such sale the vehicle would have belonged, and insofar as any such sums are not claimed within the said period they shall be paid into the general fund of the Council

35. If the owner of a vehicle which has been or which could at any time have been removed from a parking place in pursuance of Article 23 of this Order, reclaims the vehicle before the Council sells or otherwise disposes of it as provided for by Article 24 of this Order then the Council shall be entitled to recover from such owner any charge or payment to which they are entitled as regards the vehicle under Section 102 of the Act
36. Where under the foregoing provisions of this Part of this Order a notice is required to be, or may be, sent to a person the notice shall be sent by registered post or by the recorded delivery service

SCHEDULE 1

PART I

Each area of land :

Car park at Wyndham Park Hill Avenue Grantham Lincolnshire

Car park at Dysart Park Bridge End Road Grantham Lincolnshire

**Car park at Trent Road adjacent to the Rose and Castle Public House
Grantham Lincolnshire**

**Car park at The Meres Leisure Centre and Sports Stadium on Trent Road
Grantham Lincolnshire**

Car park at Arnoldfield Gonerby Hill Foot Grantham Lincolnshire

See attached plans

SCHEDULE 1

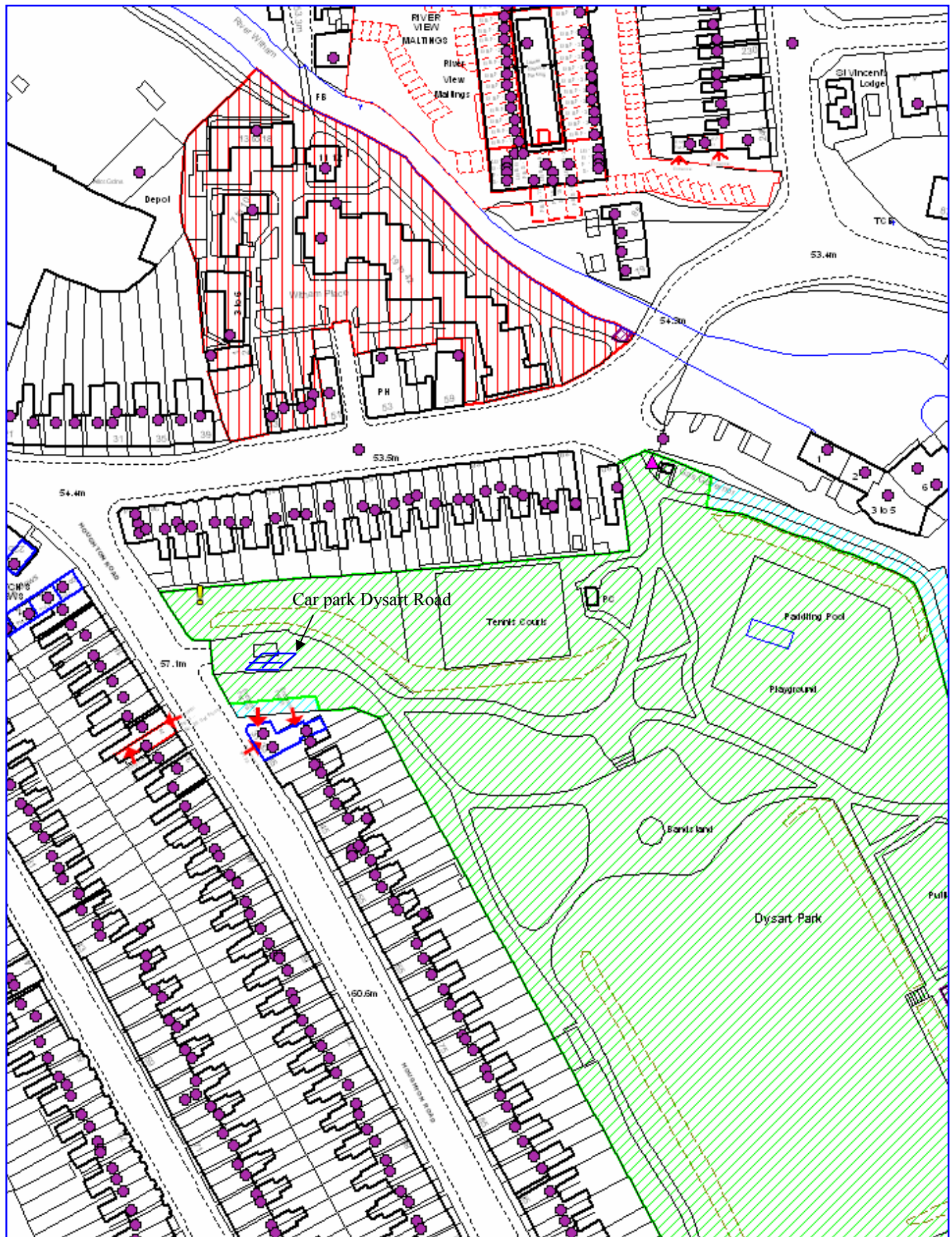
PART II

The days and during such hours as are specified in relation to Part 2 of
Schedule 1

Monday - Sunday (including all bank holidays)

24 hours a day (ie all day)

