



AGENDA

For a meeting of the
COUNCIL
to be held on
THURSDAY, 18 JUNE 2009
at
2.00 PM
in the
**COUNCIL CHAMBER, COUNCIL OFFICES, ST. PETER'S HILL,
GRANTHAM**
Beverly Agass, Interim Chief Executive

Members of the Council are invited to attend the above meeting to consider the items of business listed below.

1. PUBLIC OPEN FORUM

The public open forum will commence at **2.00 p.m.** and the following formal business of the Council will commence at **2.30 p.m.** or whenever the public open forum ends, if earlier.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

Members are asked to declare any interests in matters for consideration at the meeting.

4. MINUTES

Minutes of the annual meeting held on 23 April 2009. **(Enclosure)**

5. COMMUNICATIONS (INCLUDING CHAIRMAN'S ENGAGEMENTS)
(Enclosure)

6. SUPPLEMENTARY ESTIMATES 2009/10

Report number CHFCS49 by the Corporate Head of Finance and Customer Services. **(Enclosure)**

7. RECOMMENDATIONS FROM THE CONSTITUTION COMMITTEE

The Chairman of the Constitution Committee to submit the recommendations of the committee from:

"Listening Learning Delivering"

South Kesteven District Council

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(a) the meeting held on 27 April 2009; and
(b) the meeting held on 11 June 2009. (Enclosure)
(To follow)

8. REPRESENTATIVES ON OUTSIDE BODIES

Report number DEM028 by the Democracy Service Manager.
(Enclosure)

9. LEADER'S REPORT ON URGENT NON KEY DECISIONS

In accordance with Access to Information Procedure Rule 17.3, the Leader to submit report number CAB012 on non key decisions taken under special urgency provisions since the last meeting of the Council.

(Enclosure)

EXCLUSION OF THE PRESS AND PUBLIC

The appendix to the following report CHSC20 contains exempt information as defined in paragraph 5 to Schedule 12A of the Local Government Act 1972 (as amended). It is anticipated that, in accordance with Schedule 12A of this Act (as amended) the public may be excluded from the meeting during consideration of the following item of business because of the likelihood that otherwise exempt information, as described in paragraph 5 of the Act (as amended) would be disclosed to the public.

This information is confidential because it is subject to legal privilege.

10. MODIFICATION ORDER TO PLANNING PERMISSION SO8/1318

Report number CHSC20 by the Chairman of the Development Control Committee.

(Enclosure)

11. QUESTIONS ON NOTICE

To note the list of questions asked under Council procedure rule 11.1 as circulated at the start of the meeting and their reference to the relevant Policy Development Group.

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

PLEASE NOTE: Notice of Motion deadline for the Council meeting on 3 September 2009 will be : 2pm on Thursday 20 August 2009.

MINUTES

ANNUAL MEETING OF THE COUNCIL
THURSDAY, 23 APRIL 2009
2.00 PM



PRESENT

Councillor Mike Exton in the Chair until the election of the new Chairman
Councillor Bob Adams Chairman

Councillor Ray Auger	Councillor Peter Martin-Mayhew
Councillor Harrish Bisnauthsing	Councillor Stuart McBride
Councillor Pam Bosworth	Councillor Andrew Moore
Councillor Christine Brough	Councillor Mrs. Linda Neal
Councillor Robert Broughton	Councillor John Nicholson
Councillor Paul Carpenter	Councillor Alan Parkin
Councillor Mrs Frances Cartwright	Councillor Mrs Margery Radley
Councillor Elizabeth Channell	Councillor Bob Russell
Councillor George Chivers	Councillor Bob Sandall
Councillor Michael Cook	Councillor Susan Sandall
Councillor Nick Craft	Councillor Trevor Scott
Councillor Alan Davidson	Councillor Ian Selby
Councillor John Dawson	Councillor John Smith
Councillor Mike Exton	Councillor Mrs Judy Smith
Councillor Stuart Farrar	Councillor Mrs Maureen Spencer-Gregson O.B.E.
Councillor John Harvey	Councillor Peter Stephens
Councillor Robert Hearmon	Councillor Ian Stokes
Councillor Bryan Helyar	Councillor Michael Taylor
Councillor David Higgs	Councillor Jeffrey Thompson
Councillor Trevor Holmes	Councillor Frank Turner
Councillor Reginald Howard	Councillor Tom Webster
Councillor Sam Jalili	Councillor Andrea Webster
Councillor Mrs Maureen Jalili	Councillor Graham Wheat
Councillor Kenneth Joynson	Councillor Avril Williams
Councillor Mrs Rosemary Kaberry-Brown	Councillor Mike Williams
Councillor Albert Victor Kerr	Councillor Paul Wood
Councillor Jock Kerr	Councillor Raymond Wootten
Councillor Reg Lovelock M.B.E.	

"Listening Learning Delivering"

OFFICERS	OFFICERS
Interim Chief Executive Strategic Director, Ian Yates Corporate Head, Finance & Customer Services	Legal Services Manager (Monitoring Officer) Democracy Service Manager Democratic support Officer

1. ELECTION OF THE CHAIRMAN OF THE DISTRICT COUNCIL

DECISION: **That Councillor Bob Adams be elected Chairman of the District Council until the next annual meeting of the Council.**

It was proposed by Councillor Cook and seconded by Councillor Craft that Councillor Bob Adams be Chairman of the Council for the ensuing year. In proposing Councillor Adams, Councillor Cook referred to his sharp wit and intelligence and strong sense of direction, qualities which would benefit the role of Chairman of the District Council.

There being no other nominations, the Council voted on the election of Councillor Adams which was duly carried.

The Chairman thanked the Council for their confidence in him and said he would endeavour to uphold the dignity and integrity of the office as his predecessors had done. He was then was invested with the chain of office, made a declaration of acceptance of office, and took the chair.

COUNCILLOR BOB ADAMS IN THE CHAIR

2. VOTE OF THANKS TO THE RETIRING CHAIRMAN

A vote of thanks was made to the retiring Chairman proposed by Councillor Mike Williams. Councillor Williams said he was delighted to offer the vote of thanks to Councillor Exton as he had worked extremely hard for the Council and was an excellent ambassador. He had chaired Council meetings with dignity and fairness as well as carrying out a heavy schedule of civic engagements.

The new Chairman then presented Councillor Exton with gifts to commemorate his year of office, a past Chairman's badge, and a plaque showing the District Council's Coat of Arms.

3. RESPONSE BY THE RETIRING CHAIRMAN

Councillor Exton then responded by thanking members for their co-operation and patience which he said had helped to make his job easier. Councillor Exton thanked all the officers of the authority and his chaplain, the Reverend Roland who was unable to attend this meeting due to holiday commitments. He said he had enjoyed a fantastic year, his year of office probably being unique because during that time there had been five separate incumbents in the post of Chief Executive.

Councillor Exton then went on to thank personally three members of staff who had helped to support him with organising the civic diary, Viv Wyatt, Elaine Charity, and Debbie Thomas to whom his presented small gifts of appreciation.

In keeping with tradition, he presented his gift to the Council which was a silver dish.

4. APPOINTMENT OF VICE-CHAIRMAN OF THE DISTRICT COUNCIL

DECISION: That Councillor Mrs Margery Radley be appointed Vice-Chairman of the Council until the next annual meeting of the Council.

It was proposed by Councillor Mrs Bosworth and seconded by Councillor Farrar that Councillor Mrs Margery Radley be Vice-Chairman of the District Council for the ensuing year. In nominating Councillor Mrs Radley, Councillor Mrs Bosworth paid tribute to her as a good friend and a hard working, family orientated, caring, and adventurous person. In her many public roles she cared for those less fortunate.