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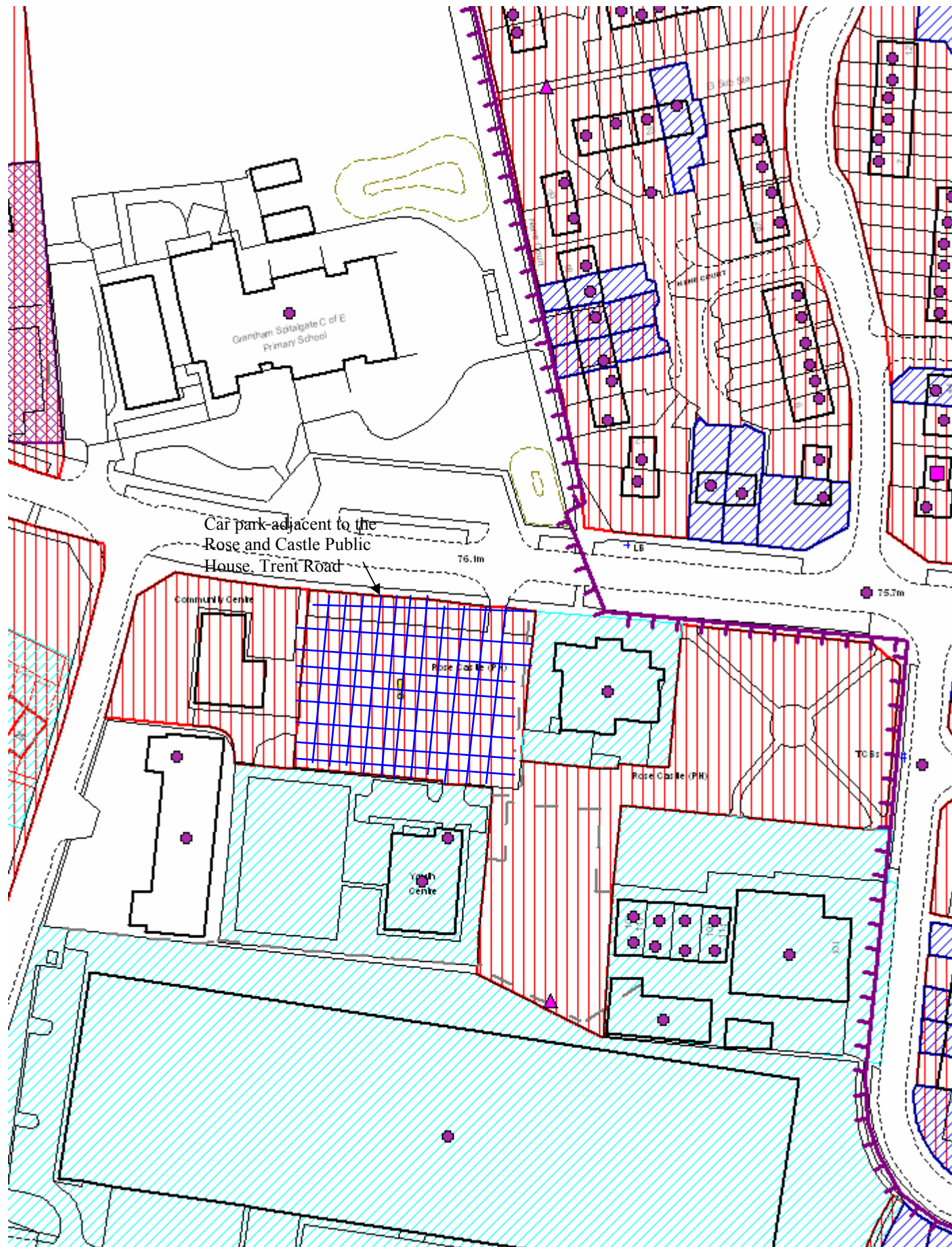
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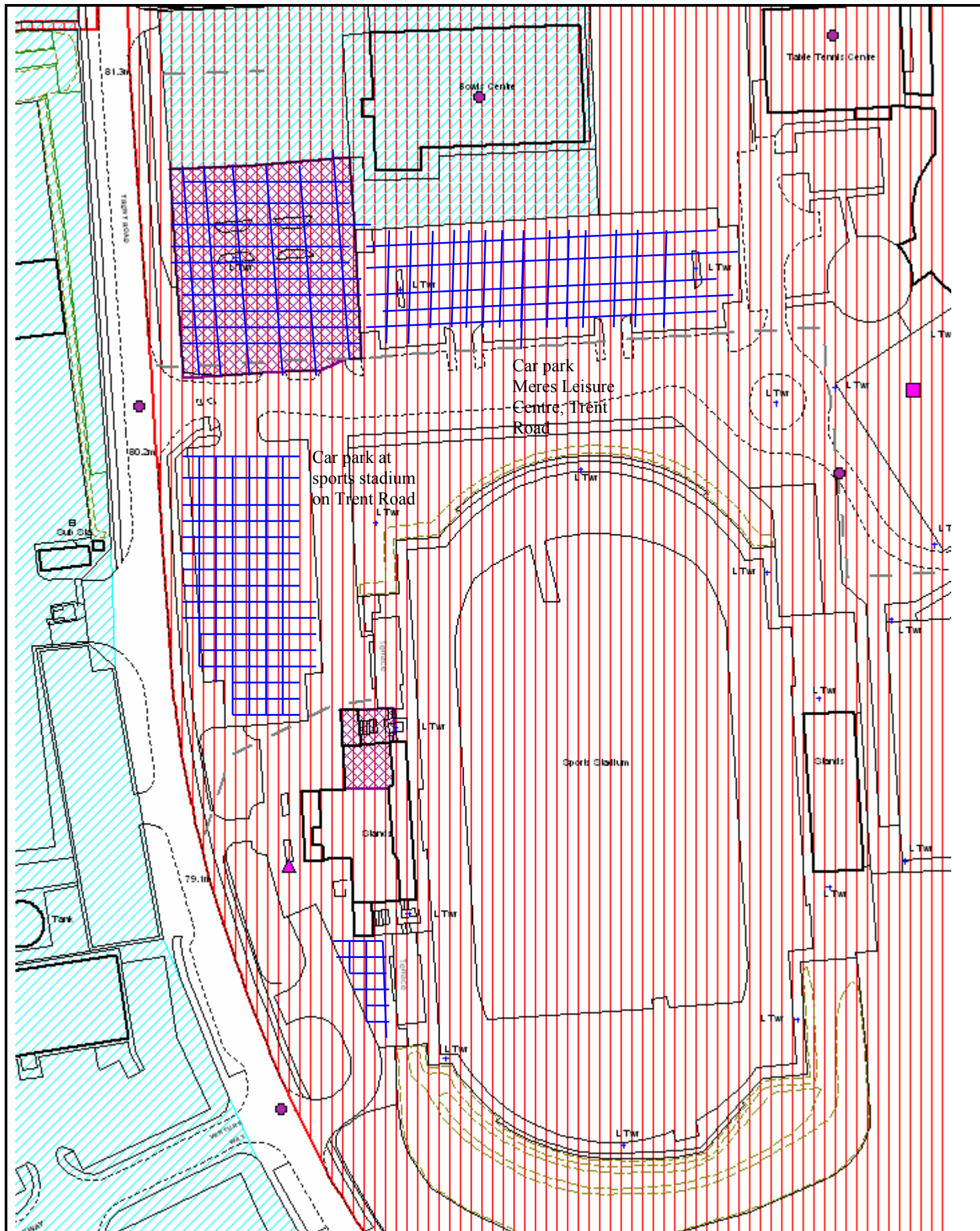
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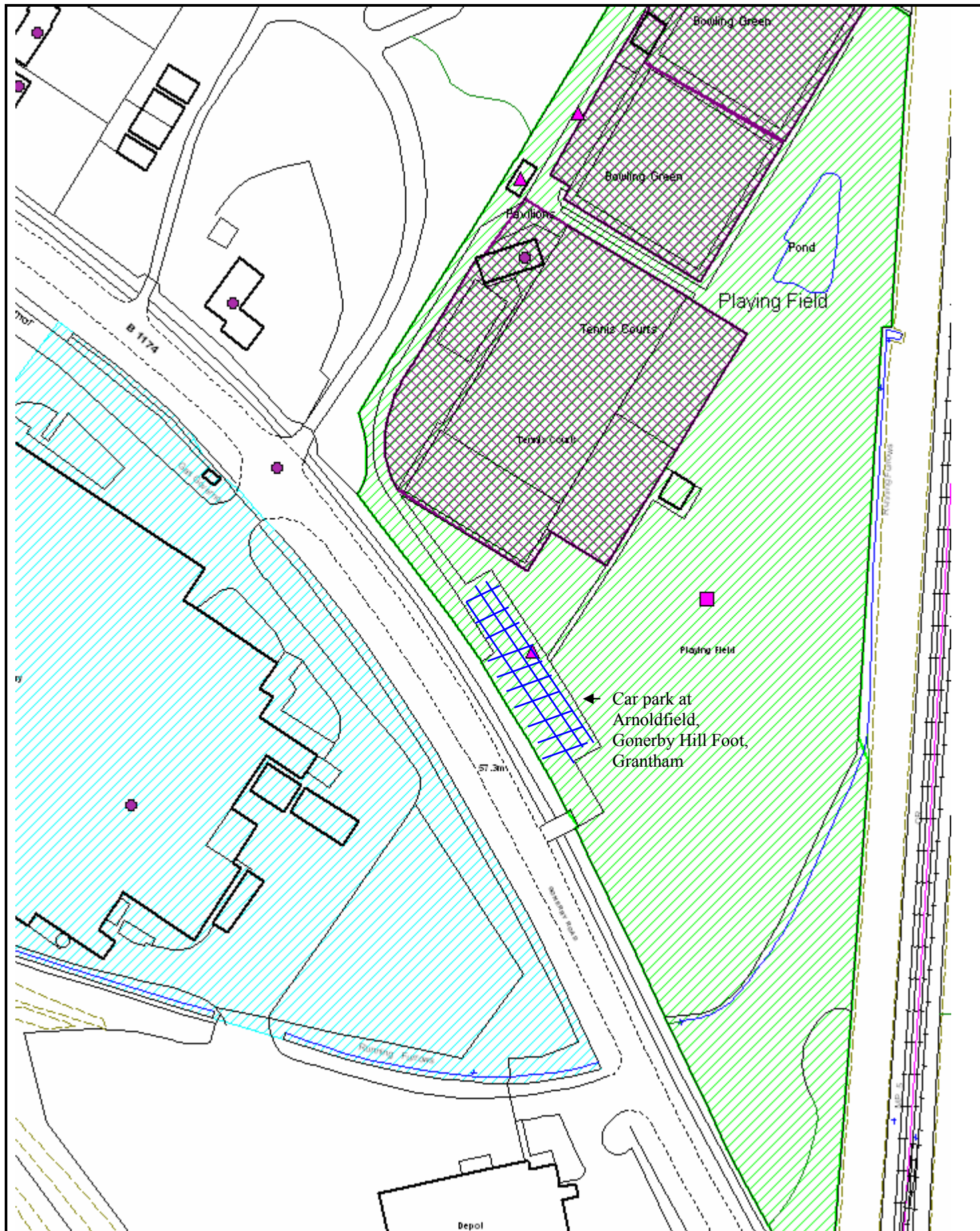
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Agenda Item 7

REPORT TO CABINET

REPORT OF: Councillor Linda Neal, Leader of the Council

REPORT NO: POI 40

DATE: 5th October 2009

TITLE:	The Annual Report 2008/09	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Non Key decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Linda Neal, Leader of the Council	
CONTACT OFFICER:	Fiona Truman/ Deborah Wyles	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required:
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Local Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	Statement of Accounts 2008/09 Performance Management Outturn report 2008/09 Corporate Plan 2008-2011	

1. RECOMMENDATION

It is recommended that the Cabinet:

a) Approve the 2008/09 annual report subject to any minor amendments being agreed by the Leader and the Corporate Head of Partnerships and Improvement.

2. PURPOSE OF THE REPORT

South Kesteven District Council is committed to improving the way in which it communicates financial and performance information to its residents, partners and stakeholders and also to demonstrating that it is a quality organisation. To this end, an annual report has been prepared which details our performance along with financial information for the 2008/09 financial year.

This, together with the summary of accounts and the corporate plan, forms part of a trio of key strategic publications for the authority and builds on the approach adopted last year, where the decision was taken to combine both key financial and performance information in an annual report.

3. DETAILS OF REPORT

The annual report has been produced to communicate information about our priorities, performance and finances in an understandable and accessible way and has been designed to complement the other strategic documents produced by the authority, most notably the corporate plan, in terms of its style, approach and content.

It covers a number of areas including:

- How the council is organised to deliver services
- Our priority themes – customer first, quality living, quality organisation and good for business - and what we plan to do in each of these areas over the next year
- Our achievements during 2008/09: Grantham Growth Point, our Food Hygiene awards system, reviewing services using “lean systems thinking”, working in partnership with housing associations to provide affordable housing, improving our council housing stock, providing adaptations for people with disabilities to enable them to live more independently, making homes warmer and more efficient through the use of “warm front” grants, securing big lottery funding for six play park schemes across the district, being the 4th most improved council in the country for recycling dry recyclables and various community based initiatives delivered through the South Kesteven Local Strategic Partnership.
- What we are doing to minimise our carbon footprint
- A summary of the accounts for 2008/09 and how money has been used to deliver services. It also includes information on our role as a social landlord
- Key measures of performance including performance highlights
- What people can do if they want to get more involved in local democracy
- A glossary

It is intended to distribute the annual report more widely than last year, with hard copies printed on recycled paper being sent to parish councils, libraries, the customer services centre and area offices. It will be made available in c.d format for those who would prefer it in this format and to enable easy distribution to our neighbouring authorities and audit family group. Its availability will be publicised both on the website, SKtoday and in the local press and it will also be available to download from our website.