A further nomination of Councillor Reg Howard was proposed by Councillor Vic Kerr and seconded by Councillor Broughton. In proposing Councillor Howard for Vice-Chairman, Councillor Kerr referred to his membership of the Council for over 20 years and how he rarely missed a meeting. Following a vote, Councillor Mrs Radley was elected Vice-Chairman.

Councillor Mrs Radley made a declaration of acceptance of office and thanked the Council for electing her. Councillor Howard said he wished to be the first to congratulate her.

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Gaffigan and Councillor Newcombe-Jones.

Councillor Mrs Jalili advised members that Councillor Mrs Gaffigan's absence was because her husband had suffered a serious accident and was currently in

hospital.

At the suggestion of the Chairman, members agreed that a letter should be sent on behalf of the Council to Councillor Mrs Gaffigan and her husband to express everyone's concern and best wishes for a speedy recovery.

6. DECLARATIONS OF INTEREST

The following declarations of interest were made:

Councillor John Smith declared a personal and prejudicial interest in minute 18. His interest arose by virtue of his membership of a club which met within the Bourne Core Area.

Beverly Agass and Ian Yates declared a personal interest in minute 19 and indicated they would leave the Chamber when this item was discussed.

7. MINUTES OF THE ORDINARY MEETING HELD ON 2 MARCH 2009 AND THE EXTRAORDINARY MEETING HELD ON 6 APRIL 2009.

The minutes of the meeting of the Council held on 2 March 2009 were confirmed as a correct record, subject to an amendment at minute 89 parts c and f to indicate that those parts of the budget resolution were based on an addendum to report CHFCS25 that had been circulated at the meeting.

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

8. COMMUNICATIONS (INCLUDING CHAIRMAN'S ENGAGEMENTS)

Circulated with the agenda was a list of the outgoing Chairman's engagements which was received and noted.

The Democracy Service Manager reminded any members who had yet to submit their outstanding travel claims for 2007/08 to do so before the cut off date of 30 April 2009.

9. APPOINTMENT OF THE LEADER OF THE COUNCIL.

DECISION: That Councillor Mrs Linda Neal be appointed Leader of the District Council until the next Annual Meeting of the Council.

It was proposed by Councillor Taylor, and seconded by Councillor Lovelock, that Councillor Mrs Linda Neal be appointed Leader of the Council.

10. DETERMINATION AS TO THE NUMBER OF CABINET SEATS, CABINET MEMBERSHIP AND PORTFOLIOS

DECISION:

- (1) To set the Cabinet at six members including the Leader;
- (2) To note the following membership of the Cabinet and their respective portfolio responsibilities:

PORFTOLIO	MEMBER
Leader Strategic Partnerships	Councillor Mrs Linda Neal
Deputy Leader Corporate Governance & Housing	Councillor Paul Carpenter
Resources & Assets	Councillor Mike Taylor
Economic Development	Councillor Mrs Frances Cartwright
Access & Engagement	Councillor Ray Auger
Healthy Environment	Councillor John Smith

The Leader advised that the size of the Cabinet would remain at six members (including the Leader). The Leader then expressed her personal thanks to Councillor Mrs Spencer-Gregson who had held the Assets and Resources portfolio for the last two years. Councillor Mrs Spencer-Gregson had now wished to step down from this position and Councillor Mike Taylor would now be appointed to this Cabinet portfolio responsibility.

11. APPOINTMENTS TO COMMITTEES OF THE COUNCIL AND THE POLICY DEVELOPMENT GROUPS.

DECISION:

(1) Noting and accepting the wish of the Labour Group to relinquish its allocated seat on the Development Control Committee and to nominate Councillor Sam Jalili for that seat, to approve the following arrangements for the allocation of committee seats to members based on political groups' aggregate membership as a proportional share of Full Council seats:

Committee	Conservative	Independent	Liberal Dem't	Labour	Total
Development Control	10	4	3		17
Licensing	7	3	1		11
Resources PDG	5	1	1		7
Communities PDG	4	2	1		7
Engagement PDG	4	2		1	7
Scrutiny Committee	7	3	1		11
Constitution Committee	3	1	1		5
Governance & Audit Committee	3	1	1		5
Standards Committee	Political balance does not apply				4
Chief Executive's appraisal panel	3	1			4

(2) To endorse the names of the members of the Standards Committee as notified by the Leaders of the three largest Groups on the Council:

Councillor Lovelock M.B.E., Councillor Harvey, Councillor Moore, and Councillor Mike Williams

(3) To approve the following committee memberships:

Development Control Committee:

**Councillor Adams
Councillor Exton
Councillor Mrs Gaffigan
Councillor Harvey**

**Councillor Helyar
Councillor Higgs
Councillor Holmes
Councillor Howard
Councillor Mrs Jalili
Councillor Sam Jalili
Councillor Mrs Kaberry-Brown
Councillor Vic Kerr
Councillor Newcombe-Jones
Councillor Parkin
Councillor Scott
Councillor Turner
Councillor Avril Williams**

Licensing Committee

**Councillor Mrs Bosworth
Councillor Brough
Councillor Broughton
Councillor Chivers
Councillor Exton
Councillor Howard
Councillor Mrs Radley
Councillor Russell
Councillor Turner
Councillor Wheat
Councillor Mike Williams**

Scrutiny Committee

**Councillor Mrs Bosworth
Councillor Farrar
Councillor Hearmon
Councillor Helyar
Councillor Higgs
Councillor Holmes
Councillor Joynson
Councillor Mrs Kaberry-Brown
Councillor Mrs Judy Smith
Councillor Andrea Webster
Councillor Mike Williams**

Resources Policy Development Group

**Councillor Craft
Councillor Mrs Maureen Jalili
Councillor Bob Sandall
Councillor Scott**

Councillor Mrs Spencer-Gregson
Councillor Stokes

Engagement Policy Development Group

Councillor Cook
Councillor Exton
Councillor Jock Kerr
Councillor McBride
Councillor Russell
Councillor Selby
Councillor Tom Webster

Communities Policy Development Group

Councillor Bisnauthsing
Councillor Miss Channell
Councillor Nicholson
Councillor Martin-Mayhew
Councillor Stephens
Councillor Thompson
Councillor Wootten

Constitution Committee

Councillor Mrs Gaffigan
Councillor Martin-Mayhew
Councillor Susan Sandall
Councillor Andrea Webster
Councillor Wootten

Governance and Audit Committee

Councillor Dawson
Councillor Farrar
Councillor Joynson
Councillor Lovelock
Councillor Moore

Members had before them report number DEM024 presented by the Democracy Services Manager in which the Council was invited to consider its appointment of members to committees and policy development groups in accordance with the Constitution.

The Council then considered the existing memberships as appended to the report and, with the exception of a few amendments notified at the meeting by the respective group leaders, the memberships were moved and seconded en

bloc with a separate vote being taken for each committee and PDG.

12. APPOINTMENTS OF CHAIRMANSHIPS AND VICE-CHAIRMANSHIPS

DECISION: To award the positions of Chairmen and Vice-Chairmen of committees and groups to the following members:

Development Control Committee:

Councillor Parkin – Chairman
Councillor Adams – Vice-Chairman

Licensing Committee:

Councillor Mrs Bosworth – Chairman
Councillor Turner – Vice-Chairman

Scrutiny Committee:

Councillor Joynson – Chairman
Councillor Mrs Judy Smith – Vice-Chairman

Resources Policy Development Group:

Councillor Craft – Chairman
Councillor Scott – Vice-Chairman

Communities Policy Development Group:

Councillor Nicholson – Chairman
Councillor Thompson – Vice-Chairman

Engagement Policy Development Group:

Councillor Exton – Chairman
Councillor Tom Webster – Vice-Chairman

Constitution Committee:

Councillor Martin-Mayhew – Chairman
Councillor Andrea Webster – Vice-Chairman

Governance & Audit Committee:

Councillor Lovelock – Chairman
Councillor Farrar – Vice-Chairman

In accordance with Council procedure rule 1.1 (viii), the Leader notified the Council of her recommendations for appointments to the Chairmanships and Vice-Chairmanships of committees and Policy Development Groups. The proposals were seconded and voted upon en block.

13. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS 2009/10.

DECISION: In accordance with Council procedure rule 1.1 (xi), the public meetings of the Council and Committees be held in accordance with the draft programme as submitted.

Circulated with the agenda was a draft programme of meetings for the ensuing municipal year. This draft programme had been previously circulated for information at the Council meeting held on 22 January 2009.

14. REVISION OF GUIDELINE RENT 2009/10

DECISION: To endorse the Cabinet's recommendation that a positive response is given to the consultation to support a reduction in the rental increase (in respect of the Housing Revenue Account) for 2009/10 to a guideline rent increase of 3.1% in line with the proposal by the Minister for Housing announced on 6 March 2009.

Councillor Mrs Spencer-Gregson as outgoing Assets and Resources portfolio holder presented report number CHFCS37 in which reminded members that, at its budget meeting, the Council had decided to set dwelling rent increases in accordance with the Government guideline rent, but with a cap on individual rent increases of no more than 7%. Following that meeting, the Minister for Housing had announced a new proposal for a lower average guideline rent of 3.1% in response to the current economic climate and this proposal was out for consultation. The Cabinet had met on 6 April 2009 and recommended to support the reduction in the government guideline rent increase, noting that the Department of Communities and Local Government (CLG) will compensate Councils for their reduced income levels if they met the set criteria laid out in the consultation document.

The Corporate Head of Finance and Customer Services explained how the implementation of this lower average guideline rent would impact on the Housing Revenue Account (HRA) and the General Fund. He further advised that if the Council wished to take up the offer from CLG in implementing the lower guideline average rent increase of 3.1% then this needed to be indicated with the CLG by 24 April 2009.

Discussion opened with a number of members expressing strong concern at the badly timed decision by the Government and the impact this would have on the HRA at a time when it was already under considerable pressure. Whilst supporting in principle a measure that would help tenants during the current economic climate, the speakers were very cross that the timing meant additional cost that could have been avoided; it would also mean confusion for many tenants. The Corporate Head confirmed that if the announcement had been made earlier, the Council would not have been placed in a position whereby it needed to redirect staff resources to deal with additional calculations on housing benefits. The Housing portfolio holder advised that he had spoken to the Customer Services Manager about sending out clear information in

advance to customers to avoid as much confusion as possible. An addendum to the motion was proposed that a letter be sent to the Housing Minister expressing this Council's strong concerns at the poor timing of this initiative.

A member referred to a Council meeting held last year when it was proposed to send similar letters of concern to the Government regarding the Lincolnshire Police Authority funding but which, on reflection, had not been supported. He suggested that the Council must be consistent in its approach and stated he would not support the addendum for that reason. The mover of the original motion confirmed she wished to put the recommendation as presented, without any addendum. On being put to the vote the motion to endorse the recommendation of the Cabinet was carried.

15. GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2009.

DECISION:

- (1) To approve the annual report of the Chairman of the Governance & Audit Committee for 2008/09;
- (2) Note the work plan and timetable for 2009/10.

The Chairman of the Governance & Audit Committee presented report number GAC001 advising the Council on the key outcomes arising from the work of the Governance & Audit Committee for 2008/09. These outcomes had helped to improve and strengthen the Council's overarching control environment and governance arrangements. The report also set out how the work of the Committee will be developed during 2009/10.

Councillor Lovelock advised the Council that the committee had met 7 times in the last year, three occasions being full day meetings. He thanked members and officers for their support. He also went on to advise that, with effect from 1 April this year, the Council was required to produce its accounts in accordance with international financial reporting procedures. Last years accounts would also have to be reformatted to meet this standard for comparison purposes. This was a burden on staff resources which the authority could well have done without. Councillor Mrs Spencer-Gregson seconded approval of the report, commenting that it demonstrated the important and wide ranging interest of this committee. She stated she had enjoyed working with Councillor Lovelock and his colleagues on the committee.

16. APPOINTMENT TO OUTSIDE BODIES.

DECISION:

- (1) That the Leader, Councillor Mrs Linda Neal be appointed to represent the Council on Local Government East Midlands;
- (2) That the Leader, Councillor Mrs Linda Neal be appointed to represent the Council on the East Midlands Regional Assembly;
- (3) That the Leader, Councillor Mrs Linda Neal be appointed to represent the Council on the Local Government Association General Assembly (or in her absence, the Deputy Leader, Councillor Carpenter);
- (4) That Councillor John Smith as the Healthy Environment portfolio holder and Councillor Peter Martin-Mayhew be appointed to represent the Council on the Local Government Association Rural Commission, with Councillor John Smith to hold the voting rights;
- (5) That Councillor Hearmon be appointed to represent the Council on the Joint Lincolnshire Scrutiny Panel for the Sustainable Community Strategy;
- (6) That Councillor Bisnauthsing be appointed to represent the Council on Community Care for the Elderly, Grantham;
- (7) That the Council declines to appoint a representative to the South Lincolnshire Blind Society but refers the issue of why three district Councillors have resigned from this body to the Scrutiny Committee.

The Democracy Services Manager presented her report number DEM023 concerning a number of annual appointments on outside regional bodies that were due for re-appointment at 1 May 2009, together with a number of other appointments to fill current vacancies and a new body, the Joint Lincolnshire Scrutiny Panel for the Sustainable Community Strategy. Members were advised that this latter appointment must come from a non executive member.

A motion to re-appoint the same members to the four regional bodies was moved and seconded. Councillor Hearmon was proposed and seconded to represent the Council on the Joint Lincolnshire Scrutiny Panel for the Sustainable Community Strategy.

A member enquired as to why the County Council member representatives were to be politically balanced but not the District representatives. The Leader explained that at the Leaders' and Chief Executives' meeting concern had been expressed that the number of members from the County Council should not outweigh the members from the district authorities; the County had felt it

important that their representation should be politically balanced. However, in inviting representation from the districts it would not have been possible to determine political balance. A vote was taken on the nominations for the four regional bodies and the Joint Lincolnshire Scrutiny Panel for the Sustainable Community Strategy en bloc and carried.

Councillor Bisnauthsing was proposed and seconded as the Council's nomination for representation on the Community Care for the Elderly, Grantham. Upon being put to the vote, Councillor Bisnauthsing's nomination was carried.

Councillor Wootten stated he was no longer happy to service as the Council's representative on the South Lincolnshire Blind Society. A member stated she was saddened that Councillor Wootten had felt the need to resign and expressed concern that he was now the third member to resign from this organisation. She proposed that the matter be scrutinised.

Another member endorsed these concerns as the previous representatives had been high calibre appointees and suggested the Council ought to find out what was the issue here. The Leader advised that it was the role of the Charities Commission to investigate a charity but this Council's Scrutiny Committee could look into this authority's own appointments. Reference was made to when the Scrutiny Committee had previously considered the situation when Councillor Sam Jalili had resigned from this body. However, several members supported the motion for the Scrutiny Committee to investigate again as the situation was different in that now no one from South Kesteven District Council was prepared to sit on this organisation as its representative. The Chairman of the Scrutiny Committee confirmed he would refer this matter to his committee. In the absence of any nominations to act as this authority's representative on the South Lincolnshire Blind Society, members voted on the motion, subsequently seconded, to refer the matter to the Scrutiny Committee. The motion was carried.