As part of the Audit Commission’s annual Use of Resources assessment, they specify a number of objectives they expect the council to achieve with respect to external reporting. The annual report has been prepared with due regard for these objectives or Key Lines of Enquiry (KLOE). These include ensuring that the annual report:

- Is timely and provides an objective, balanced and understandable assessment of activities, achievements and financial performance
- Is genuinely accessible and takes account of the needs of users
- Includes environmental and social information with an analysis of the council’s environmental footprint , demonstrating why it has chosen a particular method for measuring its impact on the environment, the reasonableness of the data underpinning it and how it maintains and uses the model

- Reflects the financial information in a user friendly way, in plain English, including a glossary of technical terms and use of charts to show key figures
- Addresses diversity issues in its reporting
- Illustrates who receives services and where money has been spent

Early indications from the audit commission are that the report has been favourably received.

4. OTHER OPTIONS CONSIDERED

Not applicable

5. RESOURCE IMPLICATIONS

Publication and distribution of the Annual Report will be met from within the Council's existing budgets.

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

None identified

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

Not applicable

8. CRIME AND DISORDER IMPLICATIONS

None

9. COMMENTS OF SECTION 151 OFFICER

I welcome the production of the annual report and support the recommendation contained in this report. The annual report demonstrates to all stakeholders how the Council has used its resources to support the delivery of its services and from a governance perspective shows the Council's accountability to the taxpayer. The continuing production of the annual report further strengthens our relationship with the community as evidenced through the Use of Resources assessment framework.

10. COMMENTS OF MONITORING OFFICER

The Corporate Plan was produced for the 3 year period from 2008 to 2011 and approved by Council at it's meeting on the 3rd March 2008. This report looks back over the last year relating to delivery. Although there is no specified form for the report, it relates to the Corporate Plan and is recognised as a requirement for good corporate governance.

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

Not applicable

12. APPENDICES:

Copy of the 2008/09 annual report



DRAFT

Annual Report 2008/09

SHAPING SOUTH KESTEVEN



South Kesteven District Council
STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS

Foreword

by Linda Neal and Beverly Agass



Beverly Agass – Chief Executive and
Councillor Linda Neal – Leader

Welcome to our annual report 2008/09 which looks at our progress over the last year and explains how your money was spent.

Each and every district council across the country has its own identity and here in South Kesteven we are no different. We are very fortunate to live in an area which has great character thanks to our four market towns and close-knit rural communities.

Over 80% of our residents say they like living here and that people get on well together which gives us a firm foundation for the future and one which we want to build on and strengthen in the coming years.

After listening to you we are focussing on four priority themes which shape our work and allow us to concentrate on improving the services which matter most to our customers. That means putting local people at the heart of what we do.

We want to realise major plans to revitalise Grantham and Bourne town centres as well as working in partnership with businesses across the area to help improve the vitality and economy of the whole district.

This has never been more important considering the current economic climate. This year we have had to make some tough choices about funding, while making sure we continue to deliver the services which are important to our customers.

We have started looking at how we can improve what we do from the customer's perspective. This means we can make improvements by understanding the needs of our residents.

In this report there are just a few examples of some of the work we have been doing over the last 12 months. Recycling has been a major success, thanks to your help, and we now recycle more dry-recyclables than any other district in Lincolnshire (fourth most improving in the country). This means that over half of everything which is thrown away is recycled.

The credit crunch has affected people and businesses and in particular the housing market has been hard hit. But despite this, nearly 300 affordable homes have been built in our district – nearly double what was forecast.

However, even with these successes there is always more that can be done. Our aim is to make the best possible use of the money we have to provide the services our customers need. We cannot do this without the full backing of our staff and with their help we can move forward and focus on delivering the best for local people.

We would like to thank everyone who has helped us and worked with us over the last year. We do value the support of our staff, contractors and partner organisations.

Linda Neal

Cllr Linda Neal
Leader, South Kesteven District Council

Beverly Agass

Beverly Agass
Chief Executive

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Introduction

Increasingly South Kesteven is a place where families want to stay and grow. Our population is rising and becoming more diverse so we realise we must support people to become part of an economically active and healthy community.

As well as planning for the future, it is important we look at what has already been achieved. Each year the council monitors its performance and how it uses its resources. The Audit Commission then assesses us by measuring us on the services which are important to our residents.

In this document we summarise some of the 2008/09 performance highlights and consider our successes and challenges for the future.

Our Corporate Plan 2009-2012 outlines our objectives and what we want to achieve over the next three years.

Working with our vision, "to provide brilliant services to our customers", our priorities are encompassed within our four themes, customer first, quality organisation, quality living and good for business.

We are developing each theme and have set ourselves detailed actions to achieve to make our customers feel that they are at the heart of everything we do.

Like you, we are facing tough financial decisions in this difficult economic climate. We are doing our best to deliver improvements while also striving to make efficiency savings and keeping council tax low.

What we aim to deliver in 2009 and 2010

- Improve the accessibility of online transactions and information and increase the amount of self-service available
- Provide convenient customer service facilities in Bourne and Stamford
- Reduce energy and water consumption at home and work by working with our partners to develop a Climate Change Strategy for Lincolnshire
- Further reduce landfill by achieving 58% recycling /composting of household waste
- Make sure people feel safe by working with the police and other agencies to reduce the level of anti-social behaviour in town centres
- Make it easier to access information on our services by redesigning and improving SKDC's website
- Provide on-going training to ensure staff have the skills and knowledge to deliver services 'right first time'
- Help at least 200 existing businesses in SK with information, advice and support for future growth and development
- Agree a development brief for retail sites in Grantham town centre and adjacent to Grantham Station
- Continue to focus on the Bourne Core Area - a redevelopment project on 2 hectares of land in the town centre

The South Kesteven District

South Kesteven is one of the biggest districts in the UK with a population of about 131,000, two thirds of which live in one of our four market towns of Grantham, Bourne, Stamford and The Deepings.

The remaining third live in one of over 80 villages presenting us with a unique challenge: how best to serve the needs of our towns and sparsely populated rural communities.

It borders North Kesteven to the north, South Holland to the east, the unitary authorities of Rutland and Peterborough to the south, and the county of Leicestershire to the west.

SKDC was formed in 1974 by the amalgamation of the borough of Grantham, the borough of Stamford, the South Kesteven rural district and the West Kesteven rural district.

Facts about the district

- Kesteven comes from the old Celtic word meaning wood
- The district covers 365 square miles making it the 31st largest in England
- There are over 55,000 households in South Kesteven, of which over 14,000 are in Grantham, over 8,000 in Stamford, over 5,000 in Bourne and over 5,000 in the Deepings. The remaining are spread across the district
- South Kesteven's population is made up of 64,000 males and 67,000 females. The age category 40-44 is the most populated group across both genders
- The mix of urban and close-knit rural communities set in impressive scenery makes South Kesteven an increasingly attractive place to live and work – hence the speed of the district's growth
- SK's economy continues to expand and diversify. Sectors include manufacturing, engineering, food processing, cold storage, distribution, agriculture, NHS, local government, tourism and the service industry
- Our employers' survey in 2008 captured the views of over 500 local businesses. 64% have been in business more than 10 years, 73% are satisfied with the district as a business location, and 86% have access to the internet with 47% trading online



How the council works

Hundreds of decisions are made by the council every year about the services it provides and how they are paid for. To inform this process councillors sit on a number of committees and groups whose responsibility it is to evaluate all the available information, make recommendations to cabinet and full council, and make decisions when necessary.

The council is one big team made up of more than 600 staff who work side-by-side with 58 democratically-elected councillors.

Political leadership is provided by the councillors elected by residents. Elections are held every four years, the last one being in May 2007.

The councillors in turn elect their own leader who appoints a cabinet which is responsible for the day-to-day operation of the council. Each cabinet member is responsible for a particular area called a portfolio.

The portfolios are access and engagement, strategic partnerships, corporate governance and housing, economic development, healthy environment and resources and assets.

Major items of policy, like the setting of the council budget, are decided by all councillors at the "full council" meeting which members of the public are welcome to attend. Details of the dates and a copy of the agenda papers can be downloaded from the council's website www.southkesteven.gov.uk



Meet the Cabinet: Deputy leader Cllr Paul Carpenter – corporate governance and housing, Cllr Frances Cartwright – economic development, Cllr Mike Taylor – resources and assets, Leader Cllr Linda Neal – strategic partnerships, Cllr John Smith – healthy environment, Cllr Ray Auger – access and engagement

The South Kesteven corporate team

Strategic management



Beverly Agass
Chief Executive



Ian Yates
Strategic Director



Tracey Blackwell
Strategic Director

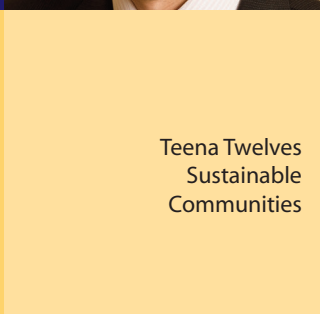
The corporate management team



Richard Wyles
Finance and Customer
Services



Tony Campbell
Tenancy Services



Teena Twelves
Sustainable
Communities



Paul Stokes
Resources and
Organisational
Development



Robert Moreland
Partnership and
Improvements



Themes and actions

Putting our residents at the heart of all we do is the focus of our four priority themes. They allow us to focus on what really matters to local people and businesses to ensure we deliver on the things which are important to them.

Customer first

Making sure our customers are at the heart of everything we do by getting it "right first time" and making it easy to access our services.



What we plan to do

- Introduce an internal training and development programme for all staff to focus on customer service and satisfaction by 2009/10
- Review opening hours at customer service locations across the district to meet customers needs
- Introduce 'mystery shopping' throughout the organisation to improve customer service by 2009/10
- Improve consultation with the help of the Consultation Toolkit and establish a customer panel by 2010
- Capture and measure 'avoidable contact' so customers receive a more efficient service and have greater confidence in us

Quality Living

Create an attractive and sustainable environment for the community to enjoy, with an environment which is green, clean, safe and well maintained.



What we plan to do

- Aim to achieve 58% recycling/composting of household waste by March 2010
- Deliver ongoing information to raise awareness of waste minimisation and the opportunities to re-use and recycle
- Encourage our communities to reduce carbon emissions by raising awareness of energy and water saving measures
- Work with partners to organise events showcasing cultural traditions allowing people from diverse backgrounds to learn more about each other
- Ensure 90% of our streets and public spaces meet or exceed acceptable standards for litter

Quality Organisation

Provide effective access to services and to improve the skills and capacity of the organisation to meet local priorities and deliver excellent services.



What we plan to do

- 77% of our residents said they felt informed about the work of the council back in 2007. We aim to maintain this figure or better if we can
- Redesign and improve the council website to increase the satisfaction of users from the 63% baseline
- Review local area forums to make sure we engage and empower the local community
- Achieve a lower carbon footprint by buying more fuel efficient vehicles and review refuse rounds to reduce carbon emissions. Reduce consumption of paper by 20% by March 2010
- Realise cash efficiency savings of at least 3% each year and publish an annual efficiency plan



Good for business

Work in partnership to promote the growth of local business
and develop the economy in our district.



What we plan to do

- Promote key town centre sites for new retail facilities and high quality office accommodation in Grantham and Bourne
- Work with the local business community to agree a development brief for sites adjacent to Grantham Rail Station by March 2010
- Address low and slow economic growth by attracting and creating new business sectors to increase the average wage for Grantham to over £17,000 and Stamford to over £24,000
- Assist 200 existing businesses with information, advice and support for development by March 2010
- Acquire land for a mixed retail/housing development in Bourne by March 2012

Our achievements over 2008/09



Growth Point makes good progress

A new team set up to help deliver key housing and employment opportunities in Grantham has made "good progress" over the last 12 months.

Simon Wright, who heads the Growth Point team, said the town had received additional funding for 2009/10 and 2010/11 bringing the total amount allocated to over £6 million.

He said: "This clearly demonstrates the commitment of South Kesteven District Council and Lincolnshire County Council to meet the ambitious growth targets set for Grantham to help it become a thriving sub-regional centre. Over the last year we have made good progress in a number of key areas.

"We have covered a lot of ground work on our major projects, including the Station Approach development and the Canal Basin, and a number of feasibility and capacity studies have been completed."

The team also wanted to get the views of it's partners to get them involved in the way the town develops and staged a two day visioning event attended by over 50 delegates from the public and private sector.

Their feedback was included in an updated funding application submitted to Communities and Local Government and guided a number of the Growth Point projects.

Simon, who is a chartered surveyor with a background of working in the public and private sector said: "We have also worked in partnership with Grantham Business Club and Grantham Future to improve the appearance of the town centre which included "window wraps" for vacant shop units and an increased number of floral displays."

Work also began to find sponsors willing to invest in improving a number of prominent town centre roundabouts.

Simon added:

"The achievement of Growth Point status will allow Grantham to strengthen its position as an important regional centre. To do this it must provide a wide range of housing, including affordable housing, and improve the attractiveness of the town centre as a retail destination and a place where people can relax and enjoy their leisure time. Successful delivery of the town's growth agenda will also ensure that it will become a successful business destination where employers can rely on securing a skilled workforce and occupy first class business premises"



Green Businesses win awards

SKDC showed its support for "green values" by sponsoring the Green Business of the Year in the Grantham Journal's Business Awards 2008/09.

Joint winners were Abi Heath, the owner of Grantham's Café Leo, and Grantham College.

Abi introduced a variety of new initiatives including recycling their waste through their own waste disposal provider, sourcing biodegradable cups and unbleached bags and sourcing food from local producers. She said: "We have also created a garden to support wildlife in the town centre by attracting birds and insects. We are in this for the long term; for us, it's more about an ongoing ethic of considering the environmental aspect of decisions and choices we have to make about business."

Grantham College set up an environment and energy committee to involve students and staff in thinking green.

Priorities were to improve the environment, reduce energy use, and reduce the carbon footprint of the college and the community.

The college also secured funding for green improvements to its buildings and was able to buy energy technology teaching equipment, including a hybrid car.

Cllr Frances Cartwright, SKDC portfolio holder, economic development, said: "Both Café Leo and Grantham College managed to demonstrate a commitment to green values in a thoughtful and practical way and they deserved the recognition for their efforts."



Stars are good for business

Good for business means different things to different people.

Carolyn Peet owns the Fryery Café in Grantham and she says having a five star food hygiene award is good for her business.

She said: "Having five stars means so much to us – our customers love it – they know we go the extra mile and put food safety first. We're incredibly proud of our five star status, we've even had T-shirts printed!"

The café is one of over 200 premises in South Kesteven rated five stars in the council's 'Scores on the Doors' food hygiene rating system.

Christian Polzin, a food health and safety officer, carries out inspections at a wide range of premises, from large food processing plants, to restaurants, bars, cafes and even the odd burger bar.

He said: "We have one aim in mind, to keep people safer when they eat. Typically during an inspection we scrutinise every aspect of where and how the food is handled and prepared. At every stage we are looking for evidence of good practice

to ensure the best possible standards of food hygiene and safety.

"At the end we score the premises and give it a food hygiene rating based on the five star system. We encourage those premises who achieve three or more stars to display their certificate and window sticker in a prominent position – it's a great way of showing customers that they really put food safety at the heart of their business."



New way of “thinking” to improve services

A new way of working called “lean systems thinking” has helped us improve the way we deliver council tax, housing benefit, and repairs for our tenants.

Over the last year our teams have taken a fresh look at how we provide services from the customers’ perspective, and how we can improve by doing things differently.

Council Leader Linda Neal, said: “Lean systems thinking really helps us put the customer at the heart of what we do; putting the customer first.

“We re-designed our process for completion of benefits claims which went live in Grantham in January 2009. This involved customers completing their applications directly with the benefits assessor, rather than through a customer

services advisor. This resulted in the number of days to make a new claim going down from 44.5 days to 28.1 days (from the customer’s first contact until completion) and we are still improving! We are now exploring how we can extend this service throughout the district.”

For repairs, the re-design of the service only started in March, but even in this short space of time, we have seen real improvements. Overall, there has been increased productivity and an improved end-to-end time for repairs. Customers asking for help with a repair are currently being visited in an average of 3.5 days.

SKDC will continue to develop lean systems thinking improvements for other services in the coming months.

Affordable and efficient homes

At South Kesteven we are doing our best to provide people with a decent place to live – a place to call home.

Whether it’s finding an affordable home, carrying out improvements to council homes, or making it possible for vulnerable people to live at home, it’s all part of what we do as a council.

During the past 12 months we have worked with developers and building companies to make sure we provide affordable housing at a time when the need has never been greater.

Overall nearly 300 affordable new homes were built across the district in 2008/09 – nearly double the figure the previous year.

Mandy Gee, SKDC’s partnership project officer, makes sure that enough of the right kind of high quality housing is built, and in these difficult times plays a key part in helping developers keep their sites open.

She said: “I work very closely with developers to make sure at least 31% of all new houses built in larger developments are ‘affordable’. In simple terms the developer will incorporate a number of affordable units within schemes and housing associations will guarantee to buy them for rental or part-ownership.

“We help in a number of ways but crucially our close relationship with developers and housing associations means we can work together to make it possible for more people on limited incomes to get onto the property ladder as well as making sure there are enough quality homes to rent for those who aren’t in a position to buy.”

Mandy also works directly with housing associations to find council land which is suitable for development.

She said: “These developments give us more flexibility to provide tailored housing for people who have specific needs, for example older people and those with disabilities”

The quality of the schemes has also been recognised. A development of 29 houses and bungalows at Harlaxton (Muir Group Housing Association) won an accolade for quality and design in the Local Authority Building Control Awards.



Improving homes

Each year we spend millions of pounds making our council homes a decent place to live.

In 2008/09 we carried out improvements costing over £4.3 million to properties across the district.