17. REPORT TO COUNCIL FROM THE STANDARDS COMMITTEE

DECISION: To note the report of the Chairman of the Standards Committee for the period May 2008 to April 2009.

The independent Chairman of the Standards Committee, Mr Chris Holtom, presented his report number LEG043, copies of which had previously been circulated to members. He highlighted the fact that it had been a busy year for the committee as a result of the devolved regime previously undertaken by the Standards Board for England. This had meant the workload had increased considerably resulting in ten hearings and the necessity to set up two sub-committees to assess initial complaints.

The Committee continued to focus at parish level from where most of the problems arose yet where there was the least amount of support. Mr. Holtom stressed that the role of the Standards Committee was to help the parishes understand the importance of the Code of Conduct. To that end, five parish training sessions had been held that year and these had been received very positively and much appreciated.

Members were advised that this additional work had also fallen significantly on the Council's Legal Services and Democratic Services teams; Mr Holtom commended the support he and his committee had received from these sections particularly from the Monitoring Officer, Mrs Youles, and from the Principal Democracy Officer, Mr Morrison. Mr Morrison had consistently supported these training sessions out of normal office hours without complaint. Mr Holton concluded by saying his felt that the message was getting out to the parishes in the district thanks to the support he had received.

The Corporate Governance portfolio holder stated that this served as a reminder that all members should be mindful of their role in all their undertakings both public and private.

The Council expressed it thanks and appreciation to Mr Holton and his Vice-Chairman, Mr Mann, for the hard work they and the committee had put in over the course of the year.

[The refreshment break took place between 3.35pm and 3.55pm]

[Councillor John Smith left the Chamber before the Leader presented her report at minute 18.]

18. REPORT BY THE LEADER ON URGENT KEY AND NON KEY DECISIONS TAKEN.

DECISION: To note the Leader's report on an urgent key decision and urgent non key decision taken since the last ordinary meeting of the Council.

Members had before them report number CAB011 by the Leader concerning urgent decisions taken under access to information procedure rules 16 and 17.3.

[Beverly Agass left the meeting at this point. Her colleague, Ian Yates, had left the meeting at the refreshment break and had not returned.]

19. APPOINTMENT PANEL.

DECISION: To note the report by the Leader on progress made to date by

the Appointment Panel and to wish its members a speedy conclusion to their remit.

In her opening remarks, the Leader stated she was mindful that she was reporting in an open forum but was confident that she would be able to provide a useful report on the Panel's progress so far.

The Panel had met on 21 April assisted by a facilitator to consider the issue of how and what should replace the Head of Paid Service. She explained that Councillor Davidson had been unable to attend but he had been kept fully informed and was happy for this report to be given. The Panel had deliberated on what it considered was good and not so good about South Kesteven both in the local and national context. It had gone through a series of options, including not replacing the Head of Paid Service. Although it was a statutory requirement to have a Head of Paid Service, for the sake of completeness, this option had also been looked at. Other options included sharing a Chief Executive, appointment of a joint Chief Executive, and a fixed term contract. Mindful of best value consideration, the Panel had also looked at how the replacement should be found.

The Leader advised that the Panel were as one in coming to a conclusion that the Council should look to appoint a new Chief Executive on a similar basis to the previous appointment. The Panel felt that the district was too large to make sharing a Chief Executive feasible.

The Panel had also unanimously concluded that it should in the first instance put the post out to internal application only. If they were unable to recruit to the calibre required of this post, then they would proceed to external recruitment. The other members of the Panel, Councillor Mrs Jalili and Councillor Howard, endorsed the Leader's comments on how productive the discussions had been and the fact that had all agreed on the conclusions.

A question was raised on whether there was a legal obligation to seek external candidates. The Leader replied that there was no legal obligation, however, in pursuing the internal recruitment option there would be a need to satisfy the District Auditor that the Panel's conclusions were appropriate in relation to seeking that route. Several members expressed the hope that progress with a permanent appointment would be as swift as possible in order to provide the authority with the necessary stability and calmness. Another member said he hoped that a new culture would result whereby the organisation could introduce some fun alongside its hard work; he expressed the view that this aspect had been sadly lacking in recent years.

A member also commented that the Council had previously gone down the route of internal appointment with success.

The Deputy Leader advised members that he had taken the facilitator on a tour of the offices following which he had said how impressed he had been with the facilities and how friendly he had found the staff.

The Leader was asked to confirm whether or not successful internal recruitment would save the Council around £50,000. The Leader replied that the cost of an external recruitment exercise would be in the region of £50,000. However, she stressed that the most important issue was to get the right person for the job and for this organisation and if an internal recruitment procedure did not result in finding that person, an external recruitment process would be carried out. A question was put on whether there would be a wholesale management restructure afterwards. The Leader said she sincerely hoped not but with an external appointment there was always the possibility that a person new to the organisation would want to make major changes. If the new appointment was made internally she could not promise there would be no changes at all as it was part of the role of that person to look at how the organisation is managed.

The members of the Panel were thanked for their diligent work to date and hopes expressed as to a swift and successful conclusion to their remit.

20. QUESTIONS ON NOTICE

One question on notice had been submitted by Councillor Ian Selby and referred to the Engagement PDG.

21. CLOSE OF MEETING.

The meeting closed at 4.13 p.m.

Agenda Item 5

CHAIRMAN OF THE COUNCIL

ATTENDANCE AT CIVIC EVENTS

23.4.09 to 18.6.09

Date	Ref	Organisation/Host	Event
23.4.09	BA1	Past Chairmen's Lunch Hosted by Cllr M. Exton	Witham Room, SKDC
24.4.09	BA8	Mayor of Grantham Variety Show	Guildhall, Grantham
7.5.09	BA6	Stamford Town Council - Mayor	The Courtroom, Town Hall Stamford
11.5.09	BA12	Reception for England Bowls Team	Grantham Bowling Club
13.5.09	BA15	Community Care for the Elderly Grantham	Annual General Meeting at Grantham Road Football Club
13.5.09	VC6	Community Care for the Elderly Grantham	As above
17.5.09	BA11	Bourne Town Council	Bourne Civic Service Bourne Abbey Church
28.5.09	BA13	Grantham Charter Trustees	Mayor Making Ceremony Council Chamber, SKDC
28.5.09	VC4	Grantham Charter Trustees	As above
31.5.09	BA14	Grantham Charter Trustees Mayor's Sunday	St. Wulfram's Church, Grantham
31.5.09	VC5	Grantham Charter Trustees Mayor's Sunday	As above
5.6.09	VC3	Royal Air Force Cranwell	Queen's Birthday Reception, RAF Cranwell College
14.6.09	BA9	Chairman – North Kesteven District Council	Civic Service & Afternoon Tea Mart Church and Village Hall
17.6.09	BA7	Rotary Club of Grantham	Swimathon Presentation Evening Central School, Grantham

BA – Cllr Adams

VC – Cllr Margery Radley

REPORT TO COUNCIL

REPORT OF: CORPORATE HEAD OF FINANCE AND CUSTOMER SERVICES

REPORT NO: CHFCS49

DATE: 18TH June 2009

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

1. RECOMMENDATIONS

It is recommended that Council:

a. approve the following Supplementary Estimates in respect of the following:

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

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

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

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

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

2. PURPOSE OF THE REPORT/DECISION REQUIRED

Cabinet, at it's meeting on 1 June 2009, approved the recommendations to Council (given above) with the inclusion of the words 'in line with Council priorities' in respect of the usage of the LABGI income.