A big success was the “makeover” of 16 hard to let bed-sit rooms at a sheltered housing complex at Woods Close in Long Bennington which were converted into eight self-contained flats.

Councillor Paul Carpenter, cabinet portfolio holder for housing, was thrilled with the work. He said: “We visited tenants to get a first hand view of what they wanted in their new homes and all the work was then undertaken with one aim – to improve their quality of life.

“Heating systems have been upgraded and the homes are far more energy efficient. We’ve also doubled the floor space and are delighted with the reaction of the residents.”

In other council homes in South Kesteven we spent over £2million fitting new kitchens and bathrooms. A further £800,000 went on heating upgrades which meant cheaper running costs for tenants and a reduction in CO² of one tonne per household.

Re-roofing cost a further £516,000 and included as standard loft insulation, which also helped reduce heating bills and resulted in a saving of half a tonne of CO² per household.

Work started on replacing windows with a B rated energy efficient design and tenants were given the chance to have their say on their choice of colour.

“Heating systems have been upgraded and the homes are far more energy efficient. We’ve also doubled the floor space and are delighted with the reaction of the residents.”

A good example of working with local business was a bin store project at Larch Close in Grantham. We teamed up with a local company who provided the steel work and helped us complete a very successful refurbishment.

Councillor Carpenter, said: “We found a steel manufacturer just a short distance away from Larch Close and worked with them to complete the scheme. It all went very well.”

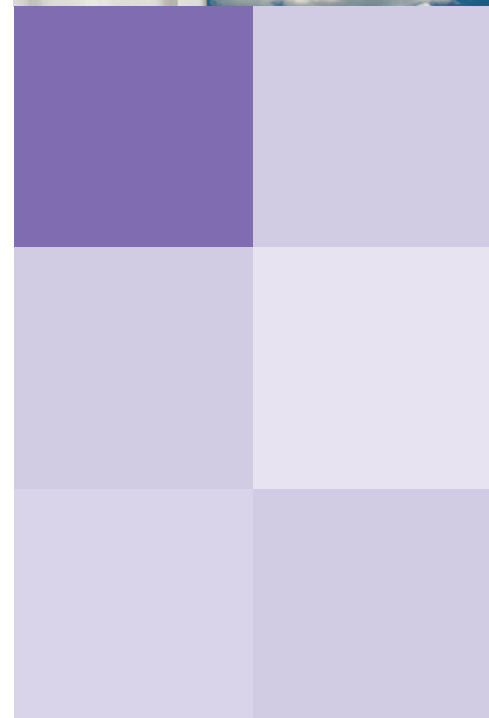
Adaptations for people with disabilities

Over the last year we have carried out over 600 different alterations to help people who have a disability live more independently at home.

These include:

- 36 ramps
- 100 grab rails (doors/bathrooms)
- 35 hand rails (stairs/gardens)
- 145 level access showers
- 85 homes fitted with lever taps
- 10 over bath showers
- 16 homes fitted with additional lighting
- 25 stairlifts
- Plus 200 assorted works!

We also awarded 76 grants worth £477,000 to people who live in properties in the private sector during 2008/09. The grants were used to provide things to enable independent living and included stair lifts, wet rooms, level access showers and widening doors for wheelchairs. Most grants given were for less than £5000 and were awarded on a means tested basis.





Better and more efficient homes

Over £1.3million was spent during 2008/09 on making homes in South Kesteven warmer and more efficient – the 6th highest amount in the East Midlands.

Warm Front grants were given to nearly 700 households and covered the cost of over 260 new boilers, 39 gas central heating systems, 15 oil central heating systems, over 100 cavity wall installations, nearly 280 loft insulations, 29 hot water tank jackets, 89 draft proofing and 581 energy efficient light bulb packs.

SKDC was also successful in obtaining nearly half a million pounds from the Regional Housing Board and the Government Office East Midlands for the Better and Warmer Homes initiative which benefits every homeowner and private tenant by offering a free advice on grants

to combat fuel poverty.

Kevin Martin, housing solutions service manager, said: "The aim is simple – to make heating homes more affordable and more comfortable. Increasing fuel costs serve to remind us of the need to make our homes as energy efficient as possible."



It's fun all the way at our new play parks

Hundreds of youngsters across the district are having loads more fun on new play equipment thanks to Big Lottery funding and money from the Department for Children, Schools and Families Play Builder programme.

Our healthy communities team worked with local communities to secure £250,000 of lottery funding for six schemes in South Kesteven and a further £170,000 from Play Builder to spend on more "natural" projects over the next three years.

Dale Kitchen, SKDC's community leisure officer, said: "Securing the funding was a long process involving lots of dedicated people, hard work and determination. All the effort has paid off and the new facilities are a great boost to children across the district."

Fulbeck - £32,000

Both teenagers and younger children are catered for with new play facilities designed for 1-16 year-olds which will last for the next 20-30 years. There is a small multi-use play area and a teenagers' meeting point.

Allington - £58,771

The 650 square metre multi-use area is ideal for football, hockey and netball and includes an equipment storage area and separate tarmac basketball pad.

Ruston Road, Louth - £53,500

A multi-use games area where local children can play football, netball, basketball and cricket.

Dowsby - £32,000

The new Tower 4 Teens is an extension to the existing play area with the addition of this challenging adventure play "tower" made up of climbing frames, slide and ropes for young people aged 10-16 years.

Deeping St James - £6,419

An extension at Woody Heights Skate Park to include a three-way fun box and grind wall with step up ledge.

Creative Play - £60,068

A district-wide scheme offering 15 free seasonal play days and over 100 out of school play sessions which include craft, drama and sports workshops.

South Witham and Dyke - £43,111

Play sites in both villages were revamped under the Play Builder scheme which is aimed at the 8-13 age group and encourages more active play where children can use their imagination, play independently and take risks in a safe and stimulating environment.



Recycling – we're tops!

Here in South Kesteven we recycle more dry-recyclables than any one else in Lincolnshire.

Not only are we top of the pile in the county – collecting more than any other district – but we are also the fourth most improving council in the country when it comes to recycling the likes of paper, plastic, glass and cans. Over 34% of all waste collected from properties across the district is made up of what we call “dry-recyclables” and when

added to green garden waste, over half of everything thrown away is recycled. During summer 2008 we also extended the green bin waste collection service and now a further 6,000 homes in South Kesteven have their compostable garden waste collected fortnightly.

We also throw away less waste in general. The average total waste collected per person is 397kg per year compared to the national average of 424kg.

Connecting with the community

Carol Drury is a natural communicator. She is in her element when networking and mixing with the community which is why she is perfect as Local Strategic Partnership Co-ordinator (LSP).

She has worked for SKDC for many years, mostly as an arts centre manager, but for the last two and a half years has been forging links with partner organisations and voluntary groups under the LSP umbrella.

During the last 12 months she has been involved in numerous projects and has a whole host of events planned for the coming year including work with the police and fire service and a mapping exercise to find out the make-up of our communities.

She said: “We know our district has changed dramatically over recent years so we are carrying out a mapping exercise to find out who actually lives in our community and what is available for them.”

A flavour of events in 2008/09

Healthy Living Cookery Classes

- How to cook a healthy meal was on the menu for people attending a pilot 10-session cookery course commissioned by the Healthy Living sub group of the LSP in partnership with Grantham College to promote nutritional eating – on a budget. The cooks, enlisted from children's centres, Home Start and through contact with health trainers, learned skills to cook healthy food on a budget. Ingredients, workbooks and menus were all provided and topics covered fire safety, hygiene and how to cook a healthy meal which they then took home to share with their family

Alcohol Awareness – Train the Trainers

- A Training programme over six sessions for people working directly or indirectly with youngsters who are either misusing alcohol, are in danger of doing so or are in a family setting where alcohol is affecting home life

The sessions, which were commissioned by the LSP and delivered by DAC (Drug and Alcohol Concepts) included: Alcohol – its history and its relationship with our society; alcohol use and health implications; understanding the effects of alcohol and the unit system; tools and assessment guidance for working with alcohol users; and developing links with treatment services available in Lincolnshire. The participants were expected to demonstrate their knowledge and skills gained during the course through a structured, planned presentation which will be backed up six months later with a report around their practical experience.

South Kesteven Youth LSPs

- Three youth partnerships were created across the district covering Stamford/Deepings, Bourne and Grantham involving 62 young people from secondary schools in South Kesteven

The students took part in initial meetings and then returned to their schools to elect a member from each year group to represent the views of their peers on the Youth LSP.

They will now develop project ideas based on the priorities of the SK LSP which include community cohesion, healthy living and sustainable growth. The forums give young people their chance to help shape the future of the place in which they live.



Carol Drury

Carbon footprint



Creating a green, clean and safe environment

Energy efficiency is a key priority for South Kesteven and over the last 12 months it has become embedded within the values of the council. The results of our resident's survey in late 2007 demonstrated overwhelming support for action on this issue with 74% of respondents saying they want us to take a lead role in working with residents and businesses to tackle climate change.

Our aim is to create a "green, clean and safe" environment. We believe this starts at home and by putting our own house in order we can also focus on reducing energy consumption in the wider community.

A key part of that role is to lead by example and our Carbon Management Plan sets out how we will do this over the next five years. We are already putting in place the building blocks to ensure that carbon management is an integral part of how we make decisions and act on a day to day basis. The Carbon Management Plan is the starting point for our commitment to engage with staff, members and our working partners to achieve carbon reduction.

What we aspire to

The Council signed the Nottingham Declaration (a public pledge designed to encourage local councils to address climate change) in 2006 which committed us to reducing our own carbon emissions, helping our communities reduce theirs and tackling the impacts of climate change. We are working closely with other Lincolnshire councils and other partners to:

- reduce the overall energy consumption and resulting emissions of CO₂ by South Kesteven District council operations

- work with our community to help them reduce their reliance on energy, cut their fuel bills and reduce their CO₂ emissions
- work both internally within the council and externally within the community to ensure adaptation solutions are in place to counteract the impacts expected from climate change and ensure that we are planning for any changes that need to be made to our services over the longer term

We have

- Ensured that climate change is on the agenda of the council with specific actions within our quality living and quality organisation priority themes



- Worked in partnership with the Carbon Trust (an organisation which advises the public sector and businesses on how to reduce carbon emissions) who carried out an energy audit of our eight largest energy using sites. This resulted in lighting motion sensors being fitted in corridors, the introduction of a rolling programme to fit higher thermal efficiency windows, and cooled bottled drinking fountains being replaced by mains fed drinking fountains
- Gathered detailed information on our use of electricity, gas, oil and vehicles to identify our carbon footprint using the Government's national measurement methodology (NI 185). We now know that during 2008/09 all of our activities generated 8,355 tonnes of carbon dioxide and that this is higher than similar Lincolnshire councils (partly due to the fact that we provide four leisure centres with swimming pools)
- Reduced our use of energy (and so reduced carbon dioxide) from our buildings, computers and printers. We have also changed the specification of our pool cars so that they are cheaper to buy, cheaper to run and more environmentally friendly (20% less carbon dioxide emissions)
- Recycled 60% of the waste generated from our buildings
- Encouraged staff to help us reduce energy use through a "switch it off" campaign
- Introduced a process so that the climate change team is part of the loop together with the planning teams, economic development and Grantham growth point to ensure adaptation is considered in any future building design programmes

- Introduced climate change into the Sustainable Growth sub-group of the local strategic partnership (LSP)

Our focus for the future

- South Kesteven (together with other councils in Lincolnshire) has set an ambitious target of a 5% reduction in overall CO2 emissions by Apr 2010 and a further 7.5% reduction by the following year. We plan to achieve this by :
 - Improving the energy efficiency of our heating system at St Peter's Hill offices
 - Improving lighting systems to reduce energy consumption
 - Installing equipment to reduce electricity consumption
- Work with the Carbon Trust to review our plans to reduce emissions and identify further opportunities to save resources
- Complete a community mapping process with Groundworks Lincolnshire to gain a better understanding of the climate change and carbon / energy concerns at local level and the opportunities to further promote awareness
- Raise the awareness of residents and businesses of the opportunities available to reduce their energy use and lower their impact on the environment
- Commission a study of wildlife sites to assess levels of biodiversity in South Kesteven
- Collect information on energy and fuel use quarterly and report progress on our environmental achievements as part of our regular performance updates on progress with our priorities

Money matters

Money matters to all of us.

In this section we highlight exactly how we use public money to deliver services to people who live in this area.

At the end of this report you will find a glossary which explains some of the financial terms we have used.



What we spent on services

During the financial year 2008/09, we spent over £110 million on day to day services.

After income received from fees and charges, other income and general government grants has been deducted, the net cost of our services was just under £51 million.

The table below shows how much services cost to provide in 2008/09. It shows where the money came from to fund those services and includes income and expenditure relating to our activities as a social landlord. It also shows the movement in the general fund balance. This is a balance we hold to protect us against unforeseen expenditure.

Revenue Account for the year ended 31 March 2009	Gross Expenditure	Gross Income	Net Expenditure
	£'000	£'000	£'000
Central Services to the Public	8,103	7,042	1,061
Cultural, Environmental and Planning Services	18,113	5,896	12,217
Highways, Roads and Transport Services	3,483	1,691	1,792
Local Authority Housing (HRA)	52,395	21,307	31,088
Other Housing Services	24,665	22,791	1,874
Corporate & Democratic Core	2,844	631	2,213
Non Distributed Costs	673	0	673
Net Cost of Services	110,276	59,358	50,918
Add loss on disposal of assets			412
Plus loan interest and other adjustments			1,498
Amount to be met from government grants & local taxation			52,828
Financed by:			
Council Tax Income			(7,166)
Revenue Support Grant			(1,450)
Non Domestic Rate Income (Redistributed)			(8,674)
Total			(17,290)
Deficit for the year			35,538
Other net statutory & non statutory amounts credited to the general fund			(35,055)
Decrease in General Fund Balance for the year			483
General Fund Balance as at 31 March 2008			(2,722)
General Fund Balance as at 31 March 2009			(2,239)
Decrease in General Fund Balance for the year			483



Where the money comes from

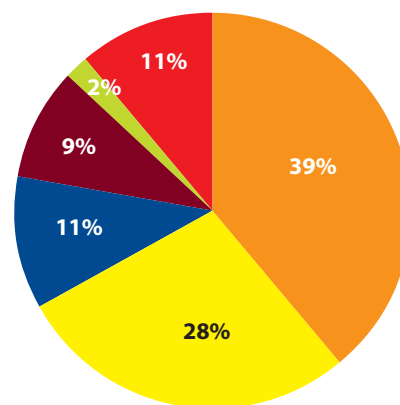
We received over £76 million to support our services. The pie chart opposite shows the different sources of income received in 2008/09.

£17.3 million was received from re-distributed business rates, revenue support grant and council tax payers.

£59.3 million was received from other sources, including council house rents (£21.3m), grants from the government for council tax benefit and housing benefit (£29.8m) and fees and charges income for services provided (£8.2m).

Last year we collected just over £1.2 million on behalf of town and parish councils in our area, £46.2 million for Lincolnshire County Council and £ 7.5 million for Lincolnshire Police.

Sources of income



- Council Tax
- Revenue Support Grant
- Non-domestic rate income (redistributed)
- Council House rents
- Housing and council tax benefit grants
- Fees and charges

The Balance Sheet

At the end of each financial year, we draw up a balance sheet. This shows the value of the assets the council holds, what is owed to us, our liabilities (what we owe to others), our reserves and how these different elements are funded.

Balance as at 31st March 2009	£000
Value of land and property	324,715
Investments	27,753
Cash and bank	714
Stocks and work in progress	28
Money owed to us	8,680
Money we owe	(38,357)*
Total assets less liabilities	323,533
Financed by:	
Financial balances	311,220
Revaluation reserve	2,654
Pensions reserve	(20,107)
Reserves ~ for specific purposes	20,229
~ working balances	9,537
	323,533

*This includes our pension liability of £20.1 million valued in line with general accountancy practice.

Our reserves

We have reserves to assist us in financing future spending plans and so that we are able to cover the costs of unexpected events if we need to. We endeavour to utilise our reserves in the most efficient and effective way possible, and do this by setting aside amounts of money for specific reasons. In the 2008/09 financial year the amounts set aside included:

- £600,000 to a capacity building reserve – to enable service improvements and assist with the delivery of our priorities
- £1.456 million to a capital reserve – to help us to buy or improve our assets

Capital Spending

In addition to our day to day spending, we also spend money on things that will benefit the people who live in our district over a number of years. During the 2008/09 financial year we spent:

- £4.384 million on the improvement of our council housing stock
- £583,000 on town centre projects. This included the purchase of properties in Bourne to assist with the delivery of the Bourne Core Area project
- £208,000 on maintaining a section of Grantham Canal
- £200,000 on the expansion of the green waste collection scheme, increasing the number of households who participate in this scheme by 6000

These projects were funded from a mixture of grants, reserves and contributions from revenue.

Our role as a social landlord

We are a social landlord for 6293 properties, with a total value of £265 million.

During 2008/09, our average rent was £59.05, which helped to fund expenditure of around £22 million. The total expenditure is shown as £52 million because we had to include an accounting entry of £30 million for depreciation and impairments to our buildings. These are not a real cost and are not included in the calculation of rent.

The money we spend on council housing and the income we get from this are "ring fenced" into a separate account – called a Housing Revenue Account (HRA). The HRA is ring fenced to make sure that rents cannot be subsidised by increases in council tax and equally that rents cannot be increased in order to keep levels of council tax down.

Our housing revenue account for 2008/09 is shown in the pie charts to the right.

We spent around £52 million on repairs and maintenance, supervision and management and depreciation as illustrated.

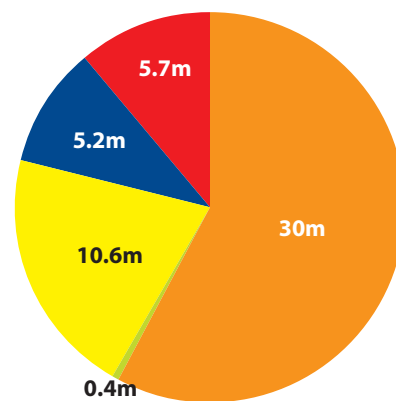
This was funded by income from rents, service charges and interest and investment income of around £21 million as shown.