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

3. DETAILS OF REPORT

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

General Fund Capital Programme

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

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

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

General Fund Revenue budgets

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

1. Leisure Premises

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

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

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

2. Local Authority Business Growth Incentive (LABGI)

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

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

The Council has received £193,849.62 following the release of the LABGI and it is proposed to use this sum to directly support economic development initiatives in order to stimulate the local economy and attract inward investment. These initiatives will be

aligned to the outcomes identified in the 'Good for business' priority plan and the agreed improvements from the economic growth and development audit.

Housing Revenue Account Revenue

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

Housing Revenue Account Capital Programme

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

- Upgrading sheltered housing schemes – a new bid of £210k in respect of works at Manners Street Grantham
- Structural repairs – slippage of £62k from the 2008/09 programme
- Passenger lifts – a new bid of £240k in respect of lift replacement at Essex Road Stamford, Meadow Close Bourne, Woods Close Long Bennington and Manners Street Grantham
- Ground source heating pumps – a £299k bid is in respect of the supply and installation of ground source heating pumps to be fitted at 25 (as yet unspecified) HRA properties for 2009/10. A further capital bid of £299k for 2010/11 also proposed. These pumps will reduce CO2 emissions by 85% per dwelling on solid fuel and 74% on electric heating systems. There is a proposal to apply for external grant funding for these works which could contribute up to £329,000 over 2 years. The financing statement (appendix D) is based on the grant award being received. Should this not be the case then the works cannot commence until alternative funding arrangements are approved.
- Property refurbishments – a bid of £94k and slippage of £21k in respect of properties at Walton Gardens Grantham and Scotgate Stamford
- Re-roofing – a bid of £55k for properties at Woods Close Long Bennington and Market Place Folkingham
- Re-wiring – a new bid of £41k (in addition to the £160k already approved) in respect of New Street flats Grantham
- Asset management software system – this software purchase was approved in December 2008. However due to the nature of the purchase the expenditure should be capitalised.

The reserves statement has been updated to reflect the additional financing requirements resulting from these additional bids (the opening balances used do not reflect the outturn position for 2008/09 as at the time of compiling the report the

closedown of the financial year is still progressing). It is proposed to finance the capital programme in 2009/10 from the useable capital receipts reserve for the General Fund expenditure and the Major Repairs Reserve for the HRA expenditure.

4. OTHER OPTIONS CONSIDERED

N/a

5 RESOURCE IMPLICATIONS

These are stated in the report.

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

None identified.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

N/a

8. CRIME AND DISORDER IMPLICATIONS

N/a

9. COMMENTS OF SECTION 151 OFFICER

My comments are included in the report.

10. COMMENTS OF MONITORING OFFICER

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

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

N/a

12. APPENDICES: attached.

CAPITAL PROGRAMMES

Appendix A

OTHER SERVICES

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

CAPITAL PROGRAMME

Appendix B

HOUSING INVESTMENT PROGRAMME

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

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

SUMMARY OF GENERAL FUND ESTIMATES

Appendix C

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

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

RESERVES

RESERVES STATEMENT

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

CAPITAL PROGRAMMES

Appendix D

SUMMARY FINANCING STATEMENT

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

HOUSING REVENUE ACCOUNT - SUMMARY

Appendix E

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

MINUTES

CONSTITUTION COMMITTEE
MONDAY, 27 APRIL 2009



COMMITTEE MEMBERS PRESENT

Councillor Kenneth Joynson
Councillor Peter Martin-Mayhew
(Chairman)
Councillor Susan Sandall

Councillor Andrea Webster (Vice-Chairman)
Councillor Raymond Wootten

OFFICERS

Legal Services Manager (Monitoring Officer)
Housing Solutions Service Manager
Principal Democracy Officer
Democracy Support Officer

OTHER MEMBERS

(none)

1. MEMBERSHIP

The Committee were notified that Councillor Joynson was substituting for Councillor Mrs Gaffigan for this meeting only.

2. DECLARATIONS OF INTEREST

Councillor Ray Wootten declared a personal interest in agenda item 7 (Changes to the Scheme of Delegation) by virtue of being a volunteer care worker for Soldiers, Sailors and Airmen's Family Association and Councillor Ken Joynson also declared a personal interest in agenda item 7 be virtue of being a member of the British Polio Fellowship.

3. MINUTES OF THE MEETING HELD ON 20TH FEBRUARY 2009

The minutes of the meeting held on 20th February were agreed as a correct record.

4. CHANGES TO SCHEME OF DELEGATION

Recommendation:

That the Constitution Committee recommends to Council the following amendments to Delegated Authority at Part 3 of the Constitution to

 "Listening Learning Delivering"

include:

Housing

1. to authorise grants under the Housing Grants, Construction and Regeneration Act 1996 as implemented under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 with the exception of discretionary Disabled Facilities Grants

to include an additional delegation to the Corporate Governance and Housing Portfolio Holder

Discretionary Disabled Facilities Grants

The Service Manager Housing Solutions introduced report CHSC016 to the Committee. Following the Cabinet meeting in April 2009 and the decision made a change to the scheme of delegation was required to ensure delegated authority was granted to the Portfolio Holder Corporate Governance and Housing for Discretionary Disabled Facilities Grants (DDFG). The Housing Solutions Service Manager gave Members a broad background of how the discretionary facilities grant would work. He then gave examples of instances when a DDFG maybe used and also how it had the flexibility to be used with a Mandatory Facilities Grant.

Some Members expressed concern about the process for grant approval, the number of people on the waiting list and timescales involved. The Housing Solutions Manager referred to the current system which was not perhaps ideal, as unfortunately the demand would always be there, but was a better system to that which was in place three years ago. Members gave examples of cases to which the Housing Solutions Service Manager replied that he would be happy to discuss these cases outside the meeting. Members agreed with the recommendation as outlined in the report.

5. COUNCILLOR CALLS FOR ACTION

Recommendation:

The Constitution Committee recommends to Council that the Council's Constitution be amended to take account of the new Councillor Call for Action (CCfA) process. The Constitution to be amended to include at page 189 after Call in a new item 12a

12a. Councillor Call for Action (CCfA)

1. Any member of the Council can refer to the Scrutiny Committee, any 'local government matter' which is relevant to the functions of

that committee.

- i. *local government matter” means - any matter relating to the functions of the authority which affect the member’s area or any individual who lives or works in that area which is not an excluded matter”*
2. *If a member wishes to refer a Councillor Call for Action to the Scrutiny Committee they must complete the approved Councillor Call for Action pro-forma and submit this to the Scrutiny Officer.*
3. *The Scrutiny Officer in conjunction with the Chair of the Scrutiny Committee will assess whether the Councillor has completed the necessary checklist and if so will place the request on the agenda for the next meeting. Where approval for inclusion on the agenda is unlikely because the criteria have not been met, the Chairman will liaise with the Member raising the Call for Action. If there is disagreement the Call for Action will not be submitted to committee for determination.*
4. *Prior to considering the request Members of the Scrutiny Committee will first confirm that the call for action is valid and meets the criteria in the checklist.*
5. *The member raising the call for action will then be asked to present in person the issue before the committee. Should the member be unable to attend then they may request another councillor from their ward to present on their behalf. If no ward councillor is able to be present the committee will defer the item to a future meeting. The presentation should include an indication of what they would see as a satisfactory resolution*
6. *Members will then consider the call for action and agree what they will do to resolve the issue. This may include calling witnesses (including portfolio holders, officers or external representatives). In making any recommendations for a solution on the matter before them, regard should be had to the resource implications for the Council.*
7. *Having considered and resolved the call for action as agreed the Committee will report the outcome to the member raising the call for action.*
8. *The matter should not be being separately considered by another local authority.*

Insert into Constitution under Terms of Reference, Scrutiny Committee new point (v) on page 44.

(v) To consider Councillor Calls for Action.

The Committee had been circulated with report DEM026 which considered the process and procedures for hearing a councillor call for action following legislation made. Members felt that few cases would come forward as they would have to be very unusual not to have been addressed through other mechanisms that were already in place but agreed that the issue should be included within the Constitution. It was mentioned that few Councillors would be aware of the legislation and it was agreed that the Principal Democracy Officer would write to Members with a copy of the guidance.

6. MEMBERS JOB DESCRIPTIONS

Recommendation

That Members' Job Descriptions be circulated to all PDG's for consideration and comment. The Constitution Committee to look at the issue again before Council once the consultation with PDG's is complete to consider whether the agreed descriptions should be detailed in the constitution.

Members briefly discussed report DEM027 which concerned Members Job Descriptions. These had been put together following the Council's new approach to the Council's priorities and the priority theme plans. The Principal Democracy Officer highlighted a few areas that had been amended by Cabinet already. Following comments by the Monitoring Officer the Committee decided that a wider consultation with Members was required before the issue went to Council. It was agreed that the Members' job descriptions should be circulated at the next round of PDG's. Following the consultation, a further report is submitted to the Constitution Committee to agree the best place for inclusion within the Constitution.

7. CLOSE OF MEETING

The meeting closed at 11.15am.

REPORT TO COUNCIL

REPORT OF: DEMOCRACY SERVICE MANAGER

REPORT NO: DEM028

DATE: 18 June 2009

TITLE:	Representatives on Outside Bodies	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/a	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Ray Auger Access and Engagement Portfolio	
CONTACT OFFICER:	Lena Shuttlewood, Democracy Services Manager 01476 406119 l.shuttlewood@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	N/A	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	Letter dated 15 April 2009 from Clerk to the Governors, Stamford Endowed Schools Letter dated 22 April 2009 from the Local Gov't Association	

1. RECOMMENDATION

That the Council:

- (1) invites and considers nominations at the meeting and appoints a replacement member to act as a substitute for Councillor N. Craft on the Grantham Growth Point Strategic Board, and confirms the appointment of Councillor Mike Taylor as a substitute for Councillor Mrs Cartwright in his capacity as Assets & Resources Portfolio Holder;
- (2) considers whether it wishes to be represented on the Local Government Association Urban Commission, and if so, invites and considers nominations and appoints two representatives to this body, indicating which representative is to hold the voting rights;
- (3) considers the proposal by the Governing Body to the Stamford Endowed Schools (SES) that this authority no longer appoints a nominative Governor to the Schools but continues the relationship with SES by appointing a nominated representative instead. If the Council supports this change, then it is also recommended that it confirms who that nominated representative will be.

2. PURPOSE OF THE REPORT

The purpose of this report is for the Council to consider appointing representatives on outside bodies that have arisen since the last meeting.

3. DETAILS OF REPORT

3.1 Grantham Growth Point Strategic Board

At its meeting on 24 January 2008, the Council made a number of appointments to the Grantham Growth Point Strategic Board which was set up to progress and monitor the delivery of projects identified for the development and delivery of sustainable growth in Grantham.

Councillor Mrs Cartwright (as Economic portfolio holder) and Councillor Craft were appointed as the Strategic Board representatives with Councillor Mrs Spencer-Gregson (as Assets and Resources portfolio holder) and Councillor Mike Taylor as their respective substitutes.

As Councillor Mike Taylor has recently been made the Assets and Resources portfolio holder, his position has now changed and the Council is asked to confirm his appointment as Councillor Mrs Cartwright's substitute on the Strategic Board and nominate a new substitute member for Councillor Craft. I have been advised by the Corporate Head for Sustainable Communities that it would be appropriate for the replacement substitute to be a Grantham ward member.

3.2 Local Government Association Urban Commission

Members will be aware that the Council appoints two members to represent the Council on the LGA Rural Commission. South Kesteven DC is not currently a member of the LGA Urban Commission but there is an opportunity to join now by appointing two members (or one member and an officer) before the close of registration on 24 July.

The Urban Commission provides the forum within the LGA for member authorities whose areas are wholly or partly urban. Its purpose is:

- To discuss matters of common concern and share best practice;
- To assist the LGA to take into account the needs, priorities, and aspirations of urban authorities in formulating and providing its policies;
- To help the LGA promote the role and interests of urban authorities and the ability of those authorities to meet the needs of the communities they serve.

As with the Rural Commission, only one of the two representatives holds the member authority voting rights. There is no additional cost involved to joining other than the nominated members' travelling expenses. The Urban Commission meets twice a year and holds other events of interest to its members.

The annual meeting of the Urban Commission will take place on 28 October 2009 at Local Government House, London.

3.3 Stamford Endowed Schools

At the Council meeting on 25 October 2007, Councillor John Nicholson was re-appointed as a Nominative Governor on the Governing Body for Stamford Endowed Schools. The Clerk to the Governing body has recently written to the Council explaining that a review of the Governing body's size and structure had taken place.

As a result of this review, it is proposed to reduce the size of the Governing body so that it is made up largely of the current co-optative Governors i.e. those not appointed by outside bodies. This would mean that South Kesteven District Council, along with other organisations, would cease to appoint a Nominative Governor for the Endowed Schools.

The Clerk has advised that the individual Governors appointed by the outside bodies were supportive of the change but suggested that their respective nominating bodies should be consulted. The proposal is to set up a body of Nominated *Representatives* instead who would receive a summary of all Governors' meetings, be invited to all school functions and an annual lunch meeting where they would have the opportunity for open discussion. The Clerk has said the current Governing body very much hopes that this Council would wish to nominate a Representative to join this group.

If this Council and the other outside organisations are agreeable to these proposals, the Charity Commissioners will be informed of the changes in the structure and make up of the Governing Body and asked to agree the proposals.

4. OTHER OPTIONS CONSIDERED

The Council could decline to appoint representatives to the LGA Urban Commission and decline to nominate a representative to the Stamford Endowed Schools Governing Body.

5. RESOURCE IMPLICATIONS

Appointed representatives may claim travel expenses in connection with attending meetings of bodies to which they have been appointed in accordance with the current Members' Allowance Scheme.

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

Not applicable.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

Not applicable.

8. CRIME AND DISORDER IMPLICATIONS

Not applicable.

9. COMMENTS OF SECTION 151 OFFICER

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

10. COMMENTS OF MONITORING OFFICER

Any appointment to such bodies must be registered by the member appointed as a registerable interest. In accordance with the new members' code of conduct, such interests need only be declared as personal interests at this authority's meetings if a matter relating to the outside body is to be discussed at the meeting, the interest is not prejudicial and the member appointed intends to speak on the issue.

11. APPENDICES: None

REPORT TO COUNCIL

REPORT OF: THE LEADER

REPORT NO: CAB012

DATE: 18 June 2009

TITLE:	Leader's Report on Urgent Non Key Decisions	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/a	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Mrs Linda Neal Leader of the Council, Chairman of the Cabinet	
CONTACT OFFICER:	Lena Shuttlewood, Democracy Services Manager 01476 406119 l.shuttlewood@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	N/A	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	NKD report numbers DEM027 and SS011	

1. RECOMMENDATION

Members are asked to note these decisions in accordance with Access to Information Procedure Rule 17.3

2. PURPOSE OF THE REPORT

This report is to inform the Council of two non key decision taken since the last report to Council on 23 April 2009 under Access to Information Procedure Rule 23.4.