Audit approval

To ensure that our accounts accurately reflect the true financial position of the council and that they are fair and correct, they are audited every year by the Audit Commission. This has not yet been done for the 2008/09 financial year. A full copy of our accounts is available from our website

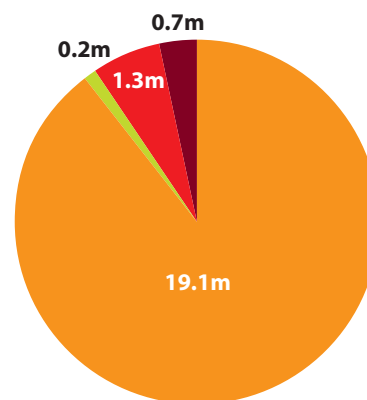
www.southkesteven.gov.uk/publications/accountancy. If you would like to know more about the financial information in this section, please contact accountancy services on 01476 406208 or email accountancy@southkesteven.gov.uk

housing expenditure in millions



- Repairs and maintenance
- Supervision and management
- Housing revenue account subsidy
- Depreciation & impairment of fixed assets
- Loss on sale of HRA assets (being donation of land at Shaw Road and Tennyson Avenue for the provision of social housing)

housing income in millions



- Dwelling rents
- Non dwelling rents
- Charges for services and facilities
- Interest and investment income



Performance highlights

Performance Indicators are performance measures set by government for which all councils are required to collect data. A new performance framework came into effect on the 1st April 08 and includes a single set of National Indicators (NI) which replace the Best Value Performance Indicators (BVPI). These will be the only indicators on which central government will be able to set targets for local government and will replace BVPIs.

South Kesteven District Council continues to set targets for Local Performance Indicators (LPI) specific to this council. Monitoring our performance in service areas like waste, benefits, planning and housing, is a key aspect of our approach, both year-on-year and in comparison with other local authorities. A big benefit to us is that we can analyse our performance and compare it against other councils.



Waste collected for landfill per household 418kgs (down from 452 in 07/08)

Cost of waste collection per household £47.80 (projected target £49.58)





**Household waste sent
for reuse, recycling and
composting 54.20%**

**Achieved our annual
efficiency target
which was over
£800,000 for 08/09**



**Overall satisfaction with
the local area 82.7%**

**Percentage of people
who believe people
from different
backgrounds get on
well together in
their local area 81%**



**Abandoned vehicles
removed within
24 hours 100%**







**Affordable homes
delivered 289
(target 150)**










Performance





Key to Performance Traffic Light Icons

	This PI is significantly below target.
	This PI is slightly below target.
	This PI is on target
	This PI is a data-only - no target set for 2008/09 (measures are new for this year)





Customer First

Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
	NI 14 Avoidable contact: the proportion of customer contact that is of low or no value to the customer	30%		
	SK26b % of telephone calls answered by the Customer Services Centre	92%		95%
	SK135b % of telephone calls received that were abandoned	8%		5%
	SK136b % of telephone calls answered within 28 seconds by the Customer Service Centre	74%		85%
	SK137b Average call waiting time (seconds)	38		
	SK138b Average transaction time (seconds)	223		
	SK139/08b % of customers who are seen within 10 minutes - Grantham Customer Service Centre	64%		80%















Good for Business

Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
	NI 151 Overall employment rate (working-age)	79.1%		
	NI 171 New business registration rate per 10,000 people	45		41
	NI 172 % of small registered businesses in an area showing employment growth	27%		2%
	SK209 % of Non-domestic rates collected	97.5%		99.6%





Place Survey

Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
	NI 1 % of people who believe people from different backgrounds get on well together in their local area	81%	78%	78%
	NI 2 % of people who feel that they belong to their neighbourhood	63.6%		
	NI 3 % of people involved in "civic life" in their local area in the last year	14.7%		
	NI 4 % of people who feel they can influence decisions in their locality	28.2%		

Place Survey

Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
	NI 5 % of people satisfied with their local area as a place to live	82.7%		81%
	NI 6 % of people who carry out voluntary work at least once a month	26.1%		
	NI 17 % of people concerned with at least one or more anti-social behaviour issue	12.3%		
	NI 21 % of people who agree that anti-social behaviour and crime issues are dealt with successfully by the local council and police	22.3%		
	NI 22 % of people who agree that parents take enough responsibility for the behaviour of their children	36.9%		
	NI 23 % of people who think there is a problem in their local area with people not treating each other with respect and consideration	24.1%		
	NI 27 % of people who agree that the police and other local services seek their views on anti-social behaviour and crime issues	21.3%		
	NI 37 % of people who feel informed about what to do in a large scale emergency	16%		
	NI 41 % of people who think drunk and rowdy behaviour is a problem in their local area	23.9%		
	NI 42 % of people who think drug use or drug dealing is a problem in their local area	24.4%		
	NI 119 % of people who say they are in good health	75.9%		
	NI 138 % of people over 65 who are satisfied with both their home and their local area	87.7%		
	NI 139 % of people locally who agree that older people receive the support they need to live independently at home	29%		
	NI 140 % of people who feel they have been treated with respect and consideration by their local public services	75%		

Quality Living

Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
	NI 15 Serious violent crime rate per 1000 people	.30		
	NI 16 Serious acquisitive crime rate per 10000 people	9.61		9.41
	NI 20 Assault with injury crime rate per 1000 people	4.97		
	NI 154 Net additional homes provided	653		400

Quality Living				
Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
✓	NI 155 Number of affordable homes delivered (gross)	289		150
✓	NI 156 Number of households living in temporary accommodation	54	10	75
✓	NI 158 % of non-decent council homes	2%		2%
✓	NI 159 Supply of ready to develop housing sites (100%=5 years land supply)	153%		90%
✓	NI 170 Previously developed land that has been vacant or derelict for more than 5 years	0%		5%
✓	NI 187(i) % of people receiving income based benefits living in homes with a low energy efficiency rating	11%		12%
✓	NI 187(ii) % of people receiving income based benefits living in homes with a high energy efficiency rating	29%		15%
✓	NI 191 No. of kgs of residual household waste collected per household	418		426
⚠	NI 192 % of household waste sent for reuse, recycling and composting	54.2%		55%
⚠	NI 193 % of municipal waste land filled	45.8%		45%
✓	NI 195a Improved street and environmental cleanliness; Litter (low = good)	2%		5%
✓	NI 195b Improved street and environmental cleanliness; Detritus	3%		8%
✓	NI 195c Improved street and environmental cleanliness; Graffiti	0%		0%
✓	NI 195d Improved street and environmental cleanliness; Fly-posting	0%		0%
✓	NI 196 Improved street and environmental cleanliness; Fly tipping (low = good)	1		3
⚪	NI 197 Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented	88%		
⚪	SK43 Average length of stay (days) in designated homeless units within SKDC stock (for completed occupancies)	64.6		58
⚪	SK179 Plan-making: Has the planning authority met milestones set out in the Local Development Scheme?	No		Yes
⚠	SK194 Abandoned vehicles - % investigated within 24 hrs	85.3%		100%
✓	SK195 Abandoned Vehicles - % removed within 24 hours of required time	100%		100%
⚠	SK208 % of council tax collected	98.2%		98.6%
⚠	SK323 % of rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings	97.91%		98.9%

Quality Organisation				
Traffic Light	Performance Indicator Code & Short Name	2008/09 Result	LAA target 2008/09	Annual target 2008/09
✓	NI 157a Processing major planning applications in 13 weeks	66.67%		60%
✓	NI 157b Processing minor planning applications in eight weeks	75.45%		65%
✓	NI 157c Processing other planning applications in 8 weeks	91.47%		80%
✓	NI 179 Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008-09 financial year	£826000		£826000
✓	NI 185 CO2 reduction from local authority operations	.0%		.0%
⚪	NI 186 Per capita reduction in CO2 emissions in the LA area	+3.27%		
⚠	NI 188 Planning to Adapt to Climate Change (level reached)	0	1	1
✓	NI 194a Air quality – % reduction in NOx through local authority's estate and operations (baseline set in 08/09)	.0%		.0%
✓	NI 194b Air quality – % reduction in primary PM10 emissions through local authority's estate and operations (baseline set in 08/09)	.0%		.0%
⚠	SK94 % of non operational assets occupied	93.75%		95%
⚠	SK119 % of FOI enquiries responded to within statutory 20 days	94.4%		99%
⚪	SK144 Working Days Lost Due to Sickness Absence	10.26		8
⚪	SK159 % of staff that feel they are well informed about changes that directly effect their work	58.5%		
⚪	SK160 % of staff that feel they are informed about changes that affect the whole council	58.5%		
⚪	SK163 % of customers that think the council offers value for money	49%		80%
✓	SK164 % of SKDC local media coverage interpreted as negative	24%		25%
⚪	SK165a % of customers that have used the website and were satisfied	27.93%		50%
⚪	SK165b % of customers that have used the website and were unsatisfied	57.16%		10%
✓	SK165c % of customers that have used the website and were indifferent	14.91%		40%
⚪	SK170 % capital profile programme delivered on time	85%		95%
✓	SK171 % capital profile programme delivered within budget	100%		95%
✓	SK173 % of assets reviewed for utilization purposes	49%		39%
⚠	SK174 % of invoices paid on time	97.76%		99.50%
✓	SK182 % Planning appeals allowed	27.6%		30%
✓	SK207 Cost of household waste collection	£47.8		£49.58
✓	SK215 % of SKDC local media coverage interpreted as positive or neutral	76%		75%
✓	SK216 % of PR articles that provide a FAIR representation on the facts relating to SKDC	100%		90%

Workforce contracts - We did not award any contracts during 2008/09 which involved the Code of Practice on workforce matters in Local Authority Service Contracts.

Getting involved



South Kesteven District Council is committed to involving local people in shaping the area and the services they receive. We consult with you on a wide range of projects and plans but there are a number of other ways in which you can take part in local democracy and have your say.

You can get involved by taking part in:

Council meetings

A range of committees meet to discuss and decide council business, and most of them are open to the public. You can view a full calendar of meetings, along with agendas and minutes of meetings, at www.southkesteven.gov.uk or for information or advice call 01476 406080.

Local Forums

We hold six local forums across the district so our residents are better informed about the way local services are run and which allow them to get more involved in the decision making process.

The dates for the forums, which cover Grantham, Stamford, Bourne, The Deepings, Rural North and Rural South, are advertised in the local paper and on our website www.southkesteven.gov.uk. Please come along.

Consultations

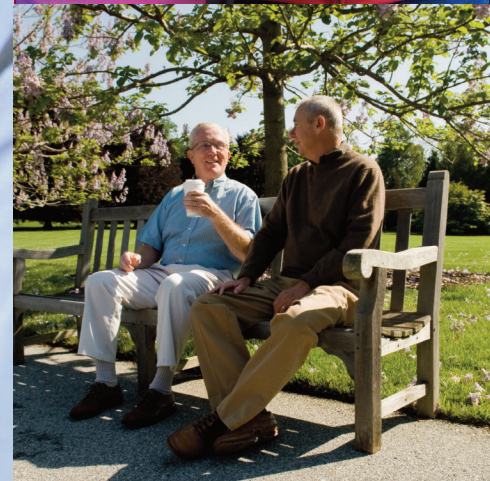
Each year we also consult with the public on a wide range of issues which are important to them. If you get a survey please fill it in and send it back. Your views are important and help us to improve our service to you.

Scrutiny Committee

This committee examines the performance of the council's services and how they are delivered before making recommendations to the council. If the council agrees any of the recommendations the committee then monitors how well they are carried out. For more information contact Paul Morrison on 01476 406512.

Residents' Survey

The council carries out a residents' survey with around 4,000 people to find out what they think of our services. Previous results have helped shape our priorities and helped us identify areas where we can improve.



Complaints

If you are not happy with the way the council has dealt with something contact our customer service centre on 01476 406080 and explain why you are unhappy. The complaint should be resolved within 10 days, or we will contact you to tell you why it has not been possible within this time. If you do not feel the complaint has been resolved, you can ask to make a formal complaint.

If you are still not satisfied, you can take the matter further with the local government ombudsman – visit www.lgo.org.uk for more information.



Contact us and feedback

The annual report tells you about the council's achievements over the past year and how your money was spent. Copies are available to view at our offices in Grantham, Stamford, Bourne and The Deepings, and at libraries across the district. Residents can also download the publication on our website www.southkesteven.gov.uk/publications/bestvalue

We are interested in your comments about this annual report. If you would like to provide feedback, please answer the questions below:

Did you find the annual report useful?

- ☐ Very useful
- ☐ Quite useful
- ☐ Not useful

Was the annual report in an easy-to-read format?

- ☐ Very easy
- ☐ Quite easy
- ☐ Not easy

Was the annual report easy to understand?

- ☐ Very easy
- ☐ Quite easy
- ☐ Not easy

Is there any other information you would like us to include in the annual report? Please provide details:

Other comments/feedback:

Please tell us a little about you. Are you a:

- ☐ Resident
- ☐ Stakeholder
- ☐ Council employee
- ☐ Other, please specify

Do you live in South Kesteven?

- ☐ Yes
- ☐ No

Thank you for completing this form. Please return to consultation@southkesteven.gov.uk

**Annual report feedback
South Kesteven District Council
Council Offices
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Grantham
Lincs
NG31 6PZ**

Other enquires
Tel: 01476 40 60 80
www.customerservices@southkesteven.gov.uk



Glossary

Term	Definition
Asset	An asset is something that the council owns that has monetary value. Assets are either "current" or "fixed". A current asset is one that will be used or will not have a material value after the end of the next financial year. A fixed asset has a value for more than one year.
Audit of accounts	An audit is an examination by an independent expert of an organisation's financial affairs to check that the relevant legal obligations and codes of practice have been followed. Our accounts are audited by the Audit Commission.
Balances	An amount held to protect us against unforeseen expenditure.
Balance sheet	A record of the value of assets held, what is owed and what we owe to others and how these elements are funded.
Bourne Core Area Project	Re-development of 2 hectares of under-utilised land in the centre of Bourne to create a well integrated vibrant shopping area.
Capital expenditure	Spending on items that will have benefits in the longer term – normally on the acquisition of a fixed asset or spending that adds to the value of an existing asset.
Central services to the public	Heading which incorporates the costs associated with council tax, non domestic rates, registration of electors, conducting elections, emergency planning, local land charges and grants to voluntary associations.
Corporate and Democratic core	Heading which incorporates the costs associated with civic functions, corporate costs, democratic representation and treasury management.
Depreciation	An accounting adjustment made to reflect a reduction in the value of an asset due to age, wear and tear.
General Fund	An account which details the income and expenditure for all council activities, with the exception of those covered by the Housing Revenue Account and the Collection Fund
Government grants	Grants made by central government towards either revenue or capital expenditure to help with the costs of providing services and capital projects. Some have restrictions on how they can be used, whilst others are for general purposes.
Housing Revenue Account (HRA)	An account which details the income and expenditure relating to council housing.

Term	Definition
Housing Subsidy	Housing subsidy is either a payment made or a subsidy received by the council from central government, which is dependent upon a number of factors including the council's debt position and their need to spend. Our council pays housing subsidy into a central pool, which is then redistributed back out by central government in accordance with a complex set of rules and assumptions to other councils.
Liability	A liability arises when the council owes money to others. There are 2 types. A current liability is a sum of money that will or might be payable during the next accounting period. A deferred liability is a sum of money that will not become payable until some point after the next accounting period or is paid off over a number of accounting periods.
Local Area Agreement	A local area agreement sets out the priorities for a local area agreed between central government and a local area (the council and Local Strategic Partnership) and other key partners at the local level.
Local Strategic Partnership (LSP)	A body that brings together at a local level, the different parts of the public sector as well as the private, business, community and voluntary sectors so that they can all work together.
Non Domestic Rate Income (redistributed)	This is income from business rates, which is paid into a central pool, and redistributed back out on the basis of a fixed amount of head of population.
Reserves	Amounts of money set aside to assist with future spending plans.
Revaluation reserve	An accounting term used for an item on the balance sheet due to assets being re-valued at a higher level than the recorded historic cost of those assets.
Revenue Support Grant	A grant we receive from the government as a contribution towards the cost of our services.

Alternative formats

To ensure all residents of South Kesteven have access to our information material, our information is available in the following languages and formats:

Large print, Braille, audio tape, audio CD or computer disc

This information can be made available in large print, Braille, on audio tape, audio CD or computer disc. If you, or someone you know, might benefit from this service, please contact us.

繁体中文 / Cantonese

本資料有繁体中文版，若你本人或你認識的甚麼人會受益於此版本，敬請聯絡我們。

Česky / Czech

Tato informace může být dostupná i v češtině. Pokud byste Vy, a nebo někdo koho znáte, mohl využít tohoto servisu, obraťte se prosím na nás.

Magyar / Hungarian

Ezeket az információkat magyar nyelven is tudjuk biztosítani. Ha Ön, vagy valaki, akit Ön ismer igényt tart erre a szolgáltatásra, kérem, keressen fel minket.

Latviski / Latvian

Šo informāciju var iegūt arī latviešu valodā. Ja Jums vai kādai no Jūsu paziņai šādi pakalpojumi nāktu par labu, lūdzu kontaktēties mūs.

Lietuviškai / Lithuanian

Šią informaciją galite gauti lietuvių kalba. Prašome kreiptis į mus, jei jums arba jūsų pažįstamiems ši paslauga galėtų būti naudinga.

Polski / Polish

Informacja ta może być dostępna w języku polskim. Jeżeli Państwo albo ktoś kogo Państwo znają, może z tej usługi skorzystać, proszę nas kontaktować.

Português / Portuguese

Esta informação pode ser disponibilizada em português. Se você, ou alguém que conhecer, beneficiar com este serviço, por favor contacte-nos.

Русский / Russian

Данная информация может быть предоставлена на русском языке. Если Вы или Ваши знакомые посчитаете такую услугу необходимой, пожалуйста, свяжитесь с нами.

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Lincolnshire
NG31 6PZ

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m: 01476 40 60 98 (minicom)

e: customerservices@southkesteven.gov.uk

w: www.southkesteven.gov.uk

We want to ensure all residents of South Kesteven have access to our information materials. This booklet is available in various languages and formats including large print, braille, online and on computer disk. To request a document in a specific format, you can ring us on 01476 40 61 27 or email communications@southkesteven.gov.uk



South Kesteven District Council

STAMFORD • GRANTHAM • BOURNE • THE DEEPINGS