3. DETAILS OF REPORT

3.1 Urgent non key decision made on 16 April 2009 by the Access and Engagement Portfolio Holder.

Contract for the supply of four sided aluminium polling screens: exemption from tendering.

DECISION: To award the contract to Pakflatt (UK) Ltd., Northern Ireland for the supply of 108 four sided aluminium polling screens at a cost of £38,626.20 + VAT for use at the European Parliamentary Election, the County Council Election on 4 June 2009 and all subsequent elections both local and national, on the basis that the Ministry of Justice will provide 80% of the total cost of this contract by way of an interest free loan to be repaid out of major election funding over subsequent years.

The award of this contract to be treated as an exemption from tendering procedure rules because of the companies contacted only Pakflatt (UK) Ltd. could meet the specification for these units of four voting compartments with voter access for wheelchair users.

The reasons for urgency were:

- a) the Local Returning Officer/Deputy Returning Officer has just agreed terms for repayment of an 80% interest free loan with the Ministry of Justice for the acquisition of replacement polling screens for South Kesteven; and
- b) given the tight timeframe before the major elections on 4 June 2009 the sole company who could supply these screens to the specification required requires confirmation of the order before mid April 2009.

3.2 Urgent non key decision made on 8 May 2009 by the Healthy Environment Portfolio Holder.

Recycling Bring Site collection contract

DECISION: That approval is granted for a four month extension to the existing bring site collection contract with Mid UK Recycling Ltd (based on a revised cost/tonne submitted in April 2009) to enable customer and community consultation to be completed as part of the review of recycling bring sites.

The reason for urgency was: due to the expiry of the existing contract and the need to maintain the service pending formal review. Alternative options have been considered but are neither cost-effective nor operationally manageable at short notice.

4. OTHER OPTIONS CONSIDERED

As set out in report numbers DEM027 and SS011.

5. RESOURCE IMPLICATIONS

As set out in report numbers DEM027 and SS011.

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

As set out in report numbers DEM027 and SS011.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

Not applicable.

8. CRIME AND DISORDER IMPLICATIONS

Not applicable.

9. COMMENTS OF SECTION 151 OFFICER

None

10. COMMENTS OF MONITORING OFFICER

This report is required in accordance with procedures outlined within the Constitution.

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

12. APPENDICES: None

Agenda Item 10

This report contains an appendix which contains information which is exempt by virtue of paragraph 5 of schedule 12A of the Local Government Act 1972

REPORT TO COUNCIL

REPORT OF: Chairman, Development Control Committee

REPORT NO: CHSC20

DATE: 18 June 2009

TITLE:	Modification Order to planning permission S08/1318	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Frances Cartwright Economic Development and Planning Portfolio	
CONTACT OFFICER:	Mr Stuart Vickers, Development Services Manager	
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 The report contains an appendix which is exempt by virtue of the fact that it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings	
BACKGROUND PAPERS	None – exempt information	

1. RECOMMENDATIONS

The Development Control Committee recommends to full Council that a modification order be made in respect of planning application reference S08/1318 in the form of the draft order attached to this report at appendix 1.

2. PURPOSE OF THE REPORT/DECISION REQUIRED

The Development Control Committee recommends to Council the making of a modification order in respect of planning application reference S08/1318, relating to land to the rear of 43-46 St Pauls Street Stamford, division of unit 4 into two flats.

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

Planning permission was granted under S05/1485 for the erection of seven dwellings to the rear of 43-46 St Paul's Street Stamford..

Before work commenced another application was received (S08/1318, which is the subject of this report), to divide unit 4 into two flats.

The proposal involved a small extension to the ground floor to infill under the balcony area and the enlargement of the balcony at first floor area to extend to the total width of the new first floor flat, this being the only amenity area for the first floor flat.

The existing planning permission had approved a balcony of 2.8m in length to unit 4 and balconies to units 2 and 7. The new balcony to unit 4 under the new application would be 6m in length.

The application was approved by the case officer under delegated authority on January 16th 2009 and a statement on the case file was made that there would be "no adverse impact on the amenities of existing and proposed neighbouring residential properties".

Upon construction of the dwellings it became apparent that the extension of the balcony by the additional 2.2m could have an adverse effect on the amenity of a neighbouring property. This is because of the proximity of the extended balcony to their garden and the topography of the site in relation to the surrounding land.

In order to rectify this situation it is proposed that a modification of the planning permission be granted to reduce the size of the balcony and its impact on the neighbouring dwelling. Discussions have been held with the developer and the adjacent owners who have stated that they would not oppose such an order being made.

The order will seek to reduce to the size of the balcony to the original dimensions approved under S05/1485 which was 2.8m in length.

4. OTHER OPTIONS CONSIDERED

As other options that are considered are of a confidential nature these are included in the confidential appendix to this report.

5. RESOURCE IMPLICATIONS

The planning authority is seeking to modify an approved planning permission. This involves negotiation with the developer and the adjacent property owner. The action taken may lead to a claim for loss of external floor area. There will be no cost for alteration of the works as this aspect of the construction has not yet commenced.

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

The main risk is that the modification order is not made before the part of the works to which it relates are commenced .Should this occur then the modification order would not be applicable.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

This report has no impact in relation to the council's equality and diversity policy.

8. CRIME AND DISORDER IMPLICATIONS

There are no significant crime and disorder implications to the report.

9. COMMENTS OF SECTION 151 OFFICER

There may be financial implications arising from this proposed course of action as a result of the loss of external floor area of the dwelling. At this stage it is not possible to identify the sum required in respect of this. The Council has an internal insurance reserve which could be utilised in this respect.

10. COMMENTS OF MONITORING OFFICER

The power to make a modification order is a decision of full Council by virtue of s.97 of the Town and Country Planning Act 1990 (the Act). The matter has been considered by the Development Control Committee which makes this recommendation to full Council. S. 98 of the Act requires confirmation of the order to be made by the Secretary of State. S. 99 of the Act permits the making of an order without Secretary of State confirmation where the parties affected have been notified of the modification and have confirmed in writing they have no objection to the order. I understand the parties involved have been notified and the appropriate confirmation is expected.

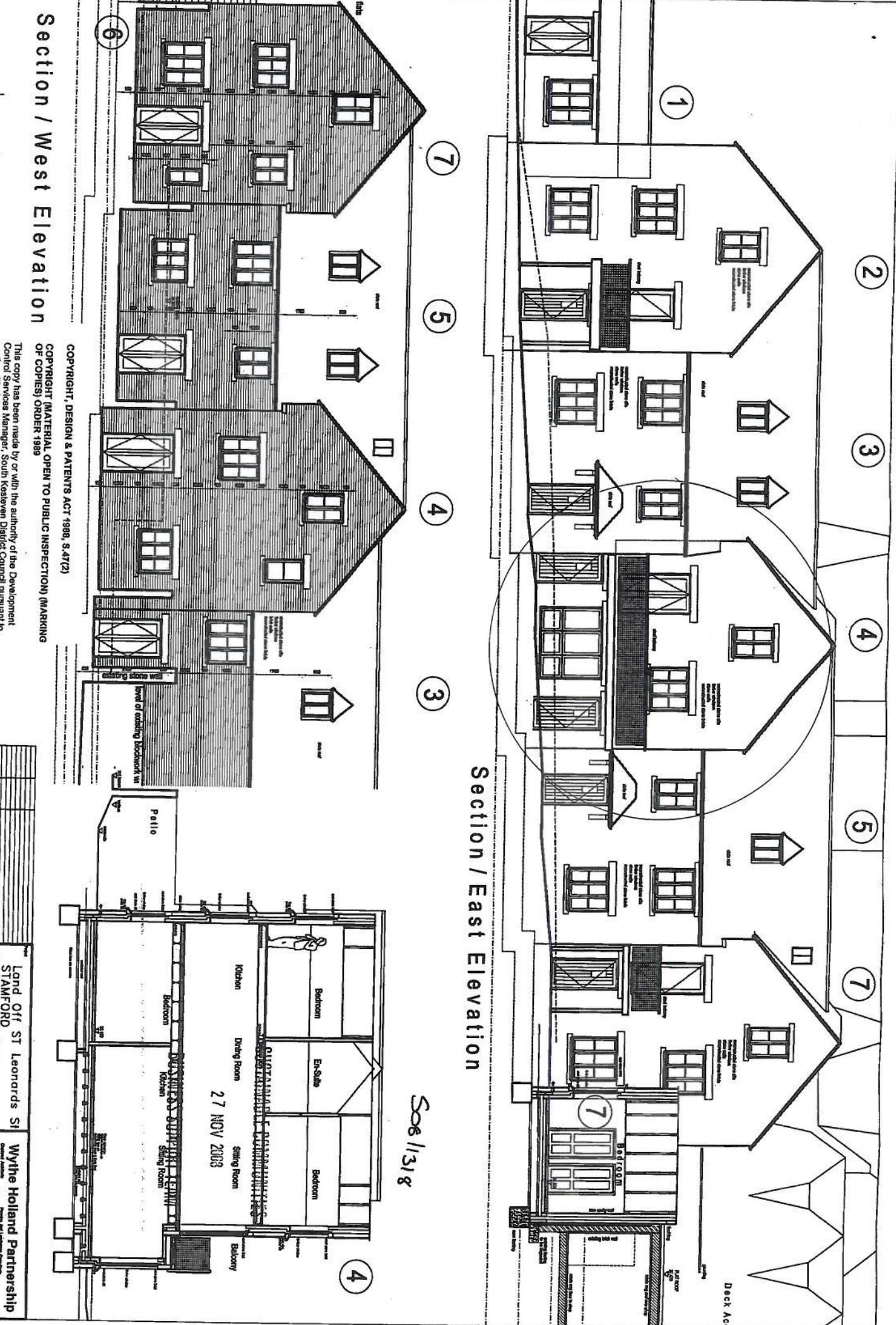
Appropriate notice in accordance with the Act of the proposed order must be given after the making of any order.

11. COMMENTS OF OTHER RELEVANT SERVICE MANAGER

None

12. APPENDICES:

Appendix 1: Advice to Cabinet and Development Control Committee (exempt) attached



Section / West Elevation

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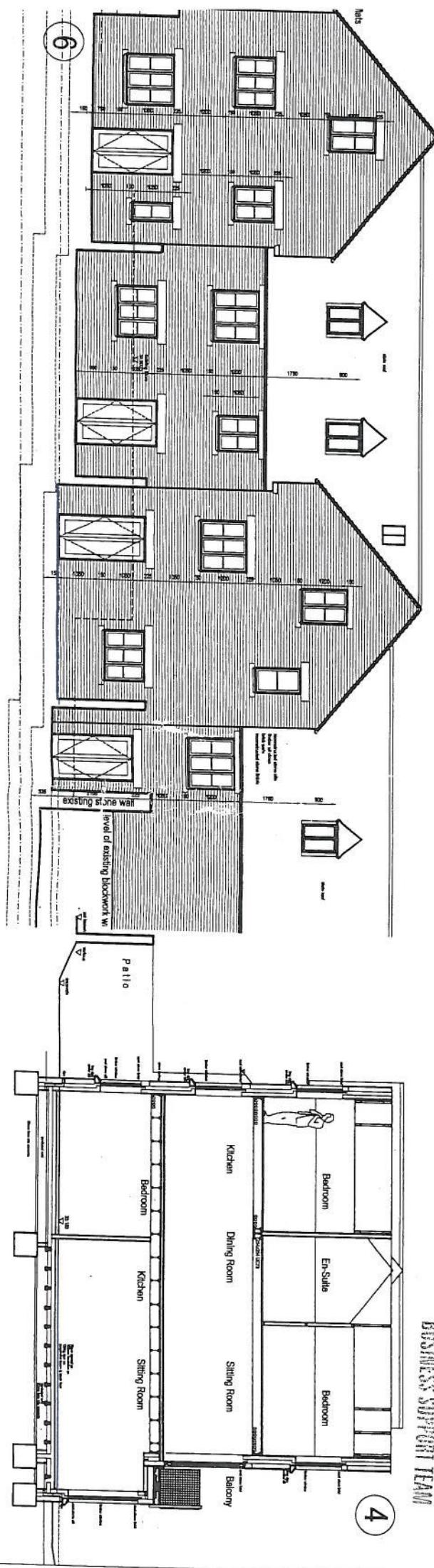
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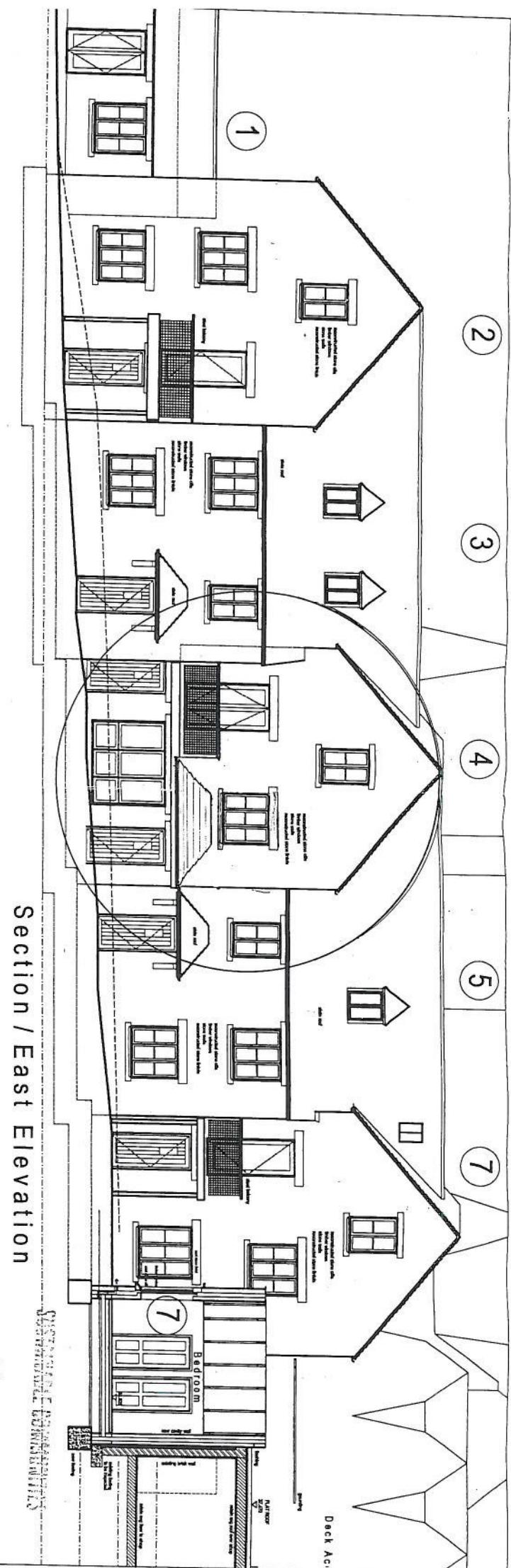
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Section / East Elevation



508/318

BUSINESS SUPPORT TEAM

27 NOV 2003

